

## FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 8, 2010 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

### AGENDA

1. Call to Order
2. Roll Call
3. Approve Finance, License and Regulation Committee minutes of January 25, 2009 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. Discussion/Recommendation on the Analysis and Assessment of Internal Controls report previously presented by Schenck, S.C. .
6. Discussion/Recommendation on the Park Donation Policy as recommended by the Park Board. (Alderman Fesenmaier) (Continued on 12/14/09, 1/11/10, Tabled 1/25/10 )
7. Discussion/Recommendation on the revised request to approve the Library Impact Fee Budget for the Library not to exceed \$27,500 and request from the Lake Geneva Public Library for Library Impact Fees to purchase additional shelving units for the library collection, as recommended by the Library Board. (Tabled 1/11/10, left on Table 1/25/10)
8. Discussion/Recommendation on the Impact Fee Budget for 2010. (Tabled 1/25/10)
9. Discussion/Recommendation on **Resolution 10-R05** a budget resolution to designate the WE Energies property purchase from TID and undesignated reserves. (Administrator Jordan) (Tabled 1/25/10)
10. Discussion/Recommendation on **Resolution 10-R06** a budget resolution to authorize \$140,000 for the demolition and abatement of the WE Energies property. (Tabled 1/25/10)
11. Discussion/Recommendation on Accounts Payable Regular Check Policy and Accounts Payable Prepaid Check Policy as recommended by the City Comptroller. (Tabled 1/25/10)
12. Discussion/Recommendation on Original Operator License for Chadwick Hove, 1321 Main Street, Lake Geneva.
13. Discussion/Recommendation on Original Class B Fermented Malt Beverage License and Class B Liquor License for Stone Soup, LLC d/b/a Baker House, 327 Wrigley Drive, Lake Geneva, Wisconsin, Ken Hnilo, Agent.
14. Discussion/Recommendation on an Agreement with Health Payment Systems for prompt payment of health care bills. (Administrator Jordan)
15. Discussion/Recommendation on **Resolution 10-R07** a resolution to transfer \$25,529.78 from Contingency to Outside Attorney Fees for the retention of von Breisen & Roper for legal representation. (Attorney Draper)
16. Discussion/Recommendation on CDARS investment renewal or options. (Comptroller Pollitt)

**17. Piers, Harbors, and Lakefront Recommendations, Alderman Marsala**

- a. Discussion/Recommendation on Changing the Non-profit rate across the board to \$400 and the regular security deposit of \$1,000 and direct the Harbormaster to change the application and policy to reflect these changes.
- b. Discussion/Recommendation on Request Attorney Draper to draft an ordinance to reflect restricted trailer parking signs and make the fine \$150.
- c. Discussion/Recommendation on Setting the Kayak rack rental agreement at \$175 and charge a \$5 wait list fee with first renters being chosen by lottery and remaining names being put on a list by seniority.
- d. Discussion/Recommendation on Commercial Buoy and Slip Lease Agreement renewals for Marina Bay, Lake Geneva Boat Line, and Gage Marine for one year with 0% increase.

**18. Public Works Committee Recommendations, Alderman Tolar**

- a. Discussion/Recommendation on Request the City Attorney to draft an Ordinance prohibiting U-turns at all of the City's signalized intersections.

**19. Presentation of Accounts**

- a. Discussion/Recommendation on Purchase Orders
- b. Discussion/Recommendation on Prepaid Bills in the amount of \$46,682.24
- c. Discussion/Recommendation on Regular Bills in the amount of \$417,627.15

**20. Adjournment**

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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.

2/5/2010 12:19 PM  
cc: Committee Members: Alderman Krohn, Krause, Marsala, Fesenmaier, Roehrer  
Mayor & remaining Council  
Administrator, City Clerk, Department Heads, Attorney, Treasurer

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, JANUARY 25, 2010 - 6:00PM**

**COUNCIL CHAMBERS, CITY HALL**

Meeting was called to Order by Chairman Todd Krause.

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

Marsala/Roehrer motion to approve Finance, License and Regulation Committee minutes of January 11, 2009 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.

Ellyn Kehoe, 222 Warren Street, commented on item #18 and #7, she noted that the pre pay on the ambulance was resolved several months ago and wonders why this is back on the agenda. She also noted that the TIF4 resolution was well meant but she heard repairs and expansion of the skate park. She understands there was a repair portion that would go to the maintenance account. A skate park by the school is historic and should be maintenance. In her notes there was another unused fund that was not used and could be used in another park area.

Spyro Condos, 1760 Hillcrest Drive, discussed item #13, he noted the purchase of the WE Energies building depleted the unreserved fund balance. He brought each person a state statute when he served on the Council that governs the unreserved fund balance and noted they are not allowed to withdraw money out of that fund unless they have a ¾ vote by the council. He brought to the attention of everyone because the reserve funds have been depleted. There was an entire year with no finance committee. It is coincidental that year is when the Library thefts started. Today there is a purchase of a building and sent without a ¾ vote of the Council. He doesn't know why they don't understand this is misuse of City funds. It is up to the Finance Committee to find out who is responsible. If they don't it is part of the problem not the solution. That check was written, no resolution, charged against TIF districts, and when is this illegal practice going to stop. This is mismanagement of City funds. Appropriate actions must be taken.

Ed Yeager, Water Street, item #7 wanted to discuss the TIF amendment. He produced two forms obtained from City Hall regarding the TIF tax. The TIF Calculations shows the budgets for the districts and each one is listed as their budget and another levy at the end for the Tax Increment Levy is added. The increment is \$2,061,000 for 2009-2010. The balance sheet for TIF increment #4. The total is \$6,634,000. That means there is over \$6,000,000 in this fund. The City of Lake Geneva is violating the TIF statute in his opinion. He requests they close the TIF at the end of the year.

Terry O'Neill, 954 George Street, Commented about items #13 and #14 on the agenda. Those resolutions are retroactive to cover actions that were already completed. The statutes require 2/3 vote of the governing body. The reason \$100,000 was taken by the Library was because procedures were not followed then and they aren't followed now. Spending and transferring City funds without the proper approval is illegal. Not commenting on them makes it seem as if you are covering something up.

## **Update from City Administrator on the Room Tax Audit.**

Administrator Jordan noted there were some that had not responded to the audit request. They have five that have not responded. He has asked the City Attorney to respond and declare the statute they need to reply. He noted he would assume in a week they would know more.

## **Discussion/Recommendation on the Room Tax delinquency and the possible effect on liquor licenses.**

Administrator Jordan noted that delinquency could result in a revocation. Attorney Draper discussed the issue and noted the options include beginning a complaint and revocation, suspension, and provisions for penalty. There are provisions for the collection of interest also.

Marsala/Roehrer motion to have Administrator Jordan place a warning letter to reply by February 3, 2010 or a complaint will be filed for revocation or suspension. Unanimously carried.

**Request from resident regarding clarification on the TID Resolution 10-R03 to amend Resolution 09-R28 which amends Tax Increment District #4 Project Plan and the amended table of projects.**

No action to be taken.

**Discussion/Recommendation on the Park Donation Policy as recommended by the Park Board. (Alderman Fesenmaier) (Continued on 12/14/09, 1/11/10)**

Fesenmaier/Marsala motion to recommend approval. Alderman Fesenmaier noted this is a procedure for when the public wishes to donate an item for the parks and sets limits on those donations.

Chairman Krause noted there is a covenant for the Library Park and wondered if the Park Board had reviewed this.

Attorney Draper noted the issue concerns the structures that can be brought in and the consistent use of the park.

Whether it extends to monuments, it may be able to determine at this short notice. Alderman Fesenmaier does point out that the donation will comply with all deed restrictions. She also questioned the numbering system of the policy.

Fesenmaier/Marsala motion to table until February 8, 2010. Unanimously carried.

**Discussion/Recommendation on Resolution 10-R01 a resolution to authorize the City Clerk to determine the number of poll workers at each polling place to be either three (3), five (5), or seven (7) depending on the number of ballots and anticipated turnout, and authorizing the split shifts of poll workers when necessary. (Tabled 1/11/10)**

Marsala/Krohn motion to remove from the table. Unanimously carried.

Marsala/Roehrer motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on Impact Fee Budget for 2010.**

Alderman Krause noted there is a sheet for the Budget that indicates expenses and lays them out for the year.

Administrator Jordan commented the impact fee budget total was set but they went in and set increments for each department and can adjust based on their needs.

Alderman Marsala asked about the difference in price. Jordan noted the invoices were not added properly.

It was noted they are \$5,000 for the park, \$5,000 for the Fire Department,

Marsala/Krause motion to recommend approval.

Alderman Fesenmaier questioned the creation of the line items. Comptroller Pollitt noted there was not an impact fee budget set and the money is in the pool that is

Fesenmaier/Roehrer motion to table until the next FLR meeting to have more time to review. Unanimously carried.

**Discussion/Recommendation on revised request to approve the Library Impact Fee Budget for the Library not to exceed \$27,500 and request from the Lake Geneva Public Library for Library Impact Fees to purchase additional shelving units for the library collection, as recommended by the Library Board. (Original Tabled 1/11/10)**

Item was left on the table.

**Discussion/Recommendation on Resolution 10-R04 a resolution to set the EMS billing rates effective February 1, 2010.**

Chairman Krause noted he would like to request a change to place the words "Per person per call" for clarification.

Marsala/Roehrer motion to recommend approval. It was noted that no changes were made to the resident rates.

Fesenmaier/Marsala motion to allow Mr. Connelly to speak.

Chief Connelly noted they investigated the industry standards. They are looking for revenue and trying to keep the taxes down. They are still below the industry standard.

Unanimously carried.

