

# FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MAY 10, 2010 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

## AGENDA

1. Call to Order
2. Roll Call
3. Approve Finance, License and Regulation Committee minutes of April 26, 2010 as distributed.
4. 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.
5. Update on the Criterium Bike Race by Administrator Jordan.
6. Update on Edwards Boulevard Extension by Administrator Jordan.
7. **RESOLUTIONS**
  - A. Discussion/Recommendation on **Resolution 10-R38** a Budget Resolution to authorize the payment of the Hillmoor Appraisal to be paid by TIF #4 funds in the amount of \$3,000.
  - B. Discussion/Recommendation on **Resolution 10-R39** a resolution authorizing Dennis Jordan to submit an application to the DNR for outdoor recreation aids.
8. **ORDINANCES**
  - A. Discussion/Recommendation on First Reading of **Ordinance 10-07** an Ordinance creating section 18-430 to 18-439 in Chapter 18 BUSINESSES of the Municipal Code to establish a Weights and Measures section.
9. **LICENSES & PERMITS**
  - A. Discussion/Recommendation on Original Operator Licenses for Stephen Schroeder, and Joy Populorum.
  - B. Discussion/Recommendation on Street Use Permit Application and waiver of fee for Badger High School Graduation on June 6, 2010 to block County Road H from Edwards Boulevard to Bloomfield Road.
10. Discussion/Recommendation on Proposal from Humphrey's Contracting in the amount of \$9,870 for the ball field at Veteran's Park and the expenditure for the special mixture not to exceed \$10,000. (Administrator Jordan)
11. Discussion/Recommendation on Riviera Fountain Repair Bid award to Humphrey's Contracting in the amount of \$7,140 to repair the fountain and the angel. (Administrator Jordan)
12. **Presentation of Accounts**
  - A. Discussion/Recommendation on Purchase Orders
  - B. Discussion/Recommendation on Prepaid Bills in the amount of \$359,383.60
  - C. Discussion/Recommendation on Regular Bills in the amount of \$122,872.91

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This is a meeting of the Finance/License & Judicial Committee.  
No official Council action will be taken, however a quorum of the Council may be present

cc: Committee Members: Alderman Krause, Hartz, Fesenmaier, Krohn, Marsala  
Mayor & remaining Council  
Administrator, City Clerk, Department Heads, Attorney, Treasurer

5/7/2010 10:17 AM

# FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, APRIL 26, 2010 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chair Krause called the meeting to Order at 6:00pm.

Roll Call: Alderman Krohn, Hartz, Marsala, Fesenmaier, and Krause, Clerk Dykstra, Comptroller Pollitt, and Administrator Jordan.

Marsala/Hartz motion to approve Finance, License and Regulation Committee minutes of April 12, 2010 as distributed. Unanimously carried.

**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.**

**Discussion/Recommendation on possible rollover of \$300,000 CDARS investments.**

Comptroller Pollitt noted this is the three month CD with Community Bank and she recommends it be rolled over another 3 months. The rate is .4%.

Marsala/Krohn motion to approve. Unanimously carried.

**Resolution 10-R18 a resolution to carryover \$300 from Portable Radios to the 2010 Capital Budget.**

Marsala/Hartz motion to recommend approval. Unanimously carried.

**Resolution 10-R19 a resolution to carryover \$1,000 from Covert Camera System to the 2010 Capital Budget.**

Marsala/Krohn motion to recommend approval. Unanimously carried.

**Resolution 10-R21 a resolution to carryover \$50,000 from Apparatus Replacement – Fire Truck to the 2010 Capital Project Accounts \$35,000 for Designated FB-Fire Vehicles, \$12,000 for Protective Fire Clothing/Equipment, and \$3,000 for Computer Upgrades.**

Marsala/Hartz motion to recommend approval. Unanimously carried.

**Resolution 10-R25 a resolution to amend the 2010 Operating Budget to transfer \$3,000 from Contingency to Outside Professional Planning for the Hillmoor appraisal.**

Marsala/Krause motion to recommend approval. Chair Krause noted the minutes did verify the amount comes from Contingency. Motion carried, Alderman Krohn opposed.

**Resolution 10-R26 a resolution to carry over from the 2009 Capital Expenditures Budget to the 2010 Capital Expenditures Budget \$146,020 for the following designated accounts: \$2,800 FORS Court Software, \$8,800 City Hall Digital Document Storage, \$1,687 Council Chambers Upgrade, \$6,070 Library Shelving, \$7,000 16 Yd Vac-all screens, \$15,000 Alley Rehab, \$13,500 PD Squad cameras, \$85,863 2009 Ambulance, \$2,500 Comp/Video Projection System, \$2,800 CH Server Room Replacement.**

Marsala/Hartz motion to recommend approval. Unanimously carried.

**Resolution 10-R27 a resolution to carry over to the 2010 Operating Budget the following in the amount of \$23,047: Room Tax Audit \$2,000, Sidewalk Replacement Program \$1,634, Meter Ticket Handheld Units \$19,413.**

Marsala/Hartz motion to recommend approval. Unanimously carried.

**Resolution 10-R29 a resolution to amend the 2010 Capital Projects Fund \$1,449.43 from Designated FB-PD Radio System to Police Radio Replacements.**

Fesenmaier/Marsala motion to recommend approval. Unanimously carried.

**Resolution 10-R30 a resolution to designate a 2009 Fund Balance using undesignated reserves in the amount of \$82,533.66 for the Fire Department 401(a) Plan.**

Marsala/Krause motion to recommend approval. Administrator Jordan noted this is the final step in the Arbitration award. There was a plan called LOSA. When they Unionized they weren't volunteers any longer. They finally came back after reviewing the options and it has taken this long to get them all signed up. Unanimously carried.

**Resolution 10-R37 a resolution to prohibit U-turns at any signalized intersection except for the intersection at 201 S. Edwards Boulevard.**

Marsala/Hartz motion to recommend approval. Unanimously carried.

**First Reading of Ordinance 10-05 an Ordinance amending Chapter 2 ADMINISTRATION of the Municipal Code pertaining to Personnel Committee, Appointed Officials, and Administrator.**

**First Reading of Ordinance 10-06 an Ordinance amending Chapter 90 WATERWAYS of the Municipal Code to reflect new Kayak regulations and definitions.**

Alderman Marsala noted that section (h) be amended to strike the word "only"

**Original Class B Fermented Malt Beverage and Class B Liquor License Application for LG Hospitality Group LLC, d/b/a Ryan Braun's Tavern & Grill, 430 N. Broad Street, Lake Geneva, Arthur Hallenberg, Jr. Agent.**

Marsala/Fesenmaier motion to recommend approval. Unanimously carried

**Change of Agent Application for Baker House, 327 Wrigley Drive, Lake Geneva to Kevin Halminiak, 327 Wrigley Drive, Lake Geneva.**

Marsala/Fesenmaier motion to recommend approval. Unanimously carried.

**Original Operator Licenses for Jake Boulden, Andrew Voight, Christopher Lyon, Margaret Condos, Elke Kurth, Danielle Leone, Angela Kotrba, Susan Hirsch.**

Fesenmaier/Marsala motion to recommend approval. Unanimously carried.

**Street Use Permit Application and waiver of fee for American Legion Post 24 for the Memorial Day Parade and Ceremony on May 31, 2010 from 9AM – 10:30AM.**

Marsala/Fesenmaier motion to recommend approval. Unanimously carried.

**Street Use Permit Application and waiver of fee for The Geneva Area Foundation for the Farmers Market on Thursdays from May 6, 2010 until October 28, 2010 from 7AM until 1:30PM.**

Hartz/Marsala motion to recommend approval without waiving the \$100 Street Use Permit fee. Alderman Marsala expressed concern regarding the waiver of the fees as a for profit organization. Unanimously carried.

**Disallowance of claim filed by Mary Jo Fesenmaier for Attorney Fees in the amount of \$91,693.58, Disallowance of claim filed by Thomas M. Spellman for Attorney Fees in the amount of \$91,693.58, Disallowance of claim filed by Penny Roehrer for Attorney Fees in the amount of \$89,593.58, Disallowance of claim filed by Arleen Krohn for Attorney Fees in the amount of \$89,593.58.**

Krohn/Fesenmaier motion to pass on to the Council without recommendation. Unanimously carried.

**Approve negotiated offer and resolution under Wis. Stats 32.05 (2) (a) with Peller Investments, LLC in the amount of \$200,000 and the assessment agreement. (Administrator Jordan)**

Administrator Jordan noted this is the negotiated price for the Pellers. This basically states they will pay the full assessment for up to 10 years.

Alderman Fesenmaier questioned the reference to the area in the City, on page 11 the legal descriptions. Administrator Jordan confirmed this will be paid by TIF and their final assessment will be based on road cost.

Alderman Hartz expressed concern for obtaining a pre-annexation agreement.  
Administrator Jordan noted this was a better option for the City than Eminent Domain.  
Marsala/Fesenmaier motion to approve and delete the final bracket on page 11. Unanimously carried.

**Contract with Champion Environmental Services for asbestos removal and demolition of the WE Energies Property in the amount of \$93,000. (Administrator Jordan)**

Alderman Hartz questioned who was responsible for permits and approvals and suggested the box be identified at 6B. Exhibit B was drafted by Attorney Draper. Alderman Marsala noted this was sent back because it didn't have a completion date and late fee. Marsala/Krause motion to recommend approval including Exhibit B and the marking of box 6B on page 1. Unanimously carried

**Notice regarding available Regular Combination Class B Fermented Malt Beverage License and Class B Intoxicating Liquor License.**

**Presentation of Accounts**

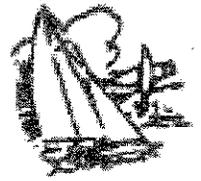
Purchase Orders. None.

Marsala/Krohn motion to recommend approval of Prepaid Bills in the amount of \$43,972.02. Unanimously carried.

Marsala/Fesenmaier motion to recommend approval of Regular Bills in the amount of \$64,611.86. Unanimously carried.

Marsala/Krohn motion to adjourn at 6:36pm. Unanimously carried.

/s/ Diana Dykstra, City Clerk



# REGULAR CITY COUNCIL MEETING

MONDAY, MAY 10, 2010 – 7:00 PM

COUNCIL CHAMBERS, CITY HALL

## AGENDA

1. Mayor Connors calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Awards, Presentations, and Proclamations.
  - A. Lake Geneva Fire Department receipt of State Superintendent's Business Friends of Education Award.
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.
  - A. Letter from Terry O'Neill regarding the 30 day restriction on political signs.
8. Approve Regular City Council Meeting minutes of April 26, 2010 and Special Organizational meeting of the City Council on April 20, 2010 as published and distributed.
9. **Finance, License and Regulation Committee Recommendations, Alderman Krause**
  - A. **RESOLUTIONS**
    - 1) **Resolution 10-R38** a Budget Resolution to authorize the payment of the Hillmoor Appraisal to be paid by TIF #4 funds in the amount of \$3,000.
    - 2) **Resolution 10-R39** a resolution authorizing Dennis Jordan to submit an application to the DNR for outdoor recreation aids.
  - B. **ORDINANCES**
    - 1) Second Reading and approval of **Ordinance 10-05** an Ordinance amending Chapter 2 ADMINISTRATION of the Municipal Code pertaining to Personnel Committee, Appointed Officials, and Administrator.
    - 2) Second Reading and approval of **Ordinance 10-06** an Ordinance amending Chapter 90 WATERWAYS of the Municipal Code to reflect new Kayak regulations and definitions.
    - 3) First Reading of **Ordinance 10-07** an Ordinance creating section 18-430 to 18-439 in Chapter 18 BUSINESSES of the Municipal Code to establish a Weights and Measures section.
  - C. **LICENSES & PERMITS**
    - 1) Original Operator Licenses for Stephen Schroeder, and Joy Populorum.

- 2) Street Use Permit Application and waiver of fee for Badger High School Graduation on June 6, 2010 to block County Road H from Edwards Boulevard to Bloomfield Road.

**10. Piers, Harbors, and Lakefront Committee Recommendations, Alderman Marsala.**

- A. Establishing a cash handling policy and purchase of security box for the beach.
- B. Signage for honor box for Kayak and Canoe launch.

**11. Board of Park Commissioners Recommendations, Alderman Fesenmaier**

- A. Direct City Administrator to prepare grants for purchase of wetlands at Hillmoor Golf Course.

- 12.** Proposal from Humphrey's Contracting in the amount of \$9,870 for the ball field at Veteran's Park and the expenditure for the special mixture not to exceed \$10,000. (Administrator Jordan)

- 13.** Riviera Fountain Repair Bid award to Humphrey's Contracting in the amount of \$7,140 to repair the fountain and the angel. (Administrator Jordan)

- 14.** Riviera Architect selection of McCormack & Etten Architects to design and direct the Riviera remodeling and restoration. (Administrator Jordan)

- 15.** Discussion/Action on City Hall Job Descriptions as recommended by the Personnel Committee in 2009. (Administrator Jordan)

- 16.** Creation of an Ad Hoc Policy Committee to review current policy and internal controls with staff. (Mayor Connors)

**17. Presentation of Accounts**

- A. Purchase Orders
- B. Prepaid Bills in the amount of \$359,383.60
- C. Regular Bills in the amount of \$122,872.91

**18. Appointments to Committees, Commission & Boards by Mayor Connors.**

- A. Citizen Appointments to Boards, Committees, and Commissions.

**19. Adjournment**

*5/7/2010 11:41 AM*

*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.*

CC:  
Mayor & Council  
Administrator, Attorney, Treasurer, Department Heads, Media



# LAKE GENEVA FIRE DEPARTMENT

730 MARSHALL STREET  
LAKE GENEVA, WISCONSIN 53147  
FIRE DEPT. (262) 248-7228

FIRE PREVENTION BUREAU  
PHONE (262) 248-6075  
FAX (262) 248-2264

April 26, 2010

Mayor Jim Connors  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI. 53147

Dear Mayor Connors,

I am proud to announce that the Lake Geneva Fire Department has received the State Superintendent's Business Friends of Education Award.

The award was presented to our department on Friday April 23, 2010 at the annual Wisconsin Area Career and Technical Education Seminar held at the Radisson Paper Valley Hotel in Appleton, WI.

The award is in recognition for the cooperative efforts of Gateway Technical College, Badger, Big Foot and Delavan Darien High Schools and the Lake Geneva Fire Department in making the Fire Protection Technician Program a reality.

Students at the junior and senior high levels attend class at the Lake Geneva Fire Station 3-4 days per week and obtain both high school and college credits upon completion of the program. They have the opportunity to learn hands on, the workings of both fire and emergency medical services careers.

Additionally, we have the opportunity to secure some of these students to fill the ranks of the Lake Geneva Fire Department in the future. We are certain that this program is a win-win program for the city and the schools in our area and are proud to be the recipients of this award.

Enclosed you will find a brief explanation of the award as well as the nomination by Marie Collins from Badger High School.

Sincerely,

Brent Connelly  
Fire Chief

Cc: Diana Dykstra, City Clerk

**COPY**

To: Lake Geneva City Council  
Lake Geneva City Hall  
626 Geneva Street  
Lake Geneva, WI 53147

Date: 4/30/2010

From: Terry O'Neill  
954 George Street  
Lake Geneva, WI 53147

The 30 day restriction on political signs in Lake Geneva City Zoning Ordinance 98-807 (4) is in clear violating of Wisconsin State Statute 12.04 (2) & 12.04 (3) that clearly restricts the municipality from restricting the time for displaying political signs to less than the campaign period. I would appreciate it if the city council would make the appropriate changes to the zoning ordinance by removing the "30 day" restriction on political signs and replace it with one that does not restrict political signs during the "Campaign Period" per Wisconsin State Law 12.04. As can be seen in the complete Statute 12.04 (page 2) , there are some restrictions that are permitted on political signs, but none that permit a restriction on the time period as clearly defined in the Wisconsin State Statute 12.04.

Best Regards,



Terry O'Neill

**Lake Geneva City (Zoning Code) Ordinance 98-807 (4):**

Temporary political signs are permitted without restriction so long as they locate per the requirements of 98-804 (2)(d) and (e), do not impair vision, or do not otherwise create a public nuisance. **Such sign shall not be erected more than 30 days before the election and shall be removed within 48 hours after the election.**

**Wisconsin State Statute 12.04 (2):**

**Except as provided in ss. 12.03 or 12.035 or as restricted under sub. (4), any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period.**

**Wisconsin State Statute 12.04 (3):**

**Except as provided in sub. (4), no county or municipality may regulate the size, shape, placement or content of any sign containing a political message placed upon residential property during an election campaign period.**

**12.04 Communication of political messages. (1)** In this section: (a) "Election campaign period" means:

1. In the case of an election for office, the period beginning on the first day for circulation of nomination papers by candidates, or the first day on which candidates would circulate nomination papers were papers to be required, and ending on the day of the election.

2. In the case of a referendum, the period beginning on the day on which the question to be voted upon is submitted to the electorate and ending on the day on which the referendum is held.

(b) "Political message" means a message intended for a political purpose or a message which pertains to an issue of public policy of possible concern to the electorate, but does not include a message intended solely for a commercial purpose.

(c) "Residential property" means property occupied or suitable to be occupied for residential purposes and property abutting that property for which the owner or renter is responsible for the

Updated 07-08 Wis. Stats. Database 2

**12.04 PROHIBITED ELECTION PRACTICES** *Not certified under s. 35.18 (2), stats.*

Electronic reproduction of 2007-08 Wis. Stats. database, updated and current through 2009 Act 189 and March 31, 2010. Text from the 2007-08 Wis. Stats. database updated by the Legislative Reference Bureau. Only printed statutes are certified

under s. 35.18 (2), stats. Statutory changes effective prior to 1-2-10 are printed as if currently in effect. Statutory changes effective

on or after 1-2-10 are designated by NOTES. Report errors at (608) 266-3561, FAX 264-6948, <http://www.legis.state.wi.us/rsb/stats.html>

maintenance or care. If property is utilized for both residential and nonresidential purposes, "residential property" means only the portion of the property occupied or suitable to be occupied for residential purposes.

(2) Except as provided in ss. 12.03 or 12.035 or as restricted under sub. (4), any individual may place a sign containing a political message upon residential property owned or occupied by that individual during an election campaign period.

(3) Except as provided in sub. (4), no county or municipality may regulate the size, shape, placement or content of any sign containing a political message placed upon residential property during an election campaign period.

(4) (a) A county or municipality may regulate the size, shape or placement of any sign if such regulation is necessary to ensure traffic or pedestrian safety. A county or municipality may regulate the size, shape or placement of any sign having an electrical, mechanical or audio auxiliary.

(b) In addition to regulation under par. (a), a municipality may regulate the size, shape or placement of a sign exceeding 11 square feet in area. This paragraph does not apply to a sign which is affixed to a permanent structure and does not extend beyond the perimeter of the structure, if the sign does not obstruct a window, door, fire escape, ventilation shaft or other area which is required by an applicable building code to remain unobstructed.

(5) (a) The renter of residential property may exercise the same right as the owner to place a sign upon the property under sub. (2) in any area of the property occupied exclusively by the renter. The terms of a lease or other agreement under which residential property is occupied shall control in determining whether property is occupied exclusively by a renter.

(b) The owner of residential property may exercise the right granted under sub. (2) in any portion of the property not occupied exclusively by a renter.

(6) This section does not apply to signs prohibited from being erected under s. 84.30.

History: 1985 a. 198; 1993 a. 246; 2005 a. 451; 2009 a. 173.

**REGULAR CITY COUNCIL MEETING**  
**MONDAY, APRIL 26, 2010 – 7:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Mayor Connors calls the meeting to order at 7:00pm.

Pledge of Allegiance was lead by Alderman Mott

Roll Call: Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz, Clerk Dykstra, Mayor Connors, Attorney Draper, and Administrator Jordan.

Mayoral Proclamation establishing Historical Preservation Month was read by Mayor Connors.

**Re-consider business from previous meeting.** None.

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

Terry O'Neill, 954 George Street, commented regarding the independent audit. He questioned transfers between General, Lakefront and Parking and the timing of TIF transfers. He further felt the General Fund was made to look good and asked for a written explanation of page 22 of the audit.

Barbara Hartke, 705 S. Lakeshore Dr., commented she was delivering a petition with "Lambchop" for direct legislation. She noted she collected signatures over the course of the campaign and promised she would deliver them. It is a call for an independent comprehensive object audit. She noted the current audit is an end of year reconciling of the books. It isn't a finger pointing thing, it is tightening your belt and figuring internal controls to get the best bang for your buck.

Bill Chesen, 800 Platt Ave., discussing item 9 on the agenda, he noted that the claim came to the City for payments of the legal expenses. He wanted to make it clear he spent none of the Cities money when the Alderman were suspended and they never had to defend themselves, and he never had to show the proof, because he couldn't get them to appoint a special prosecutor. It was not put on the agenda while he was Mayor and he hopes they will review and deny. He further commented on item #19 and he stated that the audit has been completed in the past by Clifton Gunderson after switching from a local auditor and decided when that was too expensive to return to a local auditor. He noted that if it would rest the questions to follow through with this he would support it, however 15 years ago they were saying the same thing.

**Acknowledgement of Correspondence.**

A letter from Ed Yeager regarding his concerns with TIF #4 is on file at the City Clerk's office.

A letter from Andrea Koontz regarding removal of her signature from a petition circulated by Barbara Hartke is on file at the City Clerk's office.

**Regular City Council Meeting minutes of April 12, 2010 as published and distributed.**

Tolar/Mott motion to approve. Unanimously carried.

**Resolution 10-R18 a resolution to carryover \$300 from Portable Radios to the 2010 Capital Budget.**

Krause/Marsala motion to approve. Roll Call: "Yes" Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R19 a resolution to carryover \$1,000 from Covert Camera System to the 2010 Capital Budget.**

Krause/Marsala motion to approve. Roll Call: "Yes" Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R21 a resolution to carryover \$50,000 from Apparatus Replacement – Fire Truck to the 2010 Capital Project Accounts \$35,000 for Designated FB-Fire Vehicles, \$12,000 for Protective Fire Clothing/Equipment, and \$3,000 for Computer Upgrades.**

Krause/Marsala motion to approve. Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R25 a resolution to amend the 2010 Operating Budget to transfer \$3,000 from Contingency to Outside Professional Planning for the Hillmoor appraisal.**

Krause/Marsala motion to approve. Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Krause, and Hartz. “No” Alderman Fesenmaier, Krohn, and Tolar. 5-3 Vote, Motion fails to meet the required 2/3 vote majority.

**Resolution 10-R26 a resolution to carry over from the 2009 Capital Expenditures Budget to the 2010 Capital Expenditures Budget \$146,020 for the following designated accounts: \$2,800 FORS Court Software, \$8,800 City Hall Digital Document Storage, \$1,687 Council Chambers Upgrade, \$6,070 Library Shelving, \$7,000 16 Yd Vac-all screens, \$15,000 Alley Rehab, \$13,500 PD Squad cameras, \$85,863 2009 Ambulance, \$2,500 Comp/Video Projection System, \$2,800 CH Server Room Replacement.**

Krause/Marsala motion to approve. Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R27 a resolution to carry over to the 2010 Operating Budget the following in the amount of \$23,047: Room Tax Audit \$2,000, Sidewalk Replacement Program \$1,634, Meter Ticket Handheld Units \$19,413.**

Krause/Marsala motion to approve. Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Krohn, Tolar, Krause, and Hartz. “No” Alderman Fesenmaier. Motion carried.

**Resolution 10-R29 a resolution to amend the 2010 Capital Projects Fund \$1,449.43 from Designated FB-PD Radio System to Police Radio Replacements.**

Krause/Mott motion to approve. Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R30 a resolution to designate a 2009 Fund Balance using undesignated reserves in the amount of \$82,533.66 for the Fire Department 401(a) Plan.**

Krause/Marsala motion to approve. Administrator Jordan noted this is hopefully the final item from the Union contract. It is an attempt to put money aside for volunteers to meet the requirement of LOSA. However, because they unionized they were no longer volunteer and didn't qualify for LOSA. There is a 401 (A) and they have now signed up their people. He noted this goes back 4-5 years.

Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Resolution 10-R37 a resolution to prohibit U-turns at any signalized intersection except for the intersection at 201 S. Edwards Boulevard.**

Krause/Kehoe motion to approve. Alderman Marsala noted there will be a process sending a letter to the State to approve this.

Roll Call: “Yes” Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**First Reading of Ordinance 10-05 an Ordinance amending Chapter 2 ADMINISTRATION of the Municipal Code pertaining to Personnel Committee, Appointed Officials, and Administrator.**

**First Reading of Ordinance 10-06 an Ordinance amending Chapter 90 WATERWAYS of the Municipal Code to reflect new Kayak regulations and definitions.**

It was noted at the Finance Committee there was a strike of “only” from section (h) which will be adjusted for the second reading.

**Original Class B Fermented Malt Beverage and Class B Liquor License Application for LG Hospitality Group LLC, d/b/a Ryan Braun's Tavern & Grill, 430 N. Broad Street, Lake Geneva, Arthur Hallenberg, Jr. Agent.**  
Krause/Marsala motion to approve. Unanimously carried.

**Change of Agent Application for Baker House, 327 Wrigley Drive, Lake Geneva to Kevin Halminiak, 327 Wrigley Drive, Lake Geneva.**

Krause/Marsala motion to approve. Unanimously carried.

**Original Operator Licenses for Jake Boulden, Andrew Voight, Christopher Lyon, Margaret Condos, Elke Kurth, Danielle Leone, Angela Kotrba, Susan Hirsch.**

Krause/Hartz motion to approve. Unanimously carried.

**Street Use Permit Application and waiver of fee for American Legion Post 24 for the Memorial Day Parade and Ceremony on May 31, 2010 from 9AM – 10:30AM.**

Krause/Marsala motion to approve. Unanimously carried.

**Street Use Permit Application and waiver of fee for The Geneva Area Foundation for the Farmers Market on Thursdays from May 6, 2010 until October 28, 2010 from 7AM until 1:30PM.**

Krause/Marsala motion to approve and not to waive the fee which would be \$100 for the Street Use Permit.  
Unanimously carried.

**Disallowance of claim filed by Mary Jo Fesenmaier for Attorney Fees in the amount of \$91,693.58.**

Krause/Marsala motion to disallow the claim.

Alderman Fesenmaier asked Attorney Draper to explain the impact.

Attorney Draper noted they have so much time to deny the claim and they have 6 months to file their lawsuit. Then once 120 days have expired it is deemed denied. By denying it you are restricting the time they can bring a lawsuit.  
Motion carried. Alderman Fesenmaier and Krohn abstain.

**Disallowance of claim filed by Thomas M. Spellman for Attorney Fees in the amount of \$91,693.58.**

Krause/Mott motion to disallow the claim. Motion carried, Alderman Fesenmaier and Krohn abstain.

**Disallowance of claim filed by Penny Roehrer for Attorney Fees in the amount of \$89,593.58.**

Krause/Marsala motion to disallow the claim. Motion carried, Alderman Fesenmaier and Krohn abstain.

**Disallowance of claim filed by Arleen Krohn for Attorney Fees in the amount of \$89,593.58.**

Krause/Marsala motion to disallow the claim. Motion carried, Alderman Fesenmaier and Krohn abstain.

**Conditional Use Resolution 10-R31 a resolution filed by Kamal and Lisa Muzaffar to establish a legal conforming status for an existing two-flat use per Section 98-207 (3) at 224 Maxwell Street, Lake Geneva, Tax Keys ZOP 00204 and ZOP 00204B, including staff recommendations.**

Tolar/Krause motion to approve. Unanimously carried.

**Conditional Use Resolution 10-R32 a resolution filed by Gregory Fletcher for the construction of an additional slip (6' by 36') with a catwalk (6' by 20') attached to the existing pier at 500 S. Lake Shore Dr., Lake Geneva, Tax Key ZBB 00003, including staff recommendations.**

Tolar/Marsala motion to approve. Unanimously carried.

**Conditional Use Resolution 10-R33 a resolution filed by Kocourek Property Holdings, LLC to modify a non-conforming pole sign at 270 Broad Street, Lake Geneva, Tax Key ZOP 00244, including staff recommendations.**

Tolar/Krause motion to approve. Unanimously carried.

**Conditional Use Resolution 10-R34 a resolution filed by Walter and Nancy Bell for construction of a single family residential home in an ER-1 District using SR-4 District requirements on a substandard lot,**

**provisions of Sec. 98-407 on Lot 13 of Syverstad Lake Shore Estates, Lake Geneva, Tax Key ZSY 00013, including staff recommendations.**

Tolar/Krause motion to approve. Unanimously carried.

**Conditional Use Resolution 10-R35 a resolution filed by Walter and Nancy Bell for the extension of the patio and open deck into the Lakeshore Overlay District for a passive recreation area (located between the house and the lake) per Section 98-206 (10) (e) 2 a. on Lot 13 of Syverstad Lake Shore Estates, Lake Geneva Tax Key ZSY 00013, including staff recommendations and that there be no retaining wall to the patio.**

Tolar/Krause motion to approve. Unanimously carried.

**Certified Survey Map filed by David and Krisine Hills 2762 Krueger Rd, Lake Geneva, WI 53147 for land located in the Town of Geneva and is within the City Extra-territorial Platting Jurisdiction.**

Tolar/Marsala motion to approve. Unanimously carried.

