

# FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, AUGUST 9, 2010 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

## AGENDA

1. Call to Order
2. Roll Call
3. Approve Finance, License and Regulation Committee minutes of July 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. **ORDINANCES**
  - A. Second Reading of **Ordinance 10-10** for Direct Annexation by Unanimous consent of electors and property owners pursuant to Wis. Stats. 66.0217 (2) and temporary zoning of (NO) Neighborhood Office Zoning District, from the Town of Bloomfield, Walworth County, Wisconsin, filed by Larry G. and Christine March, P.O. Box 1092, Lake Geneva WI 53147 as the new owners of record of all the real property sought to be annexed and John Kriske, 2260 C.T.H. H, Lake Geneva WI 53147 as the sole Elector residing in such territory.
  - B. Consideration of **Ordinance 10-11** amending Chapter 74 Traffic and Vehicles of the Lake Geneva Municipal Code, Restricted Parking for Compact Cars Only
  - C. Consideration of **Ordinance 10-12** amending Chapter 50 Offenses and Miscellaneous Provisions of the Lake Geneva Municipal Code, Prohibited acts (Smoking Ordinance).
6. **LICENSES & PERMITS**
  - A. Street Use Permit application from Don Heise for Franklin Avenue Block Party September 11, 2010 from 12:00pm to 5:00pm
  - B. 2010 – 2011 Operator Licenses as presented
7. **Discussion/Recommendation on CD and CDARS renewals (Administrator Jordan)**
8. **Discussion/Recommendation on an agreement to hire Diana Dykstra as an independent contractor to train and assist at \$50/hour not to exceed \$2,000.**
9. **Consideration/Recommendation on Conant Street Water Main and Street Replacement Bids for Curb & Gutter Assessment and Street Maintenance Program Costs.**
10. **Discussion of City of Lake Geneva Policy Manual Chapter 1, Financial Policies (Administrator Jordan).**
11. **Presentation of Accounts, Alderman Krause.**
  - A. Purchase Orders.
  - B. Prepaid Bills in the amount of \$11,566.18
  - C. Regular Bills in the amount of \$416,876.55
12. Adjourn.

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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

8/6/10 3:00PM

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JULY 26, 2010 6:00PM**  
**COUNCIL CHAMBERS, CITY HALL**

Call to Order

Roll Call. Present: Aldermen Krohn, Hartz, Marsala, Fesenmaier, and Krause. Also present: City Administrator Jordan, Deputy Clerk Roenspies and DPW Dan Winkler.

Marsala/Hartz motion to approve Finance, License and Regulation Committee minutes of July 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.**

**ORDINANCES**

**First reading of Ordinance 10-10 for Direct Annexation by Unanimous consent of electors and property owners pursuant to Wis. Stats. 66.0217 (2) and temporary zoning of (NO) Neighborhood Office Zoning District, from the Town of Bloomfield, Walworth County, Wisconsin, filed by Larry G. and Christine March, P.O. Box 1092, Lake Geneva WI 53147 as the new owners of record of all the real property sought to be annexed and John Kriske, 2260 C.T.H. H, Lake Geneva WI 53147 as the sole Elector residing in such territory.**

**RESOLUTIONS**

**Resolution 10- R49 a budget resolution to fund Vet's Park Field #5 Rehab.**

Hartz/Marsala motion to approve. Administrator Jordan explained this is just to transfer from Impact Fees to Vet's Park Improvement. Unanimously carried.

**LICENSES & PERMITS**

**Massage Establishment License application for Jasmine Salon & Spa, LLC, 251 Cook Street, Lake Geneva.**  
Fesenmaier/Krohn motion to approve. Unanimously carried.

**Temporary Class B Retailer's License for the Lake Geneva Jaycees at Flat Iron Park for Venetian Festival August 18, 2010 through August 22, 2010.**

Marsala/Fesenmaier motion to approve. Unanimously carried.

**Taxicab Company License application for Yellow Cab of Walworth County, 722 Faryl Avenue, Delavan WI 53115**

Krohn/Fesenmaier motion to approve. Unanimously carried.

**2010 – 2011 Operator Licenses as presented.**

Marsala/Hartz motion to approve. Unanimously carried.

**Operator License for Allen Kenyon, 953 Henry Street working for Roddy's Liquor and Deli.**

Hartz/Marsala motion to approve. Unanimously carried.

**Discussion/Recommendation to direct the City Attorney to draw up an agreement to hire Diana Dykstra as an independent contractor to train and assist at \$50/hour not to exceed \$2,000.**

Hartz/ Marsala motion to approve. Unanimously carried.

**Renewal of Community Bank \$300,000 CD**

Krause/Marsala motion to approve renewing this CD at Community Bank of Delavan for a 12-week time period at 4/10 of a percent. Unanimously carried.

**Presentation of Accounts, Alderman Krause.**

Purchase Orders. None.

Marsala/Krohn motion to recommend approval on Prepaid Bills in the amount of \$6,019.04. Unanimously carried.

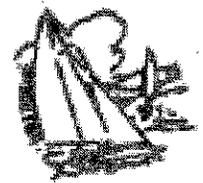
Hartz/Marsala motion to recommend approval on Regular Bills in the amount of \$118,698.25. Unanimously carried.

**Update on Lakefront Revenues by Administrator Jordan**

Jordan reported on the income from catering Riviera events. There are three events outstanding but the Harbormaster said those will be paid soon. Krause mentioned we should see invoices of each event; the Harbormaster is asking for those now, but Jordan said we would like a policy in writing requiring that. We're at 50% at the boat launch.

Marsala/Krohn motion to adjourn at 6:15pm. Unanimously carried.

/s/Artis Roenspies, Deputy Clerk



# REGULAR CITY COUNCIL MEETING

MONDAY, AUGUST 9, 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.
5. Re-consider business from previous meeting.
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
7. Acknowledgement of Correspondence.
8. Approve Regular City Council Meeting minutes of July 26, 2010 as published and distributed.
9. Discussion/action on Agreement for Professional Consulting Services for Sheridan Springs Road Traffic Signal with Crispell-Snyder, Inc. (Administrator Jordan) (Continued from 7/26/10 Council Meeting)
10. **Finance, License and Regulation Committee Recommendations, Alderman Krause**
  - A. **ORDINANCES**
    - 1) Second Reading and approval of **Ordinance 10-10** for Direct Annexation by Unanimous consent of electors and property owners pursuant to Wis. Stats. 66.0217 (2) and temporary zoning of (NO) Neighborhood Office Zoning District, from the Town of Bloomfield, Walworth County, Wisconsin, filed by Larry G. and Christine March, P.O. Box 1092, Lake Geneva WI 53147 as the new owners of record of all the real property sought to be annexed and John Kriske, 2260 C.T.H. H, Lake Geneva WI 53147 as the sole Elector residing in such territory.
    - 2) Consideration of **Ordinance 10-11** amending Chapter 74 Traffic and Vehicles of the Lake Geneva Municipal Code, Restricted Parking for Compact Cars Only.
    - 3) Consideration of **Ordinance 10-12** amending Chapter 50 Offenses and Miscellaneous Provisions of the Lake Geneva Municipal Code, Prohibited acts. (Smoking Ordinance)
  - B. **LICENSES & PERMITS**
    - 1) Street Use Permit application from Don Heise for Franklin Avenue Block Party September 11, 2010 from 12:00pm to 5:00pm
    - 2) 2010 – 2011 Operator Licenses as presented

- C. Discussion/action on CD and CDARS renewals (Administrator Jordan)
  - D. Discussion/action on an agreement to hire Diana Dykstra as an independent contractor to train and assist at \$50/hour not to exceed \$2,000.
  - E. Discussion/action on Conant Street Water Main and Street Replacement Bids for Curb & Gutter Assessment and Street Maintenance Program Costs.
11. Board of Park Commissioners Recommendations, Alderman Fesenmaier
- A. Request the use of the City's Hillmoor Property to film a movie.
12. Approval of Art in the Park signs in Library Park (Administrator Jordan)
13. Discussion of City of Lake Geneva Policy Manual 0.1 Communications Policy as recommended by the Personnel Committee (Administrator Jordan)
14. Consideration of City of Lake Geneva Policy Manual Chapter 1, Financial Policies (Administrator Jordan).
15. Presentation of Accounts, Alderman Krause.
- A. Purchase Orders.
  - B. Prepaid Bills in the amount of \$11,566.18
  - C. Regular Bills in the amount of \$416,876.55
16. Appointments to Committees, Commission & Boards by Mayor Connors.
17. "Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it is or is likely to become involved in Re: The Incorporation of the Town of Bloomfield; and pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data over which the governmental body has jurisdiction or exercises responsibility regarding (Diana Dykstra) and (a potential candidate) for City Clerk position, and pursuant to Wis. Stat. 19.85(1)(e) for competitive bargaining reasons for the union negotiations updates (Administrator Jordan)."
18. "Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session."
19. Adjournment

8/6/10 4:00PM

*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

**REGULAR CITY COUNCIL MEETING**  
**MONDAY, JULY 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 Hartz.

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Also present: City Administrator Jordan, City Attorney Draper, Deputy Clerk Roenspies, and DPW Winkler.

**Awards, Presentations, and Proclamations.**

The Mayor announced a Parking Commission meeting for July 27 at 7:00pm.

**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.**

None.

**Acknowledgement of Correspondence.**

None.

**Approve Regular City Council Meeting minutes of July 12, 2010 and Special meeting minutes of July 12, 2010 as published and distributed.**

Krause/Mott motion to approve. Unanimously Carried..

**Executive Order authorizing additional signatories on checks pursuant to Lake Geneva Municipal ordinance.**

Krause/Kehoe motion to approve. Unanimously Carried.

**Public Hearing on Special Assessments for improvements in the City of Lake Geneva related to the proposed Conant Street reconstruction project.**

Winkler said this project goes from the west city limits to Platt Avenue; it's about 400'. There was a water main break last winter which severely damaged the pavement. Street improvement on Conant has been on the list for improvements for years. This gave opportunity to rebuild the road and put in curb and gutter at the same time. It would be a combined project, with the Water Utility paying the water main replacement and a lot of the street work; the City's portion from Street Program would be the storm drainage improvements, with the curb and gutter being assessed. There are 12 effective residents, with a cost \$20,000. Winkler said they would be replacing the service water laterals and storm drainage improvements. The Platt and Conant erosion problem would be addressed. Typically, curb and gutter is assessed and paid back immediately or over a five year period; sometimes the Council can decide to extend that further. The City pays the cost for the public improvements, those are placed on the assessment rolls, and the property owner has the option to pay the City right back or the City would collect that over time at an interest rate. Hartz asked where curb and gutter ends on Conant Street now. Winkler replied it ends at High Street. The long range plan is to improve Conant from High Street to the west City limits. Krause asked what the typical interest we have charged in the past. Winkler answered that previously they have done five years at 4% or ten years at 5% interest. Hartz asked if the actual cost or estimated cost would be paid.

Hartz/Mott to close the public hearing. Motion carried. 7 yes, Marsala abstained.

Tolar/Kehoe motion for five years at 4% interest rate and ten years at 5% interest rate, with the project not to exceed \$20,000. City Attorney Draper explained this is a preliminary plan. If the assessments increased or there

is a material change, there is provision in the statute for doing away with the assessment or project; otherwise, this is binding.

Roll Call. Yes: Hartz, Mott, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Motion carried, Marsala abstained.

**Agreement for Professional Consulting Services for Sheridan Springs Road Traffic Signal with Crispell-Snyder, Inc.** Administrator Jordan noted the changes in the document.

Tolar/Kehoe motion to remove from the table. Unanimously carried.

Krause/Tolar motion to approve the service agreement. Hartz wondered if it is necessary to do the traffic count. Winkler said it is to set the timing of the signals. Kehoe asked if we need input from the County because it is a County road. Winkler said the obvious spot is Sheridan Springs intersection. The bridge and Edwards Expansion will be done by late fall, so there will be a lot of traffic. The DOT doesn't have anything to say about where we put the traffic light as long as we pay for it. Hartz is concerned about the range of costs and would like Crispell-Snyder to more clearly identify the charges. Winkler said they are charging on an hourly basis; if they don't need to use all the time, they don't charge us. If you want to set a not-to-exceed amount, you can. Mott feels there will be an absolute need to have a traffic light there, but is also concerned with the cost. Kehoe asked if Crispell-Snyder is the only entity that does stop lights. Winkler said no, they are our City engineering firm who went through the process of approval and do our engineering work. Hartz would like to have a final number so there are not additional costs later.

Krause/Tolar withdrew the motion.

Hartz/Krause motion to continue to the next regular Council meeting August 9. Unanimously carried.

**Renewal agreement with US Cellular to provide cellular services under the State of Wisconsin contract.** (Administrator Jordan)

Krause/Tolar motion to remove from the table. Unanimously carried.

Jordan said this was bid out by the state and low bids came out. We have US Cellular and we were asked to provide a list of who at City Hall has phones and the charges.

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

### **Finance, License and Regulation Committee Recommendations, Alderman Krause ORDINANCES**

First reading of **Ordinance 10-10** for Direct Annexation by Unanimous consent of electors and property owners pursuant to Wis. Stats. 66.0217 (2) and temporary zoning of (NO) Neighborhood Office Zoning District, from the Town of Bloomfield, Walworth County, Wisconsin, filed by Larry G. and Christine March, P.O. Box 1092, Lake Geneva WI 53147 as the new owners of record of all the real property sought to be annexed and John Kriske, 2260 C.T.H. H, Lake Geneva WI 53147 as the sole Elector residing in such territory.

### **RESOLUTIONS**

**Resolution 10- R49** a budget resolution to fund Vet's Park Field #5 Rehab.

Krause/Mott to approve **Resolution 10- R49** a budget resolution to fund Vet's Park Field #5 Rehab in the amount of \$19,317. This was already approved; this is the budget amendment. Roll Call. Yes: Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Unanimously carried.

### **LICENSES & PERMITS**

Massage Establishment License application for Jasmine Salon & Spa, LLC, 251 Cook Street, Lake Geneva.

Krause/Marsala motion to approve. Unanimously carried.

Temporary Class B Retailer's License for the Lake Geneva Jaycees at Flat Iron Park for Venetian Festival August 18, 2010 through August 22, 2010

Krause/Marsala motion to approve. Unanimously carried.

Taxicab Company License application for Yellow Cab of Walworth County, 722 Faryl Avenue, Delavan WI 53115. Krause explained this is a renewal.

Krause/Krohn motion to approve. Unanimously carried.

2010 – 2011 Operator Licenses as presented  
Krause/ Marsala motion to approve. Unanimously carried.

Operator License for Allen Kenyon, 953 Henry Street working for Roddy's Liquor and Deli  
Krause/Hartz motion to approve. Unanimously carried.

**Recommendation to direct the City Attorney to draw up an agreement to hire Diana Dykstra as an independent contractor to train and assist at \$50/hour not to exceed \$2,000.**

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

**Renewal of Community Bank \$300,000 CD**

Krause/Tolar motion to roll over this CD for another 12 weeks at .4% interest. Roll Call. Yes: Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Unanimously carried.

**Planning Commission Recommendation, Alderman Hartz.**

**Conditional Use Resolution 10-R46** a resolution filed by Marina Travlos for Evangelia Travlos for a fence located in the street yard in excess of three feet in height and more than 60% opaque at 833 S. Lake Shore Drive, Lake Geneva, Tax Key ZYUP 00100B, including staff recommendations.  
Hartz/Tolar motion to approve **Conditional Use Resolution 10-R46**. Unanimously carried.

**Conditional Use Resolution 10-R47** a resolution filed by Jeffrey and Kenneth Pritz for an espresso café (Indoor Commercial Entertainment) at 722 Main Street (Suite 105 and 106), Lake Geneva, Tax Key ZOP 00321, including staff recommendations.

Hartz/Krause motion to approve **Conditional Use Resolution 10-R47**. Unanimously carried.

**Conditional Use Resolution 10-R48** a resolution filed by Lakeland Animal Welfare Society d/b/a/ 9 Lives for a Retail Store (Indoor Sales and Service) in a Neighborhood Office District at 835 Geneva Street, Lake Geneva, Tax Key ZOP 00170. 1) Store ownership and operation by the Lakeland Animal Welfare Society per the proposed site plan and no more than the proposed hours of operation, 2) Limit site access only to Geneva Street, 3) Limit exterior signage to only orient to Geneva Street traffic, and not Cook Street, 4) Any conditions identified by other City Staff, including the addition of at least four conventional striped parking stalls on the property. 5) Any conditions recommended by the Plan Commission and 6) An overall favorable review of the review criteria for conditional use permits contained in the Zoning Ordinance.

Krause, Marsala motion to allow the applicant to answer any questions. Unanimously carried. There is no handicapped accessibility.

Motion carried 7-1, Kehoe opposed.

**Presentation of Accounts, Alderman Krause.**

Purchase Orders. None.

Prepaid Bills in the amount of \$6,019.04. Krause/Hartz motion to approve. Roll Call. Yes: Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Unanimously carried.

Regular Bills in the amount of \$118,698.25. Krause/Hartz motion to approve. Roll Call. Yes: Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar and Krause. Unanimously carried.

**Appointments to Committees, Commission & Boards by Mayor Connors.** None.

“Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it

is or is likely to become involved in Re: The Incorporation of the Town of Bloomfield and pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of Diana Dykstra over which the governmental body has jurisdiction or exercises responsibility.”

Marsala/Tolar motion to go into closed session. It was noted there was nothing on the agenda to come out of closed session. Marsala/Tolar withdrew motion and second.

Krause/Marsala motion to adjourn. Unanimously carried.

/s/ Artis Roenspics, Deputy Clerk

AGREEMENT FOR  
PROFESSIONAL CONSULTING SERVICES  
FOR  
SHERIDAN SPRINGS ROAD TRAFFIC SIGNAL  
CITY OF LAKE GENEVA  
WALWORTH COUNTY, WISCONSIN

THIS AGREEMENT, made and entered into by and between the City of Lake Geneva, Walworth County, Wisconsin, a municipal corporation, hereinafter referred to as the "Client" and Crispell-Snyder, Inc., of Lake Geneva, Wisconsin, a corporation, hereinafter referred to as "CSI".

WITNESSETH:

WHEREAS, the Client proposes adding traffic signals at the intersection of Interchange North and Sheridan Springs Road, hereinafter referred to as the "Project", which is described in Article I, below; and

WHEREAS, it is the desire of the Client to employ CSI for the purpose of providing professional consulting services for the Project in accordance with the Standard Terms and Conditions of Service as attached.

NOW, THEREFORE, in consideration of the premises, covenants, agreements, and payments hereinafter mentioned, the Client and CSI hereby mutually agree as follows:

ARTICLE I - DESCRIPTION OF PROJECT

The Project shall consist of: Design of traffic signals at the intersection of Sheridan Springs Road and Interchange North. Project includes adding a right turn lane from Interchange North to Sheridan Springs Road.

ARTICLE II - PROFESSIONAL CONSULTING SERVICES TO BE PERFORMED BY CSI

Under this Article, CSI agrees, in general, to perform professional consulting services for the preparation of plans and specifications and more particularly agrees to provide as follows:

A. DESIGN SERVICES

1. Perform survey work and office computations, which are required to prepare construction plans and specifications.

2. Determine location of utilities based upon Digger's Hotline markings for proposed excavation areas and coordinate resolution of conflicts in areas to be excavated.
3. Conduct traffic counts using tube counters to identify signal timing and turn lane length.
4. Prepare plans and specifications for roadway work to conform to Client's ordinances and generally accepted engineering standards.
5. Submit the plans and specifications to the Client for review and approval and assist the Client in obtaining approval from the following governmental agencies: Walworth County.
6. Preparation of the following items is considered not required: right of way plat or construction permits, assessment roll, soil investigation services, DNR permits.
7. Attend up to two meetings to review and coordinate design services.
8. Prepare final cost estimate and bidding documents.
9. Assist the Client in obtaining construction bids, analyze the bids received, and prepare a recommendation to the Client for award of the construction contract.

B. PROFESSIONAL CONSTRUCTION RELATED SERVICES

If desired by Client, a separate agreement for professional construction related services, including construction staking and construction observation, will be prepared after the Project is bid.

ARTICLE III - COMPENSATION

The Client shall pay CSI for professional consulting services described in Article II on an hourly basis in accordance with CSI's hourly charge-out schedule in effect at the time services are provided.

The fee is:

- |    |                                                            |                                              |
|----|------------------------------------------------------------|----------------------------------------------|
| A. | Professional Services (Items 1 – 9)<br>contract amendment) | \$24,000 (Hourly Basis Not-To-Exceed without |
|----|------------------------------------------------------------|----------------------------------------------|



**Crispell – Snyder Inc. (CSI)**  
**Standard Terms and Conditions of Service**

These Standard Terms and Conditions of Service, including any Supplemental Terms and Conditions of Service which are or may become applicable to the services outlined in CSI's Agreement, are incorporated by reference into the foregoing Agreement, and shall also be incorporated by reference into any amendment to such Agreement under which CSI shall perform professional services for the Client.

1. **STANDARD OF CARE.** CSI represents it will perform its services in conformance with the standard of professional practice ordinarily exercised by the applicable profession under similar conditions at the same time and within the same locality where services are performed. CSI does not make any other warranty or guaranty, of any kind, expressed or implied by performing professional consulting services or the furnishing of oral and/or written opinions.
2. **BILLINGS AND PAYMENTS.** CSI will bill Client monthly based on the fee terms as outlined in the Agreement. The Client shall pay the invoice amount within thirty (30) calendar days of the invoice date. CSI reserves the right to charge a finance charge of 1 percent per month, 12 percent annually, on any amounts not paid within thirty days of the invoice date. If there is any objection to an invoice, or any portion thereof, the Client shall provide written notice of such objection within thirty (30) calendar days of the invoice date. Failure to provide written notice of such objection shall constitute a waiver of any such objection and acceptance of the invoice as submitted. The Client further agrees to pay CSI any and all expenses incurred in recovering any delinquent amounts due.
3. **SCOPE OF WORK.** The scope of work and associated fees constitute the best estimate of fees and tasks required to perform the services as defined in the Agreement. In the event additional services beyond the scope of services indicated in the Agreement are required of CSI as a result of investigations carried out under this Agreement, changes in regulatory agency requirements or upon the direction of the regulatory agencies or Client, CSI reserves the right to renegotiate the Agreement. At CSI's sole discretion, the additional services may or may not be undertaken until approved by the Client by written amendment to the Agreement.
4. **DELAYS.** If events beyond control of CSI, including but not limited to, fire, flood, explosion, riot, strike, war, act of God or the public enemy, or an act or regulation of any public agency, result in delay to any schedule established in the Agreement, such schedule shall be amended to compensate for such delay. If in the event such delay exceeds sixty (60) calendar days, CSI shall be entitled to an equitable adjustment in compensation.
5. **TERMINATION.** Either party may terminate this Agreement upon issuing written notice to the other party. In the event the Client terminates the Agreement, the Client agrees to pay for all services rendered prior to termination, plus any expenses incurred for termination.
6. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by CSI is supplied for the general guidance of the Client only. Since CSI has no control over competitive bidding or market conditions, CSI makes no warranty, expressed or implied, regarding the accuracy of such opinions as compared to contract bids or actual costs to clients.
7. **RELATIONSHIP WITH CONTRACTORS.** If this Agreement provides for any construction related services, CSI shall serve as Client's professional consultant for those services identified in the Agreement. CSI may make recommendations to Client concerning actions relating to Client's contractors, but CSI specifically disclaims any authority or responsibility to direct or supervise the means, methods, techniques, sequences, procedures of construction or safety measures utilized by the Client's contractors.
8. **INSURANCE.** CSI will maintain insurance coverage for professional, comprehensive general, automobile, worker's compensation, and employer's liability in amounts in accordance with law and CSI's business requirements. Certificates evidencing such coverage will be provided to the Client upon request. For projects involving construction related services, Client agrees to require its contractor(s) of every tier to include CSI as an additional insured on its policies relating to the project on a primary and non-contributing basis. CSI's coverage for comprehensive general liability and automobile, in such case, shall be excess over the contractor's primary coverage.
9. **INDEMNIFICATIONS.** Client and CSI each agree to indemnify and hold the other harmless, and their respective officers, directors and employees, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions, or failure to adhere to the standard of care described above. In the event claims, losses damages or expenses are caused by the joint or concurrent negligence of Client and CSI, they shall be borne by each party in proportion to its negligence.