**Discussion/Recommendation on Resolution 10-R05 a budget resolution to designate the WE Energies property purchase from TID and undesignated reserves. (Administrator Jordan)**

Administrator Jordan noted that when they met last the Council decided the bank loans would not be the process that it would be a loan from ourselves. He said he had a hard time with this. Two years ago they decided to do Edwards Boulevard, the Voters said they wanted to do Edwards Boulevard. He is confused if they want to get projects done. He felt that staff was trying to get this done because of the WE Energies push to get this done before the end of the year. He is asking them what they want to do.

Fesenmaier/Roehrer motion to table until February 8, 2010. Motion carried. Alderman Marsala voted no.

**Discussion/Recommendation on Resolution 10-R06 a budget resolution to authorize \$140,000 for the demolition and abatement of the WE Energies property.**

Fesenmaier/Roehrer motion to table. Unanimously carried.

**Discussion/Recommendation on an Agreement with Crispell-Snyder for Professional Construction Related Engineering Services for Edwards Boulevard Extension.**

Marsala/Krohn motion to forward to the Council without recommendation. Unanimously carried.

**Discussion/Recommendation on CDARS Investment renewals.**

Comptroller Pollitt passed out the quotes for the CDARS. There is 2.8 million invested with the CDARS program. The interest rates have dropped dramatically. For a 26 week the best they could get was .6%. One year ago they were 2.7%.

Krause/Fesenmaier motion to take \$300,000 into a CD at Community Bank. Unanimously carried.

**Discussion/Recommendation on Accounts Payable Regular Check Policy and Accounts Payable Prepaid Check Policy as recommended by the City Comptroller.**

Alderman Fesenmaier noted she would like to see the Policy Number along with the footer. She would also like to see a comparison of the old document to see the changes. She was glad to see this completed, but wanted to see it brought forward with the changes.

Fesenmaier/Roehrer motion to table. Unanimously carried.

**Discussion/Recommendation on a request from Police and Fire Commission to pre-pay Foster Coach for the 2010 ambulance.**

Administrator Jordan noted there is a 3% discount for paying for the item up front.

It would take delivery in March and it would save \$3,537.

Roehrer/Marsala motion to recommend approval. Comptroller Pollitt noted this was a budgeted item, and use of sinking fund, and an EMS rebate. It was noted they would come under budget and the remaining stays in that line item. Alderman Fesenmaier confirmed this would be the last item needed for this purchase no additional funds for this would be needed. Unanimously carried.

**Presentation of Accounts**

Discussion/Recommendation on Purchase Orders. None.

Marsala/Roehrer motion to recommend approval of Prepaid Bills in the amount of \$43,483.11. Unanimously carried.

Marsala/Krohn motion to recommend approval of Regular Bills in the amount of \$193,203.08. Alderman Roehrer questioned the Mayor's Scholarship award date, and the audit response letter charges. Unanimously carried.

Marsala/Roehrer motion to Adjourn at 7:04pm. Unanimously carried.

/s/ Diana Dykstra, City Clerk

**CITY OF LAKE GENEVA, WISCONSIN**  
**Analysis/Assessment of Internal Controls**

December, 2009



December 2, 2009

To the City Council  
City of Lake Geneva, Wisconsin

### ***Purpose and Scope of Study***

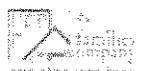
In accordance with our proposal, we completed the following tasks for the City of Lake Geneva, Wisconsin ("the City"):

- Reconciled bank and investment statements to general ledger activity from September, 2008 through September, 2009, preparing adjusting journal entries to record unrecorded financial activity.
- Reconciled the property taxes collected to City bank statements and County settlements for the City's 2008 and 2009 property tax receipts, proposing adjusting journal entries to record the activity in the City's general ledger.
- Reviewed the City's 2008 Organizational Chart along with existing policies and procedures to develop recommendations for improving the City's internal controls over financial reporting. Our engagement was completed with the goal of providing specific recommendations for improving financial reporting and controls of the City.

### ***Study Approach***

Our services were initiated in May, 2009 and continued through October, 2009. Initially, our scope was limited to reconciling bank and investment accounts through December, 2008 and review of existing policies and procedures. The primary goal was to assist with preparing for the City's 2008 audit; however, our scope of services expanded to reconciling cash and investment accounts through September, 2009 based on the following:

- The City implemented a new financial accounting system in April, 2009; therefore, some policies and procedures in effect during 2008 changed as a result of the new financial accounting system. Therefore, to understand the existing policies and procedures, we felt we needed to review financial transactions processed with the new system.
- Implementing a new financial accounting system is a time-consuming effort and, as a result, the City had not reviewed or reconciled 2009 activity. Since cash reconciliations are critical to ensuring the new financial accounting system was working properly, our scope was expanded to include 2009 bank and investment reconciliations. We were able to identify areas where system set-up changes were necessary and provided recommendations for improving procedures in the new system.
- To improve reliability of internal financial reporting for 2009, it was important that bank and investment reconciliations were completed and the reconciliations became timely. Existing City staff was working on the City's 2008 audit and 2010 budget and did not have sufficient time to complete the 2009 reconciliations of bank and investment accounts.



**Conclusion**

We appreciate the opportunity to assist the City in reviewing. We found the City staff to be professional and committed to improving financial policies, procedures and the timeliness of the City's financial reporting.

If you have any additional questions or concerns, please feel free to contact us.



Certified Public Accountants  
Green Bay, Wisconsin

## Introduction of Internal Control

Government officials entrusted with public funds are responsible for complying with laws and regulations, safeguarding assets, and producing reports which inform citizens of the results of their activities. Even minor instances of fraud reported by a government can result in a loss in confidence of its citizens and increase public scrutiny on other employees within the government. While a government can never eliminate the risk of fraud, a good internal control system and a working knowledge of potential fraud risk factors can assist government officials in meeting their stewardship responsibilities to their citizens.

It is important to realize that internal control is a process affected by people at every level of the government and not just the established policies and procedures which require approvals, authorizations, verifications, and reconciliations of your transactions. Because of limited resources, small governments like the City are particularly vulnerable to fraud because they lack the resources to adequately segregate these responsibilities. As a result, the same employee may have receipting and depositing responsibilities, increasing the government's risk of fraud since this employee could potentially take funds before they are properly recorded and deposited in the government's bank or investment account.

In small governments, strengthening internal control with limited resources requires active monitoring of areas vulnerable to fraud by governing boards and management and an overall awareness of potential fraud risk factors. The City Council should be commended having an independent review of their policies and procedures.

It is important that the City Council and management understand the five interrelated components for describing and analyzing the City's internal control system. The five interrelated components are the following:

**Control environment:** Having the proper "tone at the top" reinforces a government's commitment to complete, transparent, and accurate financial reporting. Control environment factors include the integrity, ethical values, management's operating style, delegation of authority systems, as well as the processes for managing and developing people.

**Risk assessment:** Every government faces a variety of risks from external and internal sources that must be assessed. Risk assessment is the identification and analysis of relevant risks to determine how risks should be managed.

**Control activities:** Control activities are the policies and procedures that help ensure directives are carried out and include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

**Information and communication:** Financial systems play an essential role in internal control systems as they produce reports which are timely, accurate and appropriate to make decisions. Effective communication ensures this financial information is provided to the City Council, management, and citizens. It is essential that there are clear lines of communication between the governing board, management and other staff so that everyone understands their responsibilities.

**Monitoring:** Internal control systems need to be monitored - a process that assesses the quality of internal controls over time. If controls established are to be effective, it is critical the controls be evaluated timely to ensure they are operating effectively and, if necessary, corrective action is taken to investigate and resolve discrepancies.

## Limitations of Internal Control

An inherent risk in any internal control system is the element of human error in processing or judgment, fatigue and stress. In addition, the cost of implementing a specific control should not exceed the expected benefit of the control. Therefore, small governments like the City cannot hire sufficient staff to fully segregate employee duties.

## Observations and Recommendations

Our study noted the following areas where we believe improvements can be made in the City's internal control system:

### 1. Improve reliability and timeliness of internal and external financial reporting

**Observation:** In the past year, the City has not consistently provided timely or accurate financial information to internal or external users. This has created difficulties in managing City budgets for management, including the City Council, while creating confusion and concern among City personnel.

**Cause:** Controls were not established to identify and correct delays in financial reporting when they first started. Eventually, the City chose to replace the City comptroller; however, delays in hiring the current City comptroller further delayed certain reconciliations and other procedures necessary to produce timely and accurate financial information.

Furthermore, the City replaced their financial accounting system in 2009. A properly operating internal control system would evaluate the risks associated with this implementation process (level of effort required by City staff, inability to complete daily responsibilities while implementing new system) and developed an implementation plan which addressed these risks.

It is important to point out that a delay in producing timely and accurate financial information is very common for organizations. It is customary, because of the comprehensive changes needed to existing City processes and additional time required by City personnel for system training and implementation, for a municipality to experience delays in producing financial reports for a period of time after the system has been implemented.

**Criteria:** Financial reporting provides decision makers, both inside and outside of the City, with reliable financial data to make informed decisions. To be useful, the information provided should meet the following criteria:

- a) **Appropriate content.** With the volume of financial information available, it is important that information is summarized yet detailed enough to provide value to the user. Financial information must also be assessable to those who need the information.
- b) **Timeliness.** Information must be received within a reasonable timeframe to allow users to make effective decisions.
- c) **Accuracy.** Financial information must be reliable to allow the user to make appropriate decisions.

## Observations and Recommendations (Continued)

### 1. Improve reliability and timeliness of internal and external financial reporting (Continued)

Recommendations:

- Month End Closing Checklist

We believe the City should establish a reasonable timeframe for closing financial transactions for each month. For a municipality the size of the City, we believe a reasonable time period to close each month's financial transactions would be 15 to 20 days after the end of each month.

To accomplish this, we believe the City should develop a checklist for closing monthly financial transactions which details each City employee's responsibilities as they related to month end closing procedures and the related time period each step on this checklist is to be completed. We have provided in Exhibit A an example of a monthly checklist which can be modified by the City, as deemed necessary.