**Certified Survey Map filed by Immanual Evangelical Lutheran Church, 1229 Park Row, Lake Geneva, WI 53147, (to remove a restriction) for land located in the Town of Bloomfield and is within the City Extra-territorial platting jurisdiction.**

Krause/Marsala motion to approve. Alderman Tolar, Hartz, and Attorney Draper removed themselves. Attorney Draper stepped down and explained the issue to have a restriction removed and there is no further subdivision of the property. Motion carried.

**Two Hour Parking Limits in Maple Park, as recommended by the Parking Commission.**

Alderman Marsala noted they were approached to have a trial basis for two hour parking on Geneva – Madison – Warren. The Parking Commission could not determine this could be effective. They thought it might increase traffic and create a situation where cars would be coming and going instead of assisting residents.

Marsala/Fesenmaier motion to deny the trial two hour parking.

Alderman Hartz questioned the real complaint. He noted two hours only changes the cars and doesn't change the parking issue.

Alderman Fesenmaier noted that she sent a letter and included 2 hour time limits and didn't intend an adoption of this trial. Her intent was to have them look at the flow of traffic, where we wanted them to park longer periods of time, and metering things closest to downtown. She further asked for them to look at the parking meters as a whole and not trials. They need to decide a course of action.

Alderman Mott noted this is creating more traffic that we don't necessarily need.

Alderman Kehoe commented it has been that way for four years, there has been a problem. They have problem with moving their cars, garbage, or leaf pickup.

Alderman Krause suggested this go back to the committee for review.

Alderman Fesenmaier noted the Parking Commission Chairman was in the audience and he understands their intent. Motion carried, Alderman Kehoe opposed.

Kehoe/Tolar motion to send back to Parking Commission with an invitation to anyone in the City who wants to hear about or talk about parking issues in the City. Krause suggested the association be invited and they can get the message out. Motion fails.

**Accept and forward to Plan Commission a petition for Direct Annexation by Unanimous Consent of Electors and Property Owners of Territory located in the Town of Linn, Walworth County, Wisconsin, to the City of Lake Geneva, Walworth County, Wisconsin pursuant to Wis. Stats. 66.0217(2). (Ross and Pam Adams)**

Krause/Fesenmaier motion to accept and refer to Plan Commission. Unanimously carried.

**Notice of Tank Removal for the Edwards Boulevard Extension. (Administrator Jordan)**

Administrator Jordan noted that last week he called everyone to let them know they hit a 500 gallon tank which was part of the original homestead. He called three different firms for the tank removal. He noted they come in clean the tank, cut it up and remove it. LF Environmental is \$3,500 and he wanted them to know that will be done.

Alderman Hartz questioned who is paying for the testing to determine if there is contamination. Jordan noted he didn't believe they needed to test the soil. Alderman Hartz expressed his concern for the testing of the soil and the cost that contamination could have unless the DNR has authorized. Administrator Jordan noted they will come in and cut up

the tank and remove it, then test the soil. He noted LF will do the testing of the soil. Alderman Marsala confirmed the initial testing will be included in the price. Jordan confirmed.

Krause/Marsala motion to suspend the rules and take the relocation order prior to the negotiated offer on the agenda. Unanimously carried.

**Relocation Order in accordance with subsection 32.05 (1) Wisconsin Statutes to properly establish, lay out, widen, construct, improve or maintain a portion of a city street known as Edwards Boulevard Frontage Road Connection, located in the City of Lake Geneva, Walworth County, Wisconsin.**

Attorney Draper noted it is the same document as prior and it wasn't prepared to be recorded with 20 days and to comply with the time requirements they needed to approve again.

Tolar/Marsala motion to approve. Unanimously carried.

**Approve negotiated offer and Resolution under Wis. Stats 32.05 (2) (a) with Peller Investments, LLC in the amount of \$200,000 and the assessment agreement. (Administrator Jordan)**

Krause/Tolar motion to approve with the verification on page 11 that the legal description is correct.

Roll Call: "Yes" Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Contract with Champion Environmental Services for asbestos removal and demolition of the WE Energies Property in the amount of \$93,000. (Administrator Jordan) (Tabled 4/12/10)**

Mott/Krause motion to remove from the Table. Unanimously carried.

Tolar/Marsala motion to approve including checking 6B making the contractor responsible for permits and the addition of Exhibit A/B included in item #14.

Hartz/Krause motion to amend to receive weekly status updates to DPW Winkler. Unanimously carried.

On motion as amended: Roll call: "Yes" Alderman Mott, Marsala, Kehoe, Krohn, Tolar, Krause, and Hartz. "No" Alderman Fesenmaier. Motion carried.

**Internal Controls Report and general operation policy. (Administrator Jordan)**

Administrator Jordan noted there is a general operations policy and staff would like to know if they want them to continue in this policy or do them separately. He asked if they like what they see, and would like direction. He noted it is a draft and they would add more components.

Alderman Fesenmaier asked where is the current policy was. Administrator Jordan noted the Clerk has the Policy book and they are all separate. He can provide a copy.

Alderman Krause noted he met with the Clerk and Comptroller and noted this is a major project for the staff. He suggests the option of bringing on an intern, that can outline this and make this up to date and cohesive. He thought the Clerk could outline how this might look and turn this over to an intern to work on and staff can then easily refer to.

Administrator Jordan noted they can make suggestions how they want it done also.

Alderman Marsala confirmed they can look at the policies one at a time then.

Alderman Fesenmaier noted her concern that she is trying to look at a document that looks nice, but she doesn't have access to the old document to review. She asked for atleast a week lead time to review these types of documents.

Administrator Jordan noted he was not asking for this to be adopted. He thought this would just start the process. He believes he has covered what is most important for internal controls, but they will add if they like it.

Alderman Krause noted this potentially a year long task that will require to be tackled one section at a time.

Alderman Hartz suggested the Internal Controls Report should be reviewed on an item by item basis and review the policy on those items for a start.

Alderman Mott confirmed he would like to see the old policy and compare to the new policy.

It was noted this is a discussion item and there is enough information to move forward.

Notice regarding available Regular Combination Class B Fermented Malt Beverage License and Class B Intoxicating Liquor License.

**Discussion/Recommendation regarding the petition of direct legislation for the comprehensive, independent, objective audit. (Alderman Fesenmaier and Krohn)**

Attorney Draper noted the City Clerk has 15 days to issue compliance and at that point it will be referred to the City Council for action. He noted no action was required on this item.

**Presentation of Accounts**

Purchase Orders. None.

Krause/Marsala motion to approve Prepaid Bills in the amount of \$ 43,972.02. Roll Call: "Yes" Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

Krause/Marsala motion to approve Regular Bills in the amount of \$ 64,611.86. Roll Call: "Yes" Alderman Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, Krause, and Hartz. Unanimously carried.

**Appointments to Committees, Commission & Boards by Mayor Connors.**

Citizen Appointments to Boards, Committees, and Commissions forwarded from April 20, 2010.

Mayor Connors made the following appointments:

Cindy Flower – Planning Commission

Lynn Hassler – Park Board of Commissioners

Mark Pienkos – Police & Fire Commission

Sam Fredrickson – Cemetery Commission

Marcie Douglas – Historic Preservation

Ed Yeager – Historic Preservation

Joe Esposito – Tree Board

Christine Brookes – Library Board

Diane Jones – Library Board

Dr. Janice Eckola – School District Trustee to Library Board

Kevin Flemming – Parking Commission

Krause/Tolar motion to approve. Unanimously carried.

Krause/Mott motion to Adjourn at 8:33pm. Unanimously carried.

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/s/ Diana Dykstra, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

**CITY OF LAKE GENEVA  
ORGANIZATIONAL MEETING OF THE CITY COUNCIL  
TUESDAY, APRIL 20, 2010 - 6:30 P. M.  
COUNCIL CHAMBERS, CITY HALL**

Meeting was called to Order by Mayor Connors.

Pledge of Allegiance was lead by Alderman Hartz.

Roll Call: Alderman Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, and Krause, Clerk Dykstra, Mayor Connors, Attorney Draper, and Administrator Jordan.

Invocation was presented by Reverend David Strang.

City Clerk conducted a swearing in of newly elected officials.

**Welcome Address by Mayor Connors**

“On behalf of the City Council and City Staff I would like to issue a warm welcome to those in attendance this evening. We hope that you will continue to participate in our local government. Thank you to Pastor Dave for giving the invocation it means a lot to me that you were able to be here this evening. Today marks a new beginning for the City of Lake Geneva and I am proud to be part of it. This transition would not have been possible without the help of staff and gracious assistance provided by those leaving office. I would personally like to thank Mayor Chesen for briefing me on several issues and sharing some of his experiences in office. Congratulations to our new Treasurer, Teresa Klein and a special thanks to outgoing Treasurer Germaine Clifford for her years of service. To the returning Alderman and City Attorney thank you for making those of us who are new welcome. In a few minutes we will be covering appointments to standing committees. With only four standing committees, it was not an easy task balancing assignments and making sure that all four districts were represented on every committee. I would like to thank the Alderman for their input, patience and understanding during the process. We are at a crossroads whether you’re a staff member, elected or appointed official, full time resident, seasonal resident, or from a neighboring town, we all share a common trait, our love of Lake Geneva. Together we can make Lake Geneva a better place to visit, live, work, and raise a family. I am confident we will seize the opportunity we have been presented and with the citizens help we will move forward as a cohesive body. I am looking forward to working with Council and staff in the coming term. But even more importantly, I look forward to representing the citizens of Lake Geneva and their vision for our beautiful community.”

**Election of Council President.**

Kehoe/Marsala motion to nominate Todd Krause.

Alderman Krohn motion to nominate Mary Jo Fesenmaier. Motion fails for lack of second.

Marsala/Mott motion to close nominations and approve by unanimous consent Todd Krause for Council President. Motion carried. Alderman Krohn opposed.

**Election of Council Vice-President.**

Kehoe/Krause motion to nominate Donald Tolar.

Mott/Krause motion to close nominations and approve by unanimous consent Donald Tolar for Council Vice-President. Unanimously carried.

**Appointments to the Standing Committees by Mayor Connors.**

Marsala/Krause motion to approve the following appointments to Standing Committees. Unanimously carried.

**FINANCE, LICENSE & REGULATION:**

Todd Krause, Chairman  
Mary Jo Fesenmaier  
Tom Hartz  
Arleen Krohn  
Frank Marsala

**PERSONNEL COMMITTEE:**

Tom Hartz, Chairman  
Todd Krause  
Bill Mott  
Arleen Krohn  
Donald Tolar

**PIERS, HARBORS & LAKEFRONT:**

Frank Marsala, Chair  
Ellyn Kehoe  
Todd Krause  
Tom Hartz  
Bill Mott

**PUBLIC WORKS COMMITTEE:**

Donald Tolar, Chairman  
Ellyn Kehoe  
Mary Jo Fesenmaier  
Bill Mott  
Arleen Krohn

**BOARD OF REVIEW:**

Ellyn Kehoe - Dist. 1  
Tom Hartz - Dist. 2  
Arleen Krohn - Dist. 3  
Frank Marsala - Dist. 4  
Donald Tolar, Alternate  
Jim Connors, Mayor  
Diana Dykstra, City Clerk

**Council Appointments to Boards and Commissions by Mayor Connors**

Krause/Marsala motion to approve the following Council appointments to Boards and Commissions. Unanimously carried.

Oak Hill Cemetery Commission  
City Plan Commission  
Park Board of Commissioners  
Police & Fire Commission  
Utility Commission  
Lake Geneva Public Library Board  
Geneva Lake Environmental Agency  
Chamber of Commerce  
Geneva Lake Use Committee

Alderman Arleen Krohn  
Alderman Tom Hartz  
Alderman Mary Jo Fesenmaier  
Alderman Donald Tolar  
Aldermen Marsala & Tolar  
Alderman Todd Krause  
Alderman Mary Jo Fesenmaier  
Alderman Todd Krause  
Aldermen Krohn & TBD

Geneva Lake Development Corporation  
Tree Board  
Historic Preservation Committee  
Parking Commission  
Communications Committee  
Museum Board Liaison  
Emergency Management Director

Aldermen Mott & Hartz  
Alderman Mary Jo Fesenmaier  
Alderman Ellyn Kehoe  
Alderman Frank Marsala  
Alderman Mary Jo Fesenmaier  
TBD  
Michael Rasmussen

**Forward Citizen Appointments to Boards and Commissions by Mayor Connors to the April 26, 2010 City Council meeting.**

Mayor Connors noted his citizen appointments will be made at the Common Council meeting of April 26, 2010.

**Designation of the public depositories for the City of Lake Geneva.**

Krause/Tolar motion to approve the following public depositories:

U.S. Bankcorp, First Banking Center, National City Bank, Marshall & Isley, Bank One, First Federal Bank, State of Wisconsin Investment Pool at the State Treasury, Piper Jaffray, Associated Wealth Management, Associated Bank, Community Bank Delavan, Peoples Bank, Walworth State Bank, Johnson Bank, and Depository Trust of New York. Unanimously carried.

**Designation of the official newspaper for the City of Lake Geneva.**

Marsala/Tolar motion to approve designation of the official newspaper to the Lake Geneva Regional News. Unanimously carried.

Krause/Marsala motion to Adjourn at 6:47pm. Unanimously carried.

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/s/ Diana Dykstra, City Clerk

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# CITY OF LAKE GENEVA



626 GENEVA STREET  
LAKE GENEVA, WISCONSIN 53147  
(262) 249-4098 • Fax (262) 248-4715  
www.cityoflakegeneva.com

DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO:** MAYOR AND COMMON COUNCIL

*DEJ* **FROM:** CITY ADMINISTRATOR

**DATE:** MAY 10, 2010

**RE:** RESOLUTION TO FUND HILLMOOR APPRAISAL

**Background:** The ad hoc committee for the Hillmoor Golf Course recommended that the City Council explore the purchase of some of the environmentally sensitive land adjoining current City property. It was recommended that the City apply for DNR grants that would aid in the purchase of the land. In order to proceed, an appraisal of the land must be sent to the DNR. I called Susan Hoeft, our TIF consultant to ask if TIF money could be spent on the appraisal and she said it could. Staff recommends that the Council approve the resolution to use TIF funds to pay for the appraisal.

**Recommendation:** Approve Resolution 10-R38.

RESOLUTION NO: 10-R38

WHEREAS, the Common Council approved the 2010 Budgets for the City of Lake Geneva, and

WHEREAS, the Common Council passed a motion to authorize an appraisal of the City owned Hillmoor land up to the City-owned former We Energies property for \$3,000 at their March 22, 2010 meeting,

WHEREAS, the Common Council desires this expense to be paid by TIF #4 funds from the Undesignated Reserve Fund balance,

BE IT THEREFORE RESOLVED, that the Common Council adopt a budget amendment allowing for a transfer within the 2010 TIF #4 Budget as follows:

Increase Acct # 34-30-00-4910, Applied Prior Yrs Appropriations by \$3,000.00, and  
Increase Acct # 34-30-00-9100, White River Trail by \$3,000.00.

Adopted this 10th day of May, 2010.

APPROVED:

\_\_\_\_\_  
James R. Connors, Mayor

ATTEST:

\_\_\_\_\_  
Diana Dykstra, City Clerk

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DENNIS E. JORDAN  
CITY ADMINISTRATOR

*DEJ*  
**TO: MAYOR AND COMMON COUNCIL**  
**FROM: CITY ADMINISTRATOR**  
**DATE: MAY 10, 2010**  
**RE: RESOLUTION FOR OUTDOOR RECREATION AIDS**

**Background:** In order to apply for a Wisconsin DNR Grant, the Common Council must approve a Resolution for Outdoor Recreation Aids. The Resolution describes what duties the City must follow to fulfill the requirements of the grant, that the City has committed funds for the matching portion of the grant and that the City will comply with state and federal rules for the program.

**Recommendation:** Approve Resolution 10-R39.

**RESOLUTION 10-R39**

**RESOLUTION FOR OUTDOOR RECREATION AIDS**

The City Council of the City of Lake Geneva, Walworth County, Wisconsin, resolves as follows:

**WHEREAS**, the City of Lake Geneva is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

**WHEREAS**, financial aid is required to carry out the project;

**THEREFORE, BE IT RESOLVED**, that the City of Lake Geneva has budgeted a sum sufficient to complete the project or acquisition and **HEREBY AUTHORIZES** Mr. Dennis E. Jordan, Administrator, to act on behalf of the City of Lake Geneva to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign and submit documents;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date; and
- Take necessary action to undertake, direct and complete the approved project.

**BE IT FURTHER RESOLVED** that the City of Lake Geneva will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010. I hereby certify that the foregoing resolution was duly adopted by the City of Lake Geneva, City Council, at a legal meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

CITY OF LAKE GENEVA

By: \_\_\_\_\_  
JAMES R. CONNOR, MAYOR

Attest: \_\_\_\_\_  
DIANA DYKSTRA, CITY CLERK

**AN ORDINANCE AMENDING ADMINISTRATION CHAPTER  
OF THE LAKE GENEVA MUNICIPAL CODE**

NOW THEREFORE, the Common Council of the City of Lake Geneva, Wisconsin does ordain as follows:

**ORDINANCE NO. 10-05**

1. The following portion of Chapter 2 of the Lake Geneva Code (Administration) is amended as follows:

**A. Amend Section 2-49 (3) Personnel Committee by adding subsection "f." with the following:**

f. The Personnel committee will interview all prospective full time City employees (excepting Police and Fire Department officers and employees) and make recommendations concerning employment to the City Council.

**B. Amend Section 2-3 Appointed Officials by deleting and replace with the following:**

Appointed officials of the city shall be selected in the manner and for the terms prescribed as follows:

TABLE INSET:

<b>Official</b>	<b>How Appointed</b>	<b>Term</b>
(1) City Clerk	Mayor, subject to confirmation by council	Indefinite
(2) Fire chief	Police and fire commission	Indefinite
(3) Police chief	Police and fire commission	Indefinite
(4) Street superintendent	Mayor, subject to confirmation by council	Indefinite
(5) Assessor	Mayor, subject to confirmation by council	Indefinite
(6) Building inspector	Mayor, subject to confirmation by council	Indefinite
(7) Zoning administrator	Mayor, subject to confirmation by council	Indefinite
(8) Comptroller	Mayor, subject to confirmation by council	Indefinite
(9) Administrator	City Council by majority vote of the members of the City Council	Indefinite

**C. Amend Division 6 ADMINISTRATOR, Section 2-182 "Appointment, term of office and removal" shall be amended as follows:**

Adding the words "members of the" to the following sentence.

"The Administrator shall hold office for an indefinite term, subject to removal at any time by a two-thirds vote of the members of the council."

**D. Amend Section 2-184 "Functions and duties." subsection (4) f is amended to read:**

f. Assist the Comptroller in examining investment accounts and reports to ensure compliance with established fiscal policies and procedures.

2. This ordinance shall take effect upon passage and publication as provided by law

3. Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JAMES R. CONNORS, Mayor

Attest: \_\_\_\_\_  
DIANA A. DYKSTRA, City Clerk

First Reading:  
Second Reading:  
Adoption:  
Published:

**AN ORDINANCE AMENDING WATERWAYS  
OF THE LAKE GENEVA MUNICIPAL CODE**

NOW THEREFORE, the Common Council of the City of Lake Geneva, Wisconsin does ordain as follows:

**ORDINANCE NO. 10-06**

1. The following portion of Chapter 90 of the Lake Geneva Code (Waterways) is amended as follows:

**A. Amend Section 90-191 "Season Rental" adding the following at the end of said provision:**

"and Kayak rack space."

**B. Amend 90-123 "Boat launching facility" By adding "Kayak" and "Canoe" to the definitions as described below:**

*Kayak* means a covered canoe with an opening in the middle for an occupant which is propelled by a double bladed paddle.

*Canoe* means a light narrow boat with both ends sharp that is propelled by one or two occupants with single bladed paddles.

Amend to Add subsection (h)

"Kayaks and canoes may be launched at dinghy pads located on the east and west end of Library Park."

2. This ordinance shall take effect upon passage and publication as provided by law

3. Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JAMES R. CONNORS, Mayor

Attest: \_\_\_\_\_  
DIANA A. DYKSTRA, City Clerk

First Reading: 4/26/10  
Second Reading: 5/10/10  
Adoption:  
Published:

## Weights and Measures Summary

### Background:

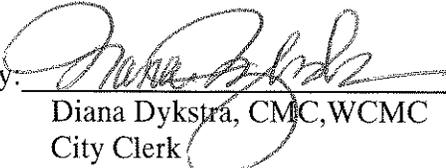
Under Wis. Stats. 98 Villages and Cities must provide a Weights and Measures program or contract with the State for inspection services. The City of Lake Geneva contracts with the State of Wisconsin and pays an annual fee for their services.

The City Council reviewed the issue and requested an ordinance.

Attached is the ordinance that we developed. It was a sample model ordinance used by other municipalities. The changes made relate to the fees. The City of Lake Geneva will charge a fee per unit or device along with an application fee. The unit device will depend on the amount billed from the State of Wisconsin. That fee will be divided by the number of unit inspections and the cost will be passed on to the user (licensee).

### Recommendation:

It is requested Council consider suspension of the rules to pass on the first reading in an effort to process timely billing for 2010.

Prepared by:  Date: 5/3/10  
Diana Dykstra, CMC, WCMC  
City Clerk

**AN ORDINANCE AMENDING BUSINESSES CHAPTER  
OF THE LAKE GENEVA MUNICIPAL CODE**

NOW THEREFORE, the Common Council of the City of Lake Geneva, Wisconsin does ordain as follows:

**ORDINANCE NO. 10-07**

1. The following portion of Chapter 18 of the Lake Geneva Code (**BUSINESSES**) is hereby amended to create the following:

**ARTICLE XI WEIGHTS AND MEASURES**

**Sec. 18-430 Application of State Codes.**

Except as otherwise specifically provided in this section, the provisions of Chapter 98, Wis. Stats., Weights and Measures and Chapters ATCP 90, 91 and 92 of the Wisconsin Administrative Code are hereby adopted and by reference made a part of this section as though fully set forth herein. Any act required to be performed, or prohibited by any statute or code incorporated herein by reference, is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes and codes incorporated herein are intended to be made a part of this section.

**Sec. 18-431 State Contract; Appointment of Inspectors; Compliance Required.**

- (a) State Contract. In order to assure compliance with the requirements of the State of Wisconsin related to the inspection and certification of weights and measures, the City shall contract with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection, pursuant to 98.04(2), Wis. Stats., in lieu of the establishment of a department of weights and measures.
- (b) Appointment of Inspectors. The provisions of the contract set forth in subsection (a), shall provide for the enforcement of the statutes and regulations set forth herein, and the City hereby grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (c) Compliance Required. All persons and entities required to be licensed hereunder shall comply with the enforcement of the statutes and regulations set forth herein; shall comply with the orders and inspections of the inspectors appointed herein, and shall comply with the licensing requirements set forth herein.

**Sec. 18-432 Definitions.**

- (a) Weights and Measures. Weights and measures means weights and measures of every kind, instruments and devices for weighing and measuring, and any appliances and accessories used with any or all such instruments and devices, except meters for the measurement of electricity, gas (natural and manufactured) or water when the same

are operated in a public utility system. Weights and measures shall include devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge or payment for services rendered on the basis of weight or measure, and shall include, but not be limited to, commodities, liquid measuring devices, scales, weighing, measuring, price verification systems, timing devices and linear measuring devices.

- (b) Weights and Measures Program. The program that includes administration and enforcement of this section, Chapter 98, Wis. Stat, applicable Wisconsin Administrative Code provisions, and any related actions.

**Sec. 18-433 Weights and Measures License Required.**

- (a) License Requirements. Except as provided in subsection (b), no person or entity shall use, operate or maintain any commercial weights and measures as defined in this section unless the person or entity is licensed by a Weights and Measures License issued pursuant to the provisions of this section.
- (b) Exemptions. Sales by a person registered as a Direct Seller, or by a holder of a Farmer's Market, Vendor or Special Event Permit are exempt from licensing under this section, but if any person exempted herein is required by the State to hold a State Certificate of Examination by the Sealer of Weights and Measures, a copy of said Certificate shall be provided to the City with his or her application for said permit.

**Sec. 18-434 Application for License.**

An application for a Weights and Measures license shall be made in writing on a form provided by the City Clerk and shall be signed by the owner of the commercial business or by its authorized agent. Such application shall state the type of the business, the type and number of weighing, measuring and scanning devices used by the business, the location of the devices, the number of check-out lanes present on the premises, the applicant's full name, post office address and telephone, and whether such applicant is an individual, partnership, limited liability company, corporation or other entity. If the applicant is a partnership, the application shall state the names and addresses of each partner. If the applicant is a corporation or limited liability company, the application shall state the names and addresses of all officers and agents of the applicant, including the registered agent thereof.

**Sec. 18-435 Issuance of License and Fees.**

Upon compliance with this section, the City Clerk shall determine the fee based on the number of devices, and shall issue a license to the applicant upon payment of the annual license fee of \$20.00. Each store or other business shall require a separate license.

**Sec. 18-436 License Term.**

- (a) A license issued under this section shall expire on June 30 of each year. Except as provided in subsection (b), the license fee shall not be prorated for a partial year.

- (b) The initial license issued to businesses existing on the effective date of this section shall be for the balance of the year 2010, and the license fee shall be one-half of the cost of a full-year's license.

**Sec. 18-437 Enforcement for Non-Renewal.**

It shall be the duty of the City Clerk to notify appropriate City officials and to order the immediate enforcement of the provisions of this section in cases involving a failure to renew a Weights and Measures License. A licensee shall be prohibited from engaging in any business involved in weights and measures until such time as a valid license has been obtained under the provisions of this section.

**Sec. 18-438 Fees Assessment.**

- (a) Annual Assessment. In addition to the cost of the license, the City Clerk shall annually assess fees to each licensee based on the number of devices it holds. The total of the fees assessed and collected under this subsection shall not exceed the actual costs of the weights and measures contract between the City and the State.
- (b) Failure to Pay Assessment. If the assessed fee is not paid within 30 days of the date of the mailing of the invoice an additional administrative collection charge of \$20.00 shall be added to the amount due, plus interest shall accrue on the assessment at the rate of 1.5% per month or fraction thereof until paid. To the extent permitted by law, if the licensee is the owner of the real estate where the licensed business is located, any delinquent assessment shall be extended upon the current or the next tax bill as a special charge against the real estate premises for current services. No license shall be issued or renewed under this section if the licensee is delinquent in the payment of a fee assessed under this section.
- (c) Mailing of Notices. Schedules, notices and invoices shall be considered mailed to a licensee when mailed by first class mail, postage prepaid, to the licensee at the licensee's address as shown on the application form.
- (d) Change of Ownership. If the ownership of a commercial business licensed under this section is transferred during a license year, the owner of the business as of July 1, of the license year shall be liable and responsible for the payment of the fees assessed under this section.

**Sec. 18-439 Violations.**

In addition to any other remedy, any person who fails to comply with the provisions of this section shall, upon conviction thereof, forfeit not less than \$100.00 nor more than \$250.00 plus court costs. Each day a violation exists or continues shall constitute a separate offense.”

2. This ordinance shall take effect upon passage and publication as provided by law

3. Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
JAMES R. CONNORS, Mayor

Attest: \_\_\_\_\_  
DIANA A. DYKSTRA, City Clerk

First Reading:  
Second Reading:  
Adoption:  
Published:

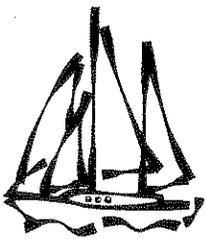
# City of Lake Geneva

Licenses Issued between 5/10/2010 and 5/10/2010

Date: 5/06/2010  
 Time: 3:15 PM  
 Page: 1

## Operator's Regular

Issued	License No	Customer	Address	Count	Totals for this Type:	Total
5/10/2010	2009 284	Stephen J. Schroeder Employer: Houlihan's	20 Olive Street WI Houli LLC			20.00
5/10/2010	2009 283	Joy M. Populorum Employer: Geneva Lakes Convenience Corp.	119 N. Wisconsin Street Clark Station			20.00
<b>Operator's Regular</b>					<b>2</b>	<b>40.00</b>



APPLICATION FOR  
**STREET USE PERMIT**

CITY OF LAKE GENEVA, WISCONSIN

RECEIPT NO: \_\_\_\_\_  
TOTAL AMOUNT: \_\_\_\_\_  
DATE: \_\_\_\_\_

*REQUEST WAIVER  
FOR SCHOOL*

FEE DUE UPON APPLICATION, UP TO 2 DAYS \$20, MORE THAN 2 DAYS \$100

APPLICANT SHALL FURNISH A CERTIFICATE OF COMPREHENSIVE GENERAL LIABILITY INSURANCE WITH THE CITY. THIS APPLICATION SHALL BE ACCOMPANIED BY A PETITION DESIGNATING THE PROPOSED STREET AND TIME FOR SUCH USE BE SIGNED BY NOT LESS THAN 51% OF RESIDENTIAL OR COMMERCIAL ALONG THAT PORTION OF THE STREET.