10. **LIMITATIONS ON LIABILITY.** No employee or agent of CSI shall have individual liability to Client. Client agrees that to the fullest extent permitted by law, CSI's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any causes including, but not limited to, CSI's negligence, errors, omissions, strict liability, or breach of contract and whether claimed directly or by way of contribution shall not exceed the total compensation received by CSI under this Agreement. If Client desires a limit of liability greater than provided above, Client and CSI shall include as part of the Agreement the amount of such limit and the additional compensation to be paid to CSI for assumption of such additional risk.
11. **HAZARDOUS MATERIAL.** It is acknowledged by Client that CSI's scope of services does not include any services related to the presence at the project site of asbestos, PCBs, petroleum, hazardous waste, toxic waste, radioactive materials, or any substance which may cause a danger to persons or property. Client further acknowledges that CSI is performing professional services for Client and CSI is not and shall not be required to become an "arranger", "operator", "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).
12. **ACCESS.** Client shall provide safe and legal access to any premises necessary for CSI to provide services identified in the Agreement.
13. **OWNERSHIP OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer files, notes or other data prepared or furnished by CSI pursuant to this Agreement are instruments of CSI's professional service, and CSI shall retain all ownership and interest therein, including all copyrights. CSI grants Client a license to use instruments of CSI's professional service for the purpose of constructing, occupying or maintaining the project. Reuse of or modifications to any such documents by Client, without CSI's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold CSI harmless from all claims, damages, expenses, including reasonable attorneys' fees, arising out of such reuse by Client or by others acting through Client.
14. **AMENDMENT.** This Agreement, upon execution by both parties hereto, can only be amended by a written instrument signed by both parties.
15. **ASSIGNMENT.** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operations of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.
16. **DISPUTE RESOLUTION.** Parties shall attempt to settle any disputes arising out of this Agreement by discussions between the parties senior representatives of management. If any dispute cannot be resolved in this manner, within a reasonable length of time, parties agree to attempt non-binding mediations or any other method of alternative dispute resolution prior to filing any legal proceedings.
17. **CHOICE OF LAW.** This Agreement shall be governed by the law of the State of Wisconsin.
18. **STATUTES OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims of indemnification, the time period for bringing claims under this Agreement shall expire one year after fulfillment of services outlined in the Agreement or one year after termination of the Agreement.
19. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.
20. **NO THIRD PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, if any.
21. **SEVERABILITY.** The various terms, conditions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not effect or impair the validity of enforceability of the remainder.
22. **SHOP DRAWING REVIEW.** In the event that services performed under this Agreement include the review of and comment on shop drawings or other data which Client's contractor(s) are required to submit, CSI's review and comment will be only for conformance with the design concept of the project, and for compliance with information required by the project plans and specifications, and shall not extend to the means, methods, techniques, sequences, or procedures of construction, or to safety precautions or programs incidental thereto.
23. **SURVIVAL.** All obligations arising out of this Agreement and all provisions of this Agreement allocating responsibility or liability between the parties shall survive the completion of services and the termination of this Agreement.
24. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

## EXHIBIT C

### AN ORDINANCE PROVIDING FOR DIRECT ANNEXATION BY UNANIMOUS CONSENT OF ELECTOR AND PROPERTY OWNERS OF TERRITORY LOCATED IN THE TOWN OF BLOOMFIELD, WALWORTH COUNTY, WISCONSIN, TO THE CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

WHEREAS, Larry G. March and Christine March, husband and wife (collectively, "Petitioner"), and John Kriske ("Elector"), have made and filed with the City Clerk of the City of Lake Geneva ("City") a Petition for Direct Annexation by unanimous consent of Elector and property owners of territory located in the Town of Bloomfield, Walworth County, Wisconsin, to the City of Lake Geneva, Walworth County, Wisconsin, pursuant to Wis. Stat. § 66.0217(2) ("Annexation Petition"), in the office of the City Clerk for the City of Lake Geneva, Walworth County, Wisconsin, on the 24<sup>th</sup> day of May, 2010, requesting the annexation to the City of lands described in Exhibit A attached hereto and incorporated herein by reference ("Subject Territory"), which such lands are contiguous to the City; and

WHEREAS, it appears by acknowledgment of receipt on file herein that Petitioners and Elector have filed a duplicate original of the Annexation Petition, including a legal description and scale map of the Subject Territory, with the Town Clerk of the Town of Bloomfield, Walworth County, Wisconsin, and the State of Wisconsin, Department of Administration, within five (5) days after filing the Annexation Petition with the City Clerk; and

WHEREAS, it further appears that all of the requirements of Wis. Stat. § 66.0217(2) have been fully complied with, and that the State of Wisconsin, Department of Administration, has reviewed the proposed annexation and, by letter, found it to be in the public interest, and said letter has been duly considered and reviewed by the City and/or the City's Counsel; and

WHEREAS, the proposed annexation was referred to the Plan Commission of the City, and said Plan Commission has recommended annexing the Subject Territory to the City; and

WHEREAS, the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, makes the following findings with respect to the Subject Territory:

- a. That the annexation of the Subject Territory to the City of Lake Geneva, Walworth County, Wisconsin, is in the best interest of the City.

- b. That the annexation of the Subject Territory will enable the City to regulate and control development of these lands which are contiguous to the City.
- c. That, upon annexation, the Subject Territory shall be temporarily zoned pursuant to Wis. Stat. § 66.0217(8) in the NO, Neighborhood Office Zoning District.
- d. That the annexation of the Subject Territory does not create a town island under the provisions of Wis. Stat. § 66.0221.
- e. That the City is in need of additional lands suitable for neighborhood professional office development.

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

1. Those lands comprising the Subject Territory to be annexed, as described in Exhibit A attached hereto and incorporated herein by reference, be, and the same hereby are, annexed to the City of Lake Geneva, Walworth County, Wisconsin.
2. Those lands comprising the Subject Territory shall be temporarily zoned pursuant to Wis. Stat. § 66.0217(8) in the in the NO, Neighborhood Office Zoning District.
3. Those lands comprising the Subject Territory shall be included within Supervisory District \_\_\_\_\_ and in Aldermanic District \_\_\_\_\_ of the City of Lake Geneva.
4. This Ordinance, and the annexation hereby effected, shall be in full force and effect from and after its passing and posting.
5. The City Clerk shall immediately, after the final enactment hereof, file such certified copies with all parties as required by State Statute to be so served.
6. Prior to the effective date of this Ordinance the Petitioners shall pay to the City a fee equivalent to the five (5) years of property tax reimbursement the City is required to make to the Town under Wis. Stats. § 66.0217(14).
7. All ordinances or parts of ordinances inconsistent with or contravening the provisions of this Ordinance are hereby repealed.

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

\_\_\_\_\_  
Jim Connors, Mayor

ATTEST:

\_\_\_\_\_  
Diana A. Dykstra, City Clerk

1st Reading 7-26-10  
2nd Reading \_\_\_\_\_  
Adopted \_\_\_\_\_  
Published \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Daniel S. Draper, City Attorney

**PETITION FOR DIRECT ANNEXATION BY UNANIMOUS  
CONSENT OF ELECTOR AND PROPERTY OWNERS OF  
TERRITORY LOCATED IN THE TOWN OF BLOOMFIELD,  
WALWORTH COUNTY, WISCONSIN, TO THE CITY OF LAKE  
GENEVA, WALWORTH COUNTY, WISCONSIN,  
PURSUANT TO WIS. STAT. § 66.0217(2)**

TO: Common Council of the City of Lake Geneva,  
Walworth County, Wisconsin  
c/o Diana A. Dykstra, City Clerk  
Lake Geneva City Hall  
626 Geneva Street  
Lake Geneva, WI 53147

Town Board of the Town of Bloomfield  
Walworth County, Wisconsin  
c/o Martie Wells, Town Clerk  
Bloomfield Town Hall  
1100 Town Hall Road  
P.O. Box 609  
Pell Lake, WI 53157

Mr Erich Schmidtke  
Division of Intergovernmental Relations  
Municipal Boundary Review  
Wisconsin Department of Administration  
101 E. Wilson Street, Floor 9  
Madison, WI 53703

**THIS PETITION** of Larry G. March and Christine March, husband and wife (collectively, "Petitioners"), as the owners of record of all of the real property in the territory sought to be annexed, and John Kriske ("Elector"), as the sole Elector residing in such territory being more particularly described below, do respectfully state, represent, and show to the Common Council as follows:

1. Petitioners, whose address is P.O. Box 1092, Lake Geneva, Wisconsin 53147, are the sole owners of record of the real property in the territory sought to be annexed, such property being located in Section 6, Town of Bloomfield, Walworth County, Wisconsin, and more particularly described in the attached Exhibit A incorporated herein ("Subject Territory").

2. Elector, whose address is 2260 C.T.H. H, Lake Geneva, Wisconsin 53147, is the only elector residing in the Subject Territory. The current population of the Subject Territory is one (1).

3. Petitioners and Elector respectfully request that all of the Subject Territory be annexed to the City of Lake Geneva, Walworth County, Wisconsin.

4. Attached hereto as Exhibit B and incorporated herein by reference is a scale map of the Subject Territory, in accordance with the provisions of Wis. Stat. §§ 66.0217(2) and 66.0217(5) ("Scale Map").

5. Petitioners and Elector will cause this Petition, the legal description, and the Scale Map to be filed with the City Clerk of the City of Lake Geneva, Walworth County, Wisconsin, the Town Clerk of the Town of Bloomfield, Walworth County, Wisconsin, and the State of Wisconsin, Department of Administration, in accordance with the provisions of Wis. Stat. § 66.0217(2).

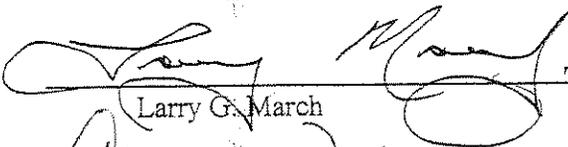
6. Petitioners and Elector request the Subject Territory be temporarily zoned as NO, Neighborhood Office Zoning District. Petitioners' and Elector's request for the assignment of temporary zoning is made pursuant to Wis. Stat. § 66.0217(8).

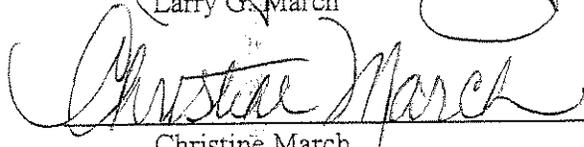
7. Petitioners and Elector request the City of Lake Geneva adopt an Annexation Ordinance in substantial conformity with the attached Exhibit C, prior to any action by the City.

8. Petitioners and Elector believe this Petition and the Subject Territory meet all legal requirements for annexation, and that such annexation is in the public interest.

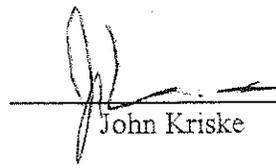
Dated this 19<sup>th</sup> day of May, 2010.

PETITIONERS:

  
Larry G. March

  
Christine March

ELECTOR:

  
John Kriske

N/A  
Debra Drew

## EXHIBIT A

### LEGAL DESCRIPTION OF SUBJECT TERRITORY

Certified Survey Map No. 1995, Recorded in Volume 9, Page 268 in the Walworth County Register of Deeds Office as Document No. 205255 being a part of the Southwest 1/4 of Section 6, T. 1 N., R. 18 E., Town of Bloomfield, Walworth County, Wisconsin and being more particularly described as follows:

Commencing at the Northwest corner of the Southwest Quarter of said Section 6; thence North 87 degrees 39 minutes 39 seconds East along the North line of said Southwest Quarter, a distance of 1744.26 feet; thence South 02 degrees 18 minutes 40 seconds East, a distance of 270.69 feet to a North line of said Certified Survey Map and to the point of beginning; thence North 87 degrees 45 minutes 15 seconds East along said North line, a distance of 27.53 feet to the Northeast corner of said Certified Survey Map; thence South 02 degrees 18 minutes 40 seconds East along the East line of said Certified Survey Map, a distance of 165.21 feet to the Southeast corner of said Certified Survey Map, said point also being on the current corporate limit line of the City of Lake Geneva; thence South 87 degrees 45 minutes 10 seconds West along a South line of said Certified Survey Map and said corporate limit line, a distance of 27.53 feet; thence South 79 degrees 48 minutes 30 seconds West along a South line of said Certified Survey Map and said corporate limit line, a distance of 204.90 feet to the Southwest corner of said Certified Survey Map; thence North 21 degrees 21 minutes 30 seconds West along the West line of said Certified Survey Map and said corporate limit line, a distance of 191.19 feet to the Northwest corner of said Certified Survey Map; thence North 83 degrees 18 minutes 00 seconds East along a North line of said Certified Survey Map, a distance of 165.89 feet; thence North 87 degrees 45 minutes 13 seconds East along a North line of said Certified Survey Map, a distance of 99.96 feet to the point of beginning and containing 1.06 acres more or less. (End of legal description.)

Tax Key Number: MA 199500001

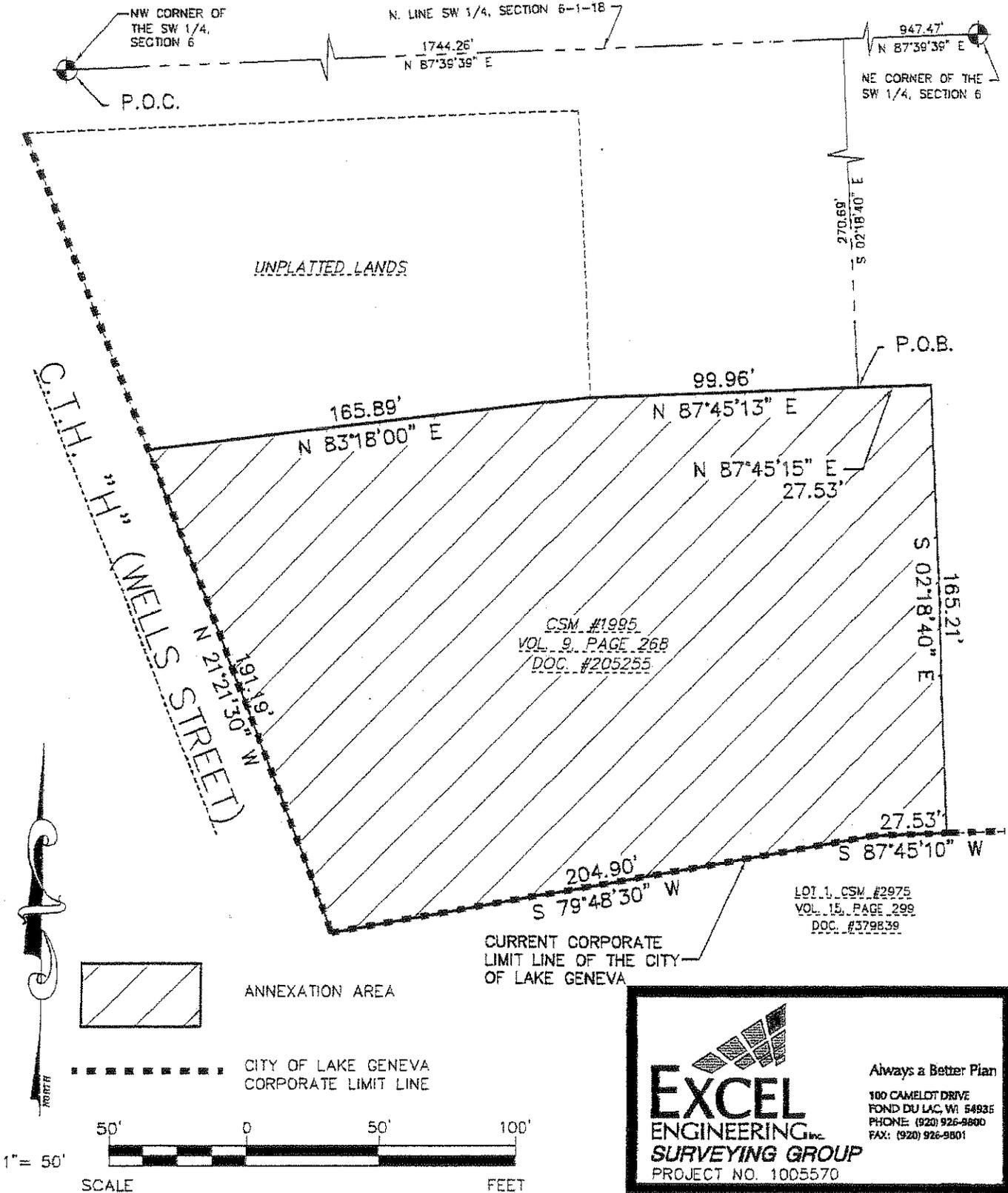
This instrument drafted by:  
James P. Howe, Esq.  
GODFREY, LEIBSLE, BLACKBOURN &  
HOWARTH, S.C.  
354 Seymour Court  
Elkhorn, Wisconsin 53121  
Telephone: (262) 723-3220  
Facsimile: (262) 723-5121  
[jhowe@godfreylaw.com](mailto:jhowe@godfreylaw.com)

**EXHIBIT B**  
**SCALE MAP**

See attached.

# ANNEXATION EXHIBIT

CSM #1995, VOLUME 9, PAGE 268  
 LOCATED IN A PART OF THE SW 1/4 SECTION 6, T. 1 N.-R.  
 18 E., TOWN OF BLOOMFIELD, WALWORTH COUNTY, WISCONSIN.



## EXHIBIT A

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Tax Key Number: MA 199500001

## AGREEMENT FOR SERVICES

REIMBURSABLE BY THE PETITIONER / APPLICANT. The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any finance charges that may accrue. The City may apply the charges for these services to the Petitioner. The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner and which are not paid, may be assigned by the City as a special assessment to the subject property. Petitioner hereby expressly waives any notice and hearing requirements provided in Wis. Stats. § 66.0701 or any additions or amendments to this section. Petitioner further authorizes the City Treasurer or City Clerk to levy and collect review fees and additional fees upon the affidavit of the City Administrator or the Zoning Administrator stating that such fees are reasonable and that payment is overdue. The Petitioner shall be required to provide the City with an executed copy of the following form as a prerequisite to the processing of the development application:

Dr. Richard Andrew Kokodynski is the contract purchaser of the real property commonly known as 2260 C.T.H. H, Town of Bloomfield, Walworth County, Wisconsin, for which, among other things, he seeks annexation to the City of Lake Geneva, and, if annexed, appropriate zoning. As applicant/petitioner for:

Name: Dr. Richard Andrew Kokodynski

Address: 3370 Via Casio

Lake Geneva, WI 53147

Phone: 262-249-8710

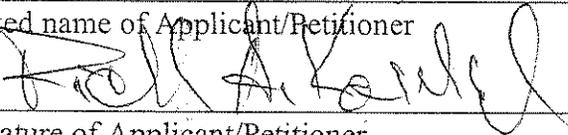
Agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional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

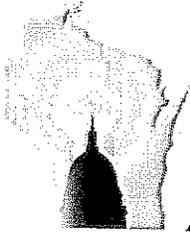
Dated this 19<sup>th</sup> day of May, 2010.

Dr. Richard Andrew Kokodynski

Printed name of Applicant/Petitioner

Signature of Applicant/Petitioner





WISCONSIN DEPARTMENT OF  
ADMINISTRATION

JIM DOYLE  
GOVERNOR  
MICHAEL L. MORGAN  
SECRETARY

**Municipal Boundary Review**  
PO Box 1645, Madison WI 53701  
Voice (608) 264-6102 Fax (608) 264-6104  
Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)  
Web: <http://doa.wi.gov/municipalboundaryreview/>

June 11, 2010

PETITION FILE NO. 13462

DIANA DYKSTRA, CLERK  
CITY OF LAKE GENEVA  
626 GENEVA ST  
LAKE GENEVA, WI 53147

MARTIE WELLS, CLERK  
TOWN OF BLOOMFIELD  
PO BOX 609  
PELL LAKE, WI 53157

Subject: MARCH ANNEXATION

The proposed annexation submitted to our office on May 25, 2010, has been reviewed and found to be in the public interest. The subject petition is for territory that is reasonably shaped and contiguous to the CITY OF LAKE GENEVA.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of state a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Secretary of State. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13462**

The address of the Office of the Secretary of State is:

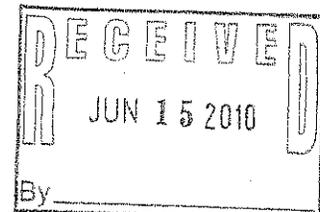
Annexations and Railroads  
Division of Government Records  
Office of the Secretary of State  
PO Box 7848  
Madison WI 53707-7848

Please call me at (608) 264-6102, should you have any questions concerning this annexation review letter.

Sincerely,

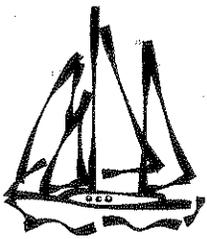
Erich Schmidtke  
Municipal Boundary Review

cc: petitioner









APPLICATION FOR  
**STREET USE PERMIT**

CITY OF LAKE GENEVA, WISCONSIN

RECEIPT NO:  
TOTAL AMOUNT: \$20.00  
DATE: 7/21/10

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	Jon Heise	
Name of Organization		
Mailing Address	549 Franklin Ave.	
City, State, Zip	LAKE GENEVA, WI 53147	
Phone	248-4208	
Event Chair	Name	Phone
	SAME.	
Event Title	FRANKLIN AVE. BLOCK PARTY	
Date of Event	<del>SEP AUG 21, 2010 RAIN DATE</del> SEPT 11, 2010	
Hours	Start	Terminate
	12 NOON	5:00 PM
Brief Description and location of proposed street use	A GATHERING OF RESIDENTS OF FRANKLIN AVE. TO PROMOTE COMMUNITY SPIRIT	
Approximate Number of participants	Approximate Number	Basis for Estimate
	30	BASED ON PAST YRS. ATTENDANCE

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

Date Filed with Clerk	7-21-10		
Police Chief Recommendation	Signature		
Circle One	<input checked="" type="radio"/> Approve	<input type="radio"/> Deny	<input type="radio"/> Alternate Suggestion
Copies Provided	Police Chief	Fire Chief	Street Superintendent Parking Dept.

WE THE UNDERSIGNED RESIDENTS  
OF FRANKLIN AVE. ARE PETITIONING  
FOR CLOSURE OF FRANKLIN AVE ON  
Aug. 21, 2010 (DATE SEPT. 11, 2010)  
FROM 12 NOON UNTIL 5:00 PM, FOR  
THE PURPOSE OF A 3<sup>RD</sup> ANNUAL  
FRANKLIN AVE. BLOCK PARTY.

Jim Heise 549 Franklin  
Mrs. Len Bone 556 Franklin

Mrs. Mrs. Dracopski 548 Franklin

Jim [Signature] 555 Franklin

Ken Baker 1238 Park Row

John Walker 540 Franklin

Myra [Signature] 530 Franklin

Greg [Signature] 535 Franklin Ave

Lindsay Bates 543 Franklin Ave -LK Geneva

Tim Lem 526 FRANKLIN AVE LK GENEVA

Bon Weber 532 FRANKLIN AVE LK GENEVA

Mark Hokeby 539 1/2 Franklin Ave. L.G.

Phil & Jan Smith 1300 PARK ROW L.G.