Included on the checklist should be reoccurring monthly reconciliation of various balance sheet accounts. While the City probably would not need to reconcile every account each month, certain accounts, like cash and investments, must be reconciled monthly. To determine a schedule of reconciliations, the City should evaluate accounts where misstatements are most likely to occur. Completing monthly reconciliations will reduce the amount of adjustments made after year end as well as making the City's financial records more accurate throughout the year.

The most important component to ensure the checklist is operating effectively is an employee who would be responsible for monitoring the timeliness of the process, and who could take appropriate action to correct any deficiency. In our opinion, this should be the responsibility of the City administrator.

- Documentation of Financial Policies and Procedures

A key component of internal controls is the policies and procedures that help ensure that management's directives are being carried out. Like most Wisconsin municipalities, the documentation of the City's policies and procedures could be strengthened. We therefore recommend that the City take steps to strengthen the documentation of its financial policies and procedures.

The updated documentation, preferably in the form of a manual, should include all procedures performed by City personnel related to all financial systems of the City, including procedures completed by City departments. The manual should also document each operation of the accounting system (treasury, payroll, disbursements, purchasing, capital assets, debt transactions and financial reporting) and an explanation of how all the information is integrated.

## **Observations and Recommendations (Continued)**

### **1. Improve reliability and timeliness of internal and external financial reporting (Continued)**

Recommendations:       • Documentation of Financial Policies and Procedures

An updated, comprehensive manual would serve the City as follows:

1. Coordinate financial management among the various City departments.
2. Establish responsibility at all levels of management and provide necessary authority and controls to permit discharge of those responsibilities.
3. Provide managers and employees a handbook of the approved financial management policies, procedures, forms and reports for guidance, instruction and reporting.
4. Simplify administrative and operating practices by standardizing procedures and reporting.
5. Provide a flexible way to implement and communicate changes and improvements as they arise.
6. Provide written instructions for the purpose of developing a thorough understanding of each assignment and to promote improvement of existing practices and compliance with established legal and management policies.

The implementation of this manual would occur over a period of time and would be an evolving document as changes occur. The checklist described in the first recommendation would be an integral part of this manual.

### **2. Opportunities to assign financial duties to other City employees**

Observation: While other City employees perform financial duties, no employees directly reports to the City controller. We believe the current workload of this position is unsustainable over a long period of time and, although much of the past effort has focused on trying to implement a new financial reporting system and reconcile prior year information, additional support is needed to maintain the financial records of the City. This position should complete financial projections and other analysis to assist the City administrator and City Council in managing the City finances while overseeing the general ledger and accounting system with support from other City employees.

## Observations and Recommendations (Continued)

### 2. Opportunities to assign financial duties to other City employees (Continued)

**Recommendation:** The City should evaluate opportunities to strengthen the finance area by creating reporting responsibilities between the City comptroller and other employees. In small organizations like the City, employees often perform functions related to both general administration and finance. While our review indicated good cooperation exists between the City clerk and City comptroller, clearly defining reporting responsibilities would improve functionality of the City's processes. In addition, the City needs to look at other areas where finance duties could be assigned. In our opinion, the following should be considered:

- The building/zoning secretary could potentially assume additional responsibilities for financial duties. In our opinion, one example could be monitoring developer billings. Since developer agreements and the status of developer projects, including whether costs have been incurred, are handled in part by this department, it seems logical this responsibility could be transferred. In addition, other responsibilities could also be assigned.
- Currently, the municipal court has two employees who work under the direction of the municipal court judge. The City should consider if additional responsibilities could be assigned or the collection of municipal court citations changed to integrate these employees into general City operations to create additional resources for general administration and financial recordkeeping responsibilities. In addition, we noted through inquire and observation that the municipal court judge is generally not available to oversee the daily operation of the department because he is out of the state. In our opinion, integrating these employees into the general systems of the City would also provide additional oversight operations.

**Observation:** The City maintains an elected City treasurer which is not a full time position. The City treasurer currently is responsible for depositing general receipt and tax collections, in addition to issuing tax refund checks. At the present time, this position is not involved in bank or investment account reconciliations, determining outstanding checks, or other reconciling items. While the current City treasurer adequately performs the responsibilities currently assigned, few City governments maintain elected treasurer positions. In our opinion, this position could provide additional support to the City controller and maintaining an elected position does not always ensure the City has the most qualified candidate to perform these functions.

**Recommendation:** We therefore recommend the City review this position to determine if it would be better suited as an appointed position under the direction of the City controller to provide opportunities to better utilize this position in financial reporting processes.

## Observations and Recommendations (Continued)

### 2. Opportunities to assign financial duties to other City employees (Continued)

**Observation:** The City's utility commission and cemetery operations are maintained separately from the City general offices with separate accounting systems and personnel. The City's Departmental 2008 Organizational Chart lists these departments as component units. Because the scope of our study did not involve these operations, we did not contact employees of these departments or review these operations.

Many governments are looking at opportunities to consolidate departments and/or operations to become leaner in today's environment of levy limitations and other restrictions.

### 3. Receipts, revenues and accounts receivable procedures

**Observation:** The City maintains an accounts receivable system to invoice services and supplies provided by the City. In prior years, this system was not integrated with the general ledger system. With the implementation of the City's new financial system, the City has an integrated accounts receivable system which strengthens controls over invoices. We noted during our review of the City's accounts receivable balances that the 2007 balance included services which ultimately were uncollectible or in dispute and should not have been included in current receivables, inflating the general fund balance at the end of 2007.

**Recommendation:** We recommend the City adopt the following procedures related to accounts receivable invoices:

- Periodically, at least monthly, the total of the individual invoices billed, including billings for ambulance service, should be recorded in the general ledger by a debit to an accounts receivable account offset by credits to the appropriate revenue accounts.
- Periodically, the accounts receivable accounts should be reconciled by someone not involved with preparing or monitoring invoices to a report of the unpaid invoices or other supporting documentation.
- The review of unpaid invoices should also include a review of their eventually collectability. If any of the above unpaid accounts are determined to be uncollectible, they should be removed from the general ledger by authorization of the governing body. This procedure would not prevent future efforts at collection but would report unpaid accounts on the City's balance sheet on a more realistic basis. It would also reduce the accounting effort necessary to reconcile detail accounts receivable records to control accounts on the City's general ledger.

## Observations and Recommendations (Continued)

### 3. Receipts, revenues and accounts receivable procedures (Continued)

**Observation:** The City implemented a system to monitor parking tickets issued. Under current procedures, the parking tickets are manually entered into this system by the same individual who enters subsequent payments and does have physical access to the collection process.

Generally, segregating the initiation of the record (entering the parking citation into the system) with the subsequent collection and monitoring of delinquent citations weakens controls because the same individual can avoid entering citations into the system when citation payments have been made or expected to be made.

**Recommendation:** We are aware that the City is looking or has purchased hand held machines for issuing tickets. The City should ensure, as part of the implementation process, that parking ticket information can be download directly from these hand held machines to the City's computer system monitoring citations. This would improve the efficiency of the process while also adding additional internal controls over the recording of tickets. If the interface to download information is not immediately available, the City should look at reassigning the function of entering parking tickets issued or develop a monitoring procedure to ensure tickets issued are entered timely into the computer system. In addition, the City should review the procedures over monitoring activity related to parking tickets collections (for example, how are void parking tickets handled) to ensure appropriate authorization and monitoring controls exist to detect misstatements.

**Observation:** Various cash drawers are maintained, under the direction of the City treasurer, who prepares daily deposits. Certain other collection points (parking meter collections, beach revenues) collect and make deposits directly with the bank, with receipts issued based on bank deposit tickets provided to the City treasurer. The receipts issued are integrated into the City's general ledger and represent the source documentation for recording receipts into the general ledger. The following items were noted during our review of this process:

- In April, 2009 (month of system implementation), reconciling receipts issued, especially credit card payments, to deposits were more difficult due to changes in processes and procedures. The City changed various procedures and subsequent months, including credit card payments, and subsequent months easily were verified to bank deposits.
- Direct payments are generally not recorded into the City's receipt system or general ledger timely. As a result, numerous bank receipts for ambulance billings or interest receipts were not recorded by the City.
- In a couple of instances, errors in recording receipts issued for parking meter collections were noted because the receipt issued did not agree with the bank deposit ticket due to human error in preparing the receipts (transposed numbers).

## Observations and Recommendations (Continued)

### 3. Receipts, revenues and accounts receivable procedures (Continued)

**Recommendation:** Our prior recommendation on cash reconciliations would have detected the items noted during our review; therefore, we reference recommendations over cash reconciliations (monitoring procedure) to improve controls over receipts issued. We have additional observations and recommendations on remote collections and deposits.

**Observation:** Significant receipt amounts are received by the City from parking meter and beach collections. Because these revenues are primarily cash with no initial record of the amount expected to be deposited with the bank, the risk of fraud is generally higher in these operations. While our review over these areas was not an extensive internal control audit, we noted the following:

- Formal written policies and procedures are not readily available. Two employees are generally involved in collection of parking meter funds.
- The supervisor generally reviews and makes the bank deposit and provides the bank deposit ticket to the City treasurer.
- No analysis of revenues received to expectations currently exists. When significant cash is received without a point of sale register, an important monitoring control is reviewing revenues received compared to expected receipts, based on past history and observed activity.

Because parking meters and beach operations involve cash handling, there should be written procedures to better assure that all collections have been deposited with the bank. Written procedures regarding cash handling should incorporate aspects of parking meter and beach operations and should contain the following:

- who is responsible for the collection
- the actual procedure of the collection
- procedures for auditing the collections for fluctuations and how the fluctuation was resolved
- who has responsibility of keys for meters; and
- the frequency of collection.

**Recommendation:** We therefore recommend the City develop written procedures to document procedures and ensure all employees involved in the process fully understand these procedures. In addition, we recommend the City develop spreadsheets analyzing revenues to historical collections or other documentation (perhaps parking citations issued) to determine if revenue received is reasonable.