**FILL IN ALL BLANKS COMPLETELY.**

APPLICANT (please print clearly)

Name

*BADGER HIGH SCHOOL*

Name of Organization

*BADGER HIGH SCHOOL*

Mailing Address

*220 E. SOUTH ST*

City, State, Zip

*LAKE COUNTY WI 53147*

Phone

*348-2000 ext 2050*

Event Chair

Name	Phone
<i>ROBERT KOPYDLOWSKI</i>	<i>348-2000 ext 2050</i>

Event Title

*BADGER HIGH SCHOOL GRADUATION*

Date of Event

*6-6-10*

Hours

Start	Terminate
<i>12:00 noon</i>	<i>3:30 PM</i>

Brief Description and location of proposed street use

*2,000-3,500*

Approximate Number of participants

Approximate Number

Basis for Estimate

**Please Note:** Park Reservations are applied for separately. All Requests should be made at least six weeks in advance.

Date Filed with Clerk

Police Chief Recommendation

Signature

Circle One

Approve

Deny

Alternate Suggestion

Copies Provided

Police Chief

Fire Chief

Street Superintendent

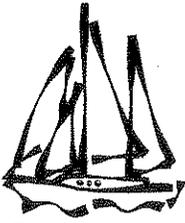
Parking Dept.

Google maps

Get Google Maps on your phone  
 Text the word "GMAPS" to 466453




©2010 Google - Map data ©2010 Google -



APPLICATION FOR  
**PARADE & PUBLIC ASSEMBLY**  
 CITY OF LAKE GENEVA, WISCONSIN

NO APPLICATION FEE IS REQUIRED

**FILL IN ALL BLANKS COMPLETELY. A LETTER DETAILING ACTIVITIES AND PARADE ROUTE MUST BE ATTACHED OR APPLICATION WILL BE REJECTED.**

APPLICANT (please print clearly)

Name	Last BRADEN	First RALPH	Middle C
Name of Organization	BADGER HIGH SCHOOL		
Mailing Address	220 E SOUTH ST		
City, State, Zip	LAKE GENEVA, WI 53147		
Phone	348-2000 ext 2911		
Event Chair	Name Rohat Kopydlowski	Phone 348-2000 ext 2050	
Event Title	BADGER HIGH SCHOOL GRADUATION		
Date of Event	6-8-10		
Hours	Start 12:00 noon	Terminate 3:30 PM	
Brief Description of Event	BADGER HIGH SCHOOL GRADUATION CLOSE DOWN WELLS ST. FROM SOUTH/D/DAVEY TO HWY 120 BY PASS		
Approximate Number of participants	Approximate Number 2,000 to 2,500	Basis for Estimate	

Has your Route been reviewed and approved by the Police Department?

Yes      No

Will there be animals?

Yes      No

**Please Note:**

Park Reservations are applied for separately. All Requests should be made at least six weeks in advance. Street Use Permits are required if there is a closing of any street.

**PIERS, HARBORS & LAKEFRONT COMMITTEE MEETING MINUTES  
THURSDAY, APRIL 22, 2010 – 5:00 P.M.  
City Hall, Conference Room 2A**

Chairman Marsala calls the meeting to order at 5:00pm.

Roll Call. Present: Aldermen Marsala, Hartz & Krause. Also present: Harbormaster Gray, and guests.

**Approval of Minutes.**

Krause/Hartz motion for approval of Minutes of the March 17, 2010 meeting. Unanimously carried.

**Comments from the Public limited to 5 minutes.**

Don Kolseth commented on requirements to have bow facing out on West Pier boats. The Harbormaster said exceptions can be made. Kolseth also requested a lower kayak rack.

Marsala asked to suspend the rules and bring Item #7 forward on the agenda. Krause/Hartz motion to suspend the rules. Unanimously carried.

**Discussion/Recommendation on handling cash at the Beach.**

Joe Clifford passed out copies of the daily sheet used at the Beach and described how the wrist band system works. He says someone was worried the bands that are kept at the beach could be stolen; but it would do them no good since the ten different-colored bands are rotated daily between adults and kids. He described how they keep track of how many are sold, and that only he and George Steffan sell the bands. He explained that the only real way to avoid stealing is to hire honest people. Krause asked what the procedure is at the end of the day. Clifford explained that he or George Steffan takes the money to the bank for deposit and bring a copy of their report and the receipt to City Hall. Krause encouraged two people counting the money and Marsala offered suggestions on counting; Hartz suggested that when they come out either over or short, that should be noted on their report. Krause said the number needs to be very clear. Clifford described the various items they rent out and how they keep track of it. Krause said they need to show if they are above or below the amount they should be; he also said they may want to have the police escort them to the bank on the days they have larger amounts to deposit. Clifford explained how going to a cash register system would cause long waiting lines and loss of business. Krause said perhaps a secure lock box would be a possibility. Marsala said those concerned were not aware that the wristbands are numbered. Hartz suggested a touch-screen system might help. Clifford said a secure box would need to be cemented down. Discussion followed on various possibilities. Marsala condensed the recommendations down to getting some kind of security box, doubling signatures on the cash count, and noting the overages or underage different from what their calculations are. Discussion followed on how to make the storage of the wristbands more secure to discourage theft. Clifford explained they have 50,000 wristbands which takes a large storage area, and reemphasized the importance of hiring honest people. Hartz/Krause motion to recommend a security box for the cash down at the beach, double signatures on the cash count receipt and an overage/underage line on the daily reports for the wristbands. Unanimously carried.

**Updates from the Harbormaster, Chuck Gray.**

**Buoy-Slip-Kayak Rentals:** We had eight buoys turn over, one west pier slip and one lagoon slip. One person moved from a buoy to a slip, leaving nine buoys to be rented and all but three have been rented out. Gray reported there are about 80 on the waitlist and he has gone through about 42 people on the list; however, a lot of those on the list want slips only and are only called if there are no current buoy renters who want a slip, if one becomes available. Right now there about 40 buoy renters who want slips. Marsala said this is the reason he is not in favor of taking back the buoys at the other end of the Riviera; we do not have a lot of people on the list who want to rent buoys. All of the more recent people who signed up understand they are on a waitlist for only a buoy.

**Riviera Rentals and Concourse:** Gray reported that all of the Riviera Concourse Shops are rented. We have 61 events booked for the Riviera Ballroom this year; this is down about 15 from last year which was down 15 from the previous year. This trend is primarily driven by the economy. This year has started to pick up for 2011 bookings. There was discussion on the preferred list of caterers, what the charges are for other caterers and other Riviera matters. Krause encouraged the Harbormaster to keep a close eye on any renovations any of the shop owners do to make sure they confirm to our list of what is allowed.

**Launch Operations & Staff:** All of the boat launch people from last year are coming back to work this year, in addition to two more people who will work as fill-ins. Krause questioned how the money is handled at the launch and said we need to go over that at the next meeting.

Marsala referred to the request from the Lions Club to use of the Riviera for one day as one of their raffle prizes at the non-profit rate of \$400 and only Monday to Thursday dates. This was granted last year. Krause/Hartz motion to approve Tom Bence's request from the Lions Club for donation of the one-time use of the Riviera Ballroom Mondays through Thursdays at the non-profit rate of \$400 and requiring the \$1000 security deposit. Unanimously carried.

**Discussion/Recommendation on signage and honor box for Kayak and Canoe launch sites.**

Marsala explained that the launch sites had been established at the west end of the beach and the far west end of the launch pad, and now we are looking for signage to prevent the abuse down there. We want to have signage that restricts the use to just kayaks, canoes and dinghies, so we will need to be very specific. There is an ordinance already with a fine attached to it. Hartz wondered who enforces it. Only the police department can enforce it. Gray feels it should be stated on the sign that there is a fine attached to it, as well as the ordinance number. A lengthy discussion followed as to the best way to handle the various security and enforcement issues including installing an honor box. Krause/Hartz motion to create two signs and one honor box for the launching of the kayaks. Unanimously carried.

**Items for next meeting agenda:**

Handling of cash at the boat launch.

Krause/Hartz motion to adjourn at 5:38pm. Unanimously carried.

Transcribed from audio tape.

/s/ Artis M. Roenspies, Deputy Clerk

City of Lake Geneva  
Board of Park Commissioners - Meeting Minutes  
April 14, 2010

Meeting was called to order by Chair Kupsik at 6:30 p.m.

Members present: Chair Alan Kupsik, Mary Jo Fesenmaier, Bob Flemming, Barb Phillips

Also present: DPW Director Dan Winkler, Mayor Jim Connors, City Administrator Dennis Jordan, Green Ribbon Ad Hoc Committee member Rob Keefe, Jaycees member Brian Olsen.

Member(s) absent: Lynn Hassler, Dave Quickel, Pat Schroeder, Doug Skates.

Motion by Phillips, second by Flemming, to address New Business item A regarding the wetlands at Hillmoor Golf Course. Unanimously carried.

Keefe brought a map and explained the area that the Green Ribbon Committee wants to purchase for the White River Trail project. City Administrator Jordan will apply for three separate DNR grants for money to assist in purchase of the property needed. The Council will have to approve money for an appraisal, by Lynn Dusterbeck from Janesville, of the area which is needed in the grant applications. There are approximately 80 acres involved in the purchase: 10 acres from Pellar, 60 acres from White, and 7 acres from Knopfsky. The grant will not allow the City to acquire the land through eminent domain.

Motion by Flemming, second by Phillips, to direct City Administrator Jordan to prepare grants for purchase of wetlands. Unanimously carried.

Motion by Flemming, second by Phillips, to approve March 3, 2010, meeting minutes. Approved unanimously.

Public Input:

Brian Olsen explained the Venetian Festival sponsored by the Jaycees and asked for support for their park permit.

PERMITS:

- A. Place- Flat Iron Park  
Date and Time – Saturday, July 2, 2011 from 12:00 p.m. to 5:00 p.m.  
For- wedding  
Name- Michelle Johnstin  
Estimated people #: 100  
Fees- \$20 application, \$150 security deposit, \$125 reservation.  
*Kupsik will contact the party regarding the date.*
- B. Motion by Flemming, second by Phillips, to approve permit.  
Place – Flat Iron Park  
Date and Time – May 22, 2010 from 3:00 p.m. to 5:00 p.m.  
For – wedding in gazebo

Name – Grace Shepstone  
Estimated people #: 40-49  
Fees - \$20 application, \$50 security deposit, \$30 reservation.  
Approved unanimously.

- C. Motion by Phillips, second by Flemming, to approve permit and waive fees contingent upon receipt of \$20 application fee.  
Place – Library Park, at the corner of Wrigley Drive and Main Street  
Date and Time – Saturdays May 1, May 8, and May 15, 2010 from 8:00 a.m. to 8:00 p.m.  
For- Badger High School Future Farmers of America plant sale  
Name – George Hennerley, Chamber of Commerce  
Estimated people # - 200-300  
Fees - \$20 application, \$0 security deposit, \$0 reservation.  
Note: this event is not expected to interfere with the Lake Geneva Marathon; a tent (10' X 20") will be erected by FFA group  
Approved unanimously.
- D. Motion by Kupsik, second by Flemming, to approve permit and waive fees contingent upon receipt of \$20 application fee.  
Place – Flat Iron Park  
Date and Time – Saturday, August 7, 2010 from 9:00 a.m. to 3:00 p.m.  
For- 2010 King Midget Jamboree – display of 50 small automobiles  
Name – George Hennerley, Chamber of Commerce  
Estimated people # - 200+  
Fees - \$20 application, \$0 security deposit, \$0 reservation.  
Approved unanimously.
- E. Motion by Kupsik, second by Flemming, to approve permit and waive fees contingent upon receipt of \$20 application fee.  
Place – Flat Iron Park  
Date and Time – Saturday, July 17, 2010 from 9:00 a.m. to 3:00 p.m.  
For- display of 50 farm tractors  
Name – George Hennerley, Chamber of Commerce  
Estimated people # - 200-300  
Fees - \$20 application, \$0 security deposit, \$0 reservation.  
Approved unanimously.
- F. Motion by Flemming, second by Phillips, to approve permit and waive fees.  
Place – Flat Iron, Seminary, and Library Parks  
Date and Time – 2010: August 16 through August 23 for Flat Iron and Seminary Parks and August 20 through August 22 for Library Park  
For- Jaycees Annual Venetian Festival and Craft Fair  
Name – Mark Stinebrink, Lake Geneva Jaycees  
Estimated people # - 20,000+  
Fees - \$20 application, \$0 security deposit, \$0 reservation.  
Approved unanimously.

OLD BUSINESS:

Park Assignments- (see attached list)

**Walk through the areas for maintenance or safety concerns.** Contact Dan Winkler or Ron Carstensen.

Winkler explained the parks would be rolled soon to even the grass. Parks seem to be in great shape so far. Winkler will have 4 – 6 garbage cans placed around the Eastview parking lot along with picnic tables near equipment. Directions signs to parking lot will be located or ordered.

Skateboard Park Repair Update –  
Repairs on hold.

Jane Brandley Memorial Update –  
None.

Gygax Memorial Update-  
None.

Vet's Park Schedule Update/Spring activities-

*Kupsik will invite Joe Peyer from the YMCA to attend April's meeting for an update.*

The entire outfield in the extra softball field is now stable from recent work done according to Winkler. Further repairs will be considered for other areas.

Spring Park Repairs –

Carstensen fixed the deck on the gazebo in Flat Iron Park, but the substructure is rotten. Future of the gazebo is questionable and may be removed according to proposed Flat Iron Park Master Plan.

*Tennis courts at Eastview need some repairs.*

*Fesenmaier asked if the baseball diamond at Rushwood Park could be worked on again this year as many neighborhood residents are indeed using this area.*

NEW BUSINESS:

[See above.]

Motion by Kupsik, second by Flemming, to adjourn at approximately 7:25 p.m.  
Approved unanimously.

Respectfully submitted,  
Mary Jo Fesenmaier  
City Council Alderman Dist. 2

**Next regular meeting: Wednesday, May 5, 2010, at 6:30 p.m.**

# CITY OF LAKE GENEVA

626 GENEVA STREET  
LAKE GENEVA, WISCONSIN 53147  
(262) 249-4098 • Fax (262) 248-4715  
www.cityoflakegeneva.com



DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO: MAYOR AND COMMON COUNCIL**

**FROM: CITY ADMINISTRATOR**

**DATE: MAY 10, 2010**

**RE: BALLFIELD AT VETERAN'S PARK**

**Background:** Dan Winkler was asked to obtain bid quotations for preparation work to infield number 5 at Veteran's Park. The work is to be funded with park impact fees and the YMCA would like to use the field this summer for recreational purposes. Mr. Winkler's memorandum is attached for your review. As Mr. Winkler has stated in his memo, the low bidder at this point is Humphries Contracting of Lake Geneva. H. K. Sports Fields proposal has not been received at the time of preparing this memorandum. If no proposal is received from H. K. Sports Fields by 5 pm Friday, staff would recommend awarding the project to Humphries in the amount of \$9,870.00. If the H. K. Sports Fields quote is received today, and it is lower than the Humphries quote, staff will prepare an addendum for Monday's meeting. Also, as Mr. Winkler pointed out, the City is purchasing and providing the special infield mixture.

**Recommendation:** Approve the proposal from Humphries Contracting in the amount of \$9,870.00 and the expenditure for the special mixture, not to exceed \$10,000.



# LAKE GENEVA UTILITY COMMISSION

**Daniel S. Winkler, P.E.**  
*Director of Public Works & Utilities*



**Birdell Brellenthin**  
*Utility Commission President*

**Kent Wiedenhoef**  
*Water Superintendent*

**Scott Tesmer**  
*Wastewater Superintendent*

361 Main Street • P.O. Box 187 • Lake Geneva, WI 53147 • Phone (262) 248-2311 • Fax (262) 248-0589

**DATE:** May 6, 2010

## MEMORANDUM

**TO:** Mr. Dennis Jordan  
City Administrator

**FROM:** Daniel S. Winkler, P.E.   
Director of Public Works & Utilities

**SUBJECT:** Veterans Park, Softball Field #5, Infield Preparation Bids

Staff was asked to obtain bid quotations for preparation work to Infield No. 5 at the above subject location. The work is to be funded with park impact fees the City has on hand and the YMCA apparently would like to use the field this summer.

The scope of work includes separate pricing for:

1. Item No. 1 - Removing weeds, spreading and rolling City provided infield mixture (average depth 8" to 9") including a crown, cutting the edge of the infield grass and disposing of cut sod with the final infield to appear similarly to the other softball fields, and furnishing & installing treated 2"x12" timber on the backstop to disperse heavy rainfall runoff.
2. Item No. 2 - Installing approximately 75' of landscape block retaining wall behind the backstop to reduce any erosion of the back-slope during heavy rainfall events, filling with dirt and seed as necessary to more level the area, and install a 4" thick concrete pad 10' x 20' in size for a bleacher unit.

Pricing is as follows:

<u>Contractor</u>	<u>City</u>	<u>Item No. 1</u>	<u>Item No. 2</u>
Humphreys Contracting	Lake Geneva, WI	\$1,970.00	\$7,900.00
J. B. Rausch, LLC	Twin Lakes, WI	\$3,700.00	No Bid
H. K. Sports Fields	Egg Harbor, WI	In Process	In Process

The low bidder at this point is Humphreys Contracting of Lake Geneva. H. K. Sports Fields quotation is forthcoming as of this writing and should arrive later today or Friday. Hopefully it can be sent out with the normal Council packet. The estimated cost to stabilize the infield and reduce erosion in the hill behind the backstop was originally in the \$25,000 to \$30,000 range. The Humphreys bid is \$9,870.00 with the City is providing the special infield mixture which may run \$5,000 to \$10,000 delivered to Veterans Park.

Humphreys hasn't done ball diamond grading before, but he is a concrete and small earthwork contractor. Rausch does infield preparation small company, and H. K. Sports Fields does fields and subcontracts out the other site work. Humphreys is available to begin the work almost immediately if he is selected as would be Rausch. H.K. Sports would probably not complete the work until after Memorial Day.

It is recommended to award the project to the low bidder. Low bidder will be determined after H. K. Sports provides their bid. Payment will be made upon satisfactory completion of all aspects of the project.

Cc: Ron Carstensen  
File

**Humphreys Contracting  
P.O. Box 444  
Lake Geneva WI 53147  
262 749 8438**

5/1/10

To:  
City of Lake Geneva  
Attn: Dan Winkler

We propose to complete the following items as they relate to Diamond # 5 Veterans Park.  
Remove existing vegetation and install new infield mix supplied by the City as directed including installing treated 2x12 erosion barrier attached to existing backstop. \$1970.00  
Install Hillcrest modular retaining block including decorative cap approximately 70' long 4' high to contain erosion and provide area for bleachers to be installed. \$ 6000.00  
We further propose to install a 12'x 20' concrete slab to provide support for bleachers.  
All work to be backfilled, topsoil installed and seeded. \$ 1900.00

*The following work shall be completed for the sum of: 9870.00  
Nine thousand eight hundred and seventy*

Terms: Net amount due upon completion. A service charge of 1-1/2 % per month will be charged on all accounts over 30 days. This proposal is submitted by Chris Humphreys dba Humphreys Contracting. This proposal may be withdrawn after 10 days upon our discretion.

**Acceptance of Proposal**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. We authorize you to do the work as described. Payment will be made as outlined above. Please sign and return.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dan Winkler**

---

**From:** "John Rausch" <jrausch2@wi.rr.com>  
**To:** <lgwater@genevaonline.com>  
**Sent:** Tuesday, April 27, 2010 3:35 PM  
**Subject:** PROPOSAL - City of Lake Geneva - Softball Diamond #5  
**Attn:** Dan Winkler

---

**JB Rausch LLC**

---

12011 330<sup>th</sup> Avenue Twin Lakes, WI 53181  
Phone 262-862-6248 - Cell 262-206-2162  
E-Mail Address - [jrausch2@wi.rr.com](mailto:jrausch2@wi.rr.com)

**PROPOSAL**

April 27, 2010

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

Attn: Dan Winkler  
Lake Geneva Water Dept.

#262-248-2311

**Softball Diamond #5**

Layout diamond to specifications

Remove dead vegetation (Lake Geneva Maintenance Dept. to spray killing chemical)

Grade to specs baseball mixture (hailed in by city of Lake Geneva)

Cut sod on foul lines and batters box and coaches boxes and replace sod where needed

Provide and install 2" x 12" pressure-treated lumber on 60' of backstop to prevent soil erosion

**Total:           \$3,700.00**

John J. Rausch  
JB Rausch LLC

4/28/2010

# CITY OF LAKE GENEVA

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LAKE GENEVA, WISCONSIN 53147  
(262) 249-4098 • Fax (262) 248-4715  
www.cityoflakegeneva.com



DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO: MAYOR & COMMON COUNCIL**

*O E J* **FROM: CITY ADMINISTRATOR**

**DATE: MAY 3, 2010**

**RE: RIVIERA FOUNTAIN**

**Background:** As you may have noticed, the Riviera Fountain has not been activated this year. The fountain is in need of repair, both to the foundation of the fountain as well as the angel. Harbormaster Chuck Gray contacted four contractors for proposals to repair the fountain and the angel. The City received the three following proposals to repair the angel, repair the fountain walls and apply the necessary waterproofing coatings:

1)	Craftsman Concrete -	\$17,100.00
2)	Humphries Concrete -	\$ 7,140.00
3)	M & M Engineering -	\$12,860.00 (to get it functioning) +
	“	\$ 1,800.00 (angel water flow repair)
	Total:	\$14,660.00
	“	\$34,280.00 (complete restoration)
	“	\$ 1,800.00 (angel water flow repair)
	Total:	\$36,080.00

Chris Humphries stated he will install 18 stainless steel turnbuckles to hold the top sections in place, remove the existing grout and replace with colored grout, repair the water connections to the angel, repair the angel and apply a flexible polyimide epoxy protective coating. He will begin the work as soon as the Council approves the repair. The funds for the construction will come from the money allocated to the Riviera through the TIF. Mr. Humphries will guarantee the work for five (5) years. Attached are the three bids for your review.

**Recommendation:** Approve the proposal received from <sup>Humphrey's Contracting</sup> Humphries Concrete in the amount of \$7,140.00 to repair the fountain and angel.

**Humphreys Contracting  
P.O. Box 444  
Lake Geneva WI 53147  
262 749 8438**

5/1/10

To: City of Lake Geneva  
Attn: Daniel S. Winkler

We propose to restore the Rivera Fountain to operating status by completing the following:

- We propose to remove existing mortar from concrete segments.
- We propose to secure concrete segments to existing base using construction adhesives.
- We propose to install 18 turnbuckles securing each segment to each other. Turnbuckles are to be located under the segments rim and overhang placed as high as possible.
- We propose to install new color matched mortar between segments.
- We propose to install AES brand 450 Flexible Polyamide Epoxy Protective Coating leading from 6" of coverage on the horizontal to 2' of coverage on the vertical, past the proposed water line. (See product description and spec sheet included). Because of the characteristics of this product, we propose to **warranty the waterproofing against defects in performance and leaks for a period of five (5) years after completion of the work.** We will return annually to inspect the waterproofing and make any and all necessary waterproofing repairs during this period. Warranty excludes damage to the fountain by others.
- We propose to repair water lines leading to Angel section of fountain to return water flow to this area and refasten Angel section, with assistance and guidance from the City.

*The following work shall be completed for the sum of:*

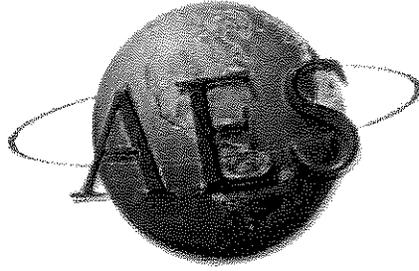
***Seven thousand one hundred and forty dollars & no cents (\$7,140.00).***

Terms: Net amount due upon completion. A service charge of 1-1/2 % per month will be charged on all accounts over 30 days. This proposal is submitted by Chris Humphreys dba Humphreys Contracting. This proposal may be withdrawn after 10 days upon our discretion.

**Acceptance of Proposal**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. We authorize you to do the work as described. Payment will be made as outlined above. Please sign and return.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## AES-450 Protective Coating

### **Description:**

AES-450 is tough and flexible protective coating. It is a 98% solids Polyamidoamine resin epoxy used in various applications where chemical resistance is required.

### **Resistance:**

AES-450 is highly resistant to acids, solvents, caustics, hydrocarbons, saltwater, and freshwater. It was developed to withstand extreme corrosive and abrasive conditions with excellent outdoor durability.

### **Application Areas:**

AES-450 is excellent as an anti-corrosive protective lining for floors, interior and exterior of tanks, pipe lines, boat bottoms, swimming pools, aquariums, vats, etc. It retains a resilient body, even after final cure. Can be used under constant spillage, immersion conditions, or highly abrasive applications. It also works well as a brushing type adhesive.

### **Preparation:**

Surfaces should be free of rust, mill scale, oil, paint, films, grease, soluble salts, and other contaminants. Sand blasting to white metal is necessary in most cases. Concrete should be etched to provide a profile for optimal adhesion. Latinate and other loosely bound materials should be removed to provide a solid bonding surface. The preparation procedures above are general guidelines.

### **Mixing:**

*The mixing of Part A and B is very important!* Material is supplied in two containers as a unit.

Always mix a complete unit in the proportion supplied. Agitate each part separately before combining the two. AES-450 has a mixing ratio of 3 parts "B" to 1 part "A" (3:1). Use a jiffy mixer to thoroughly combine both parts and mix for 2 minutes.

## Application:

Apply AES-450 with a brush, 3/8" nap roller cover, or conventional spray equipment. Airless spray equipment should not be used. The heat created by an airless system can shorten pot life considerably and damage the coating and equipment. *Caution! Without the use of aggregate, AES-450 is slippery when wet.*

## DRY FILM APPLICATIONS

To get dry film of:	Apply Sq.Ft./gal.
8 mils	200 sq. ft.
16 mils	100 sq. ft.

Heavy coats may be applied (up to 20 mils) without danger of bubbling or pinholes in film. Several coats may be necessary in building up a heavy tank lining. Do not apply heavier than 20 mils per coat or sagging will occur. For heavier film, apply additional coats. Additional coats must be applied as soon as the surface is tack free or within 36 hours.

## Clean Up:

Application equipment should be cleaned immediately with Lacquer Thinner. Use Apple Cider Vinegar to clean hands and skin. **Do not allow AES-450 to remain on tools! Once it sets and is cured, it is extremely difficult to remove.**

## Curing Time:

Pot Life:	1 hr @ 80 °F
Drying Time:	4 hrs @ 80 °F
Complete:	48 hrs @ 80 °F

## Packaging:

### 1-gallon units:

- 1 gal. can containing 3 qts. of Base (Part "B")
- 1 qt. can full, containing Activator (Part "A")

**Colors:** AES Standard Colors

**Solids content:** 98% Solids

## Mixing Ratio:

3 parts "B" to 1 part "A" (3:1)

## Abrasion Resistance (ASTM D4060):

Taber abraser CS-17 calibrase wheel at 4000 cycles with 1.5 mils wear and .30 grams lost.

## Adhesion-Pull-Off (D4541):

Concrete: 100 % substrate failure @ 1181 psi  
Steel: 80% adhesive failure @ 2337 psi

**Impact Resistance (D2794):**

16 inch lbs. direct - passed

**Pencil Hardness (D3363):** 6H - passed

**Compression (C579-96):** 9,585 psi

**Flammability:**

Flammable during application. Will not support combustion when cured.

For further assistance, contact one of our technicians via phone or e-mail.

MSDS available for health and safety data.

For emergency information contact:

**CHEMTREC @ 1-800-424-9300**

**Safety:**

This product (and any recommended thinners) contains solvents and/or chemical ingredients. Adequate health and safety precautions should be observed during storage, handling, use, and drying periods. For safe usage, user is specifically directed to consult the current Material Safety Data Sheet for this product. When using this product in a confined space or closed area, consult the OSHA or ANSI bulletins on safety requirements.

The information as set forth in the technical data contained herein has been developed based on test and evaluations made by Advanced Epoxy Systems, Inc. for standard coating applications. We believe this information is the best currently available on the subject. We make no guarantee of results and assume no obligation or liability in connection with this information. It is offered as possible helpful suggestion, any experimentation you may care to undertake along these lines, is at your own risk. You should test the coating material to determine if it is suitable for the application intended. It is supplied on the condition that you shall make your own tests to determine its suitability. AES shall have no liability for incidental or consequential damages, indirect or direct. Our liability is limited to the net selling price of the purchased product(s) or the replacement of our product, at our option.

► Storage & Handling

## AES-450 Protective Coating

AES-450 is tough and flexible protective coating. It is a 98% solids Polyamidoamine resin epoxy especially designed for use in oilfield tanks or other vessels where chemical resistance is required.

### Resistance

AES-450 is highly resistant to acids, solvents, caustics, hydrocarbons, saltwater, and freshwater. It was developed to withstand extreme corrosive and abrasive conditions with excellent outdoor durability.

### Application Areas

AES-450 is excellent as an anti-corrosive protective lining for floors, interior and exterior of tanks, pipe lines, boat bottoms, swimming pools, aquariums, vats, etc. It retains a resilient body, even after final cure. Can be used under constant spillage, immersion conditions, or highly abrasive applications. It also works well as a brushing type adhesive.