# City of Lake Geneva

Date: 8/06/2010  
 Time: 10:51 AM  
 Page: 1

## Operator's Regular

<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
2010 235	Amy Susan Chrzanowski Employer: Pizza Hut, PH Green Bay	5010 Bromley Drive 801 Williams St.	30.00
2010 234	Robert S. Peters Employer: Stinebrink's Piggly Wiggly	1204 Sage Street Stinebrink's Lake Geneva	30.00
2010 232	Dakota S. Cox Employer: Carvetti's	321 E. Parkside Drive Samson Enterprises, LLC	30.00
2010 236	Felicia J. Ruiz Employer: Carvetti's	N2020 County Rd. H, Lot 5 Samson Enterprises, LLC	30.00
2010 231	Tara M. Costa Employer: Lake Geneva Shell	24305 76th Street Midwest Fuel LLC	30.00
2010 237	Taylor R. May Employer: The Cove Of Lake Geneva	N7299 County Road H Cove Condominium Assoc.	30.00
2010 233	Michael Solus Employer: Hogs & Kisses, Inc.	1060 Wells Street P.O. Box 536	30.00

## Operator's Regular

Count: 7

Totals for this Type:

210.00

# 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: AUGUST 9, 2010**

**RE: CDARS RENEWAL**

**Background:** The Comptroller called the banking institutions approved for investments by the Common Council and obtained the rates they are paying for CDARS and CDs. The attached list shows the rates each institution is paying by percentage and by length of the investment. The Comptroller and I are recommending that the City invest \$300,000 in a 12 month CD with Community Bank of Delavan and \$58,000 in a 9 month CD with M&I Bank. We also recommend that the City divide the current CDARS investment in half, and invest \$600,000 with Community Bank of Delavan for 13 weeks and the other \$600,000 in Community Bank for 52 weeks. In this way the City is ensuring that monies will be available for TIF projects as they commence.

**Recommendation:** Approve investing \$300,000 in a 12 month CD with Community bank of Delavan, \$58,000 in a 9 month CD with M&I Bank, \$600,000 for 13 weeks in a CDARS with Community Bank of Delavan and \$600,000 in a 52 week CDARS with the Community Bank of Delavan.

**City of Lake Geneva  
CD and CDARS Investments**

As of 8/5/10

<u>Bank</u>	<u>Amount Invested</u>	<u>Time Period</u>	<u>% rate</u>	<u>Maturity Dates</u>	<u>Fund</u>
<b>M&amp;I Bank</b>					
Regular CD	\$ 450,000.00	13 months	1.25	03/24/11	TIF 4
Sub-Total	\$ 450,000.00				
<b>First Banking Center</b>					
Regular CD	\$ 650,000.00	7 month	1.360	09/18/10	TIF 4
Sub-Total	\$ 650,000.00				
<b>Community Bank of Delavan</b>					
Regular CD	\$ 300,669.41	12 week	0.400	10/28/10	TIF 4
Regular CD	\$ 350,682.74	26 week	0.800	08/18/10	TIF 4
CDARS	\$ 1,200,000.00	26 week	0.598	08/19/10	TIF 4
Sub-Total	\$ 1,851,352.15				
<b>TOTAL Invested</b>	<b>\$ 2,951,352.15</b>				
Interest to Re-invest	\$ 6,956.50				
	<b>\$ 2,958,308.65</b>				

Recommendations:  
Comm Bank \$300,000 - 12 mo CD and  
M&I Bank \$58,000 - 9 mo CD  
Comm Bank - either 13 or 52 week  
CDARS

**Regular CD Quotes - \$650,000 max insured**

	<u>4-Week</u>	<u>3-Month</u>	<u>6/7-Month</u>	<u>9-Month</u>	<u>12-Month</u>
Community Bank/Delavan		0.45%	0.45%		1.00%
First Banking Center/Lake Geneva			1.21%		1.36%
Fox River State Bank	0.35%	0.55%	0.80%	-	1.00%
M&I Bank	-	0.60%	0.75%	0.85%	0.90%
Associated Bank	0.30%	0.30%	0.41%	0.58%	0.78%

**CDARS Quotes - \$50 million max**

As of 8/5/2010

<u>Banking Institution</u>	<u>4-Week</u>	<u>13-Week</u>	<u>26-Week</u>	<u>52-Week</u>	
Community Bank/Delavan		0.40%	0.40%	0.90%	no new money
Anchor Bank/Madison					
First Banking Center/Lake Geneva		0.17%	0.25%	0.40%	
Associated Bank	0.35%	0.35%	0.46%	0.83%	for \$1M
Walworth State Bank	0.15%	0.17%	0.20%	0.37%	
Fox River State Bank/Burlington	too low to quote!	-	-	-	
First Citizens Bank/Whitewater					
People's Bank/Elkhorn					

LGIIP rate 0.22%

## SERVICES CONTRACT

THIS AGREEMENT is made this \_\_\_\_ day of August, 2010 between the City of Lake Geneva, a municipal corporation, 626 Geneva Street, Lake Geneva, Wisconsin, (hereinafter referred to as "City") and Diana Dykstra, an individual, (hereinafter referred to as independent contractor).

- I. In consideration of their mutual promises and agreements, City retains independent contractor as a consultant under the following terms agreed upon by the parties.
- II. The services to be performed by independent contractor shall be on an as needed basis as the City may from time to time prescribe. The City may request advice or request the independent contractor to perform certain services related to the duties of a City Clerk as defined by the Wisconsin Statutes and the City of Lake Geneva Municipal Code. Said services or consulting will be requested until the City of Lake Geneva's City Clerk position is filled. Independent contractor agrees to provide the services requested by the City in an efficient and timely manner.
- III. The place where the services are to be performed is 626 Geneva Street, Lake Geneva, Wisconsin or such place mutually agreed upon by the parties.
- IV. City agrees to pay independent contractor the sum of \$50.00 per hour and in no event shall the total compensation paid under this agreement exceed \$2,000.00. After services that are requested by City are performed, independent contractor shall submit an invoice detailing the services performed, and the number of hours or partial hours associated with those services. Said invoices shall be subject to review and approval by the City Administrator and Comptroller prior to payment. There is no promise that the City will request services from the independent contractor. Payments approved will be paid thirty (30) days after invoice.
- V. Either party may give the other party five (5) days written notice of intention to terminate, which shall terminate this agreement.
- VI. Independent contractor, either during the term of her employment or at any time thereafter, shall not disclose to any person, firm or corporation any information concerning the business or affairs of the employer which she may have acquired in the course of or as incident to services performed under this agreement, for her own benefit, or to the detriment or intended or probable detriment of the employer.

- VII. The services to be rendered by independent contractor are of a unique and original character entitling City to enforcement of this agreement by injunction or other relief in a court of equity.
- VIII. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties. Diana Dykstra shall be deemed at all times to be an independent contractor. Diana Dykstra hereby covenants and agrees that she is an independent contractor as defined in §102.07(8) 1-9, Wis. Stats. Independent contractor acknowledges that she is not entitled to any benefits other than the remuneration agreed to be paid herein and she further acknowledges that she is responsible for all federal and state taxes required to be paid on the remuneration received.
- IX. This contract contains all the terms and conditions agreed on by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or bind any parties.
- X. This agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin.

CITY OF LAKE GENEVA

Attest: \_\_\_\_\_  
ARTIS ROENSPIES,  
Deputy Clerk

\_\_\_\_\_  
MAYOR JIM CONNORS

\_\_\_\_\_  
DIANA DYKSTRA



# LAKE GENEVA UTILITY COMMISSION

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



**Birdell Brellenthin**  
*Utility Commission President*

**Kent Wiedenhoefft**  
*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

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**DATE:** August 6, 2010

## MEMORANDUM

**TO:** Mayor Jim Connors & Members of the Common Council

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

**SUBJECT:** Conant Street Water Main and Street Replacement Bids-Curb & Gutter Assessment  
And Street Maintenance Program Costs

### Background

This memorandum provides the Finance Committee and Council with the bid numbers for the above project curb & gutter and street maintenance program costs related to the Conant Street project for approval.

### Discussion

Bids were opened Thursday for the Conant Street water main and street project. The low bidder is G.M.S. Excavators of Edgerton, WI in the amount of \$174,100. Of interest to the Council are the bid costs for curb & gutter, storm sewer system and shared paving.

The curb & gutter estimated assessment was sent to the property owners at a projected cost of \$20.00/lineal foot with the curb & gutter construction being \$14.50/lineal foot. The low bidder's price was \$14.00/lineal foot which means the curb & gutter assessment will not exceed the projected cost given the property owners.

The Utility Commission is scheduled to award the work at its regular August 19<sup>th</sup> meeting. The construction cost breakdown based upon the low bid is estimated as follows:

Utility Commission Cost	= \$123,000
City Cost	= \$35,000 (Storm Sewer Collection System, minor curb replacement, and Asphalt Shared Cost)
Curb & Gutter Assessment	= \$16,000

Note: Though representative of total costs, the above bid numbers will be adjusted for actual construction quantities. Engineering & other soft costs will also be divided out and allocated proportionally.

### Recommendation

It is recommended the Council approve their share of the roadway replacement costs. The curb & gutter assessments will be at or lower than estimated in the Engineer's Estimate and no action is needed. This is, however, the last opportunity before construction begins for the Council to decide against improving Conant Street which includes the curb & gutter (assessments) and storm drainage improvements.

Cc: Dennis Jordan/Artis Roespies/Susan Barker-Crispell/File



Project Name: Conant Street Reconstruction and  
 Platt Avenue Water Main Extension  
 Owner: Lake Geneva Utility Commission  
 City of Lake Geneva, Walworth Co. WI

# Bid Tabulation

Bid Date: August 5, 2010  
 Time: 10:00 a.m.  
 Project No. R09-0015-101 & R10-0015-100

		G.M.S. Excavators, Inc. 10248 N. County Road F Edgerton, WI 53534		The Wanasek Corp. 29606 Durand Avenue Burlington, WI 53105		Odling Construction, Inc. 4941 Town Hall Road Delavan, WI 53115		Mann Bros., Inc. P.O. Box 48 Elkhorn, WI 53121		Reesman's Exc. & Grdg., Inc. 28815 Bushnell Road Burlington, WI 53105	
No.	Item	Unit	Qty	Price	Total	Price	Total	Price	Total	Price	Total
<b>CONTRACTOR</b>											
<b>BID SECURITY</b>											
<b>ADDENDUM NO. 1</b>											
<b>Section 1 - Platt Avenue Water Main Extension:</b>											
1	8" Water Main	LF	166	\$51.00	\$8,466.00	\$54.00	\$8,964.00	\$75.00	\$12,450.00	\$79.00	\$13,114.00
2	8" Butterfly Valve and Box	EA	1	\$1,150.00	\$1,150.00	\$1,475.00	\$1,475.00	\$1,400.00	\$1,400.00	\$1,200.00	\$970.00
3	Temporary Flushing Hydrant	EA	1	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$350.00	\$350.00	\$3,000.00	\$763.00
				<b>Subtotal</b>	<b>\$12,116.00</b>	<b>Subtotal</b>	<b>\$13,439.00</b>	<b>Subtotal</b>	<b>\$14,200.00</b>	<b>Subtotal</b>	<b>\$16,650.00</b>
<b>Section 2 - Conant Street Water Main Relay:</b>											
4	10" Water Main	LF	21	\$100.00	\$2,100.00	\$162.00	\$3,402.00	\$90.00	\$1,890.00	\$120.00	\$2,520.00
5	8" Water Main	LF	531	\$46.00	\$24,426.00	\$56.00	\$29,736.00	\$70.00	\$37,170.00	\$75.00	\$39,825.00
6	10" Butterfly Valve and Box	EA	1	\$1,500.00	\$1,500.00	\$1,700.00	\$1,700.00	\$1,650.00	\$1,650.00	\$1,500.00	\$1,251.00
7	8" Butterfly Valve and Box	EA	3	\$1,150.00	\$3,450.00	\$1,260.00	\$3,780.00	\$1,400.00	\$4,200.00	\$1,200.00	\$3,600.00
8	Hydrant Assembly	EA	1	\$3,600.00	\$3,600.00	\$5,100.00	\$5,100.00	\$4,450.00	\$4,450.00	\$5,000.00	\$5,000.00
9	Adjust Hydrant	EA	1	\$1,500.00	\$1,500.00	\$840.00	\$840.00	\$500.00	\$500.00	\$560.00	\$565.00
10	Copper Water Service, Type K	LF	178	\$39.00	\$6,942.00	\$55.00	\$9,790.00	\$60.00	\$10,680.00	\$35.00	\$6,230.00
11	Water Service Fittings	EA	6	\$450.00	\$2,700.00	\$280.00	\$1,680.00	\$400.00	\$2,400.00	\$450.00	\$2,700.00
				<b>Subtotal</b>	<b>\$46,218.00</b>	<b>Subtotal</b>	<b>\$56,028.00</b>	<b>Subtotal</b>	<b>\$62,940.00</b>	<b>Subtotal</b>	<b>\$61,935.00</b>
<b>Section 3 - Conant Street Storm Sewer:</b>											
12	Reinforced Concrete Pipe, Class IV, 12"	LF	222	\$39.00	\$8,658.00	\$36.00	\$7,992.00	\$40.00	\$8,880.00	\$65.00	\$14,430.00
13	Manholes, 48" Diameter	EA	1	\$1,700.00	\$1,700.00	\$1,600.00	\$1,600.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
14	Catch Basin, 3' x 6'	EA	1	\$3,500.00	\$3,500.00	\$4,500.00	\$4,500.00	\$3,650.00	\$3,650.00	\$1,100.00	\$1,100.00
15	Catch Basins, 2' x 3'	EA	5	\$1,200.00	\$6,000.00	\$1,400.00	\$7,000.00	\$1,150.00	\$5,750.00	\$1,100.00	\$5,500.00
				<b>Subtotal</b>	<b>\$19,858.00</b>	<b>Subtotal</b>	<b>\$21,092.00</b>	<b>Subtotal</b>	<b>\$19,780.00</b>	<b>Subtotal</b>	<b>\$23,530.00</b>
<b>Section 4 - Conant Street Roadway:</b>											
16	Cleaning and Grubbing	LS	1	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,650.00	\$3,650.00
17	Common Excavation	LS	1	\$12,500.00	\$12,500.00	\$16,500.00	\$16,500.00	\$18,650.00	\$18,650.00	\$16,000.00	\$16,000.00
18	Remove Asphaltic Pavement	LS	1	\$2,000.00	\$2,000.00	\$5,800.00	\$5,800.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00
				<b>Subtotal</b>	<b>\$18,000.00</b>	<b>Subtotal</b>	<b>\$25,300.00</b>	<b>Subtotal</b>	<b>\$24,650.00</b>	<b>Subtotal</b>	<b>\$22,150.00</b>
				<b>Subtotal</b>	<b>\$118,792.00</b>	<b>Subtotal</b>	<b>\$135,850.00</b>	<b>Subtotal</b>	<b>\$137,400.00</b>	<b>Subtotal</b>	<b>\$154,265.00</b>



Project Name: Conant Street Reconstruction and  
 Platt Avenue Water Main Extension  
 Owner: Lake Geneva Utility Commission  
 City of Lake Geneva, Walworth Co, WI

# Bid Tabulation

Bid Date: August 5, 2010  
 Time: 10:00 a.m.  
 Project No. R09-0015-101 & P10-0015-100

No.	Item	Unit	Qty	G.M.S. Excavators, Inc.		The Wenasak Corp.		Odling Construction, Inc.		Mann Bros., Inc.		Reesman's Exc. & Grdg., Inc.	
				Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
19	Remove Concrete Pavement	LS	1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,100.00	\$1,100.00	\$2,500.00	\$2,500.00	\$1,343.00	\$1,343.00
20	Remove Curb and Gutter	LF	66	\$3.00	\$198.00	\$4.00	\$264.00	\$2.00	\$132.00	\$5.00	\$330.00	\$6.00	\$528.00
21	Excavation Below Subgrade (EBS)	CY	200	\$15.00	\$3,000.00	\$12.00	\$2,400.00	\$12.50	\$2,500.00	\$12.00	\$2,400.00	\$10.00	\$2,000.00
22	Granular Backfill for EBS	TON	400	\$9.00	\$3,600.00	\$10.00	\$4,000.00	\$8.00	\$3,200.00	\$7.00	\$2,800.00	\$7.20	\$2,880.00
23	Base Aggregate Dense, 1-1/4"	TON	1,190	\$9.00	\$10,710.00	\$13.00	\$15,470.00	\$9.50	\$11,305.00	\$9.00	\$10,710.00	\$11.00	\$13,090.00
24	Asphaltic Concrete Pavement, Type E-0.3	TON	490	\$35.00	\$16,850.00	\$54.00	\$26,460.00	\$54.50	\$26,705.00	\$54.00	\$26,460.00	\$68.00	\$33,312.00
25	Concrete Curb and Gutter, Type D, 30"	LF	1,200	\$14.00	\$16,800.00	\$10.50	\$12,600.00	\$11.00	\$13,200.00	\$10.50	\$12,600.00	\$11.00	\$13,200.00
26	Concrete Driveway, 6"	SY	150	\$35.00	\$5,250.00	\$34.00	\$5,100.00	\$35.00	\$5,250.00	\$33.75	\$5,062.50	\$41.00	\$6,150.00
27	Adjusting Manhole Cover	EA	5	\$300.00	\$1,500.00	\$240.00	\$1,200.00	\$300.00	\$1,500.00	\$250.00	\$1,250.00	\$444.00	\$2,220.00
28	Silt Fence	LF	360	\$1.25	\$450.00	\$2.50	\$900.00	\$2.00	\$720.00	\$2.50	\$900.00	\$2.25	\$810.00
29	Inlet Protection	EA	7	\$50.00	\$350.00	\$58.00	\$406.00	\$100.00	\$700.00	\$85.00	\$595.00	\$64.00	\$448.00
30	Erosion Mat	LS	1	\$3,000.00	\$3,000.00	\$2,100.00	\$2,100.00	\$3,200.00	\$3,200.00	\$2,000.00	\$2,000.00	\$2,135.00	\$2,135.00
31	Erosion Bales	EA	2	\$50.00	\$100.00	\$80.00	\$160.00	\$100.00	\$200.00	\$95.00	\$190.00	\$25.00	\$50.00
32	Lawn Restoration	LS	1	\$5,500.00	\$5,500.00	\$1,500.00	\$1,500.00	\$5,500.00	\$5,500.00	\$8,000.00	\$8,000.00	\$6,500.00	\$6,500.00
<b>Subtotal - Section 4, Items 16 thru 32, Inclusive...</b>				<b>Subtotal</b>	<b>\$95,908.00</b>	<b>Subtotal</b>	<b>\$98,880.00</b>	<b>Subtotal</b>	<b>\$98,862.00</b>	<b>Subtotal</b>	<b>\$97,947.50</b>	<b>Subtotal</b>	<b>\$110,916.00</b>
<b>TOTAL - (BASE BID) - SECTIONS 1 thru 4; ITEMS 1 thru 32, INCLUSIVE...</b>				<b>Total</b>	<b>\$174,100.00</b>	<b>Total</b>	<b>\$189,439.00</b>	<b>Total</b>	<b>\$195,782.00</b>	<b>Total</b>	<b>\$200,062.50</b>	<b>Total</b>	<b>\$211,045.00</b>

# 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**

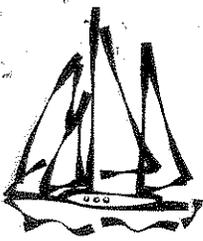
*DEJ* **FROM: CITY ADMINISTRATOR**

**DATE: AUGUST 9, 2010**

**RE: USE OF CITY'S HILLMOOR PROPERTY FOR A MOVIE**

**Background:** A group of filmmakers are asking permission to use the City's Hillmoor property for two nights in August. They addressed the Park Board and received approval to use the property. However, as the City's Hillmoor property is technically not a park, staff is presenting this to the Common Council for approval. The filmmakers will provide the City with a certificate of insurance and notify the surrounding neighbors of the dates of the film shooting.

**Recommendation:** Approve the use of the City's Hillmoor property for a film shoot for two nights in August.



APPLICATION TO THE  
**PARK BOARD**  
 CITY OF LAKE GENEVA, WISCONSIN

RECEIPT NO:  
 TOTAL AMOUNT: \$20.00  
 DATE: 8/2/10  
 RESERVATION NUMBER: \_\_\_\_\_

THE SECURITY DEPOSIT, RENTAL FEE AND  
 NON-REFUNDABLE \$20 APPLICATION FEE IS DUE UPON APPLICATION

GENERAL INFORMATION (please type or print clearly)

Applicant/Agent

Name	GRAHAM BALLOU
Organization	MIDWAY FILMS, LLC
Address	5114 S. KIMBARK AVE # 35
Phone	(323) 719-5053      DAVE MANDEL: (773) 320-3057
Fax	GRAHAMBALLOU@GMAIL.COM

ACTIVITY (Attach additional sheets if necessary)

Name of Park Requested: HILLMOOD      Date Requested: 8/18<sup>21</sup> & 8/26

Nature of Activity: FILMING AN INDEPENDENT FILM. SMALL CAST/CREW - TOTAL OF BETWEEN 12 AND 15 PEOPLE. NIGHT TIME SHOOTING - BUT VERY LITTLE LIGHTING, NO LOUD NOISES, & ACTIVITIES CONSTRAINED TO ISOLATED PARTS OF GOLF COURSE

Time Period: From 5:00 PM to 3:00 AM

Estimated Number of Attendees: 12-15

Any Special Services or Requests: NB: WE WILL HAVE INSURANCE ON THE FILM, AND CANE NAME THE CITY AS AN ADDITIONAL INSURED.

Please note that the City cannot provide park benches or picnic tables other than those in the park. The City cannot "hold" benches or tables and the applicant must make his/her own arrangements to do so the day of the event.

If you are having an event that is open to the general public, please be advised that you must also file a Parade & Public Assembly Permit with the City prior to your event being approved.

### **Class B Fermented Malt Beverage Licenses:**

Use of alcoholic beverages in City parks and park facilities is prohibited. However, when fermented malt beverages are to be sold at any event authorized by the Common Council, valid fermented malt beverage license shall be obtained and the provisions of Chapter 11 of the Municipal Code shall be fully complied with. Said license must be held by the person who filed the original license and shall be presented to any law enforcement officer upon request.

### **Security:**

The City may require, as a condition of approval, that the applicant provide professional security personnel at the event in the number deemed necessary by the Lake Geneva City Council, Park Commission or Police.

## **Park Permit Request**

The following Lake Geneva Parks are available for organized group activities: Cobb Park, Dunn Field, Flat Iron Park, Library Park, Rushwood Park, Seminary Park, and Veterans Park. Veteran's Park permit requests must be coordinated through the local YMCA.

Permit Requests must be submitted to the City Clerk's office during normal business hours a minimum of 6 weeks prior to the event. Where City Council approval is required, requests must be submitted a minimum of 10 weeks prior to the event. Requests may be submitted up to one year prior to the event.

The Application Fee, Rental Fee and Security Deposit must be submitted by check, made out to the City of Lake Geneva, along with the completed Permit Request.

The City Clerk's office will inform the requesting party if the date and park are available; however, that does not mean approval will be granted. A copy of the approved or disapproved Permit Request will be mailed to the requesting party following disposition by the Lake Geneva Park Commission and, if required, the City Council. If the request is not approved, the fee and security deposit will be refunded. If after receiving approval, the applicant cancels less than 30 days prior to the event, the fee will be forfeited and the security deposit refunded.

After approval of a Permit Request had been granted, the Common Council, Mayor, Park Commission or Chief of Police may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this park permit that the security deposit shall be held by the City of Lake Geneva, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The City may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by all park rules, regulations and ordinances of the City of Lake Geneva. The applicant agrees to indemnify the City and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the City may require the permittee to file evidence of insurance in force or other evidence of adequate financial responsibility. The City may also require the permittee to provide trained security personnel at the event.