We also recommend the City consider evaluating the cost-benefit of converting from mechanical to electronic parking meters to provide additional controls. There are electronic parking meters in use around the country that are capable of accumulating revenue data. That data can be useful in assuring management that all funds deposited in parking meters is credited to the City's bank account. In addition to accumulating revenue data, electronic meters offer other benefits including alternate forms of payment and improved visual signals on expired meters.

## Observations and Recommendations (Continued)

### 3. Receipts, revenues and accounts receivable procedures (Continued)

**Recommendation:** Finally, we recommend the City consider installing a cash register system to process beach admission and other receipts to improve controls over these revenues. A cash register system is important because it allows department management or cashiers to generate a sales report at any time during the day. By adding the beginning cash in drawer to the daily sales figure, the City will know exactly how much money should be in the cash register at any given time. This is extremely useful:

- to avoid holding too much cash in the cash drawer,
- for discovering frequent overages/shortages for particular employees,
- and to remove temptation of taking cash without documentation from the cash drawer.

### 4. Maintaining Separate Bank Accounts

**Observation:** Presently, the City maintains separate checking accounts for the general, municipal court, and property tax collections. We understand that the use of separate accounts can clearly disclose available funds on hand for a particular purpose. But, because of the current accounting software environment, the maintenance of separate checking accounts requires additional employee effort to compare and reconcile bank transactions to the general ledger accounts and generally weakens controls over these funds. For example, refund checks issued from the tax checking account were completed primarily by the City treasurer without approval. While the refund checks were supported by tax records, we have seen instances at other clients where checks were issued from a tax account which were not substantiated by property tax records and adjusted by reducing interest income being recognized as revenue by the government.

Government accounting software is designed to process cash transactions utilizing a "pooled" cash account, essentially meaning that one checking account is used to record cash transactions of different operations. The software is designed this way to be able to easily allocate payroll and other expenses between various operations of a government.

**Recommendation:** In order to streamline the accounting process and improve controls, we recommend the City consider combining checking accounts. We believe that reducing the number of accounts will decrease the effort required to record and maintain City accounting records while improving controls over these funds.

## Observations and Recommendations (Continued)

### 5. Maintaining Petty Cash Funds

**Observation:** The City maintains and has recorded petty cash funds throughout various departments within the City. Based upon discussions with City personnel, we were informed that the City does not have a formal policy on the establishment and use of petty cash funds.

**Recommendation:** We recommend the City establish a formal petty cash policy. This policy should include, at a minimum, the following items:

- The formal approval process of establishing a fund
- The dollar amount of the fund
- The individuals responsible in each department for the fund
- The type of supporting documentation that should be maintained
- The reimbursement process for the fund

Once established, the City should review its present petty cash funds to determine if the existing funds are still needed. In many cases, petty cash funds established years ago are no longer needed and should be closed.

We feel the implementation of a formal petty cash policy and the review of existing petty cash funds will improve the internal control over the establishment and use of petty cash funds.



## REGULAR CITY COUNCIL MEETING

MONDAY, FEBRUARY 8, 2010 – 7:00 PM

### COUNCIL CHAMBERS, CITY HALL AGENDA

1. Mayor Chesen calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Statement of public notice by Mayor Chesen.
5. Approve Regular City Council Meeting minutes of January 25, 2010 as published and distributed.
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. Re-consider business from previous meeting.
8. Acknowledgement of Correspondence.
  - A. Lake Geneva Regional News announcement regarding mayoral primary race debate at City Hall Council Chambers on Thursday, February 11, 2010 from 6:45pm until 8:45pm.
9. Discussion and action regarding **Resolution 10-R03** a resolution to amend Resolution 09-R28 which amends Tax Increment District #4 Project Plan. (Reconsidered 1/25/10)
10. Discussion and action on the 2008 Audit acceptance as previously presented at the Committee of the Whole by Art Tillman of Deignan and Associates.
11. **Finance License and Regulation Committee Recommendations, Alderman Krause**
  - A. Park Donation Policy as recommended by the Park Board. (Alderman Fesenmaier) (Continued on 12/14/09, 1/11/10, Tabled 1/25/10 )
  - B. Revised request to approve the Library Impact Fee Budget for the Library not to exceed \$27,500 and request from the Lake Geneva Public Library for Library Impact Fees to purchase additional shelving units for the library collection, as recommended by the Library Board. (Tabled 1/11/10, left on Table 1/25/10)
  - C. Impact Fee Budget for 2010. (Tabled 1/25/10)
  - D. **Resolution 10-R05** a budget resolution to designate the WE Energies property purchase from TID and undesignated reserves. (Administrator Jordan) (Tabled 1/25/10)
  - E. **Resolution 10-R06** a budget resolution to authorize \$140,000 for the demolition and abatement of the WE Energies property. (Tabled 1/25/10)
  - F. Accounts Payable Regular Check Policy and Accounts Payable Prepaid Check Policy as recommended by the City Comptroller. (Tabled 1/25/10)

- G. Original Operator License for Chadwick Hove, 1321 Main Street, Lake Geneva.
- H. Original Class B Fermented Malt Beverage License and Class B Liquor License for Stone Soup, LLC d/b/a Baker House, 327 Wrigley Drive, Lake Geneva, Wisconsin, Ken Hnilo, Agent.
- I. Agreement with Health Payment Systems for prompt payment of health care bills. (Administrator Jordan)
- J. **Resolution 10-R07** a resolution to transfer \$25,529.78 from Contingency to Outside Attorney Fees for the retention of von Breisen & Roper for legal representation. (Attorney Draper)
- K. CDARS investment renewal or options. (Comptroller Pollitt)

**12. Piers, Harbors, and Lakefront Recommendations, Alderman Marsala**

- A. Changing the Non-profit rate across the board to \$400 and the regular security deposit of \$1,000 and direct the Harbormaster to change the application and policy to reflect these changes.
- B. Request Attorney Draper to draft an ordinance to reflect restricted trailer parking signs and make the fine \$150.
- C. Setting the Kayak rack rental agreement at \$175 and charge a \$5 wait list fee with first renters being chosen by lottery and remaining names being put on a list by seniority.
- D. Commercial Buoy and Slip Lease Agreement renewals for Marina Bay, Lake Geneva Boat Line, and Gage Marine for one year with 0% increase.

**13. Public Works Committee Recommendations, Alderman Tolar**

- A. Request the City Attorney to draft an Ordinance prohibiting U-turns at all of the City's signalized intersections.

**14. Presentation of Accounts**

- A. Purchase Orders
- B. Prepaid Bills in the amount of \$46,682.24
- C. Regular Bills in the amount of \$417,627.15

**15. Appointments to Committees, Commission & Boards by Mayor Chesen.**

**16.** Motion to go into closed session pursuant to Wis. Stats. 19.85 (1) (e) competitive bargaining reasons for the union negotiations updates. (Administrator Jordan)

**17.** Motion to return to open session pursuant to Wis. Stats. 19.85 (2) and take any action necessary on items discussed in closed session.

**18. Adjournment**

2/5/2010 12:18 PM

*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, JANUARY 25, 2010 – 7:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Council President Marsala calls the meeting to order at 7:12pm.

Pledge of Allegiance was lead by Alderman Mott.

Roll Call: Alderman Mott, Marsala, Fesenmaier, Krohn, Tolar, Krause, Roehrer, Clerk Dykstra, Comptroller Pollitt, City Attorney Draper, and Administrator Jordan.

Statement of public notice by Council President Marsala.

Krause/Tolar motion to approve Regular City Council Meeting minutes of January 11, 2010 as published and 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.**

Spyro Condos, 1760 Hillcrest Drive, noted he wanted to discuss the impact fees dealing with the Library. He wanted to thank the Finance Committee for tabling this item. There needs to be further discussion on this item. To transfer money out of a fund requires a vote and if you do what staff recommends to itemize things, then you will get around that resolution. They need oversight at that Library. He also asked to table the audit presentation to give the public an opportunity to ask questions of the accountant. If you allow it tonight you might recommend another opportunity at the Committee of the Whole. On the prepaid bills he wanted to commend the Comptroller for trying to put a policy together for this process. This has been a problem for years and this is a move in the right direction.

Ken Etten, speaking on item #14 for the 630 Williams Street recommendation. He noted that there is a rezone on this property and get approval on one portion of the building so they can get a roof on this building. On the item regarding the historic preservation sign at Library Park he noted the Sturges Family agreement may affect and the City Attorney is reviewing it so he asks they consider approval pending Attorney review.

Sara Schuester, N1970 S. Lakeshore Dr., she is discussing item #16 regarding Kayak and Canoe access and they just wanted to provide some facts to stay on top of these activities. She discussed advantages of Kayaking in the community and the potential revenue for the City. She also encouraged bicycle areas and racks.

Terry O'Neill, 954 George Street, commented he would recommend all monetary and zoning items not be on the same day City Council agenda. This would give them better opportunity to review. He also discussed the 2008 audit and his concern for a copy of the audit is not available to ask questions. Why was this not included? Is this another example of how to limit citizen input? What will be included in this audit?

**Re-consider business from previous meeting.**

Krause/Mott motion to reconsider Resolution 10-R03. Krause noted he wished to discuss the dollar allocations at the next meeting. Roll Call: "Yes" Alderman Mott, Marsala, Tolar, Krause. "No" Alderman Fesenmaier, Krohn, and Roehrer. Motion carried.

**Acknowledgement of Correspondence.** City Clerk Dykstra noted there were 17 letters from various people asking for consideration of the revocation of the Stein Liquor License for non-usage.

**Mayoral Proclamation recognizing Lions Club International Director Robert Johnson for the accomplishments and to celebrate the 2010 District 27 A-1 Annual Convention held in Lake Geneva.**

**Mayoral Proclamation recognizing Lions Club International District Governor Carl Marquardt for the accomplishments and to celebrate the 2010 District 27 A-1 Annual Convention held in Lake Geneva.**

**Mayoral Proclamation recognizing Lions Club International Lioness Affiliate District President Mary Tatera for the accomplishments and to celebrate the 2010 District 27 A-1 Annual Convention held in Lake Geneva.**

Alderman Marsala read the proclamations into the record.