### Preparation

Surfaces should be free of rust, mill scale, oil, paint, films, grease, soluble salts, and other contaminants. Sand blasting to white metal is necessary in most cases. Concrete should be etched to provide a profile for optimal adhesion. Latinate and other loosely bound materials should be removed to provide a solid bonding surface. The preparation procedures above are general guidelines. Detailed preparation methods are available through SSPC at <http://www.sspc.org/> or 412-281-2331 or NACE at [www.nace.org](http://www.nace.org) or 261-228-6200.

### Mixing

*The mixing of parts A & B is very important!* Material is supplied in two containers as a unit. Always mix a complete unit in the proportion supplied. Agitate each part separately before combining the two. AES-450 has a mixing ratio of 2 parts "B" to 1 part "A" (2:1). Use a jiffy mixer to thoroughly combine both parts and mix for 2 minutes. Use AES Thinner to thin AES-450. Add no more than one quart of AES Thinner per gallon of epoxy. In addition to a thinner product, it also creates a longer pot life and easier workability.

### Application

Apply AES-450 with a brush, 3/8" nap roller cover, or conventional spray equipment. Airless spray equipment should not be used. The heat created by an airless system can shorten pot life considerably and damage the coating and equipment. *Caution! Without the use of aggregate, AES-450 is slippery when wet.*

### Dry Film Application Rate

To yield dry film of:	Apply sq. ft. gallon
7.5 mils.	200 sq. ft.
15 mils.	100 sq. ft.

Heavy coats may be applied (up to 20 mils) without danger of bubbling or pinholes in film. Several coats may be necessary in building up a heavy tank lining. Do not apply heavier than 20 mils per coat or sagging will occur. For heavier film, apply additional coats. *Additional coats must be applied as soon as the surface is tack free or within 36 hours.*

### Clean Up

Application equipment should be cleaned immediately with Lacquer Thinner. Use Apple Cider Vinegar to clean hands and skin. *Do not allow AES-450 to remain on tools! Once it sets and is cured, it is extremely difficult to remove.*

### Curing Time

Pot Life:	1 hr. at 80°F
Drying Time:	6 hrs. at 80°F
Complete:	7 days at 80°F

### Packaging

1.5 gal. units  
3 gal. units  
15 gal. units

### Color

AES Standard Color (Gray, White, Tan)

### Solids Contents

98% Solids

### Mixing Ratio

2 part "B" to 1 part "A" (2:1)

### Adhesion Resistance (ASTM D4060):

Taber abraser CS-17 calibre wheel at 4000 cycles with 1.5 mils wear and .30 grams lost.

**Adhesion-Pull-Off (D4541):**

Concrete 100% substrate failure @ 1181 psi

Steel: 80% adhesive failure @ 2337 psi

**Impact Resistance (D2794): 16 inch lbs. direct - passed**

**Pencil Hardness (D3363): 6H - passed**

**Compression (C579-96): 9,585 psi**

**Flammability:**

Flammable during application. Will not support combustion when cured.

For further assistance, contact one of our technicians via phone or by email.

© 2010 Advanced Epoxy Systems, Inc. Houston Texas

No. **Nº** 4979

Date 9/12/10



PROPOSAL

# ENGINEERING

Concrete, wallsawing, core drilling, masonry repair, structural steel, emergency services, shoring, wall bracing, demolition

5681 Steele Rd., Burlington, WI 53105

Phone: (262) 248-6246 Pager: (414) 584-5334 Cell: (847) 875-6256

Proposal Submitted To: Chuck Gray H.M.

Work To Be Performed At:

Name City of Lake Geneva

Riviera Fountain

Street 626 Geneva St.

Street \_\_\_\_\_

City Lake Geneva State WI

City \_\_\_\_\_ State \_\_\_\_\_

Phone <sup>For</sup> 262 248-4715

Date of Plans \_\_\_\_\_ Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Job: Fountain Repair Base

Options:

1) Temp Repair

saw cut large joint Push Three Blocks Back Into place

1. Remove old Galk From all Joints saw cut all Joints 1 1/2" Deep, Clean and Galk Install S.S. strap around Base of Pool.

option 2 - ADD.

Total \$12,860.00

2. Angel Flow Repair. 56.00 per Hour

Not to Exceed \$1,800.00 total

Time to complete (10 working days.)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Twelve thousand Eight Hundred sixty + 00/100 Dollars [\$ 12860.00 ] with payments to be made as follows:

50% Down Balance on complete.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted M&M Engineering Inc.

Per [Signature]

Note-This proposal may be withdrawn by us if not accepted

within 30 days.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

No. Nº 4980

Date 9/12/10

# M&M

# PROPOSAL

## ENGINEERING

Concrete, wallsawing, core drilling, masonry repair, structural steel, emergency services, shoring, wall bracing, demolition

5681 Steele Rd., Burlington, WI 53105

Phone: (262) 248-6246 Pager: (414) 584-5334 Cell: (847) 875-6256

Proposal Submitted To: Chuck Gray H.M.

Work To Be Performed At:

Name City of Lake Geneva

Street 626 Geneva St.

City Lake Geneva State WI.

Phone Fax 262 248 4715

Riviera Fountain

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Date of Plans \_\_\_\_\_ Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Fountain Repair.

Option #3.

1. Remove all blocks and clean each.
2. sand blast surface
3. Reset blocks.
4. Apply coating up 16" inside.
5. apply coating on pool floor.

Total \$34,280.00

Angle flow repair 56.00 per hour

Not to exceed \$1,800.00

(Time to complete 14 working days)

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of thirty four thousand two hundred eighty & 00/100 Dollars [\$ 34,280.00].

with payments to be made as follows: 50% down Balance on complete

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted M&M Engineering

Per owner

Note-This proposal may be withdrawn by us if not accepted

within 30 days.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



# Lake Geneva Riviera

## Fountain Repair Bid

**Craftsmen  
Concrete**

A Division of CJ Investments, Inc.

A minority and woman owned business  
P.O. Box 676, Elkhorn, WI 53121 - 262-723-4401  
CraftsmenConcrete@gmail.com - CraftsmenConcrete.com



# Craftsmen Concrete

## ESTIMATE

A division of CJ Investments, Inc.  
P.O. Box 676 • 920 E. Centralia St.,  
Elkhorn, WI 53121  
Phone: (262) 723-4401 • Fax: (262) 723-4409  
Cell: (262) 325-0284



No. \_\_\_\_\_  
Date 04/20/2010  
Sheet No. \_\_\_\_\_

### Proposal Submitted To:

Name City of Lake Geneva  
Street 626 Geneva Street  
City Lake Geneva State WI Zip 53147  
Phone 262-248-3673

### Work To Be Performed At:

The Riviera  
Street 812 Wrigley Drive  
City Lake Geneva State WI Zip 53147  
Date of Plans \_\_\_\_\_  
Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

- Remove angel statuary with assistance from Lake Geneva street dept
- Clean water ports and reinstall
- Sandblast inside walls of fountain and floor surface
- Remove old grout
- Straighten all 18 sections of fountain walls and epoxy down to base
- Tuck-point wall sections, type "N" mortar
- Install Tamms H/P primer
- Install TammsCoat acrylic coating to inside walls and floor of fountain
- Install Eucolastic I urethane seal on all mortar joints along all floor joints, walls and main fountain base
- All product Euclid Chemical Co.
- Color will match

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of

Dollars [ \$ 17,100.00 ]

with payments to be made as follows: Paid in full upon completion

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker's Compensation and Public Liability insurance on above work to be taken out by

Respectfully submitted

Per \_\_\_\_\_

Note-This proposal may be withdrawn by us if not accepted within 30 days.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

<b>ACORD. CERTIFICATE OF LIABILITY INSURANCE</b>		OP ID MO CRAFT-4	DATE (MM/DD/YYYY) 04/20/10		
ROBERTSON RYAN & ASSOCIATES, INC. P.O. Box 160 • 640 West Main Street Lake Geneva, Wisconsin 53147 Phone 262-248-9111 • Fax 262-248-1017  Craftsmen Concrete DBA C.J. Investments, Inc. P.O. Box 676 Elkhorn WI 53121		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A: The Cincinnati Insurance Co.		10677	
		INSURER B:			
		INSURER C:			
INSURER D:					
INSURER E:					

**COVERAGES**

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	CPP3658399	12/15/09	12/15/10	EACH OCCURRENCE \$ 1000000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500000
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10000
						PERSONAL & ADV INJURY \$ 1000000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1000000
POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$ 1000000
A		AUTOMOBILE LIABILITY	CPA3658399	12/15/09	12/15/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000
		ANY AUTO				BODILY INJURY (Per person) \$
		<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> HIRED AUTOS						
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY	CPP3658399	12/15/09	12/15/10	EACH OCCURRENCE \$ 2000000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 2000000
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input checked="" type="checkbox"/> RETENTION \$ 0				\$
						\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC2111202	12/15/09	12/15/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 100000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 100000
		OTHER				E.L. DISEASE - POLICY LIMIT \$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**Proof of Insurance**

<b>CERTIFICATE HOLDER</b>  CITY-38  City of Lake Geneva PO Box 187 Lake Geneva, WI 53147	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>T. Parry a. Parrish / ml</i>
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# TAMMS H/P PRIMER

PRIMER FOR CONCRETE OR MASONRY SURFACES

COATINGS - PRIMERS

TAMMS H/P PRIMER

Master Format #: 09 96 00

## DESCRIPTION

**TAMMS H/P PRIMER** aids in the proper curing of acrylic resin or cement based masonry coatings, especially when applied to hot or porous surfaces. TAMMS H/P PRIMER dries rapidly to create a breathable barrier within the substrate surface. The barrier retards the excessive absorption of moisture from the coating into the substrate, and aids in the proper curing of the coating. This action helps to minimize "cratering" of acrylic coatings, and the formation of shrinkage cracks in cementitious materials. TAMMS H/P PRIMER is necessary on porous surfaces or when the weather is warm and windy.

## PRIMARY APPLICATIONS

- Exterior/interior, above/below grade
- Concrete and masonry surfaces
- Brick
- Stone
- Concrete block surfaces such as split face, textured, regular, or lightweight block
- Precast, textured, lightweight and formed concrete

## FEATURES/BENEFITS

- Provide a stable base for Euclid Chemical coatings
- ▲ Can contribute to LEED points

## TECHNICAL INFORMATION

TAMMS H/P PRIMER is a milky white emulsion of 100 percent acrylic polymer solids and modifiers in a special water base formulation. TAMMS H/P PRIMER turns clear with a slight gloss when dry.

## PACKAGING

TAMMS H/P PRIMER is packaged in 5 gal (18.9 L) pails and 55 gal (208 L) drums.

## SHELF LIFE

.1 year in original, unopened package.

## COVERAGE

The coverage rates below are approximate and for estimating purposes only. Actual surface texture and porosity will determine the total amount of TAMMS H/P PRIMER required.

	ft <sup>2</sup> /gal	m <sup>2</sup> /L
<b>Porous</b>	100 to 150	(2.5 to 3.7)
<b>Non Porous</b>	200 to 300	(4.9 to 7.3)

## DIRECTIONS FOR USE

Surface must be structurally sound, clean, dry, and free of contaminants. Repair surface defects, cracks, and voids before applying TAMMS H/P PRIMER. Cure new concrete and masonry surfaces minimum 28 days. Provide an absorptive surface on all substrates, including smooth precast or formed concrete by abrading the surface. Apply TAMMS H/P PRIMER to a dry surface, and do not apply when rain is expected within 4 hours or if the primed surface cannot be topcoated within 24 hours. For conditions not covered above, contact your local Euclid Chemical representative.

**Mixing:** Stir TAMMS H/P PRIMER slowly and thoroughly, using slow speed mixing equipment that will not aerate the product. Do not dilute TAMMS H/P PRIMER.

**Application:** Use airless spray equipment with .017 to .021 inch (0.43 to 0.53 mm) orifice size spray tips to apply TAMMS H/P PRIMER. Hold spray gun 12 to 18 inches (30.4 to 45.7 cm) from the wall surface, and apply using a "cross coat" technique consisting of a horizontal pass followed by a vertical pass. For hand application, use equipment designed for latex paints, and dampen the brushes or the 1½ inch (3.8 cm) nap rollers with water before use. Thoroughly wet the surface with H/P PRIMER to the point of saturation with no run down. Pick up any drips or runs with a brush or roller. H/P PRIMER is rapid drying, and the finish coat may be applied as the primer dries, but no later than 24 hours after primer application. Labor costs on large projects may be reduced by using separate application systems to apply the H/P PRIMER and the finish coat during the same "drop".



**The Euclid Chemical Company**

19218 Redwood Rd. • Cleveland, OH 44110  
Phone: [216] 531-9222 • Toll-free: [800] 321-7628 • Fax: [216] 531-9596  
www.euclidchemical.com

An **RPM** Company



## CLEAN-UP

Clean tools and application equipment immediately after use with detergent and hot water. Clean overspray or drips, while still wet, with detergent and hot water. Clean glass and metal surfaces before material dries. Dried material will require strong solvents or abrasion for removal.

## PRECAUTIONS/LIMITATIONS

- Do not thin or dilute TAMMS H/P PRIMER.
- Do not apply to external surfaces if rain is forecast within 4 hours.
- Do not apply TAMMS H/P PRIMER below 50°F (10°C) or above 90°F (32°C), or over frozen or frost-filled surfaces.
- Do not apply TAMMS H/P PRIMER to non-absorbent materials such as glass, metal, glazed brick, or glazed tile. Primer should be topcoated within 24 hours after application.
- Store at temperatures between 50°F to 90°F (10°C to 32°C).
- Protect from freezing. If frozen, do not use.
- In all cases, consult the Material Safety Data Sheet before use.

Rev. 10.09

**WARRANTY:** The Euclid Chemical Company ("Euclid") solely and expressly warrants that its products shall be free from defects in materials and workmanship for one (1) year from the date of purchase. Unless authorized in writing by an officer of Euclid, no other representations or statements made by Euclid or its representatives, in writing or orally, shall alter this warranty. EUCLID MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AS TO THE MERCHANTABILITY OR FITNESS FOR ORDINARY OR PARTICULAR PURPOSES OF ITS PRODUCTS AND EXCLUDES THE SAME. If any Euclid product fails to conform with this warranty, Euclid will replace the product at no cost to Buyer. Replacement of any product shall be the sole and exclusive remedy available and buyer shall have no claim for incidental or consequential damages. Any warranty claim must be made within one (1) year from the date of the claimed breach. Euclid does not authorize anyone on its behalf to make any written or oral statements which in any way alter Euclid's installation information or instructions in its product literature or on its packaging labels. Any installation of Euclid products which fails to conform with such installation information or instructions shall void this warranty. Product demonstrations, if any, are done for illustrative purposes only and do not constitute a warranty or warranty alteration of any kind. Buyer shall be solely responsible for determining the suitability of Euclid's products for the Buyer's intended purposes.

# TAMMSCOAT®

## DECORATIVE AND PROTECTIVE, WATER-BASED, ACRYLIC COATING

COATINGS - ARCHITECTURAL WALL

### DESCRIPTION

TAMMSCOAT is a high build, water-based, acrylic coating used to protect and decorate sound masonry and concrete surfaces.

### PRIMARY APPLICATIONS

- Exterior and interior above grade substrates
- Concrete
- Concrete masonry units ("block")
- Brick
- Stone
- Stucco

### FEATURES/BENEFITS

- Repels water
- Excellent adhesion
- Protects from carbonation
- Resists mildew and fungus growth
- Outstanding color retention
- Highly durable
- Breathable
- Freeze-thaw stable
- Custom and standard colors & textures
- ▲ Can contribute to LEED points

### TECHNICAL INFORMATION

#### Material Properties at 75°F (24°C)

	FINE	SMOOTH
Weight/gal	12.5 ± 0.5 lbs	11.5 ± 0.5 lbs
(kg/m <sup>2</sup> )	(5.7 ± 0.23)	(5.2 ± 0.23)
VOC Content	< 50 g/L	< 50 g/L
Viscosity	118 to 125 ku	98 to 105 ku
Solids by weight	65 to 68%	55 to 60%
Test Method	Criterion	Results
Water Perm ASTM E 514	Ref	TAMMSCOAT
Dampness shows	10 mins	none
First water shows	12 mins	none
Dampness, area back of wall @ 4 hours	75%	none
Wind Driven Rain Resistance TTC 555B		
Rating	E	(excellent)
Water Vapor Trans ASTM E 96		
20 mils film	12 to 14 perms	
Abrasion Resistance ASTM C 418	0 mils abraded	

#### Weatherometer ASTM G 26

6000 hrs No crazing, cracking, chipping or flaking

#### Carbon Dioxide Diffusion

Diffusion coefficient..... 1.1 x 10<sup>-6</sup>cm<sup>2</sup>sec<sup>-1</sup>

Diffusion resistance coefficient..... 155,900

Klopfer criteria..... passes

#### Freeze Thaw Durability ASTM C 666

300 cycles..... 100.9%

#### Scaling Resistance ASTM 672 25 cycles

Visual Rating..... 0

Scaling Mass..... none

#### Salt Spray Resistance ASTM B117 2,000 hrs 5% solution

no adhesion loss..... @ 90°F ± 2°F (24°C ± -17°C)

#### Fed Test 141, Method 6271 Fungus Growth

28 days..... none

#### Impact Resistance ASTM D 2794..... no chipping

#### Flexibility Test

1" Mandrel (25mm)..... no chipping or breaking

**Appearance:** TAMMSCOAT is available in standard colors and tint bases for universal colorant systems. FINE or SMOOTH texture finish is standard. Custom colors and textures are available with minimum quantity orders. Contact your local Euclid Chemical representative for further information.

### PACKAGING

TAMMSCOAT is packaged in 5 gal (18.9 L) pails, 30 gal (113.6 L) drums.

### SHELF LIFE

2 years in original, unopened package.

TAMMSCOAT®

Master Format #:  
09 96 53



### The Euclid Chemical Company

19218 Redwood Rd. • Cleveland, OH 44110  
Phone: [216] 531-9222 • Toll-free: [800] 321-7628 • Fax: [216] 531-9596  
www.euclidchemical.com

An **rpm** Company



## COVERAGE

	ft <sup>2</sup> /gal. (m <sup>2</sup> /L)	
TAMMSCOAT SMOOTH	1st Coat	2nd Coat
Porous surfaces	80 to 100 (1.96 to 2.45)	80 to 100 (1.96 to 2.45)
Smooth surfaces	80 to 120 (1.96 to 2.94)	100 to 130 (2.45 to 3.19)
TAMMSCOAT FINE		
Porous surfaces	50 to 65 (1.23 to 1.60)	60 to 75 (1.47 to 1.84)
Smooth surfaces	75 to 100 (1.84 to 2.45)	85 to 110 (2.09 to 2.70)
H/P PRIMER		
Porous surfaces	100 to 150 (2.45 to 3.68)	
Smooth surfaces	200 to 300 (if required) (4.91 to 5.33)	
MASONRY PRIMER	40 to 80 (0.98 to 1.96)	

**Note:** TAMMSCOAT coverage rates are approximate and are for estimating purposes only. Surface temperature, porosity, and texture will determine actual material requirements. Apply samples to all surfaces to be coated. Obtain approval of Architect or Owner for the color, finish, water repellency, and coverage before proceeding with work. Retain sample or mock-up through completion of project.

## DIRECTIONS FOR USE

**Surface Preparation:** Cure new concrete and masonry surfaces 28 days. Surface must be structurally sound, clean, dry, and free of dust, dirt, oil, peeling paint, curing and form release compounds, and other contaminants. Provide an absorptive surface on smooth pre-cast, formed concrete and other substrates by abrading the surface. Surface profile should be equal to CSP 1 to 2 in accordance with ICRI Guideline 310.2. Defective concrete and other defects should be routed to sound material and patched using compatible restoration products.

**Priming:** For concrete and masonry, especially in hot, windy conditions, priming with TAMMS H/P Primer is recommended. For highly porous concrete block, priming with TAMMS MASONRY PRIMER is recommended.

**Mixing:** TAMMSCOAT should be mechanically mixed using a low speed 3/4" (19mm) drill with a mixing paddle. Mix thoroughly to a uniform, smooth consistency. Do not aerate the mix.

**Application:** Spray TAMMSCOAT FINE using heavy duty spray equipment capable of spraying ceiling texture, plaster or cementitious coatings. To spray TAMMSCOAT SMOOTH, use airless spray equipment with a 0.025 to 0.035" (0.64 to 0.89 mm) orifice size spray tip. Spray TAMMSCOAT using a "cross coat" technique (horizontal pass followed by a vertical pass). Avoid applying to excess, which can cause the product to run down the wall or puddle. Backrolling is recommended during application of the first coat. The second coat can be sprayed after the first coat is dry, approximately 12 to 24 hours. Do not backroll during the second coat. For hand application use brushes and 1½" (38.1 mm) nap rollers designed for latex paint. Dampen the brushes or rollers with clean water before use. When using rollers, uniform millage is achieved by rolling TAMMSCOAT in one direction only.

## CLEAN-UP

Clean tools and application equipment immediately after use with soap and hot water. Clean overspray or drips while still wet with soap and hot water. Dried material may require strong solvents or mechanical abrasion for removal.

## PRECAUTIONS/LIMITATIONS

- Store at temperatures between 50°F (10°C) to 90°F (32°C).
- Protect from freezing.
- Do not thin or dilute TAMMSCOAT.
- Do not apply TAMMSCOAT if rain is expected within 8 hours.
- Do not apply over frost filled surfaces.
- Do not apply if surface and ambient temperatures are below 45°F (7°C) or above 90°F (32°C).
- Do not apply to non-absorbent materials such as glass, metal, glazed brick or glazed tile.
- Not for use on traffic bearing surfaces.
- Use HP PRIMER as a prime coat on very porous surfaces or in hot, windy conditions.
- In all cases, consult the Material Safety Data Sheet before use.

Rev. 10.09

**WARRANTY:** The Euclid Chemical Company ("Euclid") solely and expressly warrants that its products shall be free from defects in materials and workmanship for one (1) year from the date of purchase. Unless authorized in writing by an officer of Euclid, no other representations or statements made by Euclid or its representatives, in writing or orally, shall alter this warranty. EUCLID MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AS TO THE MERCHANTABILITY OR FITNESS FOR ORDINARY OR PARTICULAR PURPOSES OF ITS PRODUCTS AND EXCLUDES THE SAME. If any Euclid product fails to conform with this warranty, Euclid will replace the product at no cost to Buyer. Replacement of any product shall be the sole and exclusive remedy available and buyer shall have no claim for incidental or consequential damages. Any warranty claim must be made within one (1) year from the date of the claimed breach. Euclid does not authorize anyone on its behalf to make any written or oral statements which in any way alter Euclid's installation information or instructions in its product literature or on its packaging labels. Any installation of Euclid products which fails to conform with such installation information or instructions shall void this warranty. Product demonstrations, if any, are done for illustrative purposes only and do not constitute a warranty or warranty alteration of any kind. Buyer shall be solely responsible for determining the suitability of Euclid's products for the Buyer's intended purposes.

# EUCOLASTIC I

## ONE PART URETHANE SEALANT

### DESCRIPTION

**EUCOLASTIC I** is a one part urethane sealant for sealing and protecting moving joints of all types.

### PRIMARY APPLICATIONS

- Concrete construction & control joints
- Precast concrete and masonry units
- Window perimeters
- Interior and exterior applications

### FEATURES/BENEFITS

- Available in both gun grade (non-sag) and pourable for universal applications
- Remains adhesively and cohesively bonded during temperature cyclic movement
- Passes accelerated weathering test for suitability in harsh environments
- USDA compliant
- ▲ Can contribute to LEED points

### TECHNICAL INFORMATION

#### Typical Engineering Data

The following results were developed under laboratory conditions:

#### EUCOLASTIC I: (Gun Grade)

Properties	Actual Result	Requirement
Rheology		
@40°F (4°C)	No Flow	No Flow
@122°F (50°C)	No Deformation	No Deformation
Shore A Hardness	40	15 to 50
Elongation	250%	none
Weight Loss	9%	10% max
Tack Free Time	30 hours	72 hours max
Adhesion-in-Peel (<25% bond loss)		
Concrete	20 to 25 PLI	> 5 PLI
Aluminum	18 to 22 PLI	> 5 PLI
Brick	19 to 23 PLI	> 5 PLI

#### EUCOLASTIC I: (Pourable Grade)

Properties	Actual Result	Requirement
Rheology		
@40°F (4°C)	Self-Leveling	Self-Leveling
Hardness	35	25 to 50
Weight Loss	5%	10% max
Tack Free Time	30 hours	72 hours max
Adhesion-in-Peel (<25% bond loss)		
Concrete	16 to 20 PLI	> 5 PLI
Aluminum	30 to 34 PLI	> 5 PLI
Granite	30 to 34 PLI	> 5 PLI

EUCOLASTIC I will accept normal traffic in 48 hours if curing temperature is 70°F (21°C) and 50% relative humidity. Expect complete cure within two weeks.

**Appearance:** EUCOLASTIC I is available in the following colors: **Gun Grade: Standard:** bronze, white, limestone and gray. **Special Order\*:** aluminum, buff, black and redwood tan. **Pourable Grade: Standard:** white, limestone and gray. **Special Order\*:** buff and black. \*Special orders may require two week lead time.

The following chemical resistance guide is applicable to both the gun and pourable grades.

Acids*	Concentration	Splash & Immersion		Alkalis	Concentration	Splash & Immersion	
		Spillage	Immersion			Spillage	Immersion
Acetic Acid	25%	OK	OK	Sodium Hydroxide	10%	OK	NO
Butyric Acid	25%	OK	OK	Potassium Hydroxide	10%	OK	NO
Citric Acid	25%	OK	OK	Calcium Hydroxide	10%	OK	NO
Oxalic Acid	25%	OK	OK	Ammonium Hydroxide	10%	OK	NO
Lactic Acid	25%	OK	OK	<b>Solvents</b>			
Hydrochloric Acid	40%	OK	OK	Benzene	100%	OK	softens/swells
Hydrobromic Acid	50%	OK	OK	Toluene	100%	OK	softens/swells
Phosphoric Acid	50%	OK	OK	Xylene	100%	OK	softens/swells
Carbonic Acid	Any	OK	OK	Gasoline	100%	OK	softens/swells
Sulfuric Acid	Max. 50%	OK	OK	Mineral Spirits	100%	OK	softens/swells
Muriatic Acid	40%	OK	OK	Paint Thinner	100%	OK	softens/swells
Nitric Acid	5% Max.	OK	NO	Methylene Chloride	100%	OK	softens/swells
Chromic Acid	5% Max.	OK	NO	Acetone	100%	OK	softens/swells
Perchloric Acid	5% Max.	OK	NO	Methyl Alcohol	100%	OK	softens/swells
				Ethylene Glycol	30%	OK	OK
				Ethyl Alcohol	100%	OK	OK
				Methyl Ethyl Ketone	100%	OK	OK

EUCOLASTIC I  
One Part Urethane Sealant

Master Format #: 07 9200

Revised: 7.09



### The Euclid Chemical Company

19218 Redwood Rd. • Cleveland, OH 44110  
Phone: [216] 531-9222 • Toll-free: [800] 321-7628 • Fax: [216] 531-9596  
www.euclidchemical.com

An **APM** Company



Miscellaneous Concentration	Splash &	
	Spillage	Immersion
Lubricating Oil	100% OK	OK
Diesel Fuel	100% OK	OK
Neutral Salt Solutions	30% OK	OK

Miscellaneous Concentration	Splash &	
	Spillage	Immersion
Liquid Nitrogen	---	OK NO
Liquid Oxygen	---	NO NO
Liquid Ammonia	---	NO NO
Dry Fertilizer	---	NO NO

\*This product is not designed for chemical resistance above normal room temperatures.

### PACKAGING/YIELD

EUCOLASTIC I (gun grade) is packaged in 11 oz (325 ml) tubes, 15/20 oz (.59 L) sausage cases and 2 gal (7.6 L) bulk units. One 11 oz (325 ml) tube yields 19 in<sup>3</sup> (311 cm<sup>3</sup>) of product. One 2 gal (7.6 L) bulk unit yields 462 in<sup>3</sup> (7571 cm<sup>3</sup>) of product.

EUCOLASTIC I (pourable grade) is packaged in 30 oz (887 ml) tubes and 2 gal (7.6 L) bulk units. One 30 oz (887 ml) tube yields 54 in<sup>3</sup> (884 cm<sup>3</sup>) of product. One 2 gal (7.6 L) bulk unit yields 462 in<sup>3</sup> (7571 cm<sup>3</sup>) of product.

### SHELF LIFE

1 year in original, unopened package.

### SPECIFICATIONS/COMPLIANCES

- EUCOLASTIC I (Gun Grade) meets Federal Specification TT-S-00230C, Type II, class A. This product also meets industry standard ASTM C 920-86, Type S, Grade NS, Class 25, Use NT, M, T, A, L, O and CAN/CGSD-19.13, MCG-2-25-B-N.
- EUCOLASTIC I (Pourable Grade) meets Federal Specification TT-S-00230C, Type I, Class A. This product also meets industry standard ASTM C 920-86, Type S, Grade P, Class 25, Use T, M, A, O, I. Passes Canadian Standard 19GP16a.

### DIRECTIONS FOR USE

**Joint Dimensions:** Joint width should be 4 times the expected joint movement, but not less than 1/4" (6 mm). Width to depth ratios should be equal for joints that are 1/4" (6 mm) to 1/2" (13 mm) in width. If joint width is greater than 1/2" (13 mm), depth of EUCOLASTIC I must be kept at 1/2" (13 mm) maximum. Installation of EUCOLASTIC I deeper than what is recommended can cause bubbling or incomplete curing of the material.