Signature of Applicant

GRAHAM BALLON

Print or Type Name and Title, if any

# CITY OF LAKE GENEVA

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DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO:** MAYOR AND COMMON COUNCIL

*Dsj* **FROM:** CITY ADMINISTRATOR

**DATE:** AUGUST 9, 2010

**RE:** SIGNS FOR ART IN THE PARK ON LIBRARY LAWN

**Background:** This year the Art in the Park will be in Flat Iron Park after many years in the Library Park. The group is asking permission to place two signs near the Library with arrows pointing toward Flat Iron Park. They are concerned that after so many years at Library Park, many people will just go there out of habit. I talked to the Library Director about this and she was in agreement that this would help people find their way to the event.

**Recommendation:** Approve the placing of two signs for Art in the Park on the Library lawn.

# Policy Amendment Request

Policy Number: <u>0.1</u>	Last Adopted: <u>N/A</u>	Date of Request: <u>6/30/10</u>
---------------------------	--------------------------	---------------------------------

**Reason for Change:**

Spelling / Grammatical Error                       Updated Procedure  
 Change in Contents                                       Other Reason(s): New procedure

**Description of Change:**

This policy will provide a procedure to ensure all staff are made aware of new or amended policies. It provides a training mechanism & will be included in the policy manual.

Employee's Signature <u>Policy's procedure Ad-HOC</u>	Date <u>6-30-10</u>
----------------------------------------------------------	------------------------

City Administrator's Review Signature 	Date <u>7-7-10</u>
-------------------------------------------	-----------------------

Committee Name: Personnel                      Committee Review Date: 8/24/10

**Common Council Meeting Policy Review Date:**

Approved  
 Denied

Notes from Council Meeting:

**City Clerk Follow Up:**

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____



## 0.1 COMMUNICATIONS

### I. PURPOSE

To establish a process for preparation, submission, approval and issuance of new and amended policies. The Policy Manual was created to provide staff with specific information and steps necessary to a) implement policies adopted by the Common Council, b) clarify staff's responsibilities to other departments, and c) reinforce, to the public, the procedures required to be followed by staff.

### II. DEPARTMENT RESPONSIBLE

All City staff, in all departments, are required to adhere to the policies and procedures established by the Common Council as referred to in this manual.

### III. COMMITTEE OVERSIGHT

The Common Council must approve all policies to be included in the Policy Manual. Committees may draft, review and recommend proposed policies prior to Common Council final adoption.

Adopted by Common Council	??/??/2010
Amended by Common Council	

## COMMUNICATIONS

1. When the need for an updated or new standard procedure is identified, the originating department will work collaboratively with all stakeholders to develop or update the procedure.
2. All proposed policies must be presented to the City Clerk for formatting. Each proposal must be accompanied by a Policy Amendment Request form. The City Clerk has the Policy Amendment Request forms. Once the policy proposal packet is complete, the City Clerk will submit the proposed policy to the City Administrator for review.
3. After the City Administrator reviews the new or updated procedure, the City Clerk will work with the Mayor or committee chairperson to place the document on the appropriate committee or Common Council agenda.
4. Upon final adoption by the Common Council, the City Clerk will update the master files. The updated file will indicate all changes in underlined italics. When a new revision is made, previous changes revert to normal type and only the most recent changes are italicized and underlined.
5. The City Clerk must save the new policy in PDF format and send to all department heads. The website edition and City Clerk's hard copy will also be updated using the PDF by the City Clerk. The City Clerk's office will maintain the official file of all policies and procedures.
6. The Street Superintendent will update the Street Department hard copy of the policy manual.
7. Each department head is responsible for making copies for department staff and distribution. Each staff member must sign the Signature Form stating they have reviewed a copy of the new or amended policy.
8. The list of signatures for each department should be submitted to the City Clerk within 14 days of policy adoption.

# Policy Amendment Request

Policy Number:	Last Adopted:	Date of Request:
----------------	---------------	------------------

**Reason for Change:**

<input type="checkbox"/> Spelling / Grammatical Error	<input type="checkbox"/> Updated Procedure
<input type="checkbox"/> Change in Contents	<input type="checkbox"/> Other Reason(s):

**Description of Change:**


Employee's Signature	Date
City Administrator's Review Signature	Date

<b>Committee Name:</b>	<b>Committee Review Date:</b>
<b>Common Council Meeting Policy Review Date:</b>	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	

Notes from Council Meeting:

**City Clerk Follow Up:**

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____

# NEW/AMENDED POLICY TRAINING SIGNATURE FORM

Policy Covered: \_\_\_\_\_

Department Trained: \_\_\_\_\_

Date Due to Clerk's Office: (14 days after policy adoption) \_\_\_\_\_

Individual Record \_\_\_\_\_  
Employee Name and Signature

Duration: \_\_\_\_\_ Date(s): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Group Record

List Employees


Duration: \_\_\_\_\_ Date(s): \_\_\_\_\_

Method/Form of Training: (In staff meeting, passed document, etc) \_\_\_\_\_

Supervisor: \_\_\_\_\_

**NOTE: COMPLETE THE TOP PORTION OF THE FORM FOR TRAINING OF AN INDIVIDUAL.  
COMPLETE THE BOTTOM PORTION FOR GROUP TRAINING.**

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DENNIS E. JORDAN  
CITY ADMINISTRATOR

**TO: MAYOR AND COMMON COUNCIL**

*D E J* **FROM: CITY ADMINISTRATOR**

**DATE: AUGUST 9, 2010**

**RE: CONSIDERATION OF CITY OF LAKE GENEVA POLICY  
MANUAL**

**Background:** The Ad Hoc Policies and Procedures Committee have completed Sections 1.1 to 1.9 of the manual. The Committee is presenting this Section to the Common Council for their review at this time, and would ask for comments and suggestions within a week, so if there are any changes to be made, they can be incorporated into the document and be presented at the next Council meeting for consideration and possibly approval.

**Recommendation:** Consider and contact Ad Hoc Committee with any changes or recommendations.

# Policy Amendment Request

Policy Number:

1.1 Goals & Guidelines

Last Adopted:

2-1997

Date of Request:

8/4/10

Reason for Change:

- Spelling / Grammatical Error  
 Change in Contents

- Updated Procedure  
 Other Reason(s):

Description of Change:

- Added budget status reports

Employee's Signature

Jennifer Pollett

Date

8-4-10

City Administrator's/Review Signature

Debra E. Jordan

Date

8-4-2010

Committee Name:

CCR

Committee Review Date:

8/9/10, 8/23/10

Common Council Meeting Policy Review Date:

- Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

- Master File Updated Date: \_\_\_\_\_  
 Website Updated Date: \_\_\_\_\_  
 Clerk's Office Manual Updated Date: \_\_\_\_\_  
 Dept Head Distribution Date: \_\_\_\_\_



**1.1 GOALS AND GENERAL GUIDELINES**

**I. PURPOSE**

The goals and guidelines policy, originally part of the 1997 Purchasing Policy, lays out the Administrative rules and regulations regarding the procurement of goods and services. The City aims to receive the maximum value for each public dollar spent.

**II. DEPARTMENT RESPONSIBLE**

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

**III. COMMITTEE OVERSIGHT**

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## GOALS

The basic goals for the City's purchasing are:

- A. To comply with the legal requirements of public purchasing.
- B. To assure vendors that impartial and equal treatment will be offered to all who wish to do business with the City.
- C. To receive maximum value for each public dollar spent.
- D. To provide City departments with required goods and services at the time and place needed in the proper quantity and quality.
- E. To purchase only goods and services for which funds have been approved.
- F. To control expenditures.

## GENERAL GUIDELINES

These general guidelines should be considered Administrative rules and regulations and are to be adhered to by all departments in the procurement of goods and services.

### **General Statement**

The City in all purchasing decisions reserves the right to accept the bid which is most beneficial to the City. The City reserves the right to reject any or all bids. The determination of the most beneficial bid shall be recommended to the Common Council which shall make the final decision when required by Article 3. The Council decision shall take precedence over all other local standards or restrictions. No bid awarded on purchases over \$10,000 is final until formally approved by the Common Council.

### **Local Buying**

It is the desire of the City to purchase from local vendors whenever possible. This can be accomplished by insuring that local vendors are included in the competitive shopping process. The City has a responsibility to its residents however, to insure that the maximum value is obtained for each public dollar spent. It is assumed that local vendors who wish to do business with the City will offer the lowest possible quote for the item being purchased. Departments shall use due diligence in identifying local vendors who offer the particular goods or services being sought, and bids shall be sought from all local vendors who have been so identified.

## **Planning**

Planning for purchases shall be done on both a short-term and a long-term basis. Small orders and last minute purchases and services must be in larger quantities in order to obtain the maximum discounts possible. Planning will also cut down on the number of trips required to obtain materials and minimize the amount of clerical supervisory time spent on documenting purchases. The purchasing process begins with the preparation of the Annual Budget.

## **Overdrafts Prohibited**

No purchase will be authorized which would overdraft a budgetary account. Department Heads who are contemplating a purchase that will exceed a budgetary account shall contact the City Administrator or City Clerk to insure that provision is made for the necessary budget allocation prior to initiating the purchase. All expenses that are unbudgeted shall be approved by the Common Council as shall all expenses made from any fund's contingency account. *The City Comptroller will provide Department Heads with budget reports monthly to help minimize risk of overdrafts. Reports will be provided to the Common Council on a quarterly basis.*

## **Buying Proper Quality**

Quality and service are just as important as price and it is the duty of the requisitioning department to secure the best quality for the purpose intended. Quality buying is the buying of goods or services that will meet, but not exceed, the requirements for which they are intended. In some instances the primary consideration is durability. With other purchases, it may be a question of immediate availability, ease of installation, frequency of repair or efficiency of operation that must be given primary consideration. In the case of motor vehicles and other capital expenditures, departments may want to investigate life cycle costs or EPA mileage ratings to compare bids as opposed to utilizing the price as the criterion for determining the lowest responsible bidder. It is the responsibility of each Department Head to become familiar enough with the available equipment to determine the appropriate quality required in order to develop specifications.

## **Sales Tax**

The City is exempt from paying all state sales taxes or Federal Excise taxes. The City Clerk can provide the necessary exemption documents to any vendor upon request.

## **Public Access**

All specifications, bid documents, purchase orders and supporting documents are public records which will be made available to citizens, vendors or the media, upon request. All originals of documents are to be forwarded to the City Clerk's Office for final storage.

## **Endorsements**

It is City policy not to endorse or in any way permit an employee's name, position, or the City's name to be used and advertised as supporting a product or vendor.

## **Personal Purchases**

Purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases.

## **Failure to Comply with Procedures**

Employees who fail to follow the bidding procedures shall be disciplined. Repeated failure to follow the bidding procedures or the purchasing policies in general shall be grounds for disciplinary action up to and including termination.

## **Uniform Commercial Code Compliance**

Contracts and purchases made by the City may be governed by the Uniform Commercial Code. This Code may impact the departments particularly in the area of inspection, testing or problem resolution. The City Attorney shall be contacted regarding compliance with the Uniform Commercial Code.

## **Compliance with Ethics Laws**

Public officials and employees of the City shall comply with all federal, state and local laws regarding conflict of interest as well as ethics regarding all purchasing decisions.

# Policy Amendment Request

Policy Number: <i>1.2 Purchasing Procedures</i>	Last Adopted: <i>2/97</i>	Date of Request: <i>8/4/10</i>
----------------------------------------------------	------------------------------	-----------------------------------

Reason for Change:

- |                                                                                                                            |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Spelling / Grammatical Error<br><input checked="" type="checkbox"/> Change in Contents | <input checked="" type="checkbox"/> Updated Procedure<br><input type="checkbox"/> Other Reason(s): |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

Description of Change:

*-Created telephone quotation form  
 -changed open accounts /under \$500  
 -allows < \$2500 to have telephone quotes as well as written.*

Employee's Signature

*Jennifer Pollett*

Date

*8-4-10*

City Administrator's Review Signature

*Dennis E. Jordan*

Date

*8-4-2010*

Committee Name: *FUR*

Committee Review Date: *8/9/10, 8/23/10*

Common Council Meeting Policy Review Date:

- Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

- |                                                        |             |
|--------------------------------------------------------|-------------|
| <input type="checkbox"/> Master File Updated           | Date: _____ |
| <input type="checkbox"/> Website Updated               | Date: _____ |
| <input type="checkbox"/> Clerk's Office Manual Updated | Date: _____ |
| <input type="checkbox"/> Dept Head Distribution        | Date: _____ |



## 1.2 PURCHASING PROCEDURES

### I. PURPOSE

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

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## PURCHASING PROCEDURES

The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited. Good documentation and using extra caution to insure that all vendors are treated fairly is in the City's best interest. The best advice in purchasing is to have a good paper trail and to treat all vendors fairly.

### **Purchases Under \$500**

Department Heads are authorized to issue a purchase order directly to vendors for any purchase in the amount of \$500 or less. The Department Head need not secure the approval of the City Administrator in order to make purchases in this price range. The City Administrator can reduce the amount that requires his/her approval for any department. It is the responsibility, however, of each Department Head to insure complete control over this segment of the purchasing process. Department Heads shall designate employees who will be allowed to make purchases and to provide control procedures to insure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and that all purchases are accounted for. Any department that routinely makes purchases costing less than \$500 or purchases frequently under open accounts shall establish an internal requisition system insuring that a controlled document is set aside for each purchase made including small items purchased under open accounts.

### **Purchases from \$500 to \$10,000**

Purchase orders for goods or services having a value of \$500 to \$10,000 must be submitted for approval by the City Administrator prior to placing an order with a vendor. Before submitting a purchase order, Department Heads must obtain three (3) or more quotations for the goods or services required. It is the responsibility of the Department Head to insure that the appropriate quotation form has been completed correctly and that funds are available in the appropriate account. For purchases less than \$2,500, the quotations may be obtained over the telephone utilizing the Telephone Quotation form. For purchases over \$2,500, a written Request of Quotation form must be mailed, emailed or faxed to the City Clerk. The purchase order awarding the purchase to the lowest responsible bidder shall then be forwarded to the City Administrator for his/her approval. The City Clerk shall be empowered to act for the City Administrator in his/her absence.

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

### **Purchases in Excess of \$10,000**

Department Heads anticipating the purchase of goods or services exceeding \$10,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs. Specifications shall be forwarded to the City Administrator for review, comment and approval. Department Heads shall submit a list of such vendors along with the specifications. Upon City Administrator approval, the Department will then prepare the necessary bid package, public notices and advertisements to meet the city purchasing policy and will also send invitations to bid to qualified vendors. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice.

Formal bids will be advertised at least ten (10) business days prior to the bid opening date. The Bid Invitation shall be submitted to the City Clerk by 9:00 a.m. the day before the required advertisement date. After the bids are opened at a public meeting of officials in conformance with the Open Meetings Act, they will be turned over to the Department Head for review. The Department Head will prepare a written tabulation of all bids and draft a memorandum to the City Administrator, which will include the Department Head's recommendation for the bid award. All purchases over \$10,000 must be awarded by the Common Council at a Public Meeting. The recommendation made by the City Administrator to the Common Council shall include the acknowledgment (signature) of the City Treasurer that funds are available, as well as the Department Head who is seeking the expenditure.

The award will normally be made to the low bidder meeting specifications. However, there may be instances when accepting the low bid is not in the best interest of the City. When such a situation arises it is incumbent upon the Department Head to thoroughly document the reasons why the low bidder should be disqualified or not selected. The City reserves the right to select a vendor based upon past service and experience with the vendor.

# Telephone Quotation Form

Date	Time	Vendor	Contact Name	Contact Phone	Item	Quote	Notes

# Policy Amendment Request

Policy Number: <b>13</b>	Last Adopted:	Date of Request:
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Reason for Change:

<input type="checkbox"/> Spelling / Grammatical Error	<input type="checkbox"/> Updated Procedure
<input type="checkbox"/> Change in Contents	<input type="checkbox"/> Other Reason(s):

Description of Change:

Employee's Signature 	Date <b>8-4-10</b>
------------------------------------------------------------------------------------------------------------	-----------------------

City Administrator's Review Signature 	Date <b>8-4-2010</b>
------------------------------------------------------------------------------------------------------------------------------	-------------------------

Committee Name: **FCR**      Committee Review Date: **8/9/10, 8/23/10**

Common Council Meeting Policy Review Date:

Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____

# Policy Amendment Request

Policy Number:

1.4 Specifications

Last Adopted:

2/1997

Date of Request:

8/4/10

Reason for Change:

Spelling / Grammatical Error  
 Change in Contents

Updated Procedure  
 Other Reason(s):

Description of Change:

- grammar change  
 - reformatted

Employee's Signature

*[Handwritten Signature]*

Date

8-4-10

City Administrator's Review Signature

*[Handwritten Signature]*

Date

8-4-2010

Committee Name:

FLR

Committee Review Date:

8/9/10, 8/23/10

Common Council Meeting Policy Review Date:

Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

- Master File Updated      Date: \_\_\_\_\_
- Website Updated              Date: \_\_\_\_\_
- Clerk's Office Manual Updated      Date: \_\_\_\_\_
- Dept Head Distribution      Date: \_\_\_\_\_



## 1.3 SPECIAL PROCUREMENT REQUIREMENTS

### I. PURPOSE

This policy provides guidelines for the occasions where the City may need to purchase goods or services under circumstances which do not clearly fit the patterns of normal public procurement and for which normal competitive shopping procedures do not apply.

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## SPECIAL PROCUREMENT REQUIREMENTS

### **Sole Source**

In the event that there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this manual may be waived by the City Administrator. Whenever a Department Head determines that they must purchase goods or services from a "sole source vendor" the Department Head shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the purchase order. The City Administrator must approve in writing annually all sole source purchases pursuant to the requests of Article 3. The procedures outlined in Article 3 shall not be followed for such purchases or payments for internal financial operations such as payroll; fund to fund transfers; utility payments; bond payments and such other similar obligations of the City.

### **Cooperative Procurement Programs**

Department Heads are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Cooperative purchasing can prove advantageous to the City by relieving Department Heads of the paper work necessary to document the purchase and by taking advantage of the large quantity purchases made by State Government. Purchases made through these programs have met the requirements of competitive shopping and require no further documentation. Department Heads are encouraged to check with the State regarding cooperative procurement contracts in effect prior to making any large purchase. Any purchase made over \$2,500 shall include the price from the State bid list if available.

The City Clerk shall maintain a listing of all commodities and products available on the State Cooperative Purchasing Program. The City Clerk will also furnish to the departments the listing of state bid items as they become available to the City.

The departments are also authorized to purchase items from the State Surplus Property Unit as sole source purchases requiring the approvals in Article 3.

## **Professional Services**

Normal competitive procedures cannot be utilized in securing the professional services such as attorneys, engineers, certified public accountants, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process.

A Request for Proposal (RFP) can be prepared much the same was as specifications including requirements and minimum standards for the services to be provided. RFP's shall be submitted to the City Administrator for review and approval prior to distribution. When an RFP for professional services is approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, in a professional way, those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.

## ***Maintenance and Service Contracts***

*Long term maintenance and service contracts shall be awarded after receiving at least 3 competitive bids. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing, in a professional way, those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.*

## **Emergency Purchases**

The bid procedures outlined in this manual may be waived under emergency conditions when a delay may threaten the basic mission of a department. True emergency situations are rare. Occasionally equipment will require emergency repairs or other circumstances will necessitate emergency purchasing which cannot await compliance with these regulations. Department Heads faced with an emergency purchase are to notify the City Administrator as quickly as possible.

### **Starting Banks**

*Petty cash accounts are prohibited with the exception of the Police Department and City Library. Some departments may have a cash drawer starting bank with its primary use for making change. All reconciliations and reports shall be submitted to the Treasurer.*

### **Purchase of Used Equipment**

While new equipment is preferred, used equipment should be considered:

- A. When price is of prime importance and the difference in cost between new and used is significant.
- B. Where equipment will be used infrequently, for a limited time, for training or for auxiliary operations.
- C. When better delivery is essential.

The purchase of used equipment requires careful shopping and the requisitioning department shall make every effort to secure a minimum warranty or guarantee that the equipment will perform as needed and that service or replacement parts are reasonably available. The purchase of used equipment shall follow all procedures outlined in Article 3.

### **Recycled Materials**

When and where feasible, the City of Lake Geneva shall give consideration in its bidding and purchasing procedures for products manufactured using post-consumer recovered materials. The quantity of recovered materials used in the final product shall be comparable with products made from virgin materials. Departments are urged to incorporate into specifications the use of recycled materials whenever possible.

The City may give preference to products that contain recovered materials, providing the bid or purchase price does not exceed the lowest price by more than two and one-half percent (2 and ½%) or \$2,500, whichever is less.

### **Purchase of American Products**

On purchases in excess of \$2,500, the purchasing department is encouraged to select products manufactured, assembled or produced in the United States if the quality and price are comparable with other goods.

## **Insurance Requirements**

The following provisions apply to all purchasing.

- A. The specifications for any construction or service contract shall include the insurance requirements as established by the City. Any bid not in compliance with those requirements shall be considered non-responsive.
- B. The City Clerk shall review the recommended bidder's insurance documentation to determine compliance prior to approval by the Council if possible. If the review can only be completed after Council approval, the contract shall not be awarded until compliance is determined. If insurance compliance problems develop after the contract has been approved, then the City Attorney shall be contacted to determine what options exist.

## **Compliance with Other Regulations**

If the project, item or equipment is being funded by a federal or state grant and/or federal or state regulations would be in conflict with these policies then the federal or state requirements would apply. In all instances the City shall comply with state and federal laws regarding purchasing.

## **Complaints**

It is anticipated that complaints about the City's purchasing will be directed to Council Members or the City Administrator. In order to insure that the complaints are handled in the most appropriate manner complaints about the City's purchasing procedures shall be placed in writing and shall be directed to the City Administrator. The City Administrator shall investigate all complaints and report the results of the investigation to the Common Council and complainant.

## **Credit Card Policy**

City of Lake Geneva credit cards are to be used for reservations, items where it is in the best interest of the city of purchase online because of cost savings, and for limited purchases when the department head deems it necessary. After making a credit card purchase, the department head must submit an *itemized* receipt showing the item purchased by the credit card, general ledger account the payment is to come from, and department head's approval to the accounting office. Once the credit card bill is received by the accounting department, receipts will be matched to the bill. No payments will be made without accompanying approval by the department head. Credit card bills *may* be

pre-paid in order to avoid finance charges. A packing slip shall also be included with receipt submission when applicable.



## 1.4 SPECIFICATIONS

### I. PURPOSE

This policy provides specifications regarding formal competitive bidding.

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## SPECIFICATIONS

### **Formal Competitive Bidding**

When goods or services are bought under the formal competitive bidding process, specifications must be prepared. Specifications, regardless of the type, shall do four things:

- A. Identify minimum requirements;
- B. Allow for a competitive bid;
- C. Be capable of objective review; and
- D. Provide for an equitable award at the lowest possible cost.

### **General Guidelines**

Specifications should promote competition. Specifications shall be written with clear, simple language, free of vague terms or those subject to variation in interpretation.

If the specifications include optional goods or services that all vendors may not meet, then they need to be separately identified on the bid specifications so that the base cost of the bid can be clearly identified compared to the cost of the options. If options are included in the bid, then a bid tabulation report shall identify the different costs of the options.

### **Types of Specifications**

There are several ways of structuring specifications to protect the integrity of the purchasing process and to insure that the needs of the City are met. Different methods of structuring specifications include:

- A. Qualified Products or Acceptable Brands List. These lists are developed only where it is not possible to write specifications adequate to identify the quality and performance required of the goods or services to be purchased. Acceptable brand lists are also used when tests necessary to determine compliance with technical specifications are lengthy, costly or require complicated technical equipment.
- B. Specification by Brand or Trade Name. Brand or trade *names* should be used where brand name products have been found to be superior to others for the purpose intended, or when their composition is secret, unknown or patented. The use of

brand names establishes a quality standard, but is not intended to limit or eliminate competition. Whenever this method of establishing specifications is used, the specifications shall specifically provide for bidding of competitive or equal grades. It is incumbent upon a vendor who bids on goods of supposed equal quality to those specified to document that the goods or services that the vendor is bidding are, in fact, of equal quality.