**2008 Audit Presentation by Art Tillman of Deignan and Associates.**

Fesenmaier/Krause motion to continue to the Committee of the Whole and the February 8, 2010 Council Meeting. Alderman Fesenmaier noted the audit was not available online or to the Alderman. She likes to look through the items not to page through during the presentation. She feels he should do the presentation at the Committee of the Whole meeting and be available for questioning at the Council meeting.

Alderman Krause retracted his second since he noted Art Tillman was present.

Alderman Roehrer seconded the motion.

Roll Call: "Yes" Alderman Mott, Fesenmaier, Krohn, and Roehrer. "No" Alderman Marsala, Tolar, Krause.

Motion carried 4-3. Alderman Fesenmaier asked this item be placed on the internet, this is a public document. Art Tillman indicated he felt it was a draft and would like to present it first, however they are welcome to do what they would like with it. Alderman Krause asked for it to be submitted to the Clerk in that format.

**Park Donation Policy as recommended by the Park Board. (Alderman Fesenmaier) (Continued on 12/14/09, 1/11/10)**

Krause/Roehrer motion to table until February 8, 2010 as recommended by the Park Board. Unanimously carried.

**Resolution 10-R01 a resolution to authorize the City Clerk to determine the number of poll workers at each polling place to be either three (3), five (5), or seven (7) depending on the number of ballots and anticipated turnout, and authorizing the split shifts of poll workers when necessary. (Tabled 1/11/10)**

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

Krause/Roehrer motion to approve. Unanimously carried.

**Revised request to approve the Library Impact Fee Budget for the Library not to exceed \$27,500 and request from the Lake Geneva Public Library for Library Impact Fees to purchase additional shelving units for the library collection, as recommended by the Library Board. (Original Tabled 1/11/10)**

Krause/Mott motion to remove from the table. Krause/Mott rescind their motion.

Item was left on the table.

**Impact Fee Budget for 2010.**

Krause/Roehrer motion to table. Unanimously carried.

**Resolution 10-R04 a resolution to set the EMS billing rates effective February 1, 2010.**

Krause/Roehrer motion to approve. It was noted the resident rates did not change.

Unanimously carried.

**Resolution 10-R05 a budget resolution to designate the WE Energies property purchase from TID and undesignated reserves. (Administrator Jordan)**

Krause/Roehrer motion to table until February 8, 2010. Unanimously carried.

**Resolution 10-R06 a budget resolution to authorize \$140,000 for the demolition and abatement of the WE Energies property.**

Krause/Roehrer motion to table until February 8, 2010. Unanimously carried.

**Agreement with Crispell-Snyder for Professional Construction Related Engineering Services for Edwards Boulevard Extension.**

Krause/Tolar motion to allow Sue Barker to speak on this item. Unanimously carried.

Sue Barker noted this is an agreement for construction engineering services which includes survey administration and FEMA permit and inspection services. Alderman Fesenmaier questioned if this was included in the contract. Jordan noted this is a continuation of other aspects of the projects. Fesenmaier noted that when they were chosen to do the City work, they agreed to handle this. Jordan stated the design of the Bridge was included with that agreement.

Krause/Tolar motion to approve.

Alderman Roehrer questioned that based on the previous questions with the property can this really be done. Jordan noted that if the Council chooses, it can be by February 8, 2010 to prepare for award.

Roehrer/Fesenmaier motion to table. Roll Call: "Yes" Alderman Fesenmaier, Krohn, and Roehrer. "No" Alderman Mott, Marsala, Tolar, and Krause. Motion fails 4-3.

Roll Call on Original Motion: "Yes" Alderman Mott, Marsala, Fesenmaier, Tolar, and Krause. "No" Alderman Krohn, and Roehrer. Motion carried 5-2.

**Review and recommendation on CDARS Investment renewals**

Krause/Roehrer motion to take \$300,000 and place at Community Bank Delavan for .5%. Krause noted there are several more CDARS due next month and they will look at other investment options.

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

**Accounts Payable Regular Check Policy and Accounts Payable Prepaid Check Policy as recommended by the City Comptroller.**

Krause/Mott motion to table. Unanimously carried.

**Request from Police and Fire Commission to pre-pay Foster Coach for the 2010 ambulance.**

Krause/Roehrer motion to approve. Krause noted this was an approved purchase and there is an opportunity to save \$3,500 for a prepay purchase. Krause/Roehrer motion to allow Chief Connelly to speak. Unanimously carried.

Chief Connelly noted that Pierce Manufacturing and Oshkosh Trucking and they have been in business for 50 years. They are the top three manufacturer. He also noted there is a performance bond on that also.

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

**Second reading of Ordinance 10-1 a Zoning Map Amendment to rezone certain real property, located at 630 Williams Street, Tax Keys ZA1776 00001 thru 00004 from General Business (GB) and General Industrial (GI) to Planned Development (PD).**

Tolar/Krause motion to approve.

Attorney Draper noted that this is a planned development. You should not approve this unless you approve the General Development Plan and he believes it should be approved together.

Alderman Krohn questioned the status of the purchase of this property.

Administrator Jordan noted that this is a building that has a leaking roof and once he has that completed he won't purchase. He won't purchase if he can't get that approved to do the work.

Attorney Draper agreed to approve the PIP and the GDP prior to the Ordinance.

Tolar/Krause remove their motions.

Krause/Mott to suspend the rules and take the GDP and PIP first. Unanimously carried.

**General Development Plan and a portion of the Precise Implementation Plan regarding roof repair or replacement filed by Chris Migut, to allow for the conversion of the existing commercial building to multi-tenant commercial, office and light industrial use at 630 Williams Street, Tax Keys ZA1776 00001 thru 00004, including staff recommendations.**

Tolar/Krause motion to approve. Unanimously carried.

Krause/Mott motion to consider the Zoning Map Amendment. Unanimously carried.

**Second reading of Ordinance 10-1 a Zoning Map Amendment to rezone certain real property, located at 630 Williams Street, Tax Keys ZA1776 00001 thru 00004 from General Business (GB) and General Industrial (GI) to Planned Development (PD).**

Tolar/Krause motion to approve. Unanimously carried.

**Set public Hearing date on Resolution 09-R62 a resolution to vacate and discontinue a portion of an unpaved alley in Geneva Lake Crawford Manufacturing Addition, and ordering the Clerk to publish a class three notice.**

Tolar/Roehrer motion to approve and set a public hearing for February 22, 2010. Unanimously carried.

**Placement of Historic Preservation Commission sign designating the Historic District Area at the Library Park on the southwest area near the park benches where Wrigley Drive turns from Main Street. (design approved by Plan Commission 12/21/09, Historic Preservation Commission recommended approval)**  
Krause/Tolar motion to approve contingent upon the Attorney review of the compliance with the Sturges Covenant. Unanimously carried.

**Direct Attorney Draper to draft an ordinance restricting Kayak and Canoe launching at designated areas only. (Alderman Marsala and Tolar)**

Marsala noted that the only official launch site is the Launch area. This would allow additional launch areas. It would expand to three areas. Alderman Roehrer questioned the launch in the Lagoon. It will be discussed at the Piers and Harbors Meeting on Thursday evening.

Roehrer/Mott motion to approve. Unanimously carried.

**Discussion/recommendation regarding City personnel involved in mismanagement of City funds. (Alderman Fesenmaier and Krohn.)**

Fesenmaier/Krohn motion that the Personnel Committee within the next two weeks recommend actions regarding staff involved, but not limited to, Violation of State Statute and other mismanagement of funds. She also requests Personnel Council schedule the meeting after 6:00pm to make the meetings available to all the Council.

Alderman Marsala noted there are other Personnel items being discussed at this moment that are pressing and couldn't verify a meeting in two weeks.

Alderman Fesenmaier stated she does not accept as an amendment.

Alderman Tolar commented he disagrees. The meetings have always been at 2:00pm and there has never been a problem.

Alderman Fesenmaier noted the meeting times have changed since she was elected.

Alderman Krause stated there needs to be latitude to the Chair to schedule the meeting.

Alderman Fesenmaier further asked the Council to vote in favor of taking care of this right away. They can't go into too many details but it needs to be taken care of right away. Two weeks is plenty of time.

Alderman Marsala noted there are other pressing issues before the Personnel Committee and all are important, and he doesn't feel they should make a commitment to a time frame.

Alderman Fesenmaier stated this matter is pressing. What ever other issues are before the Personnel Committee this takes precedence and should come before that.

Alderman Marsala noted setting a time in the past has been to accommodate members of the Committee.

Alderman Fesenmaier stated the time will be 6:00pm or later.

Alderman Marsala noted this is a closed session item and the public could not discuss anyway.

Attorney Draper commented it is not clear what the issue is. The difficulty is once you start talking about personnel there are certain notices that are required. There is no doubt everyone wants to hear this concern, but set a time frame you might be able to meet.

Alderman Fesenmaier commented if the City Attorney can't agree with the timeline, she is okay with that being superseded. She can accept if he can show a timeline. She would like to see it in two weeks.

Alderman Roehrer commented the person who made the motion may not be able to come to this meeting unless it is at that time.

Roll Call: "Yes" Alderman Mott, Marsala, Fesenmaier, Krohn, Krause, and Roehrer. "No" Alderman Tolar. Motion carried 6-1.

### **Presentation of Accounts**

Purchase Orders. None.

Krause/Roehrer motion to approve Prepaid Bills in the amount of \$43,483.11. Roll Call: "Yes" Alderman Mott, Marsala, Fesenmaier, Krohn, Tolar, Krause, Roehrer. Unanimously carried.