**Surface Preparation:** New concrete must be minimum of 28 days old. The joint must be clean and sound. All oil, dirt, debris, paint and any other material that could be a bond breaker must be removed. The final step in cleaning should be the complete removal of all residue with a vacuum cleaner or pressure washing. Substrates must be dry - application in wet or damp joints will cause bubbling of the material.

**Priming:** EUCOLASTIC/NEO SEAL PRIMER is required to prime the joint facing when the product will be used on non-porous surfaces (metal, granite, etc.) or when the sealant will be underwater. See EUCOLASTIC/NEO SEAL PRIMER technical data sheet for use instructions.

**Mixing:** EUCOLASTIC I is a one part product and requires no pre-blending. It should be used directly from the container.

**Placement:** Pourable and gun-grade cartridges can be used with a standard caulking gun. Horizontal joints requiring large quantities of material may be dispensed directly from the pail or a can with a pour spout.

**Finishing:** Although not normally required, tooling should be done immediately when necessary. Solvent may be used if necessary to help with tooling.

**Curing:** EUCOLASTIC I requires no special curing instructions. A skin forms on the surface within 24 hours @ 75°F (24°C) and 50% relative humidity. Total cure time should be within 2 weeks after placement.

### CLEAN-UP

Tools, equipment and general clean-up can be done with EUCO SOLVENT, acetone or toluene.

### PRECAUTIONS/LIMITATIONS

- Use only at temperatures above 40°F (4°C).
- Contact surfaces must be clean and dry.
- Proper joint design will affect performance.
- EUCOLASTIC I deeper than what is recommended can cause bubbling or incomplete curing of the material.
- For a faster cure, use EUCOLASTIC II two part urethane.
- No heavy traffic until the product has cured.
- In all cases, consult the Material Safety Data Sheet before use.

**WARRANTY:** The Euclid Chemical Company ("Euclid") solely and expressly warrants that its products shall be free from defects in materials and workmanship for one (1) year from the date of purchase. Unless authorized in writing by an officer of Euclid, no other representations or statements made by Euclid or its representatives, in writing or orally, shall alter this warranty. EUCLID MAKES NO WARRANTIES, IMPLIED OR OTHERWISE, AS TO THE MERCHANTABILITY OR FITNESS FOR ORDINARY OR PARTICULAR PURPOSES OF ITS PRODUCTS AND EXCLUDES THE SAME. If any Euclid product fails to conform with this warranty, Euclid will replace the product at no cost to Buyer. Replacement of any product shall be the sole and exclusive remedy available and buyer shall have no claim for incidental or consequential damages. Any warranty claim must be made within one (1) year from the date of the claimed breach. Euclid does not authorize anyone on its behalf to make any written or oral statements which in any way alter Euclid's installation information or instructions in its product literature or on its packaging labels. Any installation of Euclid products which fails to conform with such installation information or instructions shall void this warranty. Product demonstrations, if any, are done for illustrative purposes only and do not constitute a warranty or warranty alteration of any kind. Buyer shall be solely responsible for determining the suitability of Euclid's products for the Buyer's intended purposes.

# CITY OF LAKE GENEVA

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www.cityoflakegeneva.com



DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO: MAYOR AND COMMON COUNCIL**

*DEJ* **FROM: CITY ADMINISTRATOR**

**DATE: MAY 10, 2010**

**RE: SELECTION OF ARCHITECT FOR RIVIERA RENOVATIONS**

**Background:** Remodeling and rehabilitation of the Riviera was scoped by the Public Works Director, Street Superintendent and Riviera personnel, and the scope was approved by the Public Works Committee and RFP's were sent out to three local architectural firms as directed. The City received proposals from two firms, and interviews were conducted by a committee consisting of the Mayor, Piers and Harbors Chair, Public Works Committee Chair (arrived later in the interview process) City Administrator and DPW Director met with Kehoe-Henry & Associates and McCormack & Etten Architects. The third firm did not submit a proposal as they were busy.

Both firms are familiar with the facility and representatives of each firm walked through the building with the Director of Public Works and discussed the project tasks and overall scope in detail. Each firm gave a presentation of similar projects they have done and how they would approach the Riviera project. Proposal fees were discussed with each firm.

McCormack & Etten's fee schedule is comprised of hourly charges not-to-exceed 7% of the project amount plus reimbursables.

Kehoe-Henry's schedule called for a graduated scale at 8.25% of the first \$150,000, 7.45% of the next \$150,000, 6.6% of the next \$300,000 and 5.95% for the remainder plus reimbursables. If the project cost is \$500,000, McCormack & Etten's architectural costs would be \$35,000 and Kehoe-Henry's would be \$37,125. At \$600,000 of project cost, McCormack & Etten's charge would be \$42,000 and Kehoe-Henry's would be at \$41,775. The fees are virtually the same for the size of the project the City envisions, so cost alone is not a factor in the final decision.

Both firms are very capable and would each do a good job for the City. It is the recommendation of the interview committee to utilize McCormack & Etten Architects for the Riviera project due to McCormack's work on local projects and familiarity with the Riviera facility.

**Recommendation:** Approve contracting with McCormack & Etten Architects to design and direct the Riviera remodeling and restoration.

# REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

## CITY OF LAKE GENEVA RIVIERA BUILDING REMODELING

LAKE GENEVA, WISCONSIN

The City of Lake Geneva wishes to engage the services of a qualified architectural firm to provide design and bidding services for remodeling work within the Riviera on the lake in the City of Lake Geneva, Wrigley Drive, Lake Geneva, WI. To assist with the submittal of a proposal, we have prepared a scope of services. The actual proposal is not limited to the information herein provided, but should include a scope which at a minimum meets the intent of a significant remodeling project. If a site visit is desired, the Director of Public Works & Utilities would be happy to both meet with the architect and accompany him or her on a tour through the entire building.

### Construction Management

The initial contract is for the design and preparation of bidding documents, advertising for bids, bid opening, evaluation of the bids, recommendation for award, and preparation of the final contract. It is the desire of the City, if satisfied with the work of the architect, to negotiate terms for assisting with the construction management (CM) phase of the project. CM services shall be performed and paid for by the City at an agreed upon hourly rate for services rendered.

### Submission Deadline

The architect shall submit his proposal to the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147, no later than Friday, February 12, 2010, at 2:00 PM. City staff will review said proposals and either make a recommendation to the Council for approval at its February 22, 2010 regular monthly meeting, or establish a schedule to conduct interviews. We hope to have our architect on board no later than March of 2010.

### Format

Architect's proposal shall be submitted on his own format for review by the City. Proposal is not limited in scope to that described herein, but it shall include job tasks as presented in this document. The architect is encouraged to provide the City with examples of similar completed project work. Nine-(9) sets of proposal submittals are requested.

If there are questions, please call 262-248-2311 or e-mail me at [lgwater@genevaonline.com](mailto:lgwater@genevaonline.com).

Sincerely,

Daniel S. Winkler, P.E.  
Director of Public Works & Utilities

Cc: Dennis Jordan/File

# REQUEST FOR PROPOSALS

## CITY OF LAKE GENEVA RIVIERA BUILDING REMODELING

LAKE GENEVA, WISCONSIN

### INTRODUCTION

The City of Lake Geneva is requesting proposals from two (2) local architectural firms for major remodeling work at the Riviera building on Geneva Lake.

### SECTION I - DESCRIPTION OF PROJECT

The project scope shall at a minimum include but is not limited to the following tasks or activities:

#### Lower Level (Concours):

- Repair, chemically clean, and urethane coat all interior oak wood doors (both sides).
- Repair and repaint ceiling on the north end of concourse. It is preferred we consider more than just patching and repainting.
- Replace drinking fountains.
- In all bathrooms:
  - Replace sinks and faucets in all bathrooms with recessed sinks in solid counters similar to the upstairs bathrooms.
  - Replace all mirrors with stainless frames with like mirrors or better.
  - Replace all partitions with like partitions in phenolic.
  - Replace all flush valves with automatic.
  - Install a suspended or other durable ceiling material in restrooms with high ceilings. If ceiling is replaced, install recessed lighting.
  - Replace all corroded steel access panels.
  - Repair any damaged areas to walls.
- Remodel west storage room into a Harbormaster office. Drywall, some outlets, and shelving should be included.
- Elevator lighting, door, floor and walls require remodeling and updating. Included new padding on the walls also. Renovations must meet State inspector requirements.

#### Upper Level (Ballroom):

- In both bathrooms, remove all toilets, grind and re-coat all terrazzo floors, and reset toilets. Replace all flush valves with automatic.
- Replace all ceiling tiles in ballroom area with drywall or some other acceptable ceiling and acoustic system. Include both the vaulted center and the perimeter ceiling. The ceiling system must be able to tolerate random leaking without staining. The track lighting in the ceiling along the perimeter may be eliminated. Architect to decide if new ceiling can be installed over the old and if asbestos removal is a factor.
- Replace ceiling fans.
- Replace the brass railings in the ballroom with stainless steel or same dimension. May take an alternate bid to have all railings replated.
- Replace the sound system with something more state of the art. Speakers may be reused.

#### Upper Level (Ballroom) continued:

- Furnish and install a motorized dropdown screen at the south end.
- Replace the draperies. There are 22 panels or 11 sets.
  
- Replace damaged parquet flooring base board along the floor perimeter with matching base. Only the damaged base needs replacement.
- Replace dimmer system electrical control panel.
- Remove both bars and replace with a reception/security area on the northeast end and a larger bar with commercial sinks, soda fountain and beer tappers on the southwest end. Style to complement the architecture of the facility.
- Install a code compliant dishwashing system in the northwest corner of the work area to replace the rinser unit.
- Remove the commercial sink in the table storage area in the southwest corner room and place the nearby ice machine in same location. New bar in the southwest corner will wrap around beyond where the ice machine is now.
- Obtain alternate prices to replace tables and chairs.

#### Exterior:

- Clean eaves of insect nests and cobwebs. Be careful not to damage existing brown paint job if utilizing pressure washing techniques.
- Replace small outside windows, 2 or 3 total, with like windows.
- Remove peeling paint on exterior columns and repaint all columns.
- Repair leaks in north stairway, deck and parapet wall to eliminate inside water leaks in north concourse ceiling.
- Caulk as needed and apply waterproofing and/or sealer to south balcony floor. Sealer shall be slip resistant and shall eliminate leaks into the ceiling beneath.
- Chisel loose concrete in ceiling beneath south balcony, repair, and repaint.
- Clean exterior skylight windows around vaulted ceiling perimeter of the ballroom. This may require removal, cleaning and replacement of the outside window panel. Inspect, repair and caulk any windows, window frames and around ceiling fans and louvers as needed.

#### SECTION II - SERVICES TO BE PROVIDED BY THE ARCHITECT

1. Collect and evaluate information concerning the project.
2. Review and evaluate existing building plans, and other available information.
3. Assess the condition of the specified facilities for feasibility for remodeling purposes.
4. Develop an estimate of cost for the final project.
5. Develop project plans and specifications for review by the City.
6. Develop final project plans and specifications for bidding purposes.
7. Coordinate advertising and bidding the project.
8. Attend bid opening, review bids, perform bid tabulations, and provide bid tabulations with written recommendation for award.
9. Modify bid documents and develop final contract, four (4) copies, for approval.
10. Provide periodic detailed invoices for payment.
11. Perform all other related services.

### SECTION III - ASSISTANCE TO BE PROVIDED BY THE CITY

The City will assist the architect in the conduct of services outlined in Article II by providing the following:

1. Copies of any building plans and other available construction drawings and specifications and other related O&M records.
2. Provide access to the facility with reasonable notice.
3. Provide a designated City representative liason to assist with site inspection, scoping, plans and specifications review, scheduling, etc.

### SECTION IV - COMPENSATION

The Engineer shall be compensated for work performed on a per hour basis not-to-exceed an upper limit, paid out as a percentage of work product delivered. This not-to-exceed price is based on the scope of work contained in SECTIONS I – DESCRIPTION OF THE PROJECT. The architect is encouraged to submit his invoices on a monthly or similarly regular basis. The City pays its invoice obligations monthly and shall pay the architect within 30 days of the billing date.

### SECTION V - CHANGES IN SCOPE

In the event additional services are required or requested by the City, the architect may request renegotiation of the agreement for additional compensation. Additional services and attendant compensation to the architect for the same shall be negotiated based upon detailed support documentation. The additional services shall not be commenced until approved by the City, or authorized by the City Administration in an emergency situation. Changes in scope brought about by the failure of the architect to execute his duty properly or in a timely manner, are not subject to compensation by the City.

### SECTION VI - INITIATION OF PROJECT

This agreement will commence immediately upon written notice to proceed from the City. An initial meeting will be held between the selected architect and City to discuss and agree upon a schedule. It is the intent of this remodeling project to phase-in some of the work items prior to the Riviera opening for the season with completion of all work activities by December 15, 2010. The schedule will identify those types of work activities that may take place before Memorial Day, during the busy season (Memorial Day to Labor Day), and those which may be deferred until after Labor Day. Ceiling replacement in the Ballroom is a major activity that cannot be done while the facility is rented or otherwise being used.

# CITY OF LAKE GENEVA

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DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO: MAYOR AND COMMON COUNCIL**

*DEJ* **FROM: CITY ADMINISTRATOR**

**DATE: MAY 10, 2010**

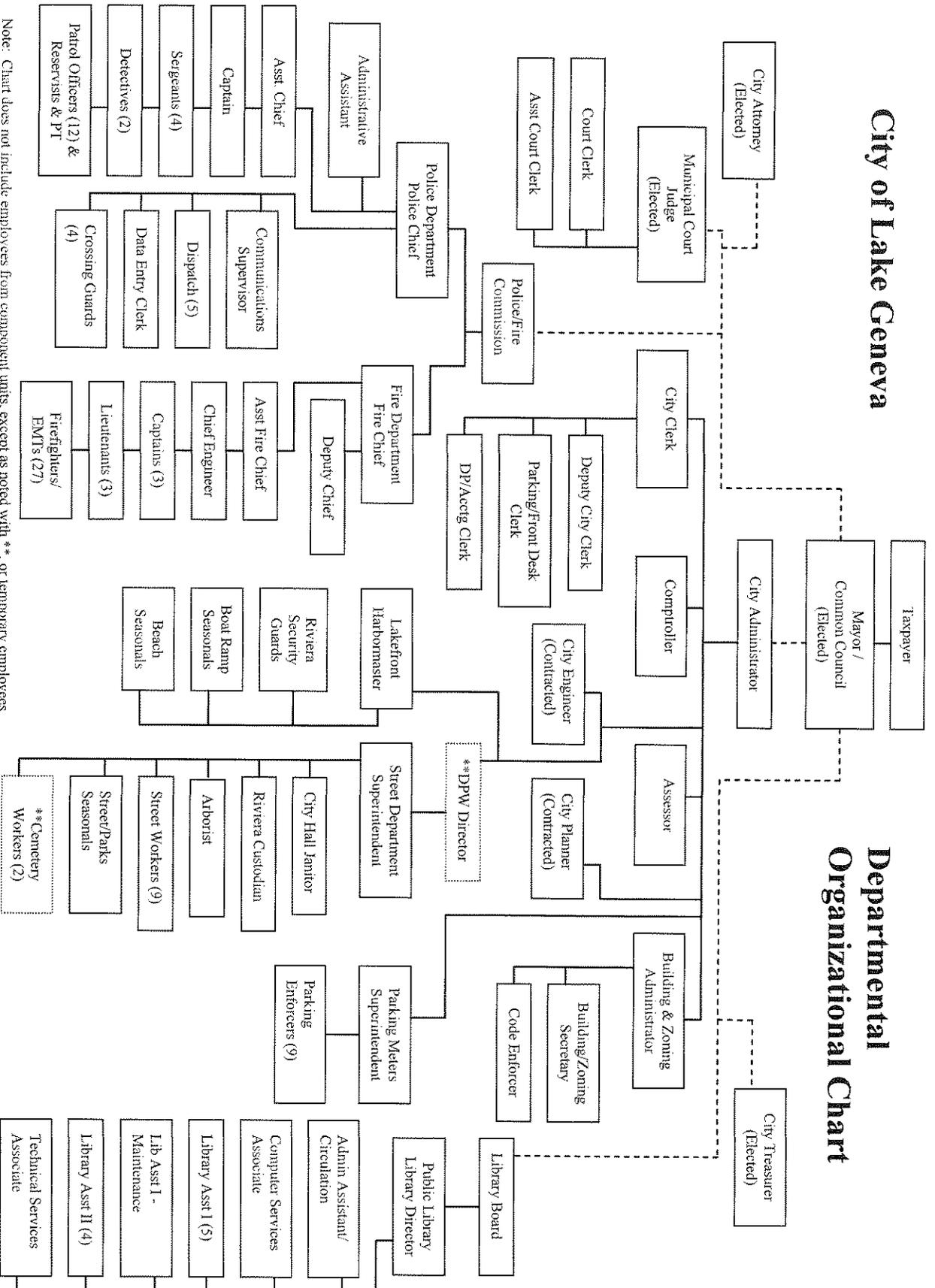
**RE: DISCUSSION OF JOB DESCRIPTIONS**

**Background:** In 2009 the Personnel Committee reviewed City Hall employee job descriptions. There were changes made to some positions and the Personnel Committee approved the changes. The new descriptions have never been approved by the Common Council. Staff is submitting the job descriptions as approved by the Personnel Committee for approval, but would like to review and make changes to the Assistant Deputy Clerk, Parking Meter Secretary and to the Accounting Clerk as these positions have gone through some recent changes. The Council could approve the remaining job descriptions at this time and allow staff and the Personnel Committee to make changes on the three mentioned positions, or send all descriptions back to the Personnel Committee to make the changes to the three prior mentioned positions, and then bring them all back together for approval.

**Recommendation:** After discussion, make an appropriate motion.

# City of Lake Geneva

# Departmental Organizational Chart



Note: Chart does not include employees from component units, except as noted with \*\*, or temporary employees.  
 Council approved 11/26/2007

**CITY OF LAKE GENEVA  
CITY ADMINISTRATOR**

**POSITION DESCRIPTION**

In order to provide the city with a more efficient, effective and responsible government under a system of a part-time mayor and part-time common council at a time when the city government is becoming increasingly complex, there is created the office of city administrator. The administrator is appointed by a majority vote of the council, for an indefinite term, subject to removal at any time by a two-thirds vote of the council. The administrator is the chief administrative officer of the city, responsible only to the mayor and the council for the proper administration of the business affairs of the city pursuant to state statutes, local resolutions or ordinances and directives of the council.

**DUTIES**

- Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council and difficulties encountered.
- Administer day-to-day operations of city government including monitoring city ordinances, resolutions, council meeting minutes and state statutes.
- Evaluate and codify all existing city policies and procedures.
- Assist the mayor and council in establishing city-wide goals and objectives; ensure that these goals and objectives are implemented on a consistent basis.
- Review the existing organization chart, which defines authority and responsibility for all nonstatutory positions of the city; and submit any suggested changes to the personnel committee for recommendation to council for adoption as the official organization and administrative procedure plan for the city.
- Attend Finance, License and Regulation committee meetings. Keep informed by minutes and/or committee members, of the activities of all other Committees, Boards and Commissions of the city.
- Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.
- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council.
- Represent the city in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Mayor and the Council.

- Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.
- Promote the economic well-being and growth of the city through public/private sector cooperation.

**RESPONSIBILITIES:**

**To the Mayor and Council:**

- Attend all meetings of the council, assisting the mayor and the council as required in the performance of their duties.
- In coordination with the mayor, the council and the clerk, ensure that appropriate agendas are prepared to all meetings of the council, all council committees and all other appropriate committees and commissions of the city, together with such supporting material as may be required, with nothing in this section being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions.
- Assist in the preparation of ordinances and resolutions as requested by the mayor or the council, or as needed.
- Keep the mayor and council regularly informed about the activities of the administrator's office by oral or written report at regular and special meeting of the council.
- If action normally requiring council approval is necessary at a time when the council cannot meet, the administrator shall receive directives from the mayor, or in the absence of the mayor, from the council president.

**Personnel**

The administrator will be responsible to City Council through personnel committee for the administrative direction and coordination of all employees of the city according to the established organization procedures including:

- Recommending to personnel the appointment, promotion, and when necessary for the good of the city, the suspension or termination of all city employees who are not subject to personnel decisions by the board of police and fire commissioners or the library board.

- Evaluate in conjunction with department heads the performance of all employees on a regular basis; develop and enforce high standards of performance by city employees; ensure that city employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with supervisors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

**Budgeting and purchasing responsibilities:**

- Responsibility for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council.
- Administering the budget as adopted by the council.
- Reporting regularly to the council on the current fiscal position of the city.
- Supervising the accounting system of the city, ensuring that the system employs methods in accordance with current professional accounting practices.
- Serving as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the council and any limitation contained in the state statutes.
- Serving as comptroller in examining investment accounts and reports to ensure compliance with established fiscal policies and procedures.

**QUALIFICATIONS:**

- The administrator shall become a resident of the city within six months following the date of appointment, unless this section is specifically waived or varied by council ordinance or by contract authorized by the council, and entered into with the administrator covering the terms and conditions of residency.

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**CITY OF LAKE GENEVA  
CITY CLERK**

**POSITION DESCRIPTION**

This position is under the general direction of the City Administrator, and performs specialized and responsible administrative work for the City of Lake Geneva. This position directly supervises the Deputy Clerk, Data Entry/Accounting Clerk, and Secretary.

This position is guided by Wis. Stats. § 62.09 and Lake Geneva Municipal Code Section 2-96

**DUTIES AND RESPONSIBILITIES**

Provides administrative assistance to the City Administrator and Mayor in meeting management; assembles exhibits, prepares agendas and records action items for official meetings.

Updates the Web Page, and prepares electronic Council packet and retention of such.

Assists in the development of notices, bids, flyers, brochures, media releases, news articles and other information materials about programs and services.

Assures that assigned areas of responsibility are performed within budget, performs cost control activities; prepares annual departmental operating budget and monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities within department.

Determines work procedures, oversees work schedules and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions including policies and procedures to the Deputy Clerk, Data/Entry/Accounting Clerk, and Secretary.

Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files City records.

Attends regular and special City Council meetings; performs an accurate recording of the proceedings, preparation of the minutes and agendas, proper prescribed terminology, recording, indexing and filing for the public record; distributes information.

Files ordinances and resolutions of the City Council and coordinates the codification of ordinances into the Municipal Code.

Prepares and advertises bid and other advertisements, legal notices or public hearings and special circumstances. Handles all aspects of Bid openings including mailing and retaining of the documents.

Administers the issuance of various regulatory licenses, in accordance with applicable Municipal Ordinances or State Statutes.

Administers oath of office to public officials, Police Officers, and Fire Department Personnel.

Performs all election duties as Election Administrator as required by Wisconsin Statutes and maintains all election records and all property used in conjunction with holding of elections.

Election Administration including scheduling inspectors, publishing notices including those for surrounding townships, nursing home absentee voting, ballot orders, testing of election equipment, canvass of election results, and certifying results, along with training for the HAVA requirements;

Serves as a notary public.

Provides public records and information to citizens, civic groups, the media and other agencies as requested.

The Clerk is responsible for filing the official Mill Rate, and Statement of Taxes, along with Statement of Assessment as required.

The Clerk is responsible for maintaining all records of special assessments and placing such required assessments on the tax roll.

Assist the City Assessor in maintaining property assessment records; serves as a member of the Board of Review.

Board of Review voting member, postings, minutes and handling all claims against the city;

Tax settlements and filing all Department of Revenue S.74.41 claims with State and County;

Assist with the annual audit prior to audit and final.

Bi-Annual filing of all tax exempt property with the Wisconsin Department of Revenue.

Annual Liquor License Administration and reporting for the State of Wisconsin.

Administer all public records requests and other information requests as required by State Statute.

Administers the overall key control for electronic key access to City Hall building and schedule for Committee Meetings.

Attend seminars, workshops and training sessions related to City Clerk's duties and responsibilities.

Council meeting agendas and compliance with the open meetings law;

Provides leadership and direction in the development of short and long range plans for the Clerk's Office; determines work procedures, prepares work schedules and expedites workflow; develops and implements procedures to improve departmental efficiency and effectiveness.

Issuance of all licenses and permits;

Day to day operations including phones, general public communications, mail, receipts, and public records requests.

**KNOWLEDGE, SKILLS, ABILITIES**

Ability to work in Microsoft Office products such as; Word, Excel, and Outlook.

Math and money handling skills

Basic financial skills along with receipt writing

Close attention to detail

Ability to handle difficult customers and situations

Ability to Troubleshoot

**QUALIFICATIONS**

Typing 40 WPM at minimum

Associate or Bachelor's degree preferred.

Certification as a Municipal Clerk a plus

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**CITY OF LAKE GENEVA  
CITY COMPTROLLER**

**POSITION DESCRIPTION**

This position is under the general direction of the City Administrator, and performs specialized and responsible administrative work for the Finance Department.

**DUTIES AND RESPONSIBILITIES**

Assist the Administrator in the preparation of Annual Budget

Assist Department Heads with Budget and Capital Improvements as needed

TIF worksheets, Mill Rate Worksheets, Budget Books and Charts

Assist City Auditor during Annual Audit

Work with City Collection Service Agency

Perform Account Analysis

Continue to monitor GASB 34 standards and implementation

Monitor Insurance and benefits expenditures

Assist with Health Claim resolution

Supervise Accounts Receivable

Supervise Receipts, Coding, and Ledger Entry

Provide Monthly Police & Fire Commission Reports

Supervise Library Monthly Financial Reports & Weekly Accounts Payable

Handle all Regular, Prepaid and Purchase Order reports

Change Backup tape daily

Supervise Accounts Payable Entry and Bill outs

Handle all aspects of Payroll and related activities

Balance Sheet Reconciliation of all funds

Retirement Reports to Employee Trust Funds

Tax Account and General Fund Reconciliation

Budget Amendments

Adjusting Entries

Street Department Reclassification, Gas/Diesel Accounting

Oversee Parking Meter Department deposits and operations

Ability to assist at the front counter, answer phones, handle work permits, beach tags, parking tickets or stickers etc as needed.

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**CITY OF LAKE GENEVA  
CITY ASSESSOR**

**POSITION DESCRIPTION**

This position is under the general direction of the City Administrator, performs specialized and responsible administrative work as the City Assessor.

**DUTIES AND RESPONSIBILITIES**

Discover, list and value all new Real and Personal Property Accounts

Maintain and continuously update assessment files, Real Estate and Personal Property. (Hard Copies)

Enter all data, sales information, building permits and photos, for Real Estate and Personal Property to Market Drive Assessment program.

Enter all RETR data (Real Estate Transfer Data) to Department of Revenue online program.

Inspection and valuation of new construction, renovations, remodeling and property improvements. Track progress of all permits issued.

Evaluate and list all Personal Property on the Assessment Roll.

Work with Walworth County Property Lister in finalizing each year's assessment roll.

Prepare and forward all necessary reports to the Wisconsin Department of Revenue by required deadlines.

Send required notification to property owners of any assessment changes.

Prepare and attend the Open Book and Board of Review hearings.

Reply to phone, written, and email requests from taxpayers, appraisers, etc. for property information.

Handle all statutory responsibilities and duties as outlined in Volume I of the Wisconsin State Assessor's Manual and Chapter 70 of the Wisconsin Statutes.

Attend the Department of Revenue conference, meetings and DOR approved courses each year, to maintain Assessor II certification.

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**CITY OF LAKE GENEVA  
STREET SUPERINTENDENT**

**POSITION DESCRIPTION**

Under general supervision of the Public Works Director, inspects, directs and oversees work in the operation and maintenance of certain City buildings, street lights, traffic signals, parkway trees, streets and storm sewers, and the maintenance of City facilities and parks. The Superintendent is responsible for a Department of approximately eleven (11) full-time and ten (10) seasonal employees.

**DUTIES AND RESPONSIBILITIES**

- Responsible for directing, planning, reporting, evaluating, supervising, coordinating and improving street maintenance operations and related activities and services of the Department.
- Responsible for maintenance of City facilities and parks.
- Insures the proper servicing of all equipment, including safety checks; recommends and coordinates the scheduling of major repairs for equipment and vehicles.
- Assigns, schedules and oversees daily activities of the Department.
- May prepare specifications and obtain quotations for certain City repairs and new capital equipment.
- Directs and oversees the completion of various street maintenance and construction activities.
- Oversees the scheduling and completion of work by City crews or contractors in the repair and construction of all types of storm drainage, box culverts and curb and gutters, setting forms for concrete, the removal of weeds and grass from City right-of-ways, forestry operations, the various lakefront activities including the Riviera, street cleaning and setting of necessary traffic control for routine construction safety.
- Prepare and maintains records of all work and maintenance, including repair orders and time and material reports.
- Evaluates work performance of subordinates; prepares performance evaluations and effectively recommend termination, suspension and other disciplinary matters of subordinates.