- C. Specifications by Blueprint or Dimension Sheet. Specifications of construction projects for everything from buildings and streets to custom built cabinets, furniture, machines or other equipment shall be written to reference the blueprints or dimension sheets prepared by the engineer or architect. Such specifications provide an appropriate method of evaluating all bids, and later of verifying the quality of the construction work or the equipment or fixtures delivered.
- D. Specifications by Chemical Analysis or Physical Properties. Specifications which include the chemical analysis or physical properties of the goods requested clearly place responsibility on the supplier to provide exactly those items requested. Again care must be taken in preparing specifications utilizing this method to insure that competition remains a part of the bidding process. If the specifications are drawn too narrowly and only one bidder is qualified to meet the technical specifications, the cost of obtaining these items may be higher than necessary due to the lack of competition.
- E. Specifications by Performance Purpose or Use. Specifications which include a set of performance criteria for the goods or services required will provide flexibility for vendors to design products or programs specifically aimed at meeting the purpose or performance standards the City has established. Generally, specifications which center on performance standards generate a great deal of competition since they allow vendors to exercise some creativity in the types of services or goods included in their bids. Department Heads are cautioned to exercise care by including some specific technical specifications which will provide a floor or bottom line quality determination. The use of performance specifications without minimum standards could result in items being installed, paid for, and later determined not to meet City expectations. It can then be very difficult to go back to a vendor and argue that the item bid did not meet the performance criteria established. At that point the determination of satisfactory performance can become extremely subjective with the vendor insisting that his/her item is acceptable even though actual experience indicates otherwise.
- F. Specifications by Identification with Industry Standards. Specifications will often refer to industry-wide standards or the standards set by other public jurisdictions. Some examples of these would be lumber grading, standards set by the asphalt or concrete industries or by referencing standard specifications of the Wisconsin Department of Transportation or other State or Federal agencies.

G. Specifications by Samples. Whenever appropriate, a sample is always a good way to make your requirements perfectly clear. A good example would be printing bids for which art work or an exiting form would be attached. Whenever samples are utilized, Department Heads shall provide an adequate supply so that originals can be sent with all bid invitations and some maintained in the file for vendors who request bidding.

# Policy Amendment Request

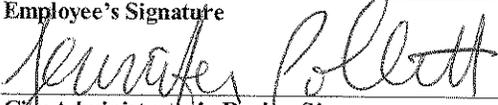
Policy Number: 1.5 Delivery Performance: Inspection	Last Adopted: 2/1997	Date of Request: 7/30/10
--------------------------------------------------------	-------------------------	-----------------------------

Reason for Change:

- |                                                                                                                            |                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Spelling / Grammatical Error<br><input checked="" type="checkbox"/> Change in Contents | <input checked="" type="checkbox"/> Updated Procedure<br><input type="checkbox"/> Other Reason(s): |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

Description of Change:

- clarifies f.o.b. information
- discusses MSI procedures
- discusses partial payments
- Aem substitution authorized

Employee's Signature 	Date 7-16-10
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City Administrator's Review Signature 	Date 8-4-2010
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Committee Name: FCR      Committee Review Date: 8/9/10, 8/23/10

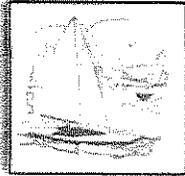
Common Council Meeting Policy Review Date:

Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

- |                                                        |             |
|--------------------------------------------------------|-------------|
| <input type="checkbox"/> Master File Updated           | Date: _____ |
| <input type="checkbox"/> Website Updated               | Date: _____ |
| <input type="checkbox"/> Clerk's Office Manual Updated | Date: _____ |
| <input type="checkbox"/> Dept Head Distribution        | Date: _____ |



## 1.5 DELIVERY, PERFORMANCE AND INSPECTION

### I. PURPOSE

This policy establishes the delivery, performance and inspection expectations and procedures of goods and services purchased by the City.

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## DELIVERY AND PERFORMANCE

A contract or purchase order that is complete in all respects and that is accepted by the parties concerned still must produce the intended results or objectives before it can be considered a successful or completed purchase. The terms and conditions must clearly define the delivery and performance requirements of the services, supplies or equipment.

The importance of the delivery schedule shall be emphasized to the vendor. Delivery requirements must be clearly written and fully understood by all contract participants. If several items are required by the contract, there may be a different delivery schedule for each transaction, such as receipt of order by the vendor. It is also important that the Department clearly show the place for delivery and the receiving time schedule at the delivery points. If there are liquidated damages for non-delivery or late delivery, call these terms to the attention of the vendor and stress their importance. All parties should know where the material will be accepted – f.o.b. origin or destination. The City declares f.o.b. destination as the preferred method. In determining delivery locations, the Department shall analyze each specific location in respect to product, cost, timeliness and other relative factors. If the shipment is “f.o.b. destination,” the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment will be withheld until the claims are settled.

### **FOLLOW UP AND EXPEDITING**

Follow-up normally applies to the monitoring of the delivery schedules to assure compliance. Expediting, in the purest sense, involves an attempt to improve or to reduce the contractually stipulated delivery time for various reasons, and the vendor is not legally obligated to comply.

The primary objectives of the follow-up function are:

- A. To assure full compliance by the vendor;
- B. To develop documentation for future evaluation of the vendor's performance.

The early detection of possible delivery delays will provide the City with a greater opportunity for resolving the problem and for developing satisfactory alternatives. The

initial follow-up action would be to reaffirm the delivery schedule and to establish proper liaison with the seller's representative. If delivery problems do develop, contact the vendor for assistance.

## **DELINQUENT DELIVERIES**

When follow-up efforts have failed, and the deliveries have become delinquent, one of two actions must be taken:

- A. Authorize additional time for delivery; or
- B. Consult with City Administrator and Attorney prior to cancelling order and seeking other sources.

In making the decision as to which of these actions shall be taken, several factors must be considered:

- A. Needs and requirements of the City;
- B. Agreements with the vendor;
- C. Availability of the items and cost from other sources; and
- D. The time it would take for delivery if reordered from another source.

In all cases, the reasons for delinquent deliveries shall be documented. The reasons shall be inputted into the MSI software's Vendor Comments section as well as placed in the vendor A/P file. This information may be needed in evaluating future bids submitted by that particular vendor.

## **PARTIAL DELIVERIES**

Some purchase orders may list several items. In this event it may be possible for the vendor to complete timely delivery on some of the items, which would be referred to as "partial deliveries" on the complete bid. The City will pay for purchase order items upon acquisition. In this event, partial deliveries are authorized. However, if outstanding purchase order items are essential to the functionality of the item (i.e. wheels to a purchased tractor), partial payments shall not be authorized, and the purchase order will be paid in full upon final delivery.

## **SUBSTITUTION**

To meet the contractual delivery schedule, it may be appropriate in some situations to consider substitute items. The specifications shall cover this eventuality and would govern the legality of the transaction. However, substitutions may be necessary, regardless of the specifications, if it is absolutely necessary for the City to have the material by a specific date. Other reasons for substitution may be design changes, raw material shortages, and health and safety priorities.

Whenever substitutions are necessary, due to shortcomings of the vendor, it is the responsibility of the purchaser to seek the best value when substituting items. This action will serve to meet the legal requirements of the contract and to discourage future substitutions by the same vendor. In addition, this action will serve notice on the other bidders that no favoritism was shown and that compliance with specifications is expected from all vendors.

## **NONPERFORMANCE**

Should the vendor fail to meet any requirement of the specifications, the vendor can be cited for nonperformance. The seriousness of nonperformance must be evaluated based on the circumstances surrounding each violation. However, there should always be some recourse to the City when a vendor fails to perform, in accordance with the terms and conditions. These include:

- A. The City may exercise its rights under a liquidated damages clause or under the terms of a performance bond.
- B. The City may obtain the needed items from another source and charge the delinquent vendor the excess difference in cost. A revised delivery schedule with the vendor may be the best remedy.
- C. The City may terminate the contract for default if it is in the best interest of the City and provided that the items can be obtained under more favorable conditions from other sources.
- D. The City Administrator shall be notified in writing by any Department that experiences nonperformance problems.
- E. In some instances, recourse in the case of nonperformance in connections with the purchase of goods may be governed by the Uniform Commercial code concerning rejection, revocation of acceptance, and the seller's right to cure with respect to defective or nonconforming goods.

## INSPECTION

Human lives as well as the success of expensive projects may depend upon how well the purchased items meet the design and performance specifications included in the bid package. Goods and materials shall be checked at the time of receipt to detect any damage or defects. The inspection also includes assuring that material is in compliance with the specifications.

A variety of tests may be conducted as a necessity for determining if the merchandise meets specifications. Certain forms of inspection and testing will only be conducted on a percentage of the items, as the procedure followed may make the items unusable. Inspection and testing may be performed at origin or destination. These tests are classified as sampling, chemical/lab, functional, and endurance tests. In some cases a certification of compliance will be accepted. All requirements for inspection and testing must be clearly stated in the specifications. Both inspection and testing are costly, but the benefits far outweigh the expense when defects can be detected before they cause loss of life, injury or equipment failure. Inspection, testing and acceptance are conclusive, except for latent defects or fraud.

### **Reports, Rejection and Return Authorization**

Whenever an inspection is performed, all reports to properly support claims or actions must be thoroughly documented. Sufficient time should be scheduled to allow for an inspection immediately upon arrival of the goods, taking into consideration required tests as necessary.

Goods shall be inspected for damage, quantity, quality, price, and for all other requirements listed in the specifications. A copy of the inspection report will normally be used to substantiate payment for the goods and verification of receipt.

In the event of rejection, for whatever purpose, certain steps must be taken to inform and to protect the rights of the vendor as well as of the City. Reasons for rejection must be listed and these reasons shall reference specific requirements of the contract.

### **Damage during Shipment**

One of the major reasons for inspection at the time of receipt is to detect any visible damage. It's important that all damage be completely described on the receiving report. Any evidence of concealed damage shall also be noted at this time. This notation is necessary to support the filing of damage claims against the carrier. The carrier shall be notified immediately, and a joint inspection should be scheduled with the carrier's representative.

When it is apparent that the extent of the damage causes the goods to be worthless, they shall not be accepted.

### **Latent Defects**

Latent defects may be the result of damages in transit or of failure of the manufacturer to conform to specifications. Consequently, it is sometimes very difficult to fix responsibility for the defective material. If the carrier is suspected to be the one at fault, then the carrier's representative should be invited to come in for a joint inspection. Subsequently, a claim describing the situation shall be filed with the respective carrier.

A similar procedure shall be followed if the vendor/manufacturer is suspected to be at fault. The importance of "f.o.b. destination" shipments shall be reiterated at this point, for on such shipments, the vendors are responsible for rectifying the situation or for correcting the defect. If specific liability for the defect cannot be determined between the carrier, the vendor, or the manufacturer, the City may have to file a claim against all parties, seeking their cooperation in resolving the situation.

# Policy Amendment Request

Policy Number: <u>1.6 Disposal of surplus goods</u>	Last Adopted: <u>2/1997</u>	Date of Request: <u>7/16/10</u>
-----------------------------------------------------	-----------------------------	---------------------------------

Reason for Change:

<input checked="" type="checkbox"/> Spelling / Grammatical Error	<input checked="" type="checkbox"/> Updated Procedure
<input checked="" type="checkbox"/> Change in Contents	<input type="checkbox"/> Other Reason(s):

Description of Change:

Additions in italics/underlined. - Proceeds to General fund  
- AS-is sale

Removed "Request for written quotations" to move to 1.3 <sup>purchase</sup> policy

Employee's Signature: <u>Jennifer Pollett (ad hoc committee)</u>	Date: <u>7-16-10</u>
City Administrator's Review Signature: <u>D. E. Jordan</u>	Date: <u>7-16-10</u>

Committee Name: JCR      Committee Review Date: 8/9/10, 8/23/10

Common Council Meeting Policy Review Date:

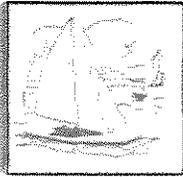
Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____



## 1.6 DISPOSAL OF SURPLUS GOODS

### I. PURPOSE

The City is interested in full realization of the value of goods it purchases. This policy is aimed at making sure all surpluses are disposed of to the economic advantage of the City.

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## DISPOSAL OF SURPLUS GOODS

Goods can become obsolete or wear out and occasionally it turns out they are over-stocked. Changing technology, accumulation of “waste,” and fulfillment of the “useful” life of goods makes the activity of handling surplus inevitable. Competitive bidding on surplus, obsolete or usable goods is required. This may be achieved through sealed bids, auction or open market sales. All items sold via competitive bidding shall be sold on an “as is” basis with no expressed warranty. The disposal of all goods requires the approval of the Common Council. All proceeds from sale of surplus goods shall be returned to the General Fund.

# Policy Amendment Request

Policy Number: <i>1.7 Accounts Payable</i>	Last Adopted: <i>2/1997</i>	Date of Request: <i>7-16-10</i>
-----------------------------------------------	--------------------------------	------------------------------------

Reason for Change:

<input checked="" type="checkbox"/> Spelling / Grammatical Error	<input checked="" type="checkbox"/> Updated Procedure
<input checked="" type="checkbox"/> Change in Contents	<input type="checkbox"/> Other Reason(s):

Description of Change:

*-Clarified A/p Prepaid check policy*

*-Updated Prepaid claims list*

Employee's Signature <i>Jennifer Pollett (Adhoc committee)</i>	Date <i>7-16-10</i>
-------------------------------------------------------------------	------------------------

City Administrator's Review Signature <i>Dee E. Jones</i>	Date <i>7-16-10</i>
--------------------------------------------------------------	------------------------

Committee Name: *FLR*      Committee Review Date: *8/9/10, 8/23/10*

Common Council Meeting Policy Review Date:

Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____



## 1.7 ACCOUNTS PAYABLE

### I. PURPOSE

This policy sets the procedure for writing and disbursing regular and prepaid checks.

### II. DEPARTMENT RESPONSIBLE

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

### III. COMMITTEE OVERSIGHT

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

Adopted by Common Council	2/10/1997
Amended by Common Council	??/??/2010

## ACCOUNTS PAYABLE

### Accounts Payable REGULAR Check Policy

Any AP invoices not defined in the Prepaid Check Policy shall be considered under this Regular Check Policy. Checks are written and mailed out the day after each Common Council meeting where they are approved for disbursement.

#### TIMING:

All invoices and request for checks must be submitted to the Accounting Department by noon on the Monday of the week before the regular Council meeting. Invoices that must be approved by the Police & Fire Commission or the Library Board, must be received in Accounting by the Friday before the scheduled meeting. Any exceptions to this must have written approval by the Comptroller. It is strongly encouraged to submit invoices on an ongoing periodic basis to eliminate the flood of invoices submitted right before due dates.

#### CODING:

Invoices submitted must be stamped with the A/P stamp and coded. Coding includes highlighting the invoice number, invoice date and amount to be paid. This eliminates any confusion when entering the invoice into the A/P system. Completing the stamp information will include the account number(s) to be charged and a brief description of the purchased item(s). When multiple items are listed on one invoice, use the descriptions of the most expensive items. If a Purchase Order was issued for this purchase, it should be noted on the stamp. Any packing slips should be attached to the invoice. The Accounts Payable files are the official City files for purchases and all pertinent documentation should be attached. These files are retained for at least seven years.

#### APPROVALS:

All bills must be approved by the Department Head. By approving the invoice, you are attesting that the item was received in good condition and that the correct price was charged. The City Purchasing Policy must be followed as to the requirements for quotes, Purchase Orders and Administrator approval. If a check is needed but no invoice is

available, the "Request for Check" form should be used. All supporting documentation should be attached.

No checks will be cut from Statements. Only original invoices are to be submitted for payment. If a remittance envelope comes with the invoice, the envelope should be submitted along with the invoice to the Accounting Dept. Duplicate copies of invoices are not necessary and they should be destroyed.

### **Accounts Payable PREPAID Check Policy**

Prepaid checks are those items where payment is required sooner than the two (per month) regular payment dates (which follow each Council meeting). These checks will be mailed out on Fridays and must be submitted to the Accounting Dept. by Thursday at noon.

As stated in the Municipal Code Section 2-361(d), Prepaid Claims are defined as:

1. Invoices which will incur late payment penalties
2. Invoices where discounts are available
3. Payroll liabilities
4. Utility payments
5. Tax settlements
6. Union contractual items for reimbursements and uniform allowances.

Requests for payment of invoices not covered in the above list require the written approval of the City Administrator. It is the intent to reduce the number of prepaid checks to emergency situations whenever possible.

All invoices submitted must be coded and approved as stated in the Regular Check Policy. Documented verbal approval is acceptable via phone when the individual is not able to be present. If no authorized party is available, a written Executive Order by the Mayor explaining the circumstances must accompany the approval.

# Policy Amendment Request

Policy Number: <i>1.8 Investments</i>	Last Adopted: .	Date of Request: <i>7/30/10</i>
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Reason for Change:

<input checked="" type="checkbox"/> Spelling / Grammatical Error	<input type="checkbox"/> Updated Procedure
<input type="checkbox"/> Change in Contents	<input type="checkbox"/> Other Reason(s):

Description of Change:

*- corrected spelling errors*

*- City clerk shall maintain record of banks*

*- updated FICA limits*

Employee's Signature <i>Jennifer Blott</i> AS-HOC Committee	Date <i>7-30-10</i>
----------------------------------------------------------------	------------------------

City Administrator's Review Signature <i>Deirdre Jordan</i>	Date <i>7-30-10</i>
----------------------------------------------------------------	------------------------

Committee Name: *FCR*      Committee Review Date: *8/9/10, 8/23/10*

Common Council Meeting Policy Review Date:

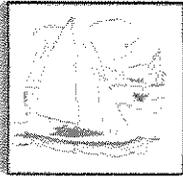
Approved  
 Denied

Notes from Council Meeting:

City Clerk Follow Up:

<input type="checkbox"/> Master File Updated	Date: _____
<input type="checkbox"/> Website Updated	Date: _____
<input type="checkbox"/> Clerk's Office Manual Updated	Date: _____
<input type="checkbox"/> Dept Head Distribution	Date: _____



## 1.8 INVESTMENTS

### I. PURPOSE

To establish investment objectives; to delegate authority for the execution and reporting of investments; to establish standards of prudence; to establish standards for depositories; to set and establish collateral requirements; and to identify permitted investments that conform to all state and local statutes governing the investment of public funds.

### II. DEPARTMENT RESPONSIBLE

The City Comptroller, City Treasurer and City Administrator are responsible for ensuring that the investing policies set by the Common Council with regard to the investment and safeguarding of public funds are met.

### III. COMMITTEE OVERSIGHT

The Finance, Licenses and Regulations (FLR) Committee is responsible for reviewing and updating this policy as deemed necessary. The listing of authorized financial dealers and institutions shall be adopted annually at the organizational meeting of the Common Council. Final approval of all changes must be granted by the Common Council.

Adopted by Common Council	1/26/2009
Amended by Common Council	??/??/2010

## INVESTMENTS POLICY

**Relevant State Statutes:** WI Stats 66.0603 on Investments and 34.01 on governing boards.

**Strategic Goals and Objectives met with this policy:** The City's investment strategy is to earn market average rate of return as measured by the six-month U.S. Treasury bills.

### **INVESTMENT OBJECTIVES**

The primary objectives of the City's investment activities are listed below, in priority order. Strategies for attaining these objectives are provided later in the policy

- (a) **Legal** Implementation of this policy must conform with all applicable federal, state and other legal requirements.
- (b) **Safety** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- (c) **Liquidity** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
- (d) **Return on Investment** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.
- (e) **Interest Income** Earn enough interest to meet budgeted goals for income contribution.

### **INVESTMENT CONSTRAINTS**

Attaining a return on investment involves investment risk. The City has considered the following types of investment risk in forming the strategies for this policy:

- (a) **Investment Rate or Market Risk.** Interest Rate Risk is defined as the risk to earning or capital resulting from adverse movements in interest rates. Longer-term, fixed-rate securities have greater interest rate risk than shorter-term securities. Market Risk is finding the price of a security unattractive because of market conditions. The City needs to diversify its investment holdings to minimize this risk.
- (b) **Liquidity Risk.** The City needs to hold investments in such a mix as to maintain standby liquidity, or the capacity to meet unanticipated cash requirements. This

can be done by exchanging an asset for cash, having sufficiently liquid or short-term securities that mature in a very short time or by having quick, reliable sources of borrowing.

- (c) **Default and Custodial Credit Risk.** These risks are involved when success depends on the performance of a counterparty, issuer, or borrower. These external parties can be broker/dealers or safekeeping agents and entities that borrow money, including other municipalities. Since safety is one of the top priorities, the City will choose investments that have a lower default or credit risk and requires agreements that will fully collateralize the City's assets.

## **INVESTMENT STRATEGIES**

### Authorized Investments

The investment of all City funds shall be in accordance with s. 34.01(1) and 66.0603 Wis. Stats. and consists of the following types of securities:

- (a) **Certificates of Deposit.** City funds may be invested in certificates of deposit, (CDs), maturing within 36 months or less from the date of investment, issued by any bank or savings and loan association which are authorized to do business in Wisconsin and are federally insured. The financial institution must have been designated a public depository of the City by resolution of the Common Council. The City may invest in the CDARS (Certificate of Deposit Account Registry Service) program for maximum collateralization of investment, through any of the approved financial institutions that offer this program.
- (b) **Government Bonds and Securities.** City funds may be invested in United States of America government bonds or securities which are direct obligations of the federal government, where principal and interest are guaranteed by the federal government. City funds may also be invested in US Government – sponsored Enterprises (GSEs), limited to FNMA (FannieMaes) and FRDMC (FreddieMacs) debt securities, which carry an implicit guarantee by the federal government. The maturities are to match anticipated cash flow needs. The securities must be purchased through financial institutions approved for that purpose by the Common Council, and placed in safekeeping in a segregated account in the City's name at any designated public depository or approved financial institution.
- (c) **Government Pools.** City funds may be invested in the State of Wisconsin Local Government Investment Pool, or the League of Wisconsin Municipalities Wisconsin Investment Trust, or the Wisconsin Treasurer's Trust Fund.
- (d) **Sweep Repurchase Agreements.** This agreement corresponds to a checking account where liquidity is the key attribute. It must be fully collateralized with US Government –backed securities or securities held in the City's name. No substitution of securities will be allowed. The custodian shall be a party other than the trading partner. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- (e) **Municipal Money Market Accounts.** It must be fully collateralized with US Government –backed securities or securities held in the City's name. No

substitution of securities will be allowed. The custodian shall be a party other than the trading partner.

- (f) **Sweep Accounts (also referred to as zero balance accounts).** The City may invest in zero balance accounts for the purpose of segregating payment activity for payroll and health and pharmaceutical *claims*. These are not expected to earn income, but are an authorized use of funds. This may also refer to authorizing funds to be transferred between accounts within an authorized financial institution to a money market account (for example) in order to earn funds temporarily not needed.
- (g) **Checking Accounts.** The City may invest funds in a checking account, which may or may not earn interest but will facilitate the general payment activity of the City. The account must be fully collateralized with US Government – backed securities or securities held in the City’s name. Consideration may be given to *FDIC* insurance (\$250,000) and the State appropriation (Stats 20.144 (1) (a) and 34.08) (\$400,000).

#### Prohibited Investments

Investments of City funds are limited to the investment vehicles specifically identified in this Policy. Investment of City funds is expressly prohibited in the following:

- (a) commodity trading, including all futures contracts
- (b) purchase of letter stock
- (c) short selling
- (d) option trading
- (e) foreign securities
- (f) collateralized mortgage obligation bonds (CMOs, MBSs, SIVs)
- (g) bonds and securities not guaranteed by the federal government , except GSE issues

#### Safekeeping and Custody

All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Common Council and evidenced by safekeeping receipts.

The custodial agreement shall provide that securities held by a bank or trust company, or agent of and custodian for the City, will be kept separate and apart from the general assets of the custodial bank and trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposits or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the City a perfected interest in the securities.