Krause/Roehrer motion to approve Regular Bills in the amount of \$193,203.08. Alderman Roehrer commented the audit response letter is when attorney's response to the audit. Roll Call: "Yes" Alderman Mott, Marsala, Fesenmaier, Krohn, Tolar, Krause, Roehrer. Unanimously carried.

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

Appointment of Alderman Bill Mott to the Standing Committees of Public Works Committee and Piers, Harbors, and Lakefront Committee. Krause/Tolar motion to approve. Unanimously carried.

**Motion to go into closed session pursuant to Wis. Stats.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 in which it is or is likely to become involved with Mirbeau, Mirbeau-Hummel, or Geneva Joint Ventures. (Alderman Fesenmaier and Krohn)**

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

Tolar/Krause motion to return to open session pursuant to Wis. Stats. 19.85 (2). Roll Call : "Yes" Alderman Mott, Marsala, Fesenmaier, Krohn, Tolar, Krause, and Roehrer. Unanimously carried.

Discussion/Recommendation regarding current litigation from Mirbeau or Hummel (Alderman Fesenmaier and Krohn.)

No action will be taken.

Mott/Tolar motion to Adjourn at 9:28pm. Unanimously carried.

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/s/ Diana Dykstra, City Clerk

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

Lake Geneva Printing and Publishing, Inc.

*Publishers of the* **Lake Geneva Regional News**

# Regional News

315 BROAD STREET, LAKE GENEVA, WISCONSIN 53147  
P.O. BOX 937

AREA CODE: 262-248-8096  
FAX: 262-248-4476

Jan. 28, 2010

To: Members of the Lake Geneva City Council and City Clerk Diana Dykstra

The Lake Geneva Regional News is organizing a debate for the mayoral primary race and is requesting use of the City Hall Council Chambers on Thursday, Feb. 11, from 6:45 to 8:45 p.m.

In an effort to ensure voters are as informed as possible for the Feb. 16 citywide mayoral primary election, we have contacted the three candidates and are in the detailed planning stages for this event. While the focus will be the mayoral race, we also are planning to allow short speeches by any of the Second District aldermanic candidates who attend the debate.

Regional News General Manager John Halverson will moderate the debate and we will join together to provide questions to the candidates. The exact format will be detailed later and sent to each of the candidates in advance of the event along with further instructions.

We are requesting this use of City Hall Council Chambers be placed on the council agenda for Feb. 8 and are asking for your approval, which also would include the city providing videotaping of the event so it can be shown on the government access channel.

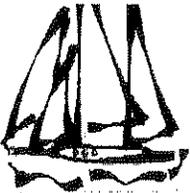
Thank you in advance for your attention to this matter and your support in helping inform the voting public. Mr. Halverson should be available Feb. 8 to answer any questions you may have regarding this debate.

If you would like to speak about the debate prior to that or have any suggestions, contact Lisa at 248-8096.

Lisa Seiser

Editor

Lake Geneva Regional News



# COMMITTEE ROOM AND BUILDING USE PERMIT FORM

Today's date:

Receipt # \_\_\_\_\_

Amount: \_\_\_\_\_

### APPLICANT INFORMATION

Last name:

Halverson

First:

John

Middle:

B.

Business or Organization Name:

Lake Geneva Regional News

Street address:

315 Broad St.

Drivers License Number:

H41646246308-05262, 248-4444

Home phone no.:

work

P.O. box:

City:

Lake Geneva

State:

WI

ZIP Code:

53114

Contact Person (If different from applicant)

Phone:

Date of Room Request:

Feb 11, 2010

Time Required:

6:45 to 8:45

Recurring Meeting (Please note \$25 rental fee is required for each meeting)

For the Purpose of:

Mayoral debate

Room Requested:

Council chamber Room 2C

Senior Center Room

Video taping & sound requested

### POLICY

The City of Lake Geneva has one small cafeteria room (2C) and one larger area designated as the "Senior Center." These rooms are at times available for rental. The cost to utilize these rooms is \$25 per use. Please note conference room 2A is no longer available for public use.

In order to maintain security at City Hall there will be no admittance to any meeting room with out a copy of this permit. You must bring this form with you to register with the Police Department for after hours meetings both upon arrival and before you leave.

We do not authorize the use of City Hall for Friday Night, Saturday or Sunday. We do not set up tables, chairs or rent equipment use for any meetings.

### APPROVAL

I have read and understand the above Building Use Policy.

Applicant Signature

*John Halverson*

Date

1/28/2010

Staff Approval:

*[Signature]*

Conditions:

Reported to Departments/Included on Calendar

Original In Book

1-28-10

Copy of Approved Permit: Police Department

REV. 8/08

Lake Geneva Printing and Publishing, Inc.

*Publishers of the* Lake Geneva Regional News

# Regional News

315 BROAD STREET, LAKE GENEVA, WISCONSIN 53147  
P.O. BOX 937

AREA CODE: 262-248-8096  
FAX: 262-248-4476

Dear primary mayoral candidate,

You have received verbal notice and all have confirmed attendance at the mayoral debate starting at 7 p.m. on Thursday, Feb. 11, in the City Hall Council Chambers.

As promised, this is the more specified information about how the debate will be organized.

Please be at City Hall by 6:45 p.m. At that time, there will be a drawing to determine where you sit. All three of you will be seated at the front of the council chambers (where the mayor, clerk and attorney sit). The moderator will sit on the side (where the aldermen sit).

There will be nameplates provided to be placed in front of you.

Each candidate will receive 2 minutes for an opening statement.

Then, questions will be asked. Time limits will be 2 minutes per question for each candidate. The person who the question was first posed to will have a 1-minute rebuttal time.

Questions will be compiled by the Regional News in advance and prior to the start of the debate from attendees that night. The Regional News has requested voters submit questions to use in the debate.

At the end of the questions or at 8:20 p.m., each candidate will receive 2 minutes for a closing statement.

Prior to the start of your opening statements and debate, the Second District candidates will have two minutes each for a statement of their own. All candidates will be allowed to leave their information on a table in the chambers.

If you have any further questions about this event, feel free to contact me at (262) 248-8096.

Lisa Seiser

Editor

Lake Geneva Regional News

**RESOLUTION 10-R03**

**A RESOLUTION AMENDING RESOLUTION 09-R28 WHICH AMENDS  
TAX INCREMENT DISTRICT NO. 4  
PROJECT PLAN  
CITY OF LAKE GENEVA, WISCONSIN**

**WHEREAS**, the Plan Commission has held a public hearing on Monday, July 20, 2009 on the amendment to the project plan for Tax Increment District #4; and

**WHEREAS**, the Chief Executive Officers of the local school district, Walworth County Board, and other entities having power to levy taxes on property located within the proposed amended Tax Increment District has been notified, including the school board of any school district which includes property within the proposed district pursuant to Section 66.1105(4)(h)1, Wis. Stats.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lake Geneva hereby amends Resolution 09-R28 which amended the Tax Increment District #4 project plan, City of Lake Geneva, with the following:

1. Adding "Section Added with Amended Resolution" found on pages 14-16 of the TID document.
2. Adding an amended Table 1
3. Adding an amended Table 2

Adopted this 11<sup>th</sup> day of January, 2010.

\_\_\_\_\_  
William P. Chesen, Mayor

Attest:

\_\_\_\_\_  
Diana Dykstra, CityClerk

Mayor Chesen asked if anyone else would like to speak. He noted that no one else wanted to speak that hasn't spoken already.

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

**Acknowledgement of Correspondence.**

City Clerk noted that there is a letter that has been submitted by Spyro Condos and Ed Yaeger.

Clerk Dykstra noted the normal procedure is to let the public know what the content of the letter is and have it on file with the City Clerk's office unless otherwise advised. Alderman Krohn asked for the letter to be read. Mayor Chesen noted it is the practice not to read them. City Attorney noted it is the Council choice to read or not. Mayor Chesen asked for a suspension of the rules to read it officially because it isn't a normal practice.

Krohn/Fesenmaier motion to read the letter into the record.

Alderman Fesenmaier also questioned the receipt of a letter from Ed Yaeger and would like that letter to be read.

Mayor Chesen noted that just because a letter is written doesn't mean it is fact.

It was clarified to read both letters into the record.

Roll Call: "Yes" Alderman Roehrer, Fesenmaier, Krohn. "No" Alderman Mott, Marsala, Tolar, Krause. Motion fails.

Mayor Chesen announced the letters will not be read but the City Clerk will state the subject matter of the letters.

She noted the letter from Mr. Condos is regarding the 11/30/09 agreement and that he feels it has been broken and he feels his letter for his first district resignation is null and void and he should be returned to the City Council as first district alderman. The letter from Mr. Yaeger is regarding his concern for the notice regarding the TIF joint review board meeting that was scheduled. Both are on file with the City Clerk's office.

**Resolution 10-R03 a resolution to amend Resolution 09-R28 which amends Tax Increment District #4 Project Plan. (Administrator Jordan)**

Mayor Chesen gave his apologies regarding the death of Administrator Jordan's mother.

Administrator Jordan noted that was the reason for his absence. He understands there are several recommendations asked to be made. The changes were that if significant cost changes are 15% over the amount projected, then a plan amendment will be required, the closing of the TID will be conducted as statutorily required, and the difference in slip rental slips and revenue adjustments to be returned for repayment of the debt.

He noted these items are being added to the document.

Alderman Roehrer noted the revenue into the Lakefront for the slips and the buoys given up would require a resolution change. She confirmed this with the City Comptroller.

Alderman Marsala clarified the revenue would be the difference between the preexisting revenue and the extra. The money would be the difference of those funds. Mayor Chesen noted it would be less than \$5,000.

Krause/Marsala motion to approve.

Alderman Fesenmaier noted on Page 14 the added language would be the third paragraph. She questioned the line item that it is only needed for \$100,000 for Seminary Park burial of lines. She would like to remove \$100,000 from the Seminary Park Utilities and put in the Skate Board Park line item.