### **NONESSENTIAL JOB FUNCTIONS:**

- Resolves routine problems.
- Assists with preparation of budgetary estimates and division supply and equipment needs for upcoming fiscal year.
- Confers with Director on service and replacement of equipment.
- Attends professional training courses, meetings and conferences to keep abreast of current trends in the field.
- Trains subordinate personnel in the areas of new techniques and other special skills.
- Confers with citizens on problems, concerns, and accidents to resolve routine situations.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern methods, materials, equipment and tools used in the repair and maintenance of a variety of automotive and mechanical equipment.
- Knowledge of operating principles of heavy equipment and gasoline and diesel engines.
- Knowledge of basic mathematics.
- Knowledge of principles and practices of supervision including assigning, evaluating, and modification of work.
- Knowledge of occupational hazards and standard safety precautions necessary in the work and duty and non-duty injury requirements.
- Skill in communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations.
- Skill in the operation of trucks and equipment, including endloader, backhoe, motor grader and roller.
- Ability to establish and maintain cooperative relationships with elected officials, city administration, employees and citizens contacted in the course of work.
- Ability to effectively use time and resources to accomplish activities.
- Ability to supervise others and maintain effective relations with those encountered in the course of work.

- Ability to read and interpret engineering drawings of street, storm sewer, and City right-of-way locations and other documented resources necessary for locating, maintaining, and repairing City streets
- **SPECIAL CONDITIONS OF WORK:**
- Heavy lifting; exposure to inclement weather and loud noises; or emergency call-out during inclement weather or other City emergencies.

#### **QUALIFICATIONS:**

- **License/Certifications**

Possession of a valid Wisconsin commercial driver's license (CDL).

Possession of a high school diploma or G.E.D., at least twelve years of employment in municipal public works operations or related positions, including supervisory responsibility, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

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**CITY OF LAKE GENEVA  
BUILDING INSPECTOR/ZONING ADMINISTRATOR**

**POSITION DESCRIPTION**

The position of Building Inspector/Zoning Administrator is a skilled and technical full time position within the City of Lake Geneva. This position provides complete Commercial and Residential building inspection and zoning administration for the City. The position is also responsible for property maintenance and local property code enforcement. The Building Inspector/Zoning Administrator is appointed by the Mayor subject to confirmation by the Common Council and shall be under the direct supervision of the City Administrator. They are responsible for the supervision of the Building/Zoning Secretary and the Code Enforcement Officer.

**DUTIES AND RESPONSIBILITIES**

Specific duties included within this job description are, but not limited to the following:

- Complete on-site inspection of residential, commercial, industrial and institutional buildings within the City of Lake Geneva.
- Coordination of the Building and Zoning permitting process.
- A written report of each inspection conducted along with the items of non-compliance noted in the inspection report.
- A summary report of all permits issued to the Common Council on a monthly basis.

**KNOWLEDGE, SKILLS, AND ABILITIES**

The applicant needs to be able to perform the following functions:

- Verbally communicate in English to the contractors and the general public.
- The ability to walk thru construction sites.
- The ability to bend over and stoop.
- The ability to climb and walk three flights of stairs at a time.
- The ability to stand for an hour at a time.
- Able to lift 25 pounds.
- Manual dexterity in the hands and fingers that will allow for the handling of small tools, opening of electrical panels and outlets, etc.
- The ability to read and write English.
- The ability to drive an automobile to and from inspection sites.
- The ability to supervise the general construction of buildings and other permanent equipment of buildings.
- The ability to interpret and enforce the zoning ordinance.
- The ability to interpret and enforce the various building and property maintenance codes.
- The ability to act in an advisory capacity to the Plan Commission and Zoning Board of Appeals.
- The ability to educate the residents and contractors regarding the permitting process.

**QUALIFICATIONS**

- Certification as a Commercial Building Inspector, Commercial Electrical inspector, Commercial Plumbing Inspector, Uniform Dwelling Code (UDC) Construction Inspector, UDC-Electrical inspector, UDC-HVAC inspector, and UDC-Plumbing inspector by the Department of Commerce, Safety and Buildings Division of the State of Wisconsin.

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**CITY OF LAKE GENEVA  
BUILDING INSPECTOR SECRETARY**

**POSITION DESCRIPTION**

Assists Building/Zoning Administrator, Plan Commission and Zoning Board of Appeals with a variety of tasks. This position is full-time represented by the Clerical Union.

**DUTIES AND RESPONSIBILITIES**

**Essential Functions**

- Provide assistance to Building/Zoning Administrator with implementation of policies and procedures related to permits and applications for consideration of Plan Commission and Zoning Board of Appeals.
- Record and issue specific permits and permits approved by Building/Zoning Administrator; prepare monthly and annual reports to City Council and Administration.
- Coordinate and schedule inspections and appointments for Building Inspector.
- Receive payment for all Building/Zoning Department fees, calculate and collect Impact Fees and distribute copies of applications and receipts to various departments as required.
- Greet and direct office visitors, answer main department phones, respond to inquiries and requests for information and/or forward messages to appropriate staff.
- Receive and distribute incoming mail and coordinate outgoing mail including postage meter account and interoffice mail.
- Collect and coordinate materials for meetings - Plan Commission, Zoning Board of Appeals, Staff and other activities of the department.
- Prepare agendas and packets for Plan Commission and Zoning Board of Appeals; attend Plan Commission meetings as clerk; transcribe and distribute minutes of Plan Commission and Zoning Board of Appeals meetings.
- Process receipts weekly for transfer to general fund; audit monthly revenue/expenditure reports for accuracy.
- Maintain master calendar of meetings, required submittal dates for Building/Zoning Administrator, Plan Commission and Zoning Board of Appeals and deadlines for public hearing notices.

- General office duties such as typing, bookkeeping, correspondence, filing, supplies, faxing.
- Maintain inventory of Zoning Ordinance, Zoning Maps and Comprehensive Master Plan.
- Assist with review of department procedures and development of systems to assure professional result; research cost comparisons of products to maintain effectiveness and quality.
- Maintain and update permit database as needed or requested.
- Respond to staff request for administrative and clerical support as needed.
- Perform other duties and responsibilities as requested.

#### **Non-essential Functions**

- General knowledge of city government and ability to work as part of a team.
- General knowledge of city policies and procedures.
- Ability to provide direction or assistance to others.

#### **Qualifications**

- Minimum two years of office administrative support experience is preferred.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi- tasking and working under pressure.
- Must be proficient in the use of Microsoft Office including Word, Excel, Outlook, Power Point and Publisher.

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**CITY OF LAKE GENEVA  
CODE ENFORCEMENT OFFICER**

**POSITION DESCRIPTION**

This position is to provide overall enforcement of the Municipal Code. The position is under the general guidance of the Building Inspector/Zoning Administrator.

**DUTIES AND RESPONSIBILITIES**

To assist the Building Inspector/Zoning Administrator with enforcement of property maintenance provisions of zoning and building codes, enforce sign code violations, enforce miscellaneous provisions of the Municipal Code, investigate complaints, issue correction orders and issue citations, provide testimony in court proceedings as necessary, and conduct other related activities as may be assigned by the Building Inspector.

**Essential Job Functions**

Excellent oral and written communication skills.  
Competent use of a computer and software.  
Have some background in the construction industry.  
Experience in Code Enforcement.

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## CITY OF LAKE GENEVA HARBORMASTER

### POSITION DESCRIPTION

This position is under the general direction of the City Administrator, performs specialized and responsible administrative work for the lakefront enterprise.

### DUTIES AND RESPONSIBILITIES

#### **Essential Job Functions**

- Responsible for supervision of the Beach Manager, Riviera security and rentals, Boat Ramp Manager, including all lake front seasonal employees.
- Lease Administration for Residential Slips, Buoys, and Piers
- Maintain Buoy and Slip waitlists
- Lease Administration for Riviera Concourse Shops
- Working with Concourse Tenants to ensure lease compliance
- Responding to Lakefront issues under direction from City Administrator
- Responding to any mooring, launch, or beach Complaints
- Monitoring registration of leased moorings
- Marketing and event preparation for Riviera Ballroom
- Scheduling and addressing Ballroom questions and tours
- Scheduling Security Guards for Ballroom Rentals
- Assuring lease compliance and administration for Riviera Ballroom
- Administer Riviera Ballroom deposits, lease payments, and refunds following scheduled events
- Updating of Riviera Leases and Mooring Leases when required.

#### **Non-essential Job Functions**

- General ability to provide direction or assistance to residents
- General knowledge of Government and ability to work with Committees
- General knowledge of moorings, or facility rentals is a plus

#### **Requirements**

- Ability to work in Microsoft Office products such as: Word, Excel, and Outlook.
- Close attention to detail, and ability to handle difficult customers and situations
- Ambassador for both the City residents and the Visitors.
- Troubleshooting

**This position is an hourly position with the City of Lake Geneva. It is estimated this position will be full time between the months of March and August and limited time between September and February.**

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**CITY OF LAKE GENEVA  
DEPUTY CLERK**

**POSITION DESCRIPTION**

Provides support to the City Clerk in all areas as assigned to ensure effective accomplishment of City objectives, including assisting in the maintenance of the City's records, including legal documents and official files. The position is under the general guidance of the City Clerk.

**DUTIES AND RESPONSIBILITIES**

Contribute to the maintenance of the official City documents and files. This information is made available to the operating departments and the general public when requested.

Assists in voter registration and absentee voting during elections.

Aids the City Clerk in the preparation and distribution of Committee and Council information when necessary. Attends Committee, Council and other meetings when necessary.

Provides administrative and problem solving assistance to department heads.

Aids the City Clerk in distribution and collection of liquor, operator, cigarette, amusement, taxi, adult business, billiard, bowling alley, carnival, closing out, street use, and mobile home license applications. Also produces these licenses using the City seal when needed.

Assists in providing of information to the public pertaining to all functions of the City Clerk; prepares legal notices for publication and postings as required by state law when needed.

Issue beach tags, issue work permits, issue season boat launch passes, issue dog and cat licenses, issue parking stickers when necessary, book conference room permits. Administer Riviera Ballroom bookings, including scheduling security, tracking payments, and refunding deposits when needed.

Assist Harbormaster with Mooring administration when needed.

Maintain, update and distribute monthly calendar of Council, Committee, Board and Commission meetings, including the monthly key controls and automated meeting sign programming.

Administers the City Accounts Receivables and provides updates to City Comptroller of outstanding liabilities.

Administer and maintain City park reservations, including approvals from Park Board and refunds of deposits made following events.

Assists general public or taxpayers in overall questions and concerns.

Perform the duties of City Clerk in the event of the City Clerk's absence, and all other functions deemed necessary by the City Clerk.

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**CITY OF LAKE GENEVA  
FRONT DESK RECEPTION/PARKING METER CLERK**

**POSITION DESCRIPTION**

This position is under the general direction of the City Clerk, performs specialized and responsible administrative work for the Parking Meter Department and the Front Desk Reception area of City Hall.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions**

- Clearing of Parking Tickets
- Handling of Parking Suspensions
- Dealing with Customers who have questions or concerns regarding parking tickets
- Issuing Work Permits, Beach Passes, Dog Licenses, and Parking Permits
- Issuing Boat Launch Passes and processing waiting list requests
- Ability to respond to Riviera Ballroom questions and reservations
- Assisting with applications for all types of licenses and permits
- Assistance in voter registration and ability to respond to election related questions
- Assistance in accepting license and various permit applications along with the fees for the City Clerk
- Filing and various record keeping
- Processing daily mail if able
- Assist in posting notices if able
- Assist in updating the City Meeting calendar if available.
- Assistance with various clerical needs of the City Treasurer if available
- Assistance in various departments (Building Inspection, Court, Finance) if available.

**Non-essential Job Functions**

- General ability to provide direction or assistance to residents
- General Knowledge of Government, and City functions

**Requirements**

- Typing 40 WPM at minimum
- Ability to work in Microsoft Office products such as: Word, Excel, and Outlook.
- Math and money handling skills
- Basic financial skills along with receipt writing
- Close attention to detail
- Ability to handle difficult customers and situations
- Troubleshooting

**Other Skills/Abilities**

- Standing, sitting, occasionally needing to stoop, kneel, or crouch or lift 25 pounds.
- Operating a 10-key calculator
- Operating a cash register
- Ability to operate a mailing machine
- Hand and Eye coordination

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**CITY OF LAKE GENEVA  
SECRETARY/RECEPTIONIST/FINANCE DATA ENTRY**

**POSITION DESCRIPTION**

Provide support to the City Clerk reception area, parking meter department, municipal court and the finance department.

The work involves answering telephones calls and directing them appropriately, work with citizens at the front counter in an efficient and effective manner, and helping cover various departments during employee vacations, sick leaves and seasonal busy times.

**DUTIES AND RESPONSIBILITIES**

Assist the City and Deputy Clerks as needed.  
Assist and provide backup in the Finance Department.  
Assist in parking meter complaints, permits, processes as required.  
Assist with work permits, beach passes, dog/cat licenses, public assembly or other city permits as required.  
Assist with overall general requests from residents.

The successful candidate will be required to complete data entry of batched receipts;  
Handle regular accounts payable;  
Issue Manual Checks;  
Code receipts and batch them;  
And have the ability to look up vendor numbers.  
General Knowledge of Accounting and detailed knowledge of bookkeeping  
Knowledge of office management functions and practices  
Detailed knowledge of spreadsheet software  
Ability to communicate effectively both verbally and in writing  
Ability to deal with people in a variety of situations  
Ability to handle stress of deadlines

The successful candidate must understand double entry accounting.  
The successful candidate must have 10 key Calculator skills  
The successful candidate must have Proficiency in Microsoft WORD, Excel, and type a minimum of 40 wpm.

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# CITY OF LAKE GENEVA MUNICIPAL COURT CLERK

## **POSITION DESCRIPTION**

Municipal Court Clerk is responsible for all administrative, clerical and financial functions of the Municipal Court. Job functions are performed as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the appointment and direction of the Municipal Judge.

## **DUTIES AND RESPONSIBILITIES**

### **Essential Job Functions:**

#### **Daily:**

- File all citations received from police department.
- Settle credit card payments to be transmitted to bank account.
- Enter payments and process credit card receipts received from police department.
- Process all information or paperwork received through police department, mail or by phone.
- Provide information requested by Police, City Attorney, other attorneys, defendants and others.
- Process all parking citations as required by processing payments; answering all requests for information and issuing court appearance dates as requested.
- Redistribute payments made for citations previously sent to collection by entering on worksheet, correcting breakdown in computer program and entering payment in computer.
- Issue receipts for all payments received.
- Enter all payments received on citation and in computer.
- Set up payment agreements for forfeitures owed.
- Open mail and process payments and correspondence.
- Type general correspondence and complete filing for the court.
- Assist and advise the Assistant Court Clerk as needed.

#### **Weekly:**

- Prepare court dockets (arraignments, pre-trials and indigence hearings) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department etc.
- Prepare courtroom by checking sound system for proper operation and providing with needed materials for all court sessions.
- Attend all court sessions, working overtime as needed, and record all dispositions on dockets for each citation.

- File all court recordings, issue and distribute checks for refunds, worthless checks, witness fees, etc, prepare jury demands and transfer cases to Circuit Court, send transfer requests and disqualifications to District Court Administrator and prepare trial files. Enter dispositions on back of citations and in computer, send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed. Fill out DOT citation copies and send to the State. Type and process warrants and commitment orders.
- Maintain warrant and commitment files and update with police department periodically.
- Prepare deposits by balancing to computer program and transport to bank for deposit in accounts.

**Monthly:**

- Reconcile monthly collection statements and issue payments to city for collection fees and interest paid.
- Prepare billing requests for payment to HE Stark.
- Prepare billing request for interpreter services provided.
- Reconcile bank statements and Elan (credit card) statement.
- Balance paid citations to computer program and bank records and prepare reports to be distributed to City, County and State along with issuing checks to city to be disbursed accordingly with copies of reports.
- File all paid citations.
- Issue driver's license suspensions for unpaid citations
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions or send to collections or issue commitments as ordered.
- Prepare parking citation past due letters and reports to send to collections.
- Coordinate court dates with Judge and schedule trials with city attorney, defense attorneys, police department, witnesses and state lab of hygiene as needed.
- Prepare State caseload statistics report.

**Generally:**

- Secure substitute Judge or interpreter as needed.
- Remain current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Formulate new policies, procedures, court forms etc. for Judge's approval as needed, or to comply with Wisconsin State Statutes as they are updated and changed.
- Perform any other duties as required by Judge.
- Prepare annual budget and monitor income and expenditures throughout each year.

**Nonessential Job Duties:**

- Order office supplies as needed
- Periodically gather information and develop reports.

- Provide needed information and answer questions for auditors.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of secretarial and office management functions.
- Knowledge of legal and court procedures.
- Knowledge of bookkeeping.
- Skill in the use and care of personal computers and other modern office equipment.
- Ability to handle confidential information.
- Ability to perform work accurately.
- Ability to perform basic math skills, handle money and make change.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with people in a variety of circumstances while handling stressful situations and processing deadlines.
- Ability to interpret and understand driving records.
- Ability to supervise others.

**PHYSICAL ABILITIES AND CHARACTERISTICS:**

Maintain a level of fitness that allows employee to:

- Sit for extended periods of time.
- Handle short periods of standing and some bending and lifting of light objects.

*This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

CITY OF LAKE GENEVA  
ASSISTANT MUNICIPAL COURT CLERK

**POSITION DESCRIPTION**

Assistant Municipal Court Clerk performs job functions as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the direction of the Municipal Court Clerk.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:**

**Daily:**

- File all citations received from police department.
- Settle credit card report to be transmitted to bank account.
- Enter payments and process credit card receipts received from police department.
- Process all information or paperwork received through police department, mail or by phone.
- Provide information requested by Police, City Attorney, other attorneys, defendants and others.
- Process all parking citations as required by processing payments; answering all requests for information and issuing court appearance dates as requested
- Redistribute payments made for citations previously sent to collection by entering on worksheet, correcting breakdown in computer program and entering payment in computer
- Prepare checks for monies collected by police department for other municipalities to be verified and signed by Court Clerk.
- Issue receipts for all payments received.
- Enter all payments received on citation and in computer.
- Set up payment agreements for forfeitures owed.
- Open mail and process payments and correspondence.
- Type general correspondence and complete filing for the court.
- Issue driver's license suspensions for unpaid citations.

**Weekly:**

- Prepare court dockets (arraignments, pre-trials and indigence hearings) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department etc.
- Enter dispositions on back of citations and enter in computer, send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed. Prepare checks for refunds, worthless checks, witness fees, etc. to be verified and signed by Court Clerk. Set up trial files. Fill out DOT citation copies and send to state. Type and process warrants and commitment orders.
- Maintain warrant and commitment list and update with police department periodically.
- Prepare deposits by balancing to computer program and transport to bank for deposit in accounts.

**Monthly:**

- Assist with balancing paid citations to computer and preparing reports to be distributed to City, County and State.
- File all paid citations.
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions or send to collections or issue commitments as ordered.
- Prepare parking citation past due letters and reports to send to collections.
- Prepare court room in Court Clerks absence.
- Greet defendants at court window during court proceedings to collect payments, issue payslips, provide notices for future appearances and other paperwork per the order of the court.
- Attend court proceedings in Court Clerks absence.
- Contact interpreter as needed for assistance at court appearances.

**Generally:**

- Remains current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Assists the Court Clerk in formulation and implementation of new policies, procedures, court forms etc. as needed or to comply with Wisconsin State Statutes as they are updated and changed.
- Perform any other duties as required by Judge

**Nonessential Job Duties:**

- Order office supplies as needed
- Periodically gather information and develop reports.
- Assist city hall staff when needed as requested by city clerk when available.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of secretarial and office functions.
- Knowledge of legal and court procedures.
- Knowledge of bookkeeping functions.
- Skill in the use and care of personal computers and other modern office equipment.
- Ability to handle confidential information
- Ability to perform work accurately.
- Ability to perform basic math skills, handle money and make change.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with people in a variety of circumstances while handling stressful situations and processing deadlines.
- Ability to interpret and understand driving records.

**PHYSICAL ABILITIES AND CHARACTERISTICS:**

Level of fitness that allows employee to:

- Sit for extended periods of time.
- Handle short periods of standing and some bending and lifting of light objects.

*This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**CITY OF LAKE GENEVA  
BEACH ATTENDENTS**

**POSITION DESCRIPTION**

Provide support to the beach under the general supervision of the Beach Supervisor.

**DUTIES AND RESPONSIBILITIES**

Sell Beach admission tickets

Pick Up Seaweed

Collect Beach Tickets

Patrol the area to prevent people jumping over the fence into the beach area

Sweep and wash the stairs and upper deck, make sure the table on the deck is clean

Pick up papers along the beach from the Riviera to the west end gate

Pick up dead fish

Keep the underside of canopy clean of cobwebs and waste

Check washrooms during the afternoons to ensure that toilets are flushed and paper is picked up

Maintain beach and equipment

Maintain the handicapped entrance

Clean the lockers

Check and clean the floor drains

Keep the inside locker area clean

When leaving at night make sure toilets are flushed and all water is shut off and that no one is still in the bathrooms.

*This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Supervisor Meter Department**

**Payroll:**

Check and approve, initial time cards turn them into Payroll Monday Morning  
Keep copies of time cards on file in Meter Office  
Checks issued every other Tuesday

**Employee Information:**

Responsible for hiring, firing, issuing street bank, training, disciplinary action, issue uniforms

**Scheduling:**

Prepare and post employee schedule, post monthly (Day off request on calendar)  
Part time employees not to exceed 600 hours/year

**Meter Maintenance:**

Ordering Parts for 4 hour, 5 hour, 10 hour, 12 minute meters  
Meterheads / Globes Cleaned , Painted (color info) and maintained, identification numbers recorded along with service sticker placed and updated inside meter head  
Install and remove meters as required  
Manual or Electronic (codes) ie "4" dead battery  
Mechanics / Timers / Calibrator / Repair  
Drilling locks  
Servicing locks twice a year  
Post upkeep, painted and numbered (recorded) system  
Police Reports on damaged or missing meters  
2 year Maintenance. Mechanical timers cleaned, oiled and time checked  
Winter - 2 hour free inserts (November 1 - April 30)  
Winter - Free inserts for designated parking lots , Cook and lower Center  
25 Cent sticker affixed on each meter head  
Keys sharpened or replaced as needed  
Ordering Parts (Duncan / PMS)  
Batteries changed yearly (Dunn Lumber)

**Collection:** (Mondays)

Route for Winter and Summer Months  
Coins (Meters)  
Fine Boxes (tickets)  
Boat Launch Tickets  
Coin Changers (maintainence, replenishing with quarters)

**Banking:**

Deposit coins in St Francis Bank  
Obtain Deposit slip (give to Nancy)  
Bags and ties

**Office:**

Garbage Removed  
Recycling  
Vacuum

**Employee Bulletin Board:**

Post Schedule  
Memorandums posted  
Miscellaneous Information

**Coin Collection Route:**

Boat Launch Ticket Collection

**\*\*Keefe Lot on Main /Cook Street:**

Separate information kept on service and collection of these meters

**Ordering Supplies:**

Tickets  
Chalk  
Office supplies  
Uniforms  
Paper Clips  
Tape  
Pens/Pencils  
Pocket Notebooks  
Rubber bands  
White Out

**First Aid Kit:**

**Coin Changers:**

Locations (Riviera, Artopia, Rag Thyme, Kite Store, Fancy Fare Mall)  
Buckets used to keep coins separated  
Service and weekly repair

**Keys:**

**Complaints Handled:**

**Page 3**

**Departmental Budget:**

Employee  
Expenditures  
Mechanical Service (Battery, oil, cleaning)  
Vehicle Maintenance  
Coin Collection total  
Locks serviced  
Batteries Serviced

**Expense Log:**

Monthly Report (obtained from upstairs)  
~~Maintain Petty Cash Fund \$100.00 (miscellaneous purchases) complete paper work, turn~~  
~~in receipts (Nancy)~~  
Annual information in 3 ring binders

**File Folders:**

important information (employee, business and service/ parts for meters)

**Card File:**

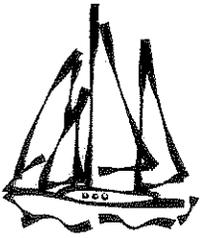
Phone numbers

**Work Shops:**

location  
organized

**Meter Department Vehicle:**

Service (Geneva Lakes Ford Garage)  
Storage  
Information logged ie: gas, service



# AGENDA ITEM REQUEST FORM

CITY OF LAKE GENEVA, WISCONSIN

Please attach any information that you would like to be included with the agenda.

Two Aldermen, Mayor Or Administrator  
For City Council Requests: Article II,  
Section 2-42 (c) must be received two  
Fridays prior to the scheduled City Council  
meeting

Mayor

Item Requesting  
Be placed on agenda  
Please list as you would like it  
displayed on the agenda

Creation of an ad hoc  
Policy Committee to review current  
policy and internal controls with staff.

Committee/Board/Commission  
which you are asking to  
Review this item

Date of Meeting

5/10/2010

Signature

DATE:

4/30/10

DATE:

**City of Lake Geneva  
Council Meeting  
5/5/2010**

**Prepaid Checks - 4/22/10 through 5/5/10**

**\$359,383.60**

**CITY OF LAKE GENEVA  
ACCOUNTS PAYABLE ITEMS OVER \$1,000  
FOR THE COUNCIL MEETING DATED 5/10/10**

<b>BREAKDOWN PREPAID A/P COUNCIL MEETING DATE:</b>	<b>5/10/2010</b>
<b>TOTAL UNPAID ACCOUNTS PAYABLE - 4/22/10 through 5/5/10</b>	<b>359,363.60</b>
<b>ITEMS &gt; \$1,000:</b>	
Peller Investments, LLC - Property Purchase	-200,000.00
ProPhoenix - Police Dept Phoenix System	-159,158.00
<b>BALANCE OF OTHER ITEMS</b>	<b>205.60</b>

DATE: 05/06/2010  
TIME: 09:07:22  
ID: AP450000.WOM

CITY OF LAKE GENEVA  
PAID INVOICE LISTING

PAGE: 1

FROM 04/22/2010 TO 04/26/2010

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
TOTAL --- ALL INVOICES:									
0.00									

DATE: 05/06/2010  
 TIME: 09:07:43  
 ID: AP450000.WCM

CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 04/28/2010 TO 05/05/2010

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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CITYLG		CITY OF LAKE GENEVA							
	START UP	01 CHANGE FUND START UP	4052111010	04/29/10		48817	04/29/10	100.00	100.00
								100.00	100.00

PELLER PELLER INVESTMENTS, LLC

	PROPERTY	01 PROPERTY PURCHASE	3430008140	05/05/10		28820	05/05/10	200,000.00	200,000.00
								200,000.00	200,000.00

PRO PROPHOENIX

	PROPERTY	01 PHOENIX SYSTEM	4121000108	03/19/10		48818	04/29/10	159,158.00	159,158.00
								159,158.00	159,158.00

USPOST US POST OFFICE

	PROPERTY	01 POSTAGE	9900005312	04/22/10		48819	04/29/10	105.60	105.60
								105.60	105.60

VENDOR TOTAL: 105.60  
 TOTAL --- ALL INVOICES: 359,363.60

**City of Lake Geneva  
Council Meeting  
5/10/2010**

**Accounts Payable Checks - Through 5/5/10**

1. General Fund	<u>\$ 83,125.14</u>
2. Debt Service	<u>\$ -</u>
3. TID #4	<u>\$ 1,915.00</u>
4. Lake Front	<u>\$ 14,441.35</u>
5. Capital Projects	<u>\$ 10,237.42</u>
6. Parking Meter	<u>\$ 2,987.05</u>
7. Library Funds	<u>\$ 10,166.95</u>
8. Impact Fees	<u>\$ -</u>
9. Tax Agency Fund	<u>\$ -</u>
<b>Total All Funds</b>	<b><u><u>\$122,872.91</u></u></b>

**CITY OF LAKE GENEVA  
 ACCOUNTS PAYABLE ITEMS OVER \$1,000  
 FOR THE COUNCIL MEETING DATED 5/10/10**

**BREAKDOWN REGULAR A/P COUNCIL MEETING DATE: 5/10/2010**

**TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 5/5/10 \$ 122,872.91**

**ITEMS > \$1,000:**

Oak Hill Cemetery - 5/10 Payment	-13,333.33
Deignan & Associates - 2009 Audit	-9,511.00
WS Darley & Co - Fire Dept Protective Clothing	-9,388.37
Geneva Lake Water Safety - 5/10 Payment	-7,767.50
Jerry Willkomm, Inc - 2,813 Gal Unleaded Gasoline	-7,674.94
Progressive Medical Int'l - Ambulance Supplies	-5,266.33
Tromcom - Police Squad Changeovers	-4,626.67
Balestrieri Environmental - Phase 1 Study	-4,500.00
Geneva Lakes Electric - Electric Work for Traffic Control, Library, Beach House, Riviera	-3,949.67
Harris Computer - 2010 MSI Support	-3,873.40
YMCA - 5/10 Payment	-3,818.33
Baker & Taylor - Library Print/Non-Print Materials	-3,387.82
Nyquist Engineering - 3/10 Police IT Service	-2,975.82
Enforcement Technology Inc - Handheld Training	-2,500.00
AT&T - Various Dept. Telephone Bills	-2,486.59
Riviera Security Deposits - Security Deposit Returns after Events	-2,337.25
Minnesota Life Insurance Co - Various Dept 6/10 Life Insurance	-2,071.69
H & S Specialty Services - Storm Siren Maintenance	-1,885.00
Geneva Lake Environmental Agency - 5/10 Payment	-1,666.67
American Test Center - Ladder Testing	-1,325.00
Maria Torres - 4/10 Interpreter Fees	-1,320.00
Rote Oil Company - 439.8 Gal Undyed Diesel	-1,257.39
Somar - Uniforms, Gun Cleaning Supplies, Ammo	-1,171.61
Signature Signs, LLC - Lettering for Squads, Framed Poice "Dept Philosophy" Sign	-1,100.00
Sun Life Financial - 5/10 Various Dept. Disability	-1,033.51
CDW Government - Police Notebook/Docking Stations	-1,030.92
Racine County Opportunity Ctr - 3/10 Library Cleaning Service	-1,006.25
Balance of Other Items	<b>20,607.85</b>