### Diversification

The City will diversify its investments by security type and institution. With the exception of U. S. Treasury securities and authorized pools, no more than 25% of the City's total investment portfolio in any particular fund shall be invested in a single security type or with a single financial institution. The percentage held at the LGIP may be as high as 50%.

### Maximum Maturities

Investment maturities must match anticipated cash flow requirements. Unless matched to a specific cash flow or maturity, the City will not directly invest in securities maturing more than two years from the date of purchase.

Reserve funds may be invested in securities exceeding two years if the maturity of such investments are made to coincide with the expected use of the funds. Documentation must be kept of the reason for exceeding this two year limit.

### Delegation of Authority

Pursuant to s. 34.01(1) and 66.0603 Wis. Stats, the Common Council is responsible for the investment of City funds. The Common Council designates the Finance, License & Regulation Committee to recommend investment policies and procedures for Council adoption. The Mayor and Council shall direct implementation of this adopted investment policy.

The City Administrator is responsible for implementation of the investment policies and procedures as adopted by the Common Council. The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees.

The City Administrator may employ the services of a Registered Investment Advisor or a Chartered Financial Advisor with prior approval of the Common Council. Said financial advisor shall be compensated based on a fee for service versus a commission basis.

### The Standard of Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Standard of Prudence to be used in investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor and the Finance, License & Regulation Committee any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/ investment positions that could be related to the performance of the City’s portfolio. Employees and officers shall *refrain from undertaking* personal investment transactions *similar* to those of the City, particularly with regard to the time of purchase and sales.

#### Authorized Financial Dealers and Institutions

The Common Council shall annually, at its reorganization meeting in April, adopt resolutions that identify financial institutions authorized to provide investment services. Resolutions shall also be adopted that identify any broker/dealers that may qualify to become bidders for City investment transactions. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C-1. No public deposit shall be made except in a qualified public depository as established by state laws. *The City Clerk shall maintain a current and historical listing of all banks and trust companies authorized for the deposit of City monies. This designation will be voted on annually at the organizational meeting of the Common Council.*

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Comptroller with the following: audited financial statements/ resumes on each broker/dealer, Compliance Officer and Registered Principle: proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, certification of having read the City’s investment policy and depository contracts.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City deposits funds.

Internal Control and Reporting

The City Administrator shall establish an annual process of independent review by an external auditor. The auditor will assess internal controls and compliance with these investment policies and procedures.

The City Treasurer, under the City Administrator's direction, is charged with the responsibility of preparing monthly cash balance reports to the Common Council.

The City Treasurer, under the City Administrator's direction, shall maintain an investment record in which all investment transactions are recorded. Said record shall include the date of purchase, purchase price, term, rate of return and all other pertinent information on each investment.

Performance Standards

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. The City's investment strategy is to earn market average rate of return. Given this conservation strategy, the basis used to determine whether market yields are being achieved shall be the six-month U. S. Treasury Bill and the average Fed Funds rate.

Scope

This investment policy applies to all financial assets of the City. These assets are accounted for in the City's General Purpose Financial Statements within the various funds:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds
- Tax Increment Financing Districts Funds

**City of Lake Geneva  
Council Meeting  
8/9/2010**

**Prepaid Checks - 7/22/10 through 8/5/10**

**\$11,566.18**

**CITY OF LAKE GENEVA  
ACCOUNTS PAYABLE ITEMS OVER \$1,000  
FOR THE COUNCIL MEETING DATED 8/9/10**

<b>BREAKDOWN PREPAID A/P COUNCIL MEETING DATE:</b>	<b>8/9/2010</b>
<b>TOTAL UNPAID ACCOUNTS PAYABLE - 7/22/10 through 8/5/10</b>	<b>11,566.18</b>
<b>ITEMS &gt; \$1,000:</b>	
The Wanasak Corp - Main St Bridge - Final Payment	-5,454.36
US Bank - Police Purchases	-2,737.00
Rote Oil - Dyed/Undyed Diesel	-2,717.99
<b>BALANCE OF OTHER ITEMS</b>	<b>656.83</b>

DATE: 08/06/2010  
 TIME: 09:00:33  
 ID: AP450000.WOM

CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 07/22/2010 TO 07/26/2010

VENDOR # INVOICE # ITEM DESCRIPTION ACCOUNT NUMBER INV. DATE P.O. NUM CHECK # CHK DATE CHECK AMT INVOICE AMT / ITEM AMT

T0000256 SANDY JAVOREK LUNCHEON 01 7/30 MEETING/LUNCHEON 112005331 07/19/10 49379 07/22/10 14.00 14.00

WINS WINS CPS TRAINING 07/20/10 49380 07/22/10 347.00 347.00

REGISTRATION 01 REGISTRATION, CERT, MATERIALS 1121005410 07/20/10 49380 07/22/10 347.00 347.00

VENDOR TOTAL: 347.00  
 TOTAL --- ALL INVOICES: 361.00

DATE: 08/06/2010  
 TIME: 09:00:58  
 ID: AP450000.MOM

CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 07/28/2010 TO 08/05/2010

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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835649604X07212010				07/14/10		49452	08/03/10	49.19	49.19
01		CELL CHGS 6/14-7/13/10	1121005221					49.19	
								VENDOR TOTAL:	49.19

PCP		PETTY CASH - POLICE DEPT.		08/02/10		49453	08/03/10	166.45	166.45
6/10-7/10									
01		6/11 MAILING	1121005399					6.66	6.66
02		6/14 MAILING	1121005399					6.66	6.66
03		6/15 REFRESHMENT FOR INTERVIEW	1121005399					0.60	0.60
04		6/16 MAILING	1121005399					6.66	6.66
05		6/18 MAILING	1121005399					6.66	6.66
06		6/21 MAILING	1121005399					6.66	6.66
07		6/22 MAILING	1121005399					14.78	14.78
08		7/1 MAILING	1121005399					1.22	1.22
09		7/5 MAILING	1121005399					10.40	10.40
10		7/6 MAILING	1121005399					6.83	6.83
11		7/6 MAILING	1121005399					19.98	19.98
12		7/12 MAILING	1121005399					6.66	6.66
13		7/14 BIKE RACE LOTION	1121005399					17.28	17.28
14		7/26 MAILING	1121005399					19.98	19.98
15		8/2 MAILING	1121005399					13.32	13.32
16		6/18 DISPATCH PAYBACK	1121005399					20.00	20.00
17		7/10 BIKE MAINTENANCE	1121005399					2.10	2.10
								VENDOR TOTAL:	166.45

ROTE		ROTE OIL COMPANY		07/13/10		49454	08/03/10	2,717.99	1,708.55
104655									911.61
01		341.3 GAL UNDYED DIESEL	1132105341					796.94	
02		337.4 GAL DYED DIESEL	1132105341						
								VENDOR TOTAL:	1,708.55

104718				07/29/10		49454	08/03/10	2,717.99	1,009.44
01		361.5 GAL UNDYED DIESEL	1132105341					972.07	
02		15.7 GAL DYED DIESEL	1132105341					37.37	
								VENDOR TOTAL:	2,717.99

USBANK		U.S. BANK		07/15/10		49455	08/03/10	2,737.00	2,737.00
4798531205564545-6/1									99.00
01		6/15 KAIHARI RESORT	1121005331					-58.00	
02		6/18 KALAHARI RESORT CREDIT	1121005331					140.00	
03		6/15 CHULA VISTA RESORT	1121005331					69.00	
04		6/16 NITERIDER TECH	1121005361						
								VENDOR TOTAL:	2,737.00

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CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 07/28/2010 TO 08/05/2010

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4798531205564545-6/1			07/15/10		49455	08/03/10	2,737.00	2,737.00
		05 6/16 KALAHARI RESORT	1121005331						160.00
		06 6/18 LA QUINTA INNS	1121005331						42.00
		07 6/17 CHUTA VISTA RESORT	1121005331						3.94
		08 6/17 CUIVERS, EDGERTON, WI	1121005331						8.30
		09 6/28 BROWNELLS	1121005342						17.90
		10 7/2 WALMART	1121005361						14.77
		11 7/2 KEEN EDGE CO	1121005361						70.86
		12 7/2 OFFICEMORLD	1121005310						48.69
		13 7/5 NEXT DOOR PUB	1121005331						57.54
		14 7/7 CROWD CONTROL WAREHOUSE	1121005331						2,063.00
		VENDOR TOTAL:						2,737.00	

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VERIZON	2424903712			07/03/10		49456	08/03/10	80.19	80.19
		01 CELL/AIR CARD CHGS	1121005221						80.19
		VENDOR TOTAL:						80.19	

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MANAS	2424903712			07/27/10		49457	08/03/10	5,454.36	5,454.36
		01 MAIN ST BRIDGE-FINAL PAYMENT	3430008099						5,454.36
		VENDOR TOTAL:						5,454.36	
		TOTAL --- ALL INVOICES:						11,205.18	

**City of Lake Geneva  
Council Meeting  
8/9/2010**

**Accounts Payable Checks - through 8/5/10**

1. General Fund	<u>\$ 78,232.22</u>
2. Debt Service	<u>\$ -</u>
3. TID #4	<u>\$ 269,565.89</u>
4. Lake Front	<u>\$ 46,129.17</u>
5. Capital Projects	<u>\$ 1,125.00</u>
6. Parking Meter	<u>\$ 253.15</u>
7. Library Funds	<u>\$ 13,671.12</u>
8. Impact Fees	<u>\$ 7,900.00</u>
9. Tax Agency Fund	<u>\$ -</u>
Total All Funds	<u><u>\$416,876.55</u></u>

**CITY OF LAKE GENEVA  
 ACCOUNTS PAYABLE ITEMS OVER \$1,000  
 FOR THE COUNCIL MEETING DATED 8/9/10**

<b>BREAKDOWN REGULAR A/P COUNCIL MEETING DATE:</b>	<b>8/9/2010</b>
<b>TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 8/5/10</b>	<b>\$ 416,876.55</b>
<b>ITEMS &gt; \$1,000:</b>	
Reesman's Excavating & Grading - Edwards Blvd Construction - Draw 3	-250,214.64
H. Barber & Sons - 2010 Surf Rake	-31,886.00
Geneva Lakes Area Chamber of Commerce - 3rd qtr 2010 Payment, Library Membership	-23,987.50
Crispell-Snyder - Edwards Blvd Engineering through 7/10	-17,051.25
Oak Hill Cemetery - 8/10 Payment	-13,333.33
Humphrey's Contracting - Vet's Park Retaining Wall	-7,900.00
Geneva Lake Water Safety Patrol - 8/10 Payment	-7,767.50
Jerry Willkomm Inc - Unleaded Gasoline for Various Dept's	-7,460.69
Lakeshores Library System - 2010 OCLC, Gale Powerspeak	-6,157.57
Nyquist Engineering - 6/10 Police IT Service	-4,604.99
Baker & Taylor - Print/Nonprint Library Materials	-4,058.32
YMCA - 8/10 Payment	-3,818.33
Riviera Security Deposit Refunds	-2,942.37
ProPhoenix - Tracs, Epads for Phoenix System	-2,593.75
Midwest Sealcoat - Tennis Ct Repairs	-2,300.00
Minnesota Life Insurance Co - Various Dept. 9/10 Life Insurance	-2,260.84
Arbor Images - Playground Mix	-2,170.00
General Code - Code Supplement	-1,683.00
Geneva Lake Environmental Agency - 8/10 Payment	-1,666.67
Down to Eath Contractors - Storm Sewer Fix at Central Denison	-1,605.38
Global Industrial - Election Polling Tables	-1,197.00
Balance of Other Items	<b>20,217.42</b>

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
VENDOR #							
-----							
ACL	ACL SERVICES LLC						
201006-0	07/01/10	01	BLOOD DRAWS	11-21-00-5380		08/10/10	52.50
			POLICE SPECIAL INVESTIGATI				
			INVOICE TOTAL:				52.50
			VENDOR TOTAL:				52.50
AFFORD AFFORDABLE LIBRARY PRODUCTS							
92637-0	07/14/10	01	DUE DATE STICKERS	99-00-00-5512		08/10/10	95.00
			LIBRARY PROCESSING SUPPLIE				
			INVOICE TOTAL:				95.00
			VENDOR TOTAL:				95.00
AMYS AMY'S SHIPPING EMPORIUM							
95656	06/04/10	01	MAILING TO NITTEBYDER	11-21-00-5312		08/10/10	38.13
			POLICE POSTAGE				
			INVOICE TOTAL:				38.13
95657	06/04/10	01	BUBBLE WRAP, BOX	11-21-00-5312		08/10/10	3.28
			POLICE POSTAGE				
			INVOICE TOTAL:				3.28
			VENDOR TOTAL:				41.41
ANTAE ANTAEUS, LLC							
0001-53	08/01/10	01	ONLINE PROCESSING	42-34-50-5216		08/10/10	100.00
		02	ONLINE PROCESSING	99-00-00-5211			5.00
		03	ONLINE PROCESSING	40-55-10-5216			195.00
			PROF SERVICES - SOFTWARE				
			INVOICE TOTAL:				300.00
			VENDOR TOTAL:				300.00

ARBOR ARBOR IMAGES INC

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ARBOR	ARBOR IMAGES INC						
4808	07/15/10	01	PLAYGROUND MIX	11-52-00-5352		08/10/10	542.50
			PLAYGROUND MIX-SEM PK/TREES	11-52-00-5352			
			PLAYGROUND MIX-VET'S PARK	11-52-01-5952			
4809	07/16/10	01	PLAYGROUND MIX-VET'S PARK	11-52-01-5952		08/10/10	542.50
			PLAYGROUND MIX-SEM PK/TREES	11-52-00-5352			
4826	07/26/10	01	PLAYGROUND MIX-SEM PK/TREES	11-52-00-5352		08/10/10	542.50
			PLAYGROUND MIX-TOT LOT, COBB PK	11-52-00-5352			
4827	07/26/10	01	PLAYGROUND MIX-TOT LOT, COBB PK	11-52-00-5352		08/10/10	542.50
			PLAYGROUND MIX-SEM PK/TREES	11-52-00-5352			
			PLAYGROUND MIX-VET'S PARK	11-52-01-5952			
ARROW	ARROW PEST CONTROL INC.						
49174	07/23/10	01	7/10 MONTHLY SVC	11-16-10-5360		08/10/10	50.00
			CITY HALL MAINT SERVICE CO				
AT&T	AT&T ADVERTISING SOLUTIONS						
6000054823-9-A	07/17/10	01	POLICE YELLOW PAGES	11-21-00-5221		08/10/10	9.00
			POLICE YELLOW PAGES	11-21-00-5221			
			PD TELEPHONE EXPENSE				
AUTWOR	AUTOWORKS PLUS						
4850	07/21/10	01	INSTALL TUBE-MOWER	11-52-00-5250		08/10/10	10.00
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				10.00
			VENDOR TOTAL:				10.00

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CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
4854	07/22/10	01	FIX TIRE-TRK 56	11-32-10-5250		08/10/10	10.31
			ST DEPT EQUIPMENT REPAIRS				
							INVOICE TOTAL: 10.31
							VENDOR TOTAL: 20.31
BAKER BAKER & TAYLOR							
75022386-6/10	06/30/10	01	INV I21785340-2 ITEMS	99-00-00-5414		08/10/10	50.37
		02	CR I357462CM-1 ITEM	LIBRARY NONPRINT MATERIALS			
		05	INV I22531600-1 ITEM	99-00-00-5414			-21.59
		06	INV I24142520-10 ITEMS	LIBRARY NONPRINT MATERIALS			17.99
				99-00-00-5414			298.58
				LIBRARY NONPRINT MATERIALS			
							INVOICE TOTAL: 345.35
L3367102-6/10	06/30/10	01	INV 2024703203-2 ITEMS	99-00-00-5410		08/10/10	25.71
		02	INV 2024703204-19 ITEMS	LIBRARY ADULT MATERIALS			
		03	INV 2024730290-7 ITEMS	99-00-00-5410			334.15
		04	INV 2024730291-1 ITEM	LIBRARY ADULT MATERIALS			107.59
		05	INV 2024730292-1 ITEM	99-00-00-5410			14.47
		06	INV 2024730293-1 ITEM	LIBRARY ADULT MATERIALS			14.47
		07	INV 2024730294-2 ITEMS	99-00-00-5410			24.65
		08	INV 2024768278-8 ITEMS	LIBRARY ADULT MATERIALS			32.96
		09	INV 2024768279-1 ITEM	99-00-00-5410			122.12
				LIBRARY ADULT MATERIALS			16.71

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BAKER BAKER & TAYLOR								
L3367102-6/10		06/30/10	10	INV 2024768280-4 ITEMS	99-00-00-5410		08/10/10	66.12
			11	INV 2024768281-1 ITEM	LIBRARY ADULT MATERIALS			30.70
			12	INV 2024768282-2 ITEMS	LIBRARY ADULT MATERIALS			38.46
			13	INV 2024786947-3 ITEMS	LIBRARY ADULT MATERIALS			44.56
			14	INV 2024786948-1 ITEM	LIBRARY ADULT MATERIALS			16.15
			15	INV 2024786949-1 ITEM	LIBRARY ADULT MATERIALS			18.39
			16	INV 2024786950-78 ITEMS	LIBRARY ADULT MATERIALS			1,054.68
				INVOICE TOTAL:				1,961.89
L3367362		06/30/10	01	INV 2024714557-2 ITEMS	99-00-00-5410		08/10/10	22.82
			02	INV 2024754183-29 ITEMS	LIBRARY ADULT MATERIALS			441.81
			03	INV 2024801438-1 ITEM	LIBRARY ADULT MATERIALS			23.44
			04	INV 2024801439-12 ITEMS	LIBRARY ADULT MATERIALS			176.46
				INVOICE TOTAL:				664.53
L3367442-6/10		06/30/10	01	INV 2024758952-1 ITEM	99-00-00-5413		08/10/10	179.95
				LIBRARY REFERENCE MATERIAL				
				INVOICE TOTAL:				179.95
L3367512		06/30/10	01	INV 2024720695-1 ITEM	99-00-00-5411		08/10/10	10.16
			02	INV 2024720696-4 ITEMS	LIBRARY YOUTH MATERIALS			43.06
				LIBRARY YOUTH MATERIALS				



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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BENDLIN BENDLIN FIRE EQUIPMENT CO INC							
62820	06/10/10	01	CALIBRATION GAS RETURN	11-22-00-5340		08/10/10	-198.00
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				-198.00
63153	07/07/10	01	4-GAS DETECTOR	11-22-00-5800		08/10/10	529.00
			OUTLAY-EQUIPMENT-FIRE DEPT				
			INVOICE TOTAL:				529.00
63203	07/09/10	01	GUARD-VENTILATION FAN	11-22-00-5800		08/10/10	75.00
			OUTLAY-EQUIPMENT-FIRE DEPT				
			INVOICE TOTAL:				75.00
			VENDOR TOTAL:				406.00
BIGELOW BIGELOW REFRIGERATION							
62039	07/27/10	01	REPAIR BEER TAPPER-RIV	40-55-20-5350		08/10/10	212.95
			BLDG. MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				212.95
			VENDOR TOTAL:				212.95
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-172669	06/16/10	01	BATTERY CHARGER-COMMAND 1	11-22-00-5351		08/10/10	36.29
			EQUIP MAINT SUPPLIES-FIRE				
			INVOICE TOTAL:				36.29
662-172690	06/16/10	01	TORQUE WRENCH-FIX FIRE HOSE	11-22-00-5351		08/10/10	24.99
			EQUIP MAINT SUPPLIES-FIRE				
			INVOICE TOTAL:				24.99
662-173357	06/23/10	01	BRAKE LIGHT	11-32-10-5351		08/10/10	8.85
			VEHICLE/EQUIPMENT MAINTENA				
			INVOICE TOTAL:				8.85
662-173594	06/25/10	01	HALOGEN BUIB-CAR 1	11-22-00-5351		08/10/10	17.49
			EQUIP MAINT SUPPLIES-FIRE				
			INVOICE TOTAL:				17.49

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-175220	07/13/10	01	BATTERY-TRK 56	11-32-10-5351		08/10/10	86.00
			VEHICLE/EQUIPMENT MAINTENANCE				
			INVOICE TOTAL:				86.00
662-175390	07/14/10	01	BACKUP LAMPS-ENG 1	11-22-00-5351		08/10/10	17.18
			EQUIP MAINT SUPPLIES-FIRE				
			INVOICE TOTAL:				17.18
662-175408	07/14/10	01	TEST LIGHT	11-32-10-5340		08/10/10	1.39
			OPERATING SUPPLIES-STREET				
			INVOICE TOTAL:				1.39
662-176518	07/26/10	01	BATTERY-MOWER	11-52-00-5250		08/10/10	65.00
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				65.00
662-176530	07/26/10	01	GEAR OIL-TRACTOR	11-52-00-5250		08/10/10	12.87
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				12.87
662-176718	07/27/10	01	BATTERY-AIR BOAT	11-22-00-5351		08/10/10	91.95
			EQUIP MAINT SUPPLIES-FIRE				
			INVOICE TOTAL:				91.95
			VENDOR TOTAL:				362.01
CDW CDW GOVERNMENT INC.							
TCPE575	06/28/10	01	COMP EQUIP-DATA ENTRY	11-21-00-5305		08/10/10	93.68
			DATA PROCESSING				
			INVOICE TOTAL:				93.68
			VENDOR TOTAL:				93.68
CES C.E.S.							
LKG/009157	07/13/10	01	LIGHT BULBS	11-52-00-5350		08/10/10	20.00
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				20.00

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CEB	C.E.S.						
LKG/009260	07/22/10	01	BULB-BEACH HOUSE	40-54-10-5352		08/10/10	13.40
			BEACH MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				13.40
			VENDOR TOTAL:				33.40
CHAMP	CHAMPION WINDOW CLEANING						
228047	07/23/10	01	WINDOW CLEANING	40-55-20-5360		08/10/10	560.00
			RIV MAINTENANCE SERVICE CO				
			INVOICE TOTAL:				560.00
			VENDOR TOTAL:				560.00
CINTAS	CINTAS FIRE PROTECTION F36						
0F36516651	07/16/10	01	ANNUAL INSP-LIGHTING/EXTNGHRS	99-00-00-5532		08/10/10	273.18
			LIBRARY EQUIP LEASES & MAI				
			INVOICE TOTAL:				273.18
			VENDOR TOTAL:				273.18
CLIFFJ	JOSEPH CLIFFORD						
REIMB	07/27/10	01	AIR FILTER FOR BLOWER	40-54-10-5352		08/10/10	7.37
			BEACH MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				7.37
			VENDOR TOTAL:				7.37
COUNT	COUNTRY FORD OF LAKE GENEVA						
FOCS26309	07/26/10	01	VEHICLE MAINT-109 CROWN VIC	11-21-00-5361		08/10/10	188.20
			POLICE-EQUIP MAINT SERV CO				
			INVOICE TOTAL:				188.20
FOR14712	07/27/10	01	HANDLE-SQ 203	11-21-00-5361		08/10/10	16.20
			POLICE-EQUIP MAINT SERV CO				
			INVOICE TOTAL:				16.20
			VENDOR TOTAL:				204.40

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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
11933	07/30/10	01	7/10 ENG-EDWARDS BLVD	34-30-00-8140		08/10/10	17,051.25
			EDWARDS BOULEVARD CONSTRUC				
			INVOICE TOTAL:				17,051.25
			VENDOR TOTAL:				17,051.25
4227	07/21/10	01	TOW	11-34-10-5290		08/10/10	125.00
			CAR TOWING				
			INVOICE TOTAL:				125.00
			VENDOR TOTAL:				125.00
3922238	07/19/10	01	LGPL STAMP FOR NEWSPAPERS	99-00-00-5511		08/10/10	15.36
			LIBRARY CIRCULATION SUPPLI				
			INVOICE TOTAL:				15.36
3924130	07/20/10	01	SHELF ADAPTER, LABELS, MARKERS	99-00-00-5512		08/10/10	90.71
			LIBRARY PROCESSING SUPPLIE				
			INVOICE TOTAL:				90.71
			VENDOR TOTAL:				106.07
250-7/10	08/02/10	01	WORK PERMITS-7/10	11-00-00-2422		08/10/10	142.50
			DUE TO WISCONSIN-WORK PERM				
			INVOICE TOTAL:				142.50
			VENDOR TOTAL:				142.50
4457	07/19/10	01	STORM SEWER FIX-CNTRL DENISON	11-32-15-5450		08/10/10	1,605.38
			STORM SEWER MAINTENANCE				
			INVOICE TOTAL:				1,605.38
			VENDOR TOTAL:				1,605.38