Fesenmaier/Krause motion to approve to amend moving \$100,000 from Seminary Park burial of lines and put it in the Skate Park line item.

Roll Call on Amendment: "Yes" Alderman Roehrer, Mott, Marsala, Fesenmaier, Krohn, Tolar, and Krause. Unanimously carried.

Roll Call on Original Motion as amended: "Yes" Alderman Roehrer, Mott, Marsala, Fesenmaier, Krohn, Tolar, and Krause. Unanimously carried.

**Park Donation Policy as recommended by the Park Board. (Alderman Fesenmaier) (Continued 12/14/09)**

Krause/Marsala motion to continue this on to January 25, 2010 for the policy to be brought into proper format including policy number, and footer with date.

Alderman Mott questioned the statute policy and how a \$2,500 figure and why they came to that threshold.

Unanimously carried to continue to January 25, 2010.

**Resolution 10-R01 a Resolution to authorize the Municipal Clerk to determine the number of poll workers at each election to be either three (3), five (5), or seven (7) depending on number of ballots and anticipated turnout and authorizing split poll worker shifts when necessary.**

**RESOLUTION 09-R28**  
**RESOLUTION AMENDING**  
**TAX INCREMENT DISTRICT NO. 4**  
**PROJECT PLAN**  
**CITY OF LAKE GENEVA, WISCONSIN**

**WHEREAS**, the Plan Commission has held a public hearing on Monday, July 20, 2009 on the amendment to the project plan for Tax Increment District #4; and

**WHEREAS**, the Chief Executive Officers of the local school district, Walworth County Board, and other entities having power to levy taxes on property located within the proposed amended Tax Increment District has been notified, including the school board of any school district which includes property within the proposed district pursuant to Section 66.1105(4)(h)1, Wis. Stats.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lake Geneva hereby amends Tax Increment District #4 project plan, City of Lake Geneva, and

1. Includes a statement listing the times, number and location of all proposed additional public works or improvements within such district (Table 1); and
2. Contains an economic feasibility study (Table 2); and
3. Contains a detailed list of estimated project costs (Table 1); and
4. Contains a description of the method of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred (original project plan); and
5. Includes a map showing existing uses and conditions of real property in such district (original project plan); and
6. Includes a map showing proposed improvements and uses in such district (original project plan); and
7. Shows proposed changes in zoning ordinances, comprehensive plan, building codes and City ordinances (original project plan); and
8. Contains a statement that there are an estimated \$99,750,000+ of non-project costs currently being considered in connection with TID #4; and
9. Contains a statement of a proposed method for the relocation of any person to be displaced (original project plan); and
10. Indicates how amendment of TID #4 promotes the orderly development of the City of Lake Geneva (original project plan); and
11. That not less than 50% of the real property within the Tax Increment District #4 is blighted and in need of conservation and rehabilitation work as defined in s. 66.1105, Wis. Stats. (original project plan); and
12. That the improvements contemplated in the amended Tax Increment District #4, City of Lake Geneva, will significantly enhance the value of substantially all real property in Tax Increment District #4 (original project plan); and
13. That the project costs directly serve to eliminate blight consistent with the purpose for which Tax Increment District #4 was created and amended (original plan); and
14. That the aggregate value of equalized taxable property in Tax Increment District #4 and

existing TIDs does not exceed 12% of the total value of equalized taxable property within the City (original project plan).

15. That the plan is feasible and in conformity with the master plan, if any, of the city.

Resolved this 14<sup>th</sup> day of December, 2009.

  
\_\_\_\_\_  
William P. Chesen, Mayor

Attest:

  
\_\_\_\_\_  
Diana Dykstra, CityClerk

This is to certify that the foregoing resolution was adopted by the City Council of the City of Lake Geneva, Walworth County, Wisconsin, at a meeting of the City Council held on the 14<sup>th</sup> day of December, 2009.

**CITY OF LAKE GENEVA**  
**TID No. 4 Amendment No. 3**

**CITY COUNCIL ACTION**  
 12/14/2009

**Table 2 -- Expenditure Analysis/Cashflow of District**

TIF # 4	2005	2006	2007	2008	2009	2010	2011	2012
1/1 Balance	\$2,858,777	\$3,483,138	\$3,850,157	\$4,396,688	\$5,111,029	\$580,006	(\$1,015,378)	(\$245,766)
TIF revenue	\$1,495,389	\$1,474,642	\$1,699,062	\$1,928,289	\$2,043,986	\$2,166,626	\$2,296,623	\$2,434,420
Balance in acct	\$4,354,166	\$4,957,780	\$5,549,219	\$6,324,977	\$7,155,015	\$2,746,632	\$1,281,245	\$2,188,654
Project expenditures*	(\$494,805)	(\$631,128)	(\$1,152,531)	(\$1,213,948)	(\$6,575,009)	(\$3,762,010)	(\$1,527,011)	(\$4,596,200)
Debt Service	(\$376,223)	(\$476,495)	\$0	\$0	\$0	\$0	\$0	\$0
12/31 Balance	\$3,483,138	\$3,850,157	\$4,396,688	\$5,111,029	\$580,006	(\$1,015,378)	(\$245,766)	(\$2,407,546)

12/31/05 Balance ties with cash & investment balance in 2005 Audited Financials

\* Project Expenditures: See Table 1 for itemization by year and area from 2008-2014

TIF # 4	2013	2014+	TOTALS
1/1 Balance	(\$2,407,546)	\$284,923	
TIF revenue	\$2,692,469	\$2,977,871	\$21,209,377
Balance in acct	\$284,923	\$3,262,794	
Project expenditures*	\$0	\$0	(\$19,952,642)
Debt Service	\$0	\$0	
12/31 Balance	\$284,923	\$3,262,794	

Tax Revenue Total	\$21,209,377
Minus Debt Service	-\$852,718
Minus Project Costs	-\$19,952,642
Minus Remaining Reserve	-\$3,262,794
Balance	-\$2,858,777
Beginning 2005 balance	\$2,858,777
End balance	\$0

TIF revenue is estimated in years 2009-2013. Historically, there has been a 12-15% increase in annual TIF revenues as shown above. Actual 1/1/09 TID #4 increment certified by the State is \$106,053,300 or 6% increase. The projections have been changed to 6% increase per year. Based on estimated costs in Table 1 and estimated revenues, the City could escrow taxes with signed contracts in place in 2013 and complete all project costs in Table 1 and retire the district after May 31, 2013 including a 15% contingency on all project costs.



# CITY OF LAKE GENEVA, WISCONSIN

TAX INCREMENT DISTRICT #4 AMENDMENT No. 3  
TABLE 1 AMENDED

9/14/2009

PROJECT	PROJECT COST BY YEAR										OTHER FUNDS	TIF#4 TOTAL		
	ACTIVITY SUB-TOTAL	2009	2010	2011	2012	2013	2014	2015	2016	2017			10-YEAR TOTALS	
<b>Beach &amp; White River Canal Districts</b>	<b>3,100,000</b>												<b>0</b>	<b>3,100,000</b>
Redevelopment Planning/Design/Engineering														
Underground of Electrical Utilities (N. of Main Street) <b>Completed</b>		100,000												100,000
Underground of Electrical Utilities (S. of Main Street) <b>In progress</b>		200,000												200,000
Underground of Electrical Utilities (general additional + Secondary Work)														
<b>Downtown Parking Improvements</b>														
Acquisition (Opportunity Purchase)			1,400,000											1,400,000
Surface Parking Planning/Engineering														
Surface Parking Construction (Lake Shore & Cass)														
Center Street Parking Lot Maintenance														
Parking - Property Acquisition/Rehabilitation (Lake Shore & Cass)														
Parking Ramp Planning/Engineering														
Parking Ramp Construction (fully reserved right is consistent w/ TID revenues sufficient)				1,000,000										1,000,000
<b>Downtown Signage Improvements Partially Completed</b>														
Signage Rehabilitation					100,000									100,000
Clean & Paint Signage & Light Poles in Downtown														
Improve Wrigley Bridge & Sidewalks (reserved Federal stimulus dollars)														
Downtown Alleyway Improvements														300,000
<b>Intersection Improvements (Main &amp; Cook, Geneva St with Cook, Broad, Center &amp; Sage) Partially Completed</b>														
Redevelopment Planning/Design/Engineering														
Intersection & Lane Changes & Pav't Markings Construction														
<b>Non-Specific Area TID Projects</b>	<b>4,675,000</b>													<b>4,675,000</b>
Performance Safety Crossing Trails														
Traffic Signals														
Parking Meter System			200,000											200,000
Equipment for TID area maintenance (street sweeper, bobcat)			300,000											300,000
Additional Parking Acquisition/Construction			185,000											185,000
Park Sidewalk Upgrades			50,000											50,000
Tree Planting			100,000											100,000
Edwards Boulevard improvement to redirect traffic out of Downtown & TID #4			2,840,000											2,840,000
<b>Administrative &amp; Other</b>	<b>4,651,200</b>													<b>4,651,200</b>
Redevelopment Plan Update			15,000											15,000
Administration			100,000											100,000
Design, Engineering, & Maintenance														60,000
Discretionary Funding (to include Public Infrastructure Improvements such as utility relocations & roadway geometric changes)														2,646,200
Legal Services			10,000											10,000
Escrow Account for Maintenance			1,000,000											1,000,000
<b>TOTAL ESTIMATED PROJECT COSTS</b>	<b>16,454,200</b>	<b>6,573,000</b>	<b>3,760,000</b>	<b>1,525,000</b>	<b>4,596,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>325,000</b>	<b>16,129,200</b>

2008 Costs are Actual Costs Spent

**City of Lake Geneva**  
**Department of Public Works**

**Park System - Memorial and Donation Policy**  
**No. PK-10-01**

**Purpose:** The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, trees, flagpoles, picnic tables, public art, statuary and other appropriate parkland amenities and accessories. The City of Lake Geneva desires to encourage donations, from both individuals and groups, both public and private, while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy shall apply to all donations to the City of Lake Geneva within its park system. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements and long term care of all donations. The standards as set forth in this document may be applied to donations to other City of Lake Geneva departments, though other committees and commissions are not required to utilize this policy. This policy is simply a guideline for accepting donations. Each donation will be received upon its own merits and decided on a case-by-case basis. These policies do not create a precedent for the acceptance of memorials or donations.