DATE: 05/06/10  
 TIME: 08:45:32  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ACL	ACL SERVICES LLC	04/01/10	01	BLOOD DRAWS	1121005380		05/11/10	17.50
								INVOICE TOTAL: 17.50
								VENDOR TOTAL: 17.50
ADMIN	DEPARTMENT OF ADMINISTRATION	05/03/10	01	CITATION & COMPLAINT FORMS	1112005340		05/11/10	406.25
								INVOICE TOTAL: 406.25
								VENDOR TOTAL: 406.25
PERMIT TO START		05/04/10	01	EARLY START PERMTIS	1124005310		05/11/10	14.00
								INVOICE TOTAL: 14.00
								VENDOR TOTAL: 14.00
ALA	AMERICAN LIBRARY ASSOCIATION	04/06/10	01	MEMBERSHIP-4/30/10-4/30/11	9900005211		05/11/10	130.00
								INVOICE TOTAL: 130.00
								VENDOR TOTAL: 130.00
AMAZO	AMAZON	04/10/10	01	NONPRINT MATERIAL	9900005414		05/11/10	80.97
								INVOICE TOTAL: 193.80
								VENDOR TOTAL: 274.77
								VENDOR TOTAL: 274.77
AMYS	AMY'S SHIPPING EMPORIUM	03/10/10	01	MAILING-DRAEGER SAFETY	1122005312		05/11/10	126.09
								INVOICE TOTAL: 126.09
								VENDOR TOTAL: 126.09
93092		03/10/10	01	REBOX-DRAEGER SAFETY	1122005312		05/11/10	9.96
								INVOICE TOTAL: 9.96
								VENDOR TOTAL: 9.96
93142		03/11/10	01	MAILING-DEERFIELD BANNOCKBURN	1122005312		05/11/10	9.97
								INVOICE TOTAL: 9.97
								VENDOR TOTAL: 9.97

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
AMYS	AMY'S SHIPPING EMPORIUM						
93451	03/22/10	01	MAILING-AHERN FIRE PROTECTION	1122005312		05/11/10	7.44
			INVOICE TOTAL:				7.44
93458	03/22/10	01	MAILING-US FIRE PROTECTION	1122005312		05/11/10	9.76
			INVOICE TOTAL:				9.76
94599	04/28/10	01	MAILING-LAWRENCE FACTOR	1122005312		05/11/10	9.61
			INVOICE TOTAL:				9.61
			VENDOR TOTAL:				172.83
-----							
ANTAE	ANTAEUS, LLC						
0001-50	05/01/10	01	5/10 ONLINE PROCESSING	4234505216		05/11/10	100.00
		02	5/10 ONLINE PROCESSING	9900005211			5.00
		03	5/10 ONLINE PROCESSING	4055105216			195.00
			INVOICE TOTAL:				300.00
			VENDOR TOTAL:				300.00
-----							
RE050510	04/16/10	01	262-R428188663-1 - CITY HALL	1116105221		05/11/10	325.89
		02	262-R428188663-1 - POLICE	1121005221			325.89
		03	262-R428188663-1 - METER	1112005221			81.47
		04	262-R428188663-1 - COURT	4234505221			81.48
		05	262-2484715125-4 - CITY HALL	1116105221			178.34
		06	262-2484715125-4 - COURT	1112005221			33.60
		07	262-2480403367-7 - POLICE MAIN	1121005221			134.22
		08	262-2484567367-1 - POLICE	1121005221			582.45
		10	262-2482264368-9 - FIRE	1122005221			262.66
		11	262-2484913601-4 - STREET SHOP	1132105221			125.55
		12	262-2495299313-5 - 7 LIB LINES	9900005221			100.46
		13	262-2495299313-5 - 1 ST LINE	1132105221			14.35
		14	262-2495299313-5 - 4 CH LINES	1116105221			57.40
		15	262-2495299313-5 - 2 LOWER RIV	4055205221			28.70

AT&T AT&T

DATE: 05/06/10  
TIME: 08:45:33  
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CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
RE050510	04/16/10	16	262-2495299313-5 - 1 UPPER RIV	4055105221		05/11/10	14.35
		17	262-2495299313-5 - 2 POLICE	1121005221			28.70
		18	262-2495299313-5 - 1 FIRE LINE	1122005221			14.35
		19	414-Z456234817-3 CELL 911	1121005221			96.73
			INVOICE TOTAL:				2,486.59
			VENDOR TOTAL:				2,486.59
AT&T	AT&T MOBILITY						
835649604X04212010	04/14/10	01	CELL CHG 3/14/10-4/13/10	1121005221		05/11/10	48.76
			INVOICE TOTAL:				48.76
			VENDOR TOTAL:				48.76
ATC	AMERICAN TEST CENTER						
2100898	04/08/10	01	LADDER TESTING	1122005820		05/11/10	1,325.00
			INVOICE TOTAL:				1,325.00
			VENDOR TOTAL:				1,325.00
AURCM	AURORA MEDICAL GROUP						
EG0000798-4/10	04/26/10	01	DRUG TESTS	1132105205		05/11/10	210.00
		02	VACCINES	1132105133			105.00
			INVOICE TOTAL:				315.00
			VENDOR TOTAL:				315.00
AUTO	AUTO CLINIC INC.						
11023	03/23/10	01	LUBE/OIL/FILTER-COMMAND 1	1122005240		05/11/10	32.25
			INVOICE TOTAL:				32.25
11101	04/16/10	01	DISMOUNT/MOUNT TIRE	1121005361		05/11/10	92.50
			INVOICE TOTAL:				92.50
			VENDOR TOTAL:				124.75

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AUTWOR AUTOWORKS PLUS								
4501		04/28/10	01	FIX TIRE-GIANT VAC	1152005250		05/11/10	25.00
								INVOICE TOTAL: 25.00
4527		05/04/10	01	INSTALL TUBE IN TIRE-MOWER	1152005250		05/11/10	10.00
								INVOICE TOTAL: 10.00
4531		05/05/10	01	NEW TIRES-MOWER	1152005250		05/11/10	116.00
								INVOICE TOTAL: 116.00
								VENDOR TOTAL: 151.00
BACH BACHARACH, INC								
620379		04/01/10	01	CALIBRATE/TEST-GAS MONITOR	1122005820		05/11/10	110.00
								INVOICE TOTAL: 110.00
								VENDOR TOTAL: 110.00
BAKER BAKER & TAYLOR								
75022386-3/10		03/31/10	01	INV V03733510-1 ITEM	9900005414		05/11/10	17.99
								25.19
								21.56
								10.79
								32.37
								-21.59
								64.01
								21.56
								14.39
								61.14
								75.54
								322.95
								INVOICE TOTAL: 322.95
L3367102-3/10								
								05/11/10
								14.54
								49.72
								112.60

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BAKER	BAKER & TAYLOR						
L3367102-3/10	03/31/10	04	INV 2024381192-5 ITEMS	9900005410		05/11/10	78.81
		05	INV 2024381193-1 ITEM	9900005410			13.43
		06	INV 2024381194-1 ITEM	9900005410			15.11
		07	INV 2024381195-1 ITEM	9900005410			5.03
		08	INV 2024411848-7 ITEMS	9900005410			105.69
		09	INV 2024411849-1 ITEM	9900005410			16.76
		10	INV 2024411850-1 ITEM	9900005410			16.76
		11	INV 2024411851-1 ITEM	9900005410			5.03
		12	INV 2024414712-21 ITEMS	9900005410			301.73
		13	INV 2024432964-6 ITEMS	9900005410			89.97
		14	INV 2024432965-1 ITEM	9900005410			5.03
		15	INV 2024432966-25 ITEMS	9900005410			360.09
		16	INV 2024444227-3 ITEMS	9900005410			43.58
		17	INV 2024444228-4 ITEMS	9900005410			51.87
		18	INV 2024444229-2 ITEMS	9900005410			30.20
		20	INV 2024457263-4 ITEMS	9900005410			59.84
		21	INV 2024457264-1 ITEM	9900005410			9.45
		22	INV 2024457265-4 ITEMS	9900005410			52.46
		23	INV 2024485428-15 ITEMS	9900005410			80.50
			INVOICE TOTAL:				1,518.20
L3367362-3/10	03/31/10	01	INV 2024385833-1 ITEM	9900005410		05/11/10	11.31
		02	INV 2024385834-2 ITEMS	9900005410			25.16
		03	INV 2024385835-1 ITEM	9900005410			22.05
		04	INV 2024385836-1 ITEM	9900005410			20.15
		05	INV 2024409327-1 ITEM	9900005410			15.75
		06	INV 2024409328-10 ITEMS	9900005410			154.34
		07	INV 2024422106-7 ITEMS	9900005410			104.41
		08	INV 2024461653-1 ITEM	9900005410			9.50
		09	INV 2024461654-1 ITEM	9900005410			15.08
		10	INV 2024461655-3 ITEMS	9900005410			51.46
			INVOICE TOTAL:				429.21
L3367442-3/10	03/31/10	01	INV 2024468044-2 ITEMS	9900005413		05/11/10	43.38
			INVOICE TOTAL:				43.38

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.MOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BAKER BAKER & TAYLOR							
L3367512-3/10	03/31/10	01	INV 2024449796-1 ITEM	9900005411		05/11/10	10.62
		02	INV 2024449795-31 ITEMS	9900005411			361.79
		03	INV 2024449794-5 ITEMS	9900005411			38.39
		04	INV 2024449793-5 ITEMS	9900005411			63.71
		05	INV 2024449792-1 ITEM	9900005411			15.66
		06	INV 2024449791-1 ITEM	9900005411			10.62
		07	INV 2024421020-19 ITEMS	9900005411			157.47
		08	INV 2024421019-19 ITEMS	9900005411			188.48
		09	INV 2024421018-1 ITEM	9900005411			10.06
		10	INV 2024421017-1 ITEM	9900005411			14.82
		11	INV 2024390180-7 ITEMS	9900005411			77.64
		12	INV 2024390179-2 ITEMS	9900005411			20.12
		13	INV 2024390178-2 ITEMS	9900005411			25.16
			INVOICE TOTAL:				994.54
L4013232-3/10	03/31/10	01	INV 2024358814-1 ITEM	9900005414		05/11/10	59.95
		02	INV 2024418353-1 ITEM	9900005414			19.59
			INVOICE TOTAL:				79.54
			VENDOR TOTAL:				3,387.82
BALEST BALESTRIERI ENVIRONMENTAL							
5802-01	04/21/10	01	PHASE 1 STUDY	1130005217		05/11/10	4,500.00
			INVOICE TOTAL:				4,500.00
			VENDOR TOTAL:				4,500.00
BAY BAY LOCK SERVICE							
14184	04/22/10	01	REPL BROKEN LOCK IN MEN'S ROOM	9900005250		05/11/10	65.00
			INVOICE TOTAL:				65.00
14255	05/03/10	01	SAFE COMBINATION CHG	1115305399		05/11/10	85.00
			INVOICE TOTAL:				85.00
			VENDOR TOTAL:				150.00

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BUDGET BUDGET LIBRARY SUPPLIES							
6706	04/01/10	01	DUE DATE TARGETS	99000005512		05/11/10	180.00
			INVOICE TOTAL:				180.00
			VENDOR TOTAL:				180.00
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-168238	04/29/10	01	LIGHT HOLDER-INT'L TRACTOR	1132105351		05/11/10	24.36
			INVOICE TOTAL:				24.36
662-168258	04/29/10	01	SWITCH	1132105351		05/11/10	8.59
			INVOICE TOTAL:				8.59
662-168378	04/30/10	01	CAP TRUCK LIFT	1132105351		05/11/10	39.16
			INVOICE TOTAL:				39.16
			VENDOR TOTAL:				72.11
CAD C & D LANDSCAPING AND DESIGN							
48581	04/30/10	01	MEMORIAL TREE-ARBOR DAY	3430009110		05/11/10	595.00
			INVOICE TOTAL:				595.00
			VENDOR TOTAL:				595.00
CANVAS CANVASWORK INC							
0890MHC	04/19/10	01	PARKING METER HOODS	4234505399		05/11/10	283.00
			INVOICE TOTAL:				283.00
			VENDOR TOTAL:				283.00
CARSTRO RON CARSTENSEN							
PHONE-1/10	06/10/02	01	CELL PHONE CHG-CITY PORTION	1132105221		05/11/10	64.00
			INVOICE TOTAL:				64.00
PHONE-2/10	03/06/10	01	CELL PHONE CHG-CITY PORTION	1132105221		05/11/10	64.00
			INVOICE TOTAL:				64.00

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CARSTRO RON CARSTENSEN								
PHONE-3/10		04/06/10	01	CELL PHONE CHG-CITY PORTION	1132105221		05/11/10	64.00
				INVOICE TOTAL:				64.00
PHONE-4/10		05/06/10	01	CELL PHONE CHG-CITY PORTION	1132105221		05/11/10	64.00
				INVOICE TOTAL:				64.00
				VENDOR TOTAL:				256.00
CDW CDW GOVERNMENT INC.								
SHH4351		04/07/10	01	NOTEBOOK/DOCKING STATIONS	4121000108		05/11/10	1,030.92
				INVOICE TOTAL:				1,030.92
				VENDOR TOTAL:				1,030.92
CHAMP CHAMPION WINDOW CLEANING								
228033		04/27/10	01	WINDOW CLEANING	4055205350		05/11/10	560.00
				INVOICE TOTAL:				560.00
				VENDOR TOTAL:				560.00
CHICAGO CHICAGO TRIBUNE								
60002868-3/10		03/28/10	01	SUBSCRIPTION-3/29/10-3/27/11	9900005412		05/11/10	299.00
				INVOICE TOTAL:				299.00
				VENDOR TOTAL:				299.00
COUNT COUNTRY FORD OF LAKE GENEVA								
F0CS25234		04/19/10	01	WINDOW/DOOR SWITCHES	1121005361		05/11/10	175.50
				INVOICE TOTAL:				175.50
F0CS25248		04/17/10	01	DISMOUNT/MOUNT TIRE	1121005361		05/11/10	17.49
				INVOICE TOTAL:				17.49
FOR14401		04/02/10	01	SQUAD KEYS	1121005361		05/11/10	12.00
				INVOICE TOTAL:				12.00

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
COUNTY FORD OF LAKE GENEVA							
FOR14403	04/02/10	01	SQUAD KEYS	1121005361		05/11/10	9.00
			INVOICE TOTAL:				9.00
			VENDOR TOTAL:				213.99
CSIM CSI MEDIA, LLC							
03105277	03/31/10	01	AD:LIBRARY ASSISTANT	9900005211		05/11/10	199.00
			INVOICE TOTAL:				199.00
			VENDOR TOTAL:				199.00
CSKI C-SKI ENTERPRISES							
4/29/10	04/29/10	01	UNIFORM-WALSER	1121005138		05/11/10	110.00
			INVOICE TOTAL:				110.00
			VENDOR TOTAL:				110.00
DAM DAM ROAD GUN SHOP INC.							
508334	06/19/09	01	GLOCKS-SPRING CUPS	1121005410		05/11/10	29.95
			INVOICE TOTAL:				29.95
			VENDOR TOTAL:				29.95
552102	04/06/10	01	UNIFORM-DERRICK	1121005138		05/11/10	99.95
			INVOICE TOTAL:				99.95
			VENDOR TOTAL:				129.90
DARLEY WS DARLEY & CO							
0000859068	03/22/10	01	GLOVES DAMAGED IN FIRE	1110005245		05/11/10	244.75
			INVOICE TOTAL:				244.75
			VENDOR TOTAL:				455.57
0000860266	03/31/10	01	JACKETS, PANTS DAMAGED IN FIRE	1110005245		05/11/10	7,119.60
			INVOICE TOTAL:				7,119.60
			VENDOR TOTAL:				1,000.00
			VENDOR TOTAL:				8,119.60

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DARLEY WS DARLEY & CO								
0000860431		03/26/10	01	ALTER TURNOUT GEAR-BASTER	1122005800		05/11/10	269.22
				INVOICE TOTAL:				269.22
0000861277		04/06/10	01	RESCUE HARNESS-BASTER	4122009056		05/11/10	109.28
				INVOICE TOTAL:				109.28
0000862349		04/14/10	01	FIRE BOOT	4122009056		05/11/10	189.95
				INVOICE TOTAL:				189.95
				VENDOR TOTAL:				9,388.37
DEBAERE TOM DEBAERE								
PAINT		04/25/10	01	PAINT FOR POLICE DEPT	1116105350		05/11/10	3.10
				INVOICE TOTAL:				3.10
				VENDOR TOTAL:				3.10
DEIGN DEIGNAN & ASSOCIATES, S.C.								
00108934		04/29/10	01	2009 AUDIT	1115105213		05/11/10	9,511.00
				INVOICE TOTAL:				9,511.00
				VENDOR TOTAL:				9,511.00
DEMCO DEMCO								
38333923		03/29/10	01	CD ALBUMS/POCKETS	9900005512		05/11/10	46.59
				INVOICE TOTAL:				46.59
3837309		04/01/10	01	FRAMES-SIGNS	9900005310		05/11/10	65.52
				INVOICE TOTAL:				65.52
3850776		04/16/10	01	LAMINATE,LIDS,LABELS,SLEEVES	9900005512		05/11/10	106.82
				INVOICE TOTAL:				106.82
3850777		04/16/10	01	CASES,SLEEVES,COVERS,PROTECTOR	9900005512		05/11/10	59.20
				INVOICE TOTAL:				59.20
				VENDOR TOTAL:				278.13

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DILHR	250-4/10	04/30/10	01 WORK PERMITS-4/10	1100002422		05/11/10	165.00
						INVOICE TOTAL:	165.00
						VENDOR TOTAL:	165.00
DOMAIN	LAKEGENEVAFIRE.ORG	04/28/10	01 DOMAIN REGISTRY-5 YRS	1122005340		05/11/10	95.00
						INVOICE TOTAL:	95.00
						VENDOR TOTAL:	95.00
DUNN	383263	03/23/10	01 HOT WATER NOZZLE	1122005350		05/11/10	8.49
						INVOICE TOTAL:	8.49
						VENDOR TOTAL:	8.49
	384039	03/30/10	01 ALUMINUM-REPAIRS ON APPARATUS	1122005351		05/11/10	24.95
						INVOICE TOTAL:	24.95
						VENDOR TOTAL:	24.95
	384323	04/01/10	01 GOOF OFF, ROD, NUTS/BOLTS	1152005350		05/11/10	12.83
						INVOICE TOTAL:	12.83
						VENDOR TOTAL:	12.83
	384503	04/02/10	01 PAINT-NUMBERING PARKING STALLS	4234505399		05/11/10	3.93
						INVOICE TOTAL:	3.93
						VENDOR TOTAL:	3.93
	384533	04/02/10	01 MASONRY BIT	1122005350		05/11/10	6.99
						INVOICE TOTAL:	6.99
						VENDOR TOTAL:	6.99
	384564	04/02/10	01 NUTS/BOLTS	1122005350		05/11/10	7.14
						INVOICE TOTAL:	7.14
						VENDOR TOTAL:	7.14
	384684	04/05/10	01 HOSE, NOZZLE-WESTEND BATHROOM	1152005350		05/11/10	24.44
						INVOICE TOTAL:	24.44
						VENDOR TOTAL:	24.44
	384863	04/06/10	01 CLOSER, REPL FILTER CARRIDGE	9900005250		05/11/10	64.48
						INVOICE TOTAL:	64.48
						VENDOR TOTAL:	64.48

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALUE						
384948	04/06/10	01	NAILS, CLAMP, ELBOW-WATER TRUCK	1152005352		05/11/10	17.56
			INVOICE TOTAL:				17.56
384960	04/06/10	01	NIPPLE, CAP, TEE-WAFER TRUCK	1152005352		05/11/10	12.50
			INVOICE TOTAL:				12.50
385025	04/07/10	01	ANT KILLER	9900005250		05/11/10	7.79
			INVOICE TOTAL:				7.79
385138	04/08/10	01	RUBBER CORD	1132105399		05/11/10	13.45
			INVOICE TOTAL:				13.45
385305	04/09/10	01	BATTERIES	1132105350		05/11/10	5.49
			INVOICE TOTAL:				5.49
385767	04/13/10	01	DOOR CLOSER, BATTERIES	9900005250		05/11/10	9.49
			INVOICE TOTAL:				9.49
386016	04/14/10	01	PRIMER PAINT	4234505250		05/11/10	5.38
			INVOICE TOTAL:				5.38
386061	04/14/10	01	PAINT-TIRE RIMS	1121005361		05/11/10	19.96
			INVOICE TOTAL:				19.96
386155	04/15/10	01	GRASS SHED	1132135430		05/11/10	41.99
			INVOICE TOTAL:				41.99
386245	04/15/10	01	PAINT	1121005361		05/11/10	17.56
			INVOICE TOTAL:				17.56
386381	04/16/10	01	SEALANT, NUTS/BOLTS-SQUAD	1121005361		05/11/10	8.59
			INVOICE TOTAL:				8.59
386615	04/19/10	01	MEASURING CUP-MIXING CHEMICALS	1152005352		05/11/10	2.99
			INVOICE TOTAL:				2.99

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALVE						
386760	04/20/10	01	BATTERIES-FLUSH VALVES	1152005250		05/11/10	7.99
			INVOICE TOTAL:				7.99
386800	04/20/10	01	DRAIN PIPE-EAST SIDE WALK PATH	1152005399		05/11/10	186.02
			INVOICE TOTAL:				186.02
386967	04/21/10	01	HOSE-SEMINARY PARK	1152005352		05/11/10	12.99
			INVOICE TOTAL:				12.99
386980	04/21/10	01	NUTS/BOLTS-WATER DEPT SIGN	1132105399		05/11/10	1.46
			INVOICE TOTAL:				1.46
387316	04/22/10	01	LAWN MOWER, NUTS/BOLTS	1152005399		05/11/10	361.25
			INVOICE TOTAL:				361.25
388068	04/28/10	01	DUCT TAPE, KEYS, FANS, WATER	9900005250		05/11/10	50.86
			INVOICE TOTAL:				50.86
388194	04/28/10	01	BOLTS	1152005350		05/11/10	0.80
			INVOICE TOTAL:				0.80
388247	04/29/10	01	HINGES-STORM DOOR	9900005250		05/11/10	4.49
			INVOICE TOTAL:				4.49
388295	04/29/10	01	TRACTOR PARTS-SPRAYER	1132105351		05/11/10	14.66
			INVOICE TOTAL:				14.66
STMT-4/10-FIRE	04/30/10	01	DISCOUNT EARNED	1100004819		05/11/10	-1.07
			INVOICE TOTAL:				-1.07
STMT-4/10-LIBRARY	04/30/10	01	DISCOUNT EARNED	1100004819		05/11/10	13.32
			INVOICE TOTAL:				13.32
STMT-4/10-STREET	04/30/10	01	DISCOUNT EARNED	1100004819		05/11/10	-12.77
			INVOICE TOTAL:				-12.77
			VENDOR TOTAL:				956.00



DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GLELE				GENEVA LAKES ELECTRIC INC.				
367		04/18/10	01	WIRING-BOOKING ROOM	4121000108		05/11/10	124.21
				INVOICE TOTAL:				124.21
368		04/18/10	01	PED XING SIGNS	3430008099		05/11/10	1,045.00
				INVOICE TOTAL:				1,045.00
369		04/18/10	01	REPL LAMPS-RIV SPOT LIGHTS	4055205350		05/11/10	285.00
				INVOICE TOTAL:				285.00
371		04/23/10	01	RESET STOP LIGHTS-HWY 50/EDW	1134105260		05/11/10	67.50
				INVOICE TOTAL:				67.50
373		05/01/10	01	ELECTRIC HOOK UP-BEACH HSE	4054105362		05/11/10	744.96
				INVOICE TOTAL:				744.96
374		05/03/10	01	ELECTRIC WORK-AIR COND PROJECT	9900005250		05/11/10	1,683.00
				INVOICE TOTAL:				1,683.00
				VENDOR TOTAL:				3,949.67
GLENV				GENEVA LAKE ENVIRONMENTAL AGEN				
5/10		05/03/10	01	5/10 PAYMENT	4054105730		05/11/10	1,666.67
				INVOICE TOTAL:				1,666.67
				VENDOR TOTAL:				1,666.67
GLWAT				GENEVA LAKE WATER SAFETY				
5/10		05/03/10	01	5/10 PAYMENT	4054105720		05/11/10	7,767.50
				INVOICE TOTAL:				7,767.50
				VENDOR TOTAL:				7,767.50
GRAIN				GRAINGER				
9239152904		04/28/10	01	DRINKING FOUNTAIN VALVE	1152005350		05/11/10	51.07
				INVOICE TOTAL:				51.07
				VENDOR TOTAL:				51.07

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GREAT AMERICA LEASING CORP.								
9538197		04/05/10	01	COPIER LEASE/PRINTER SUPPORT	9900005532		05/11/10	508.64
				INVOICE TOTAL:				508.64
				VENDOR TOTAL:				508.64
H&S H & S SPECIALTY SERVICES LLC								
1282		04/07/10	01	STORM SIREN MAINTENANCE	1129005250		05/11/10	1,885.00
				INVOICE TOTAL:				1,885.00
				VENDOR TOTAL:				1,885.00
HARRIS HARRIS COMPUTER								
MN00001285		04/22/10	01	2010 MSI SUPPORT	1115105450		05/11/10	3,873.40
				INVOICE TOTAL:				3,873.40
				VENDOR TOTAL:				3,873.40
HEADSETS HEADSETS.COM INC								
2258024-01		04/13/10	01	EAR CUSHIONS-DISP HEADSETS	1121005310		05/11/10	23.75
				INVOICE TOTAL:				23.75
				VENDOR TOTAL:				23.75
HOEFT DON HOEFT								
REFUND		04/28/10	01	RIVIERA SEC DEP REFUND-4/24/10	4055102353		05/11/10	1,000.00
			02	RIVIERA SET UP/SEC GRD-4/24/10	4055104674			-251.25
				INVOICE TOTAL:				748.75
				VENDOR TOTAL:				748.75
HWYC HIGHWAY C SERVICES INC								
95263		04/15/10	01	SAW,TRIMMER PARTS	1152005250		05/11/10	149.54
				INVOICE TOTAL:				149.54
95405		04/16/10	01	TRIMMERS	1152005951		05/11/10	449.99
				INVOICE TOTAL:				449.99

DATE: 05/06/10  
TIME: 08:45:33  
ID: AP441000.WOM

CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----								
HWYC	HIGHWAY C SERVICES INC							
95409		04/16/10	01	BLOWER, BLOWER PARTS	1152005399		05/11/10	148.88
				INVOICE TOTAL:				148.88
96416		04/26/10	01	WEEDEATER PARTS	1152005352		05/11/10	163.47
				INVOICE TOTAL:				163.47
				VENDOR TOTAL:				911.88
-----								
IDLABEL	ID LABEL INC							
0041681-IN		04/01/10	01	BAR CODES-LIBRARY CARDS	9900005512		05/11/10	137.50
				INVOICE TOTAL:				137.50
				VENDOR TOTAL:				137.50
-----								
IDVILLE	IDVILLE							
2100102		04/22/10	01	BADGE STOCK, BUSINESS CARDS	1121005310		05/11/10	56.35
				INVOICE TOTAL:				56.35
				VENDOR TOTAL:				56.35
-----								
IOD	IOD INCORPORATED							
2-XN807283-0		02/12/10	01	MEDICAL RECORDS-MERCY	1121005380		05/11/10	20.07
				INVOICE TOTAL:				20.07
				VENDOR TOTAL:				20.07
-----								
ITU	ITU INC							
5094765		03/11/10	01	CARPET RUNNERS	1122005360		05/11/10	97.80
				INVOICE TOTAL:				97.80
5110286		04/08/10	01	CARPET RUNNERS	1122005360		05/11/10	103.24
				INVOICE TOTAL:				103.24
5118068		04/22/10	01	MATS	1116105360		05/11/10	53.73
				INVOICE TOTAL:				53.73