DOWN TO EARTH CONTRACTORS INC

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUI	UNEMPLOYMENT INSURANCE						
1760384	08/04/10	01	UNEMPLOYMENT-7/10-FIRE	11-10-00-5154		08/10/10	45.22
			UNEMPLOYMENT COMPENSATION				
			INVOICE TOTAL:				45.22
			VENDOR TOTAL:				45.22
DUNN	DUNN LUMBER & TRUE VALUE						
3933350	06/01/10	01	BULBS, FANS, CAULK	99-00-00-5250		08/10/10	66.77
			LIBRARY BLDG REPAIR & MAIN				
			INVOICE TOTAL:				66.77
397827	06/30/10	01	BULBS, NUTS/BOLTS, CONNECTOR	99-00-00-5250		08/10/10	13.11
			LIBRARY BLDG REPAIR & MAIN				
			INVOICE TOTAL:				13.11
398061	07/01/10	01	BOLTS-PARKING TICKET BOX	42-34-50-5340		08/10/10	8.48
			OPERATING SUPPLIES-TICKETS				
			INVOICE TOTAL:				8.48
398177	07/01/10	01	MAILBOX FOR PARKING TICKETS	42-34-50-5340		08/10/10	15.95
			OPERATING SUPPLIES-TICKETS				
			INVOICE TOTAL:				15.95
398295	07/02/10	01	TICKET BOX HASP	42-34-50-5340		08/10/10	12.84
			OPERATING SUPPLIES-TICKETS				
			INVOICE TOTAL:				12.84
398329	07/02/10	01	BOLTS-TIC PYMT BOX	42-34-50-5340		08/10/10	1.28
			OPERATING SUPPLIES-TICKETS				
			INVOICE TOTAL:				1.28
398486	07/03/10	01	BROOM	11-52-00-5350		08/10/10	12.99
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				12.99

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DUNN	DUNN LUMBER & TRU							
398514	07/05/10	01	TAPE, CABLES, BRAKE CLEANER	11-22-00-5351			08/10/10	27.00
				EQUIP MAINT SUPPLIES-FIRE				
				INVOICE TOTAL:				27.00
398520	07/05/10	01	PAINT-APPARATUS HAND TOOLS	11-22-00-5351			08/10/10	21.96
				EQUIP MAINT SUPPLIES-FIRE				
				INVOICE TOTAL:				21.96
398564	07/06/10	01	BULBS/SWITCH-EXHAUST FAN	99-00-00-5250			08/10/10	20.78
				LIBRARY BLDG REPAIR & MAIN				
				INVOICE TOTAL:				20.78
399092	07/08/10	01	RETURN SWITCH, SWIFFER REFILL	99-00-00-5250			08/10/10	8.19
				LIBRARY BLDG REPAIR & MAIN				
				INVOICE TOTAL:				8.19
399094	07/08/10	01	STEEL ROD-SEM PK BATHROOM DOOR	11-52-00-5350			08/10/10	11.82
				BLDG MAINT SUPPLIES-PARKS				
				INVOICE TOTAL:				11.82
399201	07/08/10	01	BOLTS-TRK 17	11-32-10-5351			08/10/10	7.16
				VEHICLE/EQUIPMENT MAINTENA				
				INVOICE TOTAL:				7.16
399208	07/08/10	01	EXIT LIGHT BULBS	11-32-10-5340			08/10/10	25.92
				OPERATING SUPPLIES-STREET				
				INVOICE TOTAL:				25.92
399238	07/08/10	01	PK PYMT BOX BOLTS/VELCRO TAPE	42-34-50-5340			08/10/10	5.75
				OPERATING SUPPLIES-TICKETS				
				INVOICE TOTAL:				5.75
399354	07/09/10	01	TICKET BOX ADJUSTMENT	42-34-50-5340			08/10/10	1.64
				OPERATING SUPPLIES-TICKETS				
				INVOICE TOTAL:				1.64

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DUNN	DUNN	LUMBER & TRUE VALUE							
399732	07/12/10	01	METER LUBRICANT	42-34-50-5250			08/10/10	95.16	
				PARKING METERS REPAIRS					
				INVOICE TOTAL:				95.16	
399914	07/13/10	01	AC FILTERS, BATTERIES	40-55-20-5350			08/10/10	37.85	
				BLDG. MAINTENANCE SUPPLIES					
				INVOICE TOTAL:				37.85	
399978	07/13/10	01	GREASE-BACK HOE	11-32-10-5351			08/10/10	4.99	
				VEHICLE/EQUIPMENT MAINTENNA					
				INVOICE TOTAL:				4.99	
399986	07/13/10	01	HOOKS-HANG EXHAUST FANS	11-22-00-5399			08/10/10	36.94	
				FIRE DEPT MISCELLANEOUS EX					
				INVOICE TOTAL:				36.94	
400108	07/14/10	01	PIPE-BANNER POLES	11-34-10-5394			08/10/10	14.95	
				STREET DECORATIONS					
				INVOICE TOTAL:				14.95	
400191	07/14/10	01	WASP SPRAY	11-52-00-5350			08/10/10	11.96	
				BLDG MAINT SUPPLIES-PARKS					
				INVOICE TOTAL:				11.96	
400771	07/19/10	01	NUTS/BOLTS-TRAFFIC LIGHT POLE	11-34-10-5260			08/10/10	4.80	
				REPAIRS-TRAFFIC SIGNALS, E					
				INVOICE TOTAL:				4.80	
400828	07/19/10	01	WATER TANK WAND	11-52-00-5352			08/10/10	17.95	
				GROUPS MAINTENANCE SUPPLI					
				INVOICE TOTAL:				17.95	
400869	08/05/10	01	WATER WAND RETURN	11-52-00-5352			08/10/10	-5.46	
				GROUPS MAINTENANCE SUPPLI					
				INVOICE TOTAL:				-5.46	

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DUNN DUNN LUMBER & TRUE VALUE							
400903	07/19/10	01	PLUMBING SUPPLIES-PARKS	11-52-00-5350		08/10/10	1.78
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				1.78
401016	07/20/10	01	DUCT TAPE	11-32-10-5399		08/10/10	17.98
			STREET DEPT MISCELLANEOUS				
			INVOICE TOTAL:				17.98
401308	07/21/10	01	BOLTS-MOWER	11-52-00-5250		08/10/10	2.40
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				2.40
401421	07/22/10	01	TOILET SEAT-LIBRARY PK	11-52-00-5350		08/10/10	21.95
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				21.95
401489	07/22/10	01	NUTS/BOLTS, ROD-PLAYGROUND	11-52-01-5952		08/10/10	13.50
			GROUNDS MAINTENANCE SUPPLI				
			INVOICE TOTAL:				13.50
401512	07/22/10	01	TANK BALL-ST DEPT OFFICE	11-32-10-5350		08/10/10	4.93
			BLDG MAINT SUPPLIES-STR DE				
			INVOICE TOTAL:				4.93
401876	07/26/10	01	OIL DRY/CAULK	11-16-10-5350		08/10/10	15.92
			CITY HALL BLDG MAINT SUPPL				
			INVOICE TOTAL:				15.92
401996	07/27/10	01	NUTS/BOLTS, KEYS, BALLAST, BULBS	99-00-00-5250		08/10/10	40.12
			LIBRARY BLDG REPAIR & MAIN				
			INVOICE TOTAL:				40.12
402179	07/27/10	01	PUSH MOWER BLADE	11-52-00-5250		08/10/10	18.95
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				18.95

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DUNN	DUNN LUMBER & TRUE VALUE						
402414	07/28/10	01	GARBAGE BAGS, LIGHT BULBS	40-55-20-5350		08/10/10	20.95
			BLDG. MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				20.95
402467	07/29/10	01	BATTERIES	99-00-00-5250		08/10/10	17.97
			LIBRARY BLDG REPAIR & MAIN				
			INVOICE TOTAL:				17.97
402520	07/29/10	01	PAINT	11-34-10-5370		08/10/10	3.69
		02	HOSE MENDER	MARKING PAINT			
			11-52-00-5352				2.99
			11-52-00-5352				2.99
			INVOICE TOTAL:				6.68
402521	07/29/10	01	CHAIN SAW BAR	11-32-13-5420		08/10/10	84.00
			TREE & BRUSH - REPAIR				
			INVOICE TOTAL:				84.00
402522	07/29/10	01	CHAIN SAW BAR	11-32-13-5420		08/10/10	31.53
			TREE & BRUSH - REPAIR				
			INVOICE TOTAL:				31.53
402562	07/29/10	01	BALLAST-LOWER RIV	40-55-20-5350		08/10/10	27.99
			BLDG. MAINTENANCE SUPPLIES				
			INVOICE TOTAL:				27.99
402603	07/29/10	01	GRASS SEED	11-52-00-5352		08/10/10	13.68
			GROUNDS MAINTENANCE SUPPLI				
			INVOICE TOTAL:				13.68
STMT-7/10-FIRE	08/02/10	01	7/10 DISCOUNT	11-00-00-4819		08/10/10	-4.30
			DISCOUNTS EARNED				
			INVOICE TOTAL:				-4.30
STMT-7/10-LIBRARY	08/02/10	01	7/10 DISCOUNT	11-00-00-4819		08/10/10	-6.91
			DISCOUNTS EARNED				
			INVOICE TOTAL:				-6.91

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DUNN DUNN LUMBER & TRUE VALUE								
STMT-7/10-STREET		08/02/10	01	7/10 DISCOUNT	11-00-00-4819		08/10/10	-20.92
DISCOUNTS EARNED								
								INVOICE TOTAL: -20.92
								VENDOR TOTAL: 788.98
EAM EMERGENCY APPARATUS MAINT								
49812		07/12/10	01	CHECK BRAKES-SQUAD 1	11-22-00-5240		08/10/10	591.30
								INVOICE TOTAL: 591.30
								VENDOR TOTAL: 591.30
ELKHO ELKHORN CHEMICAL COMPANY, INC.								
499131		07/13/10	01	GARBAGE BAGS	40-55-20-5350		08/10/10	161.32
								INVOICE TOTAL: 161.32
								VENDOR TOTAL: 161.32
499226 07/15/10 01 DEODORANT BLOCKS, CLEANERS								
								INVOICE TOTAL: 240.18
								VENDOR TOTAL: 401.50
GAGE GAGE MARINE CORPORATION								
947352		07/15/10	01	REPAIR PIER STORM DAMAGE	40-52-11-5252		08/10/10	136.00
								INVOICE TOTAL: 136.00
								VENDOR TOTAL: 136.00
GATEK GATEWAY TECHNICAL COLLEGE								
14156		07/20/10	01	PUMP/LADDER DRIVER OPER EXAMS	11-22-00-5410		08/10/10	160.00
								INVOICE TOTAL: 160.00
								VENDOR TOTAL: 160.00
								FIRE DEPT TRAINING

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GENERAL	GENERAL	GENERAL	GENERAL CODE				
BILL002003	07/14/10	01	CODE SUPPLEMENT	11-14-30-5218		08/10/10	1,683.00
			MUNICIPAL CODIFICATION				
			INVOICE TOTAL:				1,683.00
			VENDOR TOTAL:				1,683.00
GENERAL	GENERAL	GENERAL	GENERAL COMMUNICATIONS, INC.				
180768	06/17/10	01	BATTERIES-PORABLE RADIOS	11-22-00-5262		08/10/10	313.60
			FD-COMMUNICATION SYS MAINT				
			INVOICE TOTAL:				313.60
			VENDOR TOTAL:				313.60
GENON	GENEVA ON-LINE INC.						
894455	07/01/10	01	7/10 DSL SVC	99-00-00-5221		08/10/10	60.00
			LIBRARY TELEPHONE/PAGER				
			INVOICE TOTAL:				60.00
894722	07/01/10	01	7/10 INTERNET/E-MAIL SVC	11-21-00-5221		08/10/10	39.00
			PD TELEPHONE EXPENSE				
			INVOICE TOTAL:				39.00
897040	08/01/10	01	8/10 E-MAIL SVC	11-12-00-5221		08/10/10	4.00
			MUNICIPAL CT TELEPHONE				
			INVOICE TOTAL:				4.00
			VENDOR TOTAL:				103.00
GLCHAM	GENEVA LAKE AREA CHAMBER						
5296	07/01/10	01	MEMBERSHIP DUES-7/1/10-6/30/11	99-00-00-5211		08/10/10	237.50
			GENERAL ADMTN EXPENSES				
			INVOICE TOTAL:				237.50
8/10	08/05/10	01	3RD QTR 2010 PAYMENT	11-70-00-5710		08/10/10	23,750.00
			HOTEL/MOTEL ASSN-CHAM OF C				
			INVOICE TOTAL:				23,750.00
			VENDOR TOTAL:				23,987.50

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GLELE GENEVA LAKES ELECTRIC INC.								
412		07/18/10	01	BREAKER & RECEPTACLE	11-52-00-5399		08/10/10	109.02
				PARKS MISCELLANEOUS EXPENS				
				INVOICE TOTAL:				109.02
413		07/18/10	01	FIX LAKEFRONT LIGHTS	11-34-10-5261		08/10/10	425.19
				STREET LIGHTS REPAIRS				
				INVOICE TOTAL:				425.19
				VENDOR TOTAL:				534.21
GLENV GENEVA LAKE ENVIRONMENTAL AGEN								
8/10		08/05/10	01	8/10 PAYMENT	40-54-10-5730		08/10/10	1,666.67
				GLAKE ENVIRONMENTAL AGENCY				
				INVOICE TOTAL:				1,666.67
				VENDOR TOTAL:				1,666.67
GLOBAL GLOBAL INDUSTRIAL								
103593143		07/02/10	01	POLLING TABLES-FIRE DEPT	11-14-30-5735		08/10/10	1,197.00
				GRANT PURCHASES				
				INVOICE TOTAL:				1,197.00
				VENDOR TOTAL:				1,197.00
GLWAT GENEVA LAKE WATER SAFETY								
8/10		08/05/10	01	8/10 PAYMENT	40-54-10-5720		08/10/10	7,767.50
				WATER SAFETY PATROL				
				INVOICE TOTAL:				7,767.50
				VENDOR TOTAL:				7,767.50
GREAT GREAT AMERICA LEASING CORP.								
9835882		07/05/10	01	COPIER LEASE/SUPPORT	99-00-00-5532		08/10/10	528.00
				LIBRARY EQUIP LEASES & MAI				
				INVOICE TOTAL:				528.00
				VENDOR TOTAL:				528.00

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132331	HALLI I.G. HALL, INC.	05/24/10	01	TIRE-WOODS MOWER	11-32-10-5250		08/10/10	127.77
					ST DEPT EQUIPMENT REPAIRS			127.77
								INVOICE TOTAL: 127.77
								VENDOR TOTAL: 127.77
133251	HALVM MIKE HALVERSON	07/19/10	01	SUPPORT ARM-TRACTOR	11-32-10-5351		08/10/10	99.95
					VEHICLE/EQUIPMENT MAINTENANCE			99.95
								INVOICE TOTAL: 227.72
								VENDOR TOTAL: 227.72
1930	HEARB H. BARBER & SONS INC	04/09/10	01	REPL DOOR OPENER	11-22-00-5241		08/10/10	895.00
					FIREHOUSE REPAIRS			895.00
								INVOICE TOTAL: 895.00
								VENDOR TOTAL: 895.00
BL24194A	HENRY AARON HENRY	07/14/10	01	2010 SURF RAKE MODEL 400HD	40-54-10-5800	00000035	08/10/10	31,886.00
			02	INCLUDES 2 YR ALL INCLUSIVE	OUTLAY - BEACH EQUIPMENT			31,886.00
			03	WARRANTY	** COMMENT **			31,886.00
					** COMMENT **			31,886.00
								INVOICE TOTAL: 31,886.00
								VENDOR TOTAL: 31,886.00
REIMBURSEMENT		05/20/10	01	BOOKS-FFI	11-22-00-5412		08/10/10	179.56
					TUITION REIMB PER CONTRACT			179.56
								INVOICE TOTAL: 179.56
								VENDOR TOTAL: 179.56

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HERCULES HARDWARE							
747682	07/15/10	01	WATERPROOF ELECTRIC TAPE	11-32-10-5399		08/10/10	23.99
			STREET DEPT MISCELLANEOUS				
			INVOICE TOTAL:				23.99
			VENDOR TOTAL:				23.99
HUMPHREY'S CONTRACTING							
344120MPT	07/23/10	01	VET'S PK RETAINING WALL	45-00-00-5961		08/10/10	7,900.00
			PARK IMPACT EXPENDITURES				
			INVOICE TOTAL:				7,900.00
			VENDOR TOTAL:				7,900.00
IMPERIAL IMPROMOTEU							
0022-AC-15025	07/21/10	01	COMMUNITY SVC SUPPLIES	11-21-00-5316		08/10/10	425.72
			CRIME PREVENTION PROGRAM				
			INVOICE TOTAL:				425.72
			VENDOR TOTAL:				425.72
IOD INCORPORATED							
5167744	07/06/10	01	MEDICAL RECORDS	11-21-00-5380		08/10/10	16.49
			POLICE SPECIAL INVESTIGATI				
			INVOICE TOTAL:				16.49
			VENDOR TOTAL:				16.49
ITTU INC							
5171511	07/22/10	01	MOPS,MATS,FRAGRANCE	40-55-20-5360		08/10/10	60.12
			RIV MAINTENANCE SERVICE CO				
			INVOICE TOTAL:				60.12
			VENDOR TOTAL:				60.12
	07/29/10	01	TOWELS,MATS,RUGS	11-32-10-5360		08/10/10	58.04
			ST DEPT BLDG MAINT SERV CO				
			INVOICE TOTAL:				58.04
			VENDOR TOTAL:				118.16

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KDAUTO KLEIN-DICKERT CO INC							
01-603422	06/30/10	01	WINDSHIELD REPAIR-AMB 1	11-10-00-5245		08/10/10	65.95
			EXPENSES SUBJECT TO INS. C				
			INVOICE TOTAL:				65.95
			VENDOR TOTAL:				65.95
LARK LARK UNIFORM OUTFITTERS INC							
60047	07/09/10	01	UNIFORM-BRADEN	11-21-00-5138		08/10/10	18.95
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				18.95
60049	07/09/10	01	UNIFORM-DYON	11-32-10-5138		08/10/10	32.95
			ST. DEPT UNIFORM ALLOW.				
			INVOICE TOTAL:				32.95
			VENDOR TOTAL:				51.90
LARRY LARRY'S TOWING & RECOVERY							
16135	08/01/10	01	TOWING	11-34-10-5290		08/10/10	145.00
			CAR TOWING				
			INVOICE TOTAL:				145.00
			VENDOR TOTAL:				145.00
LASER LASER WORKS UNLIMITED LLC							
1381798-00	07/14/10	01	LIGHT BULBS	11-16-10-5350		08/10/10	295.69
			CITY HALL BLDG MAINT SUPPL				
			11-00-00-4819				
			DISCOUNTS EARNED				-5.91
			INVOICE TOTAL:				289.78
306	06/29/10	01	NAME PLATE-PFC	11-21-00-5190		08/10/10	12.30
			PFC COMMISSION EXPENSES				
			11-24-00-5399				
			NAME PLATE-BLDG/ZONING COMM				12.30
			BLDG INSPECTOR MISC EXPENS				
			INVOICE TOTAL:				24.60

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LASER LASER WORKS UNLIMITED LLC								
8108821-00		07/19/10	01	LIGHT BUBBS RETURN	11-16-10-5350		08/10/10	-52.00
				CITY HALL BLDG MAINT SUPPL				
				INVOICE TOTAL:				-52.00
				VENDOR TOTAL:				262.38
LEAGUE LEAGUE OF WI MUNICIPALITIES								
ASSESSORS INST 07/22/10 01 '10 ASSESSORS CONFERENCE								
				11-15-40-5332			08/10/10	135.00
				ASSESSOR CONFERENCES & SCH				
				INVOICE TOTAL:				135.00
				VENDOR TOTAL:				135.00
LREGG LAKE GENEVA REGIONAL NEWS								
814786		06/03/10	01	LN:846 MAIN ST CUP	11-10-00-5314		08/10/10	45.94
				OFFICIAL PUBLICATIONS & NO				
				INVOICE TOTAL:				45.94
814788		06/03/10	01	LN:PARADISE VISTA ANNEXATION	11-10-00-5314		08/10/10	43.57
				OFFICIAL PUBLICATIONS & NO				
				INVOICE TOTAL:				43.57
814789		06/03/10	01	LN:148 W MAIN CUP	11-10-00-5314		08/10/10	45.94
				OFFICIAL PUBLICATIONS & NO				
				INVOICE TOTAL:				45.94
				VENDOR TOTAL:				135.45
LINI GRACE LININGER								
REIMB 07/21/10 01 DOR MTG MILEAGE-120 MILES								
				11-15-40-5330			08/10/10	60.00
				ASSESSOR TRAVEL-MILEAGE				
				11-15-40-5331				14.80
				ASSESSOR MEALS & LODGING				
				INVOICE TOTAL:				74.80
				VENDOR TOTAL:				74.80

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LIS LAKE SHORES LIBRARY SYSTEM							
944	07/20/10	01	2010 OCLC, GALE POWERSPEAK LIBRARY SIRSI	99-00-00-5510		08/10/10	6,157.57
			INVOICE TOTAL:				6,157.57
			VENDOR TOTAL:				6,157.57
LUSTRE CAL NAMEPLATE CORP							
256233	06/29/10	01	INVENTORY LABELS-FD EQUIP	11-22-00-5340		08/10/10	188.00
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				188.00
			VENDOR TOTAL:				188.00
MADRRI NELLIE MADRIGAL							
07/10	07/19/10	01	INTERPRETER-7/4/10	11-21-00-5140		08/10/10	180.00
			PD INTERPRETERS FEES				
			INVOICE TOTAL:				180.00
07/10-A	07/28/10	01	INTERPRETER-7/27/10	11-12-00-5399		08/10/10	60.00
			MUNICIPAL CT MISCELLANEOUS				
			INVOICE TOTAL:				60.00
			VENDOR TOTAL:				240.00
MALEK MALEK & ASSOCIATES CONSULTANTS							
4158	07/20/10	01	PARTIAL INSP-GL MANOR	11-22-00-5750		08/10/10	110.00
			SPRINKLER SYSTEMS EXPENSES				
			INVOICE TOTAL:				110.00
			VENDOR TOTAL:				110.00
MALLARD MALLARD RIDGE LANDFILL							
001374	07/15/10	01	LANDFILL USAGE-10.61 TONS	11-36-00-5296		08/10/10	558.53
			SOLID WASTE - STREET DEPT.				
			INVOICE TOTAL:				558.53

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CITY OF LAKE GENEVA  
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VENDOR #	INVOICE #	DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MALLARD MALLARD RIDGE LANDFILL								
037081	06/30/10	01	LANDFILL USAGE-3.56 TONS	11-36-00-5296			08/10/10	187.82
				SOLID WASTE - STREET DEPT.				
				INVOICE TOTAL:				187.82
				VENDOR TOTAL:				746.35
MARTIN MARTIN BUSINESS GROUP								
1086996	07/16/10	01	KONICA C252 CONTR/OVERAGE	11-21-00-5531			08/10/10	118.11
				XEROX MACHINE				
				INVOICE TOTAL:				118.11
1087338	07/28/10	01	KONICA 600 CONTR 7/20-8/19/10	11-16-10-5531			08/10/10	98.00
				CH OFFICE EQUIPMENT CONTRA				
				INVOICE TOTAL:				98.00
				VENDOR TOTAL:				216.11
MATRX MATRX MEDICAL								
3184102-02	07/13/10	01	SCISSOR LISTERS	11-29-00-5735			08/10/10	15.80
				GRANT PURCHASES				
				INVOICE TOTAL:				15.80
3184102-03	07/14/10	01	SILK/CLOTH TAPE	11-29-00-5735			08/10/10	8.40
				GRANT PURCHASES				
				INVOICE TOTAL:				8.40
3184117-01	07/07/10	01	FANNY PAKS	11-29-00-5735			08/10/10	36.00
				GRANT PURCHASES				
				INVOICE TOTAL:				36.00
3184117-02	07/15/10	01	MATCH-COMPLETE SET	11-29-00-5735			08/10/10	152.00
				GRANT PURCHASES				
				INVOICE TOTAL:				152.00
				VENDOR TOTAL:				212.20

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MERCY MERCY HEALTH SYSTEM								
IGPD-0051-6/10		07/06/10	01	BLOD DRAW	11-21-00-5380		08/10/10	14.60
					POLICE SPECIAL INVESTIGATI			
								INVOICE TOTAL: 14.60
								VENDOR TOTAL: 14.60
MERCYA MERCY ASSISTED CARE								
21782		07/01/10	01	EMS SUPPLIES USED ON CALL	11-22-00-5810		08/10/10	40.69
					EMS EQUIPMENT OUTLAY			
								INVOICE TOTAL: 40.69
23081		07/21/10	01	EMS SUPPLIES USED ON CALL	11-22-00-5810		08/10/10	19.13
					EMS EQUIPMENT OUTLAY			
								INVOICE TOTAL: 19.13
								VENDOR TOTAL: 59.82
MEYERS MEYER'S PRESSURE CLEANERS INC								
30953		07/28/10	01	TRUCK WASH/WAX	11-32-10-5351		08/10/10	374.00
					VEHICLE/EQUIPMENT MAINTENNA			
								INVOICE TOTAL: 374.00
								VENDOR TOTAL: 374.00
MIDSEAL MIDWEST SEALCOAT								
2245		07/30/10	01	TENNIS CT REPAIRS	34-30-00-5450		08/10/10	2,300.00
					MAINTENANCE & REPAIRS			
								INVOICE TOTAL: 2,300.00
								VENDOR TOTAL: 2,300.00
MILMPD MILWAUKEE POLICE DEPT								
TRAINING-6/10		07/06/10	01	DEFENSE/ARREST TACTICS CLASS	11-21-00-5410		08/10/10	250.00
					POLICE DEPT TRAINING EXPEN			
								INVOICE TOTAL: 250.00
								VENDOR TOTAL: 250.00

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MLIC MINNESOTA LIFE INSURANCE CO							
099002-9/10	08/01/10	01	9/10 MUNICIPAL COURT	11-12-00-5134		08/10/10	9.90
		02	9/10 CITY ATTORNEY	MUNICIPAL CT LIFE INSURANC			29.27
		03	9/10 CITY CLERK	11-13-00-5134			23.35
		04	9/10 ACCOUNTING	CITY ATTORNEY LIFE INSURAN			35.80
		05	9/10 TREASURER	11-14-30-5134			4.90
		06	9/10 ASSESSOR	CITY CLERK LIFE INSURANCE			23.68
		07	9/10 BLDG INSPECTOR	11-15-10-5134			33.80
		08	9/10 CITY ADMINISTRATOR	ACCTG & DP LIFE INSURANCE			55.15
		09	9/10 HARBORMASTER	11-15-30-5134			13.20
		10	9/10 ADMINISTRATIVE	TREASURER LIFE INSURANCE			42.31
		11	9/10 PAYROLL DEDUCTIONS	11-15-40-5134			313.44
				ASSESSOR LIFE INSURANCE			
				11-24-00-5134			
				BLDG INSPECTOR LIFE INSURA			
				11-24-00-5134			
				BLDG INSPECTOR LIFE INSURA			
				40-52-10-5134			
				PIER LIFE INSURANCE			
				11-10-00-5133			
				LIFE INSURANCE POLICY FEES			
				11-00-00-2134			
				LIFE INSURANCE DEDUCTION			
				11-21-00-5134			
				POLICE DEPT LIFE INSURANCE			
				11-10-00-5133			
				LIFE INSURANCE POLICY FEES			
				11-00-00-2134			
				LIFE INSURANCE DEDUCTION			
				11-22-00-5133			
				FIRE DEPT LIFE INSURANCE			
099009-9/10	08/01/10	01	9/10 POLICE			08/10/10	257.09
		02	9/10 ADMINISTRATIVE				43.72
		03	9/10 PAYROLL DEDUCTIONS				491.08
							791.89
							584.80
							81.86

099010-9/10 08/02/10 01 9/10 FIRE DEPT

11-22-00-5133 FIRE DEPT LIFE INSURANCE 08/10/10 81.86

INVOICE TOTAL: 791.89

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099010-9/10	08/02/10	02	9/10 ADMINISTRATIVE	11-10-00-5133		08/10/10	13.57
			LIFE INSURANCE POLICY FEES				
			INVOICE TOTAL:				95.43
099019-9/10	08/02/10	01	9/10 LIBRARY	99-00-00-5134		08/10/10	111.33
		02	9/10 ADMINISTRATIVE	LIFE INSURANCE			
			LIFE INSURANCE POLICY FEES				
		03	9/10 PAYROLL DEDUCTIONS	11-00-00-2134			28.34
			LIFE INSURANCE DEDUCTION				
			INVOICE TOTAL:				158.79
099044-9/10	08/01/10	01	9/10 METER DEPT	42-34-50-5134		08/10/10	8.33
		02	9/10 ADMINISTRATIVE	PARKING METERS LIFE INSURA			
			LIFE INSURANCE POLICY FEES				
		03	9/10 PAYROLL DEDUCTIONS	11-00-00-2134			8.65
			LIFE INSURANCE DEDUCTION				
			INVOICE TOTAL:				17.95
099052-9/10	08/01/10	01	9/10 RIVIERA MAINTENANCE	40-55-10-5134		08/10/10	25.40
		02	9/10 STREET	RIVIERA MTCR LIFE INSURANC			
			LIFE INSURANCE POLICY FEES				
		03	9/10 CITY HALL MAINTENANCE	11-16-10-5134			11.87
			LIFE INSURANCE POLICY FEES				
		04	9/10 ADMINISTRATIVE	CITY HALL MAINT LIFE INS			35.63
			LIFE INSURANCE POLICY FEES				
		05	9/10 PAYROLL DEDUCTIONS	11-00-00-2134			377.21
			LIFE INSURANCE DEDUCTION				
			INVOICE TOTAL:				611.98
			VENDOR TOTAL:				2,260.84

NAPAE NAPA AUTO PARTS-ELKHORN



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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
NAPAR	NAPA AUTO PARTS						
177557	07/20/10	01	FUEL FILTER-KUBOTA	11-52-00-5250		08/10/10	10.08
			EQUIPMENT REPAIR SERVICES				
			INVOICE TOTAL:				10.08
			VENDOR TOTAL:				43.99
-----							
NYQUIST	NYQUIST ENGINEERING						
950	08/02/10	01	6/10 IT SVC	11-21-00-5221		08/10/10	100.00
		02	6/10 IT SVC	PD TELEPHONE EXPENSE			
		03	6/10 IT SVC	11-21-00-5262			1,200.00
		04	6/10 IT SVC	PD COMMUNICATION SYS MAINT			
				11-21-00-5305			2,429.99
				DATA PROCESSING			
				41-21-00-0108			875.00
				PHOENIX RECORD SYSTEM			
				INVOICE TOTAL:			4,604.99
				VENDOR TOTAL:			4,604.99
-----							
OAKHILL	OAK HILL CEMETERY						
8/10	08/05/10	01	8/10 PAYMENT	11-70-00-5750		08/10/10	13,333.33
				CEMETERY-OPERATING CONTRIB			
				INVOICE TOTAL:			13,333.33
				VENDOR TOTAL:			13,333.33
-----							
OFFICE	OFFICE DEPOT						
525843633001	07/13/10	01	ENVELOPES, FILLES, PAPER	11-16-10-5310		08/10/10	37.85
		02	ADDRESS LABELS	CITY HALL OFFICE SUPPLIES			
				11-14-30-5310			40.50
				CITY CLERK OFFICE SUPPLIES			
				INVOICE TOTAL:			78.35
-----							
526729546001	07/21/10	01	BATTERIES, FILLS	11-16-10-5310		08/10/10	23.43
				CITY HALL OFFICE SUPPLIES			
				INVOICE TOTAL:			23.43

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526729601001	07/21/10	01	LETTER TRAY	42-34-50-5310		08/10/10	3.72
			PARKING METERS OFFICE SUPP				
			INVOICE TOTAL:				3.72
526729602001	07/21/10	01	CASH TRAY	11-15-30-5310		08/10/10	10.69
			TREASURER OFFICE SUPPLIES				
			INVOICE TOTAL:				10.69
527110874001	07/23/10	01	BATTERIES, MEMO BOARD	11-16-10-5310		08/10/10	14.97
			CITY HALL OFFICE SUPPLIES				
			INVOICE TOTAL:				14.97
			VENDOR TOTAL:				131.16
ONE			ONE CALL NOW				
54661622308	07/28/10	01	BUSINESS CONTINUITY PLAN	11-29-00-5735		08/10/10	250.00
			GRANT PURCHASES				
			INVOICE TOTAL:				250.00
			VENDOR TOTAL:				250.00
OTIS			OTIS ELEVATOR COMPANY				
CMM65267810	07/20/10	01	ELEVATOR CONTR 8/1-9/30/10	40-55-20-5360		08/10/10	205.64
			RIV MAINTENANCE SERVICE CO				
			INVOICE TOTAL:				205.64
			VENDOR TOTAL:				205.64
PATS			PAT'S SERVICES INC.				
A-59600	07/16/10	01	7/10 PORTABLE TOILET RENTAL	11-52-00-5840		08/10/10	70.00
			4 SEASON NATURE PRESERVE				
			INVOICE TOTAL:				70.00
			VENDOR TOTAL:				70.00

PCL PETTY CASH - LIBRARY

INVOICES DUE ON/BEFORE 08/10/2010

VENDOR #	INVOICE #	DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PCL				PETTY CASH - LIBRARY				
		7/27/10	01	MAILING TO DEMCO	99-00-00-5312		08/10/10	7.15
				LIBRARY POSTAGE				
				INVOICE TOTAL:				7.15
		7/8/10	01	REFRESHMENTS-BOARD MTG	99-00-00-5211		08/10/10	7.90
			02	MAILING-OSHKOSH,AURORA	99-00-00-5312			5.24
				LIBRARY POSTAGE				
				INVOICE TOTAL:				13.14
		8/4/10	01	ENVELOPES	99-00-00-5211		08/10/10	19.25
				GENERAL ADMTN EXPENSES				
				INVOICE TOTAL:				19.25
				VENDOR TOTAL:				39.54
PETER				ANDREA PETERSON				
		7/10	01	LAN MTG MILEAGE-25 MILES	99-00-00-5211		08/10/10	12.50
				GENERAL ADMTN EXPENSES				
				INVOICE TOTAL:				12.50
				VENDOR TOTAL:				12.50
PHIL				PHIL'S ELECTRIC DRAIN SVC, LLC				
		69345	01	ROD SEWER LINE	99-00-00-5250		08/10/10	195.00
				LIBRARY BLDG REPAIR & MAIN				
				INVOICE TOTAL:				195.00
				VENDOR TOTAL:				195.00
PMI				PROGRESSIVE MEDICAL INT'L				
		0236674	01	3 BACKBOARDS-AMBULANCES	11-22-00-5810		08/10/10	585.00
				EMS EQUIPMENT OUTLAY				
				INVOICE TOTAL:				585.00

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-----							
PMI	PROGRESSIVE MEDICAL INT'L						
0239711	07/15/10	01	EMS SUPPLIES	11-22-00-5810		08/10/10	218.05
			EMS EQUIPMENT OUTLAY				
			INVOICE TOTAL:				218.05
			VENDOR TOTAL:				803.05
-----							
POLLI	PEG POLLITT						
REIMB-7/10	07/27/10	01	TIF REPORTING MTG-MILEAGE	11-15-10-5332		08/10/10	10.00
			ACCTG CONFERENCES/TRAINING				
			INVOICE TOTAL:				10.00
			VENDOR TOTAL:				10.00
-----							
PRO	PROPHOENIX						
10-000028	07/13/10	01	TRACS-COMP PROGRAM	11-21-00-5735		08/10/10	2,343.75
			GRANT PURCHASES				
			INVOICE TOTAL:				2,343.75
-----							
10-000033	07/23/10	01	EPADS-PHOENIX SYSTEM	41-21-00-0108		08/10/10	250.00
			PHOENIX RECORD SYSTEM				
			INVOICE TOTAL:				250.00
			VENDOR TOTAL:				2,593.75
-----							
QUILL	QUILL CORPORATION						
6572296	07/09/10	01	STAPLES, LABELS, COLORED PAPER	99-00-00-5211		08/10/10	113.34
			GENERAL ADMIN EXPENSES				
			INVOICE TOTAL:				113.34
-----							
6598917	07/12/10	01	HANGING FOLDERS	11-21-00-5310		08/10/10	34.84
			POLICE DEPT OFFICE SUPPLIE				
			INVOICE TOTAL:				34.84
			VENDOR TOTAL:				148.18

RACINE RACINE COUNTY OPPORTUNITY CTR.

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RACINE RACINE COUNTY OPPORTUNITY CTR.								
39150		07/12/10	01	6/10 CLEANING SVC	99-00-00-5250		08/10/10	962.50
				LIBRARY BLDG REPAIR & MAIN				
				INVOICE TOTAL:				962.50
				VENDOR TOTAL:				962.50
RED RED THE UNIFORM TAILOR								
00W45757		06/30/10	01	UNIFORM-YAKES	11-21-00-5138		08/10/10	128.33
				PD UNIFORM ALLOWANCE				
				INVOICE TOTAL:				128.33
00W45758		06/30/10	01	UNIFORM-WALSER	11-21-00-5138		08/10/10	92.40
				PD UNIFORM ALLOWANCE				
				INVOICE TOTAL:				92.40
				VENDOR TOTAL:				220.73
REES REESMAN'S EXCAVATING & GRADING								
20100266		07/05/10	01	DRAW 3 PROGRESS PYMT	34-30-00-8140		08/10/10	250,214.64
				EDWARDS BOULEVARD CONSTRUC				
				INVOICE TOTAL:				250,214.64
				VENDOR TOTAL:				250,214.64
SAMS SAM'S CLUB								
3410	473809929	07/23/10	01	ANNUAL MEMBERSHIP	11-23-00-5320		08/10/10	35.00
				FD MEMBERSHIP DUES & FEES				
				INVOICE TOTAL:				35.00
				VENDOR TOTAL:				35.00
SIGMA SIGNATURE SIGNS, LLC								
3698		07/17/10	01	RESTROOM SIGNS	99-00-00-5250		08/10/10	48.00
				LIBRARY BLDG REPAIR & MAIN				
				INVOICE TOTAL:				48.00
				VENDOR TOTAL:				48.00

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SIGMA	SIGNATURE SIGNS, LLC						
3705	07/24/10	01	PYMT BOX DECALS	11-15-30-5310		08/10/10	20.00
			TREASURER OFFICE SUPPLIES				
			INVOICE TOTAL:				20.00
			VENDOR TOTAL:				68.00
SISC	SOUTHERN LAKES SEWING CENTER						
1385	06/28/10	01	VACUUM PART/BAGS	99-00-00-5250		08/10/10	63.98
			LIBRARY BLDG REPAIR & MAIN				
			INVOICE TOTAL:				63.98
			VENDOR TOTAL:				63.98
STANARD	STANARD & ASSOCIATES, INC.						
SA000015626	06/30/10	01	PERSONALITY EVALUATION	11-21-00-5411		08/10/10	375.00
			POLICE-APPLICATION PROCESS				
			INVOICE TOTAL:				375.00
			VENDOR TOTAL:				375.00
SA000015809	07/29/10	01	PERSONALITY EVALUATION	11-21-00-5411		08/10/10	375.00
			POLICE-APPLICATION PROCESS				
			INVOICE TOTAL:				375.00
			VENDOR TOTAL:				750.00
STARK	H.E. STARK AGENCY INC						
6089COURT-6/10	06/30/10	01	INTEREST	11-12-00-4811		08/10/10	204.79
			MUNICIPAL CT INTEREST INCO				
			INVOICE TOTAL:				204.79
			VENDOR TOTAL:				416.08
		02	COLLECTION FEES	11-12-00-5214			
			COLLECTION FEES				
			INVOICE TOTAL:				620.87
			VENDOR TOTAL:				620.87
SUMME	JOHN SUMMERS						
7/10	08/04/10	01	7/10 MILEAGE-137 MILES	11-24-00-5330		08/10/10	68.50
			BLDG INSPECTOR TRAVEL-MILE				
			INVOICE TOTAL:				68.50
			VENDOR TOTAL:				68.50

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SUNRI SUNRISE PACKAGING INC.								
0000153215		07/20/10	01	DVD CASE STAND	99-00-00-5512		08/10/10	28.92
				LIBRARY PROCESSING SUPPLIE				
				INVOICE TOTAL:				28.92
				VENDOR TOTAL:				28.92
SYSTEMS SYSTEMS DESIGN								
6930		07/22/10	01	SERVICE SPRINKLER-RIV	40-55-20-5350		08/10/10	59.75
				BLDG. MAINTENANCE SUPPLIES				
				INVOICE TOTAL:				59.75
6936		07/22/10	01	SERVICE SPRINKLER-LIBR PK	11-52-00-5362		08/10/10	212.00
				GROUPS MAINT SERVICE COST				
				INVOICE TOTAL:				212.00
				VENDOR TOTAL:				271.75
T0000258 SARAH KIIBURG								
REFUND		07/26/10	01	RIVIERA SEC DEP REFUND-7/23/10	40-55-10-2353		08/10/10	1,000.00
			02	RIVIERA SETUP/SEC GRD-7/23/10	SECURITY DEPOSITS-UPPER RI 40-55-10-4674			-242.13
				UPPER RIVIERA REVENUE				
				INVOICE TOTAL:				757.87
				VENDOR TOTAL:				757.87
T0000259 DAVID DAVILA								
REFUND		07/26/10	01	RIVIERA SEC DEP REFUND-7/24/10	40-55-10-2353		08/10/10	1,000.00
			02	RIVIERA SETUP/SEC GRD-7/24/10	SECURITY DEPOSITS-UPPER RI 40-55-10-4674			-264.00
				UPPER RIVIERA REVENUE				
				INVOICE TOTAL:				736.00
				VENDOR TOTAL:				736.00

T0000260 EMILY BROWN

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CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0000260 EMILY BROWN							
REFUND	08/02/10	01	RIVIERA SEC DEP REFUND-7/30/10	40-55-10-2353		08/10/10	1,000.00
		02	RIVIERA SETUP/SEC GRD-7/30/10	40-55-10-4674			-207.50
			UPPER RIVIERA REVENUE				792.50
							VENDOR TOTAL: 792.50
T0000261 RENEE MAYEO							
REFUND	08/02/10	01	RIVIERA SEC DEP REFUND-7/31/10	40-55-10-2353		08/10/10	1,000.00
		02	RIVIERA SETUP/SEC GRD-7/31/10	40-55-10-4674			-344.00
			UPPER RIVIERA REVENUE				656.00
							VENDOR TOTAL: 656.00
T0000262 COMMUNITY ACTION INC							
PERMIT	08/03/10	01	OVERPAYMENT-PERMIT #20100388	11-00-00-1391		08/10/10	4.00
				A/R BILL OUTS			INVOICE TOTAL: 4.00
							VENDOR TOTAL: 4.00
UNIQUE UNIQUE MANAGEMENT SERVICES							
199350	07/01/10	01	COLLECTION FEES-6/10	99-00-00-5510		08/10/10	98.45
				LIBRARY SIRSI			INVOICE TOTAL: 98.45
							VENDOR TOTAL: 98.45
UNIQUE UNITED LABORATORIES							
20639	07/27/10	01	GLASS CLEANER	40-55-20-5350		08/10/10	129.69
				BLDG. MAINTENANCE SUPPLIES			

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UNITED LABORATORIES							
20639	07/27/10	02	GLASS CLEANER	11-52-00-5350		08/10/10	129.69
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				259.38
			VENDOR TOTAL:				259.38
UNITOCC UNITED OCC MEDICAL SVC, LLC							
5/10	06/02/10	01	EMPLOYEE PHYSICAL	11-21-00-5411		08/10/10	106.00
			POLICE-APPLICATION PROCESS				
			INVOICE TOTAL:				106.00
			VENDOR TOTAL:				106.00
UNIVEN UNIVENTURE							
324919	03/29/10	01	POCKETS-AUDIO BOOK CASES	99-00-00-5512		08/10/10	78.07
			LIBRARY PROCESSING SUPPLIE				
			INVOICE TOTAL:				78.07
325074	03/31/10	01	POCKETS-AUDIO BOOK CASES	99-00-00-5512		08/10/10	35.69
			LIBRARY PROCESSING SUPPLIE				
			INVOICE TOTAL:				35.69
330197	06/23/10	01	POCKETS-AUDIO BOOK CASES	99-00-00-5512		08/10/10	196.22
			LIBRARY PROCESSING SUPPLIE				
			INVOICE TOTAL:				196.22
			VENDOR TOTAL:				309.98
VON VON BRIESEN & ROBER, S.C.							
6341	07/08/10	01	PRIVILEGE QUES-TRNG PROVIDED	11-21-00-5214		08/10/10	82.00
			OUTSIDE LEGAL EXPENSES				
			INVOICE TOTAL:				82.00
			VENDOR TOTAL:				82.00

WELD WELDERS SUPPLY CO

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963834	07/15/10	01	LG OXYGEN RENT 7/1/10-7/1/11	11-22-00-5340		08/10/10	180.00
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				180.00
			VENDOR TOTAL:				180.00
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000179259	07/15/10	01	REPAIR STROBE LIGHT	11-32-10-5399		08/10/10	20.16
			STREET DEPT MISCELLANEOUS				
			INVOICE TOTAL:				20.16
			VENDOR TOTAL:				20.16
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1959	07/27/10	01	ELEV PIT CLEANING	11-16-10-5360		08/10/10	180.00
			CITY HALL MAINT SERVICE CO				
			INVOICE TOTAL:				180.00
			VENDOR TOTAL:				180.00
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165977	07/02/10	01	1510 GAL UNLEADED GAS	11-32-10-5341		08/10/10	3,864.09
			VEHICLE-FUEL & OIL				
			INVOICE TOTAL:				3,864.09
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165999	07/21/10	01	1400 GAL UNLEADED GAS	11-32-10-5341		08/10/10	3,596.60
			VEHICLE-FUEL & OIL				
			INVOICE TOTAL:				3,596.60
			VENDOR TOTAL:				7,460.69
-----							
3515	07/22/10	01	FD ROOF REPAIR	11-22-00-5241		08/10/10	661.82
			FIREHOUSE REPAIRS				
			INVOICE TOTAL:				661.82
			VENDOR TOTAL:				661.82

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REIMBURSEMENT	07/09/10	01	BOOKS-HAZMAT/FI1	11-22-00-5412		08/10/10	254.47
			TUITION REIMB PER CONTRACT				
							INVOICE TOTAL: 254.47
							VENDOR TOTAL: 254.47
YMCA	08/05/10	01	8/10 PAYMENT	11-70-00-5760		08/10/10	3,818.33
				YMCA-YOUTH ATHLETIC PROGRA			
							INVOICE TOTAL: 3,818.33
							VENDOR TOTAL: 3,818.33
							TOTAL ALL INVOICES: 416,876.55