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
5121948	ITU	04/29/10	01	MOPS, MATS, FRAGRANCE	4055205350		05/11/10	60.12
				INVOICE TOTAL:				60.12
				VENDOR TOTAL:				314.89
1039	LARGO	04/15/10	01	STEAM CLEANER REPAIR	1132105399		05/11/10	249.50
				INVOICE TOTAL:				249.50
				VENDOR TOTAL:				249.50
53383	LARK	04/09/10	01	UNIFORM-RICHARDSON	1121005138		05/11/10	21.50
				INVOICE TOTAL:				21.50
53384		04/09/10	01	UNIFORM-JAY	1121005138		05/11/10	42.45
				INVOICE TOTAL:				42.45
53386		04/09/10	01	UNIFORM-BONK	1121005138		05/11/10	51.45
				INVOICE TOTAL:				51.45
				VENDOR TOTAL:				115.40
14844	LARRY	04/30/10	01	TOWING	1134105290		05/11/10	190.00
				INVOICE TOTAL:				190.00
				VENDOR TOTAL:				190.00
1379338	LASERE	04/30/10	01	LIGHT BULBS	1116105350		05/11/10	77.03
				INVOICE TOTAL:				77.03
				VENDOR TOTAL:				77.03
	LGCHBV			LAKE GENEVA CHEVROLET				

DATE: 05/06/10  
TIME: 08:45:33  
ID: AP441000.WOW

CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT	
IGCHEV LAKE GENEVA CHEVROLET									
6009138/1		04/08/10	01	REPAIR BROKEN TRANS WIRES	1122005240		05/11/10	171.06	
								INVOICE TOTAL:	171.06
								VENDOR TOTAL:	171.06
LGUTI LAKE GENEVA UTILITY COMMISSION									
3109		04/30/10	01	2009 BAL HYDRANT RENT	1122105229		05/11/10	835.64	
								INVOICE TOTAL:	835.64
								VENDOR TOTAL:	835.64
LINI GRACE LININGER									
4/10		04/30/10	01	4/10 MILEAGE-66 MILES	1115405330		05/11/10	33.00	
								INVOICE TOTAL:	33.00
								VENDOR TOTAL:	33.00
MADRI NELLIE MADRIGAL									
04/10		04/16/10	01	INTERPRETER-4/12/10	1121005140		05/11/10	90.00	
								INVOICE TOTAL:	90.00
								VENDOR TOTAL:	90.00
MALEK MALEK & ASSOCIATES CONSULTANTS									
4069		04/07/10	01	CONSULTING-BAKER HOUSE	1122005750		05/11/10	220.00	
								INVOICE TOTAL:	220.00
4080		04/15/10	01	PLAN REVIEW-GL MANOR	1122005750		05/11/10	610.00	
								INVOICE TOTAL:	610.00
								VENDOR TOTAL:	830.00
MARTIN MARTIN BUSINESS GROUP									
1081912		03/31/10	01	RICOH 1018 CONTR 3/1-5/31/10	1122005340		05/11/10	150.45	
								INVOICE TOTAL:	150.45

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MARTIN BUSINESS GROUP								
1082794		04/19/10	01	COLOR COPIES	1129005340		05/11/10	100.00
			02	KONICA C252 CONTR/OVERAGE	1121005531			96.00
								INVOICE TOTAL: 196.00
								VENDOR TOTAL: 346.45
MERCY HEALTH SYSTEM								
LGPD-0051-3/10		04/02/10	01	BLOOD COLLECTION	1121005380		05/11/10	14.60
								INVOICE TOTAL: 14.60
								VENDOR TOTAL: 14.60
MIDWEST ACTION CYCLE								
D740833		04/15/10	01	SPRING TUNE UP-SQ 214	1121005361		05/11/10	268.87
								INVOICE TOTAL: 268.87
D740834		04/15/10	01	SPRING TUNE UP	1121005361		05/11/10	128.92
								INVOICE TOTAL: 128.92
								VENDOR TOTAL: 397.79
MLIC MINNESOTA LIFE INSURANCE CO								
099002-6/10		05/01/10	01	MUNICIPAL COURT	1112005134		05/11/10	9.85
			02	CITY CLERK	1114305134			26.22
			03	ACCOUNTING	1115105134			26.05
			04	TREASURER	1115305134			9.55
			05	ASSESSOR	1115405134			24.19
			06	BLDG INSPECTOR	1124005134			33.46
			07	CITY ADMINISTRATOR	1114205134			55.15
			08	ADMIN FEES	1110005133			34.02
			09	PAYROLL DEDUCTIONS	1100002134			266.10
			10	METER DEPT	4234505134			4.90
								INVOICE TOTAL: 489.49
099009-6/10		05/01/10	01	POLICE DEPT	1121005134		05/11/10	255.72



DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

PAGE: 22

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
NAPAE	NAPA AUTO PARTS-ELKHORN						
746016	04/05/10	01	HOSE ENDS-BRUSH 1	1122005351		05/11/10	54.48
							INVOICE TOTAL: 54.48
746147	04/06/10	01	CREDIT-HOSE ENDS	1122005351		05/11/10	-13.12
							INVOICE TOTAL: -13.12
747321	04/14/10	01	PAINT-SQUAD 207	1121005361		05/11/10	22.66
							INVOICE TOTAL: 22.66
							VENDOR TOTAL: 64.02
-----							
NAPAR	NAPA AUTO PARTS						
171847	05/04/10	01	BATTERIES-RIV FLOOR MACHINE	4055205350		05/11/10	124.74
							INVOICE TOTAL: 124.74
							VENDOR TOTAL: 124.74
-----							
NORTH	NORTHWIND PERENNIAL FARM						
4748	04/05/10	01	PERENNIALS & LABOR	9900005250		05/11/10	127.50
							INVOICE TOTAL: 127.50
							VENDOR TOTAL: 127.50
-----							
NOVA	NOVA PLUMBING COMPANY						
3363	05/04/10	01	URINAL VALVES-SEMINARY PK	1152005241		05/11/10	119.12
							INVOICE TOTAL: 119.12
							VENDOR TOTAL: 119.12
-----							
NYQUIST	NYQUIST ENGINEERING						
944	04/29/10	01	3/10 IT SVC	4121000108		05/11/10	2,700.82
		02	3/10 IT SVC-ANTIVIRUS & DVR	1121005305			275.00
							INVOICE TOTAL: 2,975.82
							VENDOR TOTAL: 2,975.82

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
OAKHILL OAK HILL CEMETERY								
5/10		05/03/10	01	5/10 PAYMENT	1170005750		05/11/10	13,333.33
								INVOICE TOTAL: 13,333.33
								VENDOR TOTAL: 13,333.33
OFFICE OFFICE DEPOT								
513848111001		03/25/10	01	FOLDERS, BINDERS, PAPER PADS	1122005310		05/11/10	39.72
								INVOICE TOTAL: 39.72
514176436001		03/29/10	01	STORAGE BOXES, POUCHES	1122005310		05/11/10	47.26
								INVOICE TOTAL: 47.26
517041081001		04/26/10	01	BATTERIES, CHARGER	1116105310		05/11/10	24.58
								INVOICE TOTAL: 24.58
								VENDOR TOTAL: 111.56
OFFMAX OFFICEMAX INCORPORATED								
546723		04/27/10	01	SIGNATURE STAMP	1115305310		05/11/10	25.99
								INVOICE TOTAL: 25.99
578352		04/28/10	01	SIGNATURE STAMP	1115305310		05/11/10	25.99
								INVOICE TOTAL: 25.99
971328		03/31/10	01	TRASH BAGS, KLEENEX, MOP HEADS	9900005250		05/11/10	83.14
			02	REGISTER/PACKING TAPE, PAPER	9900005310			314.17
								INVOICE TOTAL: 397.31
								VENDOR TOTAL: 449.29
O'HERRON RAY O'HERRON CO., INC.								
0021188-IN		04/19/10	01	UNIFORM-GRITZNER	1121005138		05/11/10	398.20
								INVOICE TOTAL: 398.20
								VENDOR TOTAL: 398.20

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
OTTER	04/07/10	01	REPAIR-INT'L TRUCK	1132105250		05/11/10	582.17
							582.17
							582.17
-----							
PALMER PALMER COMPANY							
122912-00	03/26/10	01	PAPER TOWELS	9900005250		05/11/10	349.75
		02	DISCOUNT EARNED	1100004819			-3.50
							346.25
-----							
123660-00	04/23/10	01	TRASH BAGS,TP,CLEANERS	1116105350		05/11/10	529.85
		02	DISCOUNT EARNED	1100004819			-5.25
							524.60
-----							
PATS PAT'S SERVICES INC.							
A-56697	04/23/10	01	4/10 TOILET RENTAL	1152005840		05/11/10	70.00
							70.00
-----							
PCL PETTY CASH - LIBRARY							
04/10	05/04/10	01	STATIONARY-THANK YOU NOTES	9900005211		05/11/10	6.00
		02	STATIONARY CARDS	9900005211			6.00
		03	DVD PURCHASE	9900005411			20.98
							32.98
-----							
4/10-A 05/04/10 01 BRD MTG REFRESHMENTS-4/1/10 9900005211 7.11							
		02	LYSOL WIPES-3/31/10	9900005250			22.08
		03	SUPPLIES TO MAKE MAP-3/31/10	9900005310			24.02
		04	LYSOL WIPES-4/2/10	9900005250			22.08
							75.29
-----							
4/10-B 05/10/05 01 THANK YOU CARDS 9900005211 3.79							

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

PAGE: 25

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PCL	4/10-B	02	FAREWELL CAKE	9900005211		05/11/10	25.31
		03	MAILING	9900005312			9.92
		04	BLUEPRINTS	9900005211			27.44
		05	MAILING	9900005312			2.11
			INVOICE TOTAL:				68.57
			VENDOR TOTAL:				176.84
PMI	0225164	01	AMBULANCE SUPPLIES PER QUOTE	1122005810		05/11/10	1,424.00
			INVOICE TOTAL:				1,424.00
	0225377	01	AMBULANCE SUPPLIES PER QUOTE	1122005810	00000028	05/11/10	3,049.45
			INVOICE TOTAL:				3,049.45
	0225398	01	DEFIB SIMULATOR	1122005810		05/11/10	520.00
			INVOICE TOTAL:				520.00
	0225634	01	EMS SUPPLIES	1122005810		05/11/10	272.88
			INVOICE TOTAL:				272.88
			VENDOR TOTAL:				5,266.33
QUILL	4467963	01	LASERJET INK CARTRIDGE	1121005310		05/11/10	117.49
			INVOICE TOTAL:				117.49
	4589429	01	COPY PAPER	1121005310		05/11/10	376.80
			INVOICE TOTAL:				376.80
	4691466	01	NOTEBOOKS, MARKERS, EPPS	9900005310		05/11/10	88.44
		02	BATH TISSUE	9900005250			295.16
			INVOICE TOTAL:				383.60
	5049593	01	ENVELOPES, PENS, LABELS	9900005310		05/11/10	56.33
			INVOICE TOTAL:				56.33

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
QÜILL	QÜILL CORPORATION						
5069021	04/26/10	01	MOP REFILL	9900005250		05/11/10	13.94
						INVOICE TOTAL:	13.94
						VENDOR TOTAL:	948.16
RACINE	RACINE COUNTY OPPORTUNITY CTR.						
37859	04/15/10	01	CLEANING SVC-3/10	9900005250		05/11/10	1,006.25
						INVOICE TOTAL:	1,006.25
						VENDOR TOTAL:	1,006.25
RED	RED THE UNIFORM TAILOR						
00M44804	03/31/10	01	UNIFORM-SHIRT-FIRE	1122005138		05/11/10	47.25
						INVOICE TOTAL:	47.25
00M45083	04/23/10	01	UNIFORM-FIRE-PANTS	1122005138		05/11/10	187.14
						INVOICE TOTAL:	187.14
00M45200	04/23/10	01	UNIFORM-KELLER	1121005138		05/11/10	41.06
						INVOICE TOTAL:	41.06
0B145248	03/31/10	01	UNIFORM-GRITZNER	1121005138		05/11/10	28.85
						INVOICE TOTAL:	28.85
0M45033A	04/23/10	01	UNIFORM-WALSER	1121005138		05/11/10	152.09
						INVOICE TOTAL:	152.09
B145248A	04/23/10	01	UNIFORM-GRITZNER	1121005138		05/11/10	11.90
						INVOICE TOTAL:	11.90
						VENDOR TOTAL:	468.29
REIGLE	AARON REIGLE						
MILEAGE/MEALS	04/23/10	01	MILEAGE-LAW ENFORCE ACADEMY	1121005330		05/11/10	128.70

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.MOM

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
REIGLE	AARON REIGLE						
MILEAGE/MEALS	04/23/10	02	MEALS-LAW ENFORCE ACADEMY	1121005331		05/11/10	25.22
						INVOICE TOTAL:	153.92
						VENDOR TOTAL:	153.92
REINDER	REINDERS						
2071395-00	04/15/10	01	RIVIERA FOUNTAIN JETS	4055205350		05/11/10	249.87
						INVOICE TOTAL:	249.87
947817-00	04/29/10	01	WEED KILLER	1152005352		05/11/10	152.37
						INVOICE TOTAL:	152.37
						VENDOR TOTAL:	402.24
ROTE	ROTE OIL COMPANY						
104266	04/28/10	01	439.8 GAL UNDYED DIESEL	1132105341		05/11/10	1,257.39
						INVOICE TOTAL:	1,257.39
						VENDOR TOTAL:	1,257.39
SIGNA	SIGNATURE SIGNS, LLC						
3615	04/09/10	01	LETTERING FOR SQUADS	1121005361		05/11/10	1,050.00
						INVOICE TOTAL:	1,050.00
3636	04/16/10	01	FRAMED "DEPT PHILOSOPHY"	1121005399		05/11/10	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	1,100.00
SIMPLIX	SIMPLEXGRINNEL						
65497629	04/16/10	01	EXTINGUISHER SVC	1116105360		05/11/10	268.90
						INVOICE TOTAL:	268.90
						VENDOR TOTAL:	268.90

SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
SOMAR	SOMAR TEK LLC/SOMAR ENTERPRISE						
95011	04/08/10	01	UNIFORM-HALL	1121005138		05/11/10	218.48
			INVOICE TOTAL:				218.48
95017	04/10/10	01	UNIFORM-HALL	1121005138		05/11/10	74.99
			INVOICE TOTAL:				74.99
95036	04/21/10	01	UNIFORM-GIOVANNONI	1121005138		05/11/10	304.98
			INVOICE TOTAL:				304.98
95046	04/23/10	01	MEDALS-ACCOMMODATIONS	1121005139		05/11/10	331.40
			INVOICE TOTAL:				331.40
95060	04/27/10	01	AMMO FOR SQUAD RIFLES	1121005361		05/11/10	92.90
			INVOICE TOTAL:				92.90
95065	04/29/10	01	GUN CLEANING SUPPLIES	1121005410		05/11/10	24.99
			INVOICE TOTAL:				24.99
95066	04/29/10	01	AMMO FOR SQUAD RIFLES	1121005361		05/11/10	31.98
			INVOICE TOTAL:				31.98
95069	05/01/10	01	UNIFORM-HANSEN	1121005138		05/11/10	91.89
			INVOICE TOTAL:				91.89
			VENDOR TOTAL:				1,171.61
SOUKUP	SARA SOUKUP						
4/10	05/03/10	01	MILEAGE TO COMIC CONVENTION	9900005332		05/11/10	13.00
			INVOICE TOTAL:				13.00
			VENDOR TOTAL:				13.00
STREIC	STREICHER'S-MILWAUKEE						
1733076	04/26/10	01	UNIFORM-SPOTZ	1121005138		05/11/10	153.97
			INVOICE TOTAL:				153.97
			VENDOR TOTAL:				153.97

DATE: 05/06/10  
TIME: 08:45:33  
ID: AP441000.WOW

CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT	
SUMME	JOHN SUMMERS	05/03/10	01	4/10 MILEAGE-149 MILES	1124005330		05/11/10	74.50	
								INVOICE TOTAL:	74.50
								VENDOR TOTAL:	74.50
SUN	SUN LIFE FINANCIAL	04/25/10	01	CEMETERY DISABILITY-5/10	1100001634		05/11/10	24.82	
			02	CITY HALL DISABILITY-5/10	1110205134			146.37	
			03	LIBRARY DISABILITY-5/10	9900005137			57.54	
			04	POLICE DISABILITY-5/10	1110205134			435.28	
			05	STREET DISABILITY-5/10	1110205134			175.46	
			06	WATER DISABILITY-5/10	1100001634			112.85	
			07	WMTF DISABILITY-5/10	1100001634			81.19	
								INVOICE TOTAL:	1,033.51
								VENDOR TOTAL:	1,033.51
T0000211	FIRST BANKING CENTER	04/05/10	01	BANK RECORDS-THEFT CASE	1121005380		05/11/10	84.50	
								INVOICE TOTAL:	84.50
								VENDOR TOTAL:	84.50
T0000212	DOROTHY RUTH ARNOLD HALL	03/16/10	01	POSTAGE-LOCAL HISTORY REF BK	9900005312		05/11/10	11.43	
								INVOICE TOTAL:	11.43
								VENDOR TOTAL:	11.43
T0000213	WATERSTONE MORTGAGE CORP	04/28/10	01	OVERPAID BUS LIC RENEWAL	1100004412		05/11/10	5.00	
								INVOICE TOTAL:	5.00
								VENDOR TOTAL:	5.00
T0000214	TRACY MCHUGH								

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0000214 TRACY MCHUGH								
REFUND		04/28/10	01	RIVIERA SEC DEP REFUND-4/23/10	4055102353		05/11/10	1,000.00
			02	RIVIERA SET UP/SEC GRD-4/23/10	4055104674			-167.50
				INVOICE TOTAL:				832.50
				VENDOR TOTAL:				832.50
T0000215 CRAIG WITT								
REFUND		04/20/10	01	RIVIERA SEC DEP REFUND-4/17/10	4055102353		05/11/10	1,000.00
			02	RIVIERA SET UP/SEC GRD-4/17/10	4055104674			-244.00
				INVOICE TOTAL:				756.00
				VENDOR TOTAL:				756.00
TORRES MARIA TORRES								
		04/16/10	01	INTERPRETER-4/10/10	1121005140		05/11/10	210.00
				INVOICE TOTAL:				210.00
		04/29/10	01	INTERPRETER 4/23-25/10	1121005140		05/11/10	450.00
				INVOICE TOTAL:				450.00
		04/19/10	01	INTERPRETER-4/17-18/10	1121005140		05/11/10	660.00
				INVOICE TOTAL:				660.00
				VENDOR TOTAL:				1,320.00
TROM TROMCOM								
		04/06/10	01	2 SQUAD CHANGEOVERS	4121009078		05/11/10	3,052.57
				INVOICE TOTAL:				3,052.57
		04/26/10	01	SQUAD CHANGEOVER	4121009078		05/11/10	1,574.10
				INVOICE TOTAL:				1,574.10
				VENDOR TOTAL:				4,626.67

UNIQUE UNIQUE MANAGEMENT SERVICES

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.MOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
UNIQUE MANAGEMENT SERVICES							
194080	04/01/10	01	PLACEMENTS -3/10	9900005510		05/11/10	26.85
						INVOICE TOTAL:	26.85
						VENDOR TOTAL:	26.85
UNITED LABORATORIES							
10888	04/21/10	01	FLOOR WAX	4055205350		05/11/10	300.59
						INVOICE TOTAL:	300.59
						VENDOR TOTAL:	300.59
U-TECK							
40093	04/19/10	01	REPAIR PARTS-GAS TRAC	1122005240		05/11/10	186.27
						INVOICE TOTAL:	186.27
						VENDOR TOTAL:	186.27
WILHEM WISCONSIN ELEVATOR INSPECTION							
1654	04/06/10	01	ANNUAL INSPECTION-RIVIERA	4055205360		05/11/10	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
WILJUS WISCONSIN DEPT OF JUSTICE							
	04/30/10	01	PUBLIC SAFETY WORKING SUMMIT	1121005410		05/11/10	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
WILK JERRY WILKOMM, INC.							
165832	04/02/10	01	1,363 GAL UNLEADED GASOLINE	1132105341		05/11/10	3,746.89
						INVOICE TOTAL:	3,746.89
						VENDOR TOTAL:	3,746.89
165846	04/23/10	01	1,450 GAL UNLEADED GASOLINE	1132105341		05/11/10	3,928.05
						INVOICE TOTAL:	3,928.05
						VENDOR TOTAL:	7,674.94

DATE: 05/06/10  
 TIME: 08:45:33  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/11/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
159928	04/20/10	01	REPLACEMENT HOSE-BRUSH 1	1122005800		05/11/10	111.49
						INVOICE TOTAL:	111.49
						VENDOR TOTAL:	111.49
YMCA							
5/10	05/03/10	01	5/10 PAYMENT	1170005760		05/11/10	3,818.33
						INVOICE TOTAL:	3,818.33
						VENDOR TOTAL:	3,818.33
ZSCAPE							
4405	04/30/10	01	POND MAINTENANCE	3430005450		05/11/10	275.00
						INVOICE TOTAL:	275.00
						VENDOR TOTAL:	275.00
TOTAL ALL INVOICES:							122,872.91

## City of Lake Geneva Boards, Committees, & Commissions

<b>City Plan Commission</b>		<b>Term:</b>	<b>Expires:</b>	<b>Telephone</b>
Jim Connors	Mayor	Annual		
Tom Hartz	Aldermanic Representative	Annual		
Barney Brugger	Building & Zoning Administrator	3 Years	5/1/2013	249-0091
Doug Skates	Park Board President	3 Years	5/1/2012	540-425-4366
Ted Horne	701 Maple St.	3 Years	5/1/2012	
<b>TBA (citizen member)</b>		3 Years	5/1/2011	
Matt Kuehl	1280 Pheasant Ct.	3 Years	5/1/2011	
Cindy Flower	533 Haskins St.	3 Years	5/1/2013	

*Municipal Code Chapter 2-313;  
Eight Members including Mayor, Park Board, One Alderman, Zoning Admin, and four citizens.*

<b>Park Board of Commissioners</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Doug Skates, President	1133 Bonnie Brae	3 Years	5/1/2013	249-0091
Pat Schroeder	713 S Lake Shore Dr., #6A	3 Years	5/1/2011	248-2566
David Quickel	P.O. Box 706	3 Years	5/1/2011	248-9355
Barbara Phillipps	1600 Evergreen Ln.	3 Years	5/1/2012	248-6964
John Swanson	1580 Orchard Lane	3 Years	5/1/2013	248-9422
Terry O'Neill	954 George St.	3 Years	5/1/2012	248-2230
Lynn Hassler	375 S Lakeshore Dr.	3 Years	5/1/2013	249-9150
Jim Connors, Mayor		Annual		
Mary Jo Fesenmaier, Alderman		Annual		
Dan Winkler, DPW Director				
Ron Carstensen, Street Superintendent				

*Municipal Code Chapter 54  
Composition shall be nine members, Mayor, one Alderman, and rest citizens. (Chair Elected by Commission)*

<b>Police &amp; Fire Commission</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Jesse Jacobs	1575 Orchard Ln.	5 years	5/1/2013	
Doug Elliott	1137 Wheeler St.	5 years	5/1/2014	248-2462
Mark Pienkos	703 S. Lake Shore Dr., Unit 1E	5 years	5/1/2015	
Scott Storms, President	750 Heather Circle	5 years	5/1/2011	348-9478
Dianalynn Chesen	800 Platt Ave.	5 years	5/1/2012	348-0375
Vacant	Geneva Township Representative			
Donald Tolar, Alderman		Annual		

*Municipal Code Chapter 2-261 Appointed by Mayor, no confirmation required.*

<b>Utility Commission</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Birdell Brellenthin, President	830 Bayview Dr.	5 years	10/1/2012	248-2950
Larry Magee	1120 Mobile	5 years	10/1/2013	248-6249
Tony Saia	487 W. South St.	5 years	10/1/2014	248-7315
Sheldon Shepstone	527 Madison St.	5 years	10/1/2011	248-2961
Jim Connors, Mayor				
Donald Tolar, Alderman		Annual		
Frank Marsala, Alderman		Annual		

*Municipal Code Chapter 78-1 Seven Members Mayor, Two Alderman and Four Citizens*

<b>Cemetery Commission</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Dan Sheldon, Secretary	525 Jefferson St.	3 years	5/1/2012	248-0159
Sturges Taggart, Treasurer	129 S. Curtis, Apt. 411	3 years	5/1/2011	248-4980
Sam Fredrickson, President	1740 Summit Dr.	3 years	5/1/2013	248-4370
Arleen Krohn, Alderman		Annual		
<i>Municipal Code Chapter 2-301, Three Members Appointed by the Mayor with no confirmation required</i>				
<b>Historic Preservation</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Ken Etten	1109 Wisconsin St.	3 Years	5/1/2011	248-8391
Mary Tanner	915 W. Main St.	3 Years	5/1/2011	248-0373
Marcie Douglas	322 Madison St.	3 Years	5/1/2013	248-4590
Ed Yeager		3 Years	5/1/2013	
Dee Bark	324 Sage St.	3 Years	5/1/2011	248-4202
Jackie Getzen	15 Lakeview Dr.	3 Years	5/1/2012	248-4373
Vern Haan	1134 Geneva St.	Advisory		248-9244
Alderman Eilyn Kehoe		Annual		
<i>Municipal Code Chapter 34, Chairman shall be Aldermanic Representative</i>				
<b>Tree Board</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
George Troupis, Chairman	526 Madison St.	3 Years	5/1/2011	248-1656
Dan Andresen	1026 Pleasant St.	3 Years	5/1/2012	248-0835
Clara Jacobs	N2008 Hwy. 120	3 Years	5/1/2012	248-3783
Doug Elliott	1137 Wheeler St.	3 Years	5/1/2011	248-2462
Joe Esposito	Oakwood Lane	3 Years	5/1/2013	
Bob Flemming	315 Walworth St.	3 Years	5/1/2013	248-4277
Mary Jo Fesenmaier, Alderman		Annual		
Ron Carstensen, Street Superintendent				
Mayor				
Dan Winkler, DPW Director				
Alan Kupsik, Park Board Chair				
<i>Municipal Code Chapter 54, Formed under the Park Board</i>				
<b>Library Board</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
Duanne Lafrenz	1437 Miller Rd.	3 Years	6/30/2012	248-6982
Wen-d Kersten, (Linn Township) County	N148 Hillside Rd.	3 Years	6/30/2012	275-5158
Christine Brookes	721 S. Curtis St., #139	3 Years	6/30/2013	
Diane Jones	301 Timber Ln.	3 Years	6/30/2013	248-1759
Larry Kundert (Bloomfield Township) County	N1279 White Pigeon Rd.	3 Years	6/30/2010	248-9330
Fritz Oppenlander (Linn Township) County	2480 Patridge Woods Ct.	3 Years	6/30/2011	767-8601
Dr. Janice Eckola	School District Trustee	Annual		
Alderman Todd Krause		Annual		
<i>Municipal Code Chapter 2-281, Mayor shall appoint subject to confirmation Seven members, five shall be residents of City, one from Bloomfield, one from Linn No other municipality represented.</i>				

<b>Parking Commission</b>		<b>Term</b>	<b>Expires</b>	<b>Telephone</b>
George Hennerly		2 Years	5/1/2011	
John Button	1713 Miller Ct.	2 Years	5/1/2011	
Dennis Swangstu	1227 Wisconsin St.	2 Years	5/1/2012	248-4035
Kevin Flemming	1032 Wisconsin St.	2 Years	5/1/2012	
Frank Marsala, Alderman		Annual		
Municipal Code 2-331: five members, expire every two years.				
<b>Zoning Board of Appeals</b>		<b>Terms</b>	<b>Expires</b>	<b>Telephone</b>
Mary Jane Jaros, President	927 W Main St.	3 Years	5/1/2011	249-9059
Ellyn Kehoe	PO Box 594	3 Years	5/1/2011	248-2411
Jeff Wall	1155 Rolling Ln.	3 Years	5/1/2011	248-2851
Wayne Garber	998 Timothy Dr.	3 Years	5/1/2010	249-8959
Bernie Williams	332 S. Stone Ridge Dr.	3 Years	5/1/2011	
Robert McCormick	632 Stone Ridge Dr.	3 Years	5/1/2010	
Lynn Hassler, Secretary	375 S Lakeshore Dr.	3 Years	5/1/2010	249-9150
Zoning Code Chapter 98-934 Five members, 2 Alternates appointed by Mayor to 3 year terms				
<b>Communications Committee</b>		<b>Terms</b>	<b>Expires</b>	<b>Telephone</b>
Alderman Mary Jo Fesenmaier, Chair	633 Sue Ann Drive		Annual	903-1856
Jeff Miskie, Advisor	1209 Park Row		Annual	
John Dicmas	144 Darwin	3 Years	5/1/2011	249-0641
Gary Milliette	493 Wrigley Dr.	3 Years	5/1/2011	
Dan Harvey	1104 Bonnie Brae	3 Years	5/1/2011	248-1124
Sarah Hill	1024 George Street	3 Years	5/1/2013	312-305-9965
Municipal Code 2-231 Terms shall be 2 years , Appointed by Mayor confirmed by Council, Five members and one shall be Alderman				
<b>Council Liaison Appointments</b>		<b>Terms</b>		
Geneva Lake Environmental Agency	Alderman Fesenmaier	Annual		
Chamber of Commerce	Alderman Krause	Annual		
Geneva Lake Use Committee	Alderman Krohn & TBA	Annual		
Geneva Lake Development Corporation	Alderman Mott & Hartz	Annual		
Museum Liaison	TBA	Annual		
<b>Emergency Government Director</b>		<b>Terms</b>		
Michael Rasmussen, Director		Annual		
Brent Connelly, Deputy Director				
John Peters, Deputy Director				