## **STANDARDS FOR DONATIONS**

**Acquisition or Purchase:** The City and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements. Park elements, such as park benches, where possible shall be standardized.

**Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgements should reflect the character of the park or facility. The parks system, does however, exist for the benefit of the general public. To that extent donations of statues and works of art which depict an individual are discouraged. All park elements will be installed in such a manner that will not substantially alter the character of a facility or its intended use. It is also a consideration of the City to preserve the shoreline and lake views of Geneva Lake.

**Maintenance:** Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation. Life cycles are indicated on the Fee Schedule maintained by the City. The City, at its sole discretion, may choose to replace or remove the donated element. The City shall not be responsible for donations located or installed contrary to the terms of this policy.

**Repair:** The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the City's control, it cannot guaranty the longevity of the donation.

**Cost:** The City has an interest in ensuring that the donor covers the full cost for the purchase, installation and routine maintenance (if applicable) during the expected life cycle of the donated park elements. The donation cost shall also include the cost of the donation acknowledgement/memorial plaque. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance.

## **PROCEDURE FOR MAKING A DONATION**

The City of Lake Geneva Board of Park Commissioners generally through recommendations to the City Council will administer all donations located on City park property, with the assistance of the City Public Works Department.

**Application:** The donor must contact the City's Administrator or Director of Public Works to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, in-person or via e-mail. Completed applications and payment will be made to the City of Lake Geneva for review and processing by the City's Board of Park Commissioners.

**Approval:** The City's Board of Park Commissioners, upon determining that the donation request meets the criteria provided in this policy, may approve donations up to \$2,500. Donation offers of trees may be referred to the City of Lake Geneva Tree Board for handling. If a donation's value exceeds \$2,500 or has the potential to adversely impact the shoreline or views of Geneva Lake, the City's Board of Park Commissioners make a recommendation to the City Council and the Plan Commission for approval of the donation. The City Council may consider the request at its next regularly scheduled meeting or at a time to be determined by the Mayor. The City's Board of Park Commissioners must approve all donations up to \$2,500, and the City Council must approve all donation requests in excess of \$2,500 and statutory donations of any kind prior to the City accepting any donations.

## **CRITERIA FOR ACCEPTANCE**

**Park Plan:** To accept donations of park elements for a specific park facility, City staff will determine whether or not the donation falls within the scope of the City's most recent Park Use and Open Space Master Plan, before forwarding the offer to the City's Board of Park Commissioners.

If no plan exists, the City may accept the donation under certain circumstances.

The donation must:

1. Be consistent with the intended current or future use of the facility.
2. Not create an adverse impact on the varied recreational, social, wellness, enjoyment or educational needs of park users.
3. Not require the relocation of other equipment or infrastructure to accommodate the donation, and
4. Must comply with all deed restrictions as well as local, state and federal guidelines (if applicable). In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

**Donation Acknowledgements/Memorial Plaques/On-line Registry:** Donation acknowledgements and memorial plaques, as approved by the City, will be placed on or near the donated element at the sole discretion of the City. Such acknowledgements and plaques will be made of bronze and purchased through the City unless separate approval is granted. The cost for these items is incorporated in the cost of the donation. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgements shall be tasteful and subtle; the City's Board of Park Commissioners (<\$2,500) or City Council (>\$2,500) must approve all text for donation acknowledgements/memorial plaques. If a donation is made anonymously, a plaque may be installed which reads "Donated by Friends of Lake Geneva". If a donation is removed, the donor, if they can be contacted, has the option of accepting back the remnant of the donation and related plaque. The donor also will be given the option of paying for the replacement on the donation upon either its destruction, death of a live planting, or end of its useful life. The City will maintain a registry or record of all donations to the park system.

## **OTHER DONATIONS**

There may be donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to review of the staff, City's Board of Park Commissioners, and/or City Council. The City also reserves the right to modify or alter certain conditions as set forth in this policy.

## **CONDITIONS**

**Location:** Although suggestions will be considered for a particular location, placement of park elements will be at the discretion of the City's Board of Park Commissioners and/or City Council.

**Installation:** Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel or a third party chosen by the City. The installation will be scheduled at a time and date as determined by the Public Works Department so as to not unnecessarily interfere with routine park maintenance activities.

**Removal and/or Relocation:** The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, construction activities or if damaged beyond repair. In accordance with previously stated procedures in this policy, the City will send a letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will, when feasible, seek an alternate location consistent with this policy. If no alternate location can be found, the acknowledgement/memorial plaque and element (if appropriate), at the donors request, may be given to the donor.

## **Fee Schedule**

Costs for some park components are as follow:

- Lakefront & Downtown Park Bench including acknowledgement plaque (\$2,200.00). Term of donation up to 10 years.
- Park Bench other than Lakefront & Downtown including acknowledgement plaque (\$1,200). Term of donation up to 10 years.
- Tree including acknowledgement plaque in ground with species selected from the City's approved planting list (\$400.00 unless special more expensive tree is ordered).
- Bike rack including acknowledgement plaque in ground (Minimum \$800 or actual cost for material and labor depending upon the size of the rack). Term of donation up to 15 years.
- Standard City Picnic Table (\$600). Term of donation up to 10 years.
- Modular Play Equipment (Actual cost of components including labor to assemble and install). Requires City Council approval as cost will exceed \$2,500. Term of donation up to 20 years.
- Lakefront & Downtown Trash Receptacle (\$1,400 plus cost of concrete pad if required). Term of donation up to 15 years.
- Statuary & Works of Art (Actual cost of purchase and installation. A 10-year maintenance charge shall be estimated and added). Term of donation up to 25 years.
- 30' Anodized Aluminum Flagpole (\$2,000). Term of donation is 25 years.

Other memorial and donation requests may be accepted. Staff will add to this list as necessity dictates.

**City of Lake Geneva**  
**Department of Public Works**

**Park System - Memorial and Donation Application**

Name of Donor:

\_\_\_\_\_

Address of Donor:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number:

Home: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of Donation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wording on Memorial Acknowledgement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature below indicates that I have received a copy of the Memorial and Donations Policy and agree to all the provisions and procedures as outlined.

Requested by:

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

Staff Use Only. Date Received \_\_\_\_\_ Staff Initials \_\_\_\_\_

Staff Recommendation to City's Board of Park Commissioners: Approve/Deny

Council Review Date: \_\_\_\_\_ Approved/Denied

Order Date: \_\_\_\_\_ Installation Date: \_\_\_\_\_

# 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 & COMMON COUNCIL**  
*D.E.J.* **FROM: CITY ADMINISTRATOR**  
**DATE: JANUARY 25, 2010**  
**RE: REQUEST FROM LIBRARY BOARD**

**Background:** The Library Board is requesting that Library Impact Fees in the amount of \$27,500.00 be budgeted to purchase additional shelving units for the library collection. The Library will be seeking bids to remove existing shelving in the children's area, and purchase and install a total of 18 cabinets for book storage.

The library will also be seeking bids for the removal of existing shelves in the CD area, the purchase and installation of cabinetry with a capacity of 2,400 CD's. When the bids are received, the Library Board will send their recommendations to the Common Council for approval.

Of immediate concern, is the need for a new cabinet to protect CD's from theft. The contractor will remove the existing cabinet, modify the countertop to allow installation of a new drawer unit at a cost of \$1,995.00. All of these items would be paid for with impact fees.

**Recommendation:** Approve a library impact fee budget not to exceed \$27,500.00.

*Filed 1-11-10*

*1st on file 1-25-10*



Designers and manufacturers of fine  
Custom countertops, cabinets and office systems

# Construction Contract

Prepared for (Client): **Lake Geneva Library**  
**Lake Geneva WI**

Date: 1/21/2010

Job Name: **LG L Dvd Storage**  
Job Address: **Lake Geneva WI**

Presented by (Seller)  
**Kustom Kitchen Designs LTD (KKD)**

We hereby propose to furnish all materials and perform all labor necessary for completion of project as described in contract and on all attached specifications and as shown on supplied drawings. The price quoted herein is subject to change upon job site verification and final measurement.

The summary of this job is as follows:

Remove existing 42" 5 drawer base cabinet and 2 drawer unit. Install new base cabinet and modify countertop to allow installation of new drawer unit. Install middle support leg under 2 drawer unit. Install protective guide bumpers on right side of base cabinet. Drawers in base cabinet will be partitioned to accept cd's & dvd's in their sleeves. Drawers will be mounted on full extension ball bearing side mount drawer guides. Reinstall existing handles on drawer fronts. Exposed cabinet surfaces will be white laminate.

- 1) The Seller agrees to furnish the materials and labor and the Client agrees to make payment therefore in accordance with the schedule of payment.

<b>Contract Price</b>	<b>\$ 1,995.00</b>
<b>Sales Tax</b>	<b>\$</b>
<b>Total</b>	<b>\$ 1,995.00</b>

Schedule of payment:

Upon acceptance of agreement	\$ 1,200.00
Final Draw	\$ 795.00

Kustom Kitchen Designs, Ltd.

1145 East Geneva Street  
Delavan, WI 53115

Phone: 262.728.6552  
Fax: 262.728.7646

Preferred billing type:

- e-mail: \_\_\_\_\_  
 mail: \_\_\_\_\_  
 personal delivery \_\_\_\_\_

It is agreed that any change orders incurring additional cost from this contract will be paid for upon acceptance of such changes. In the event of delays beyond the control of KKD, we reserve the right to modify the above payment schedule accordingly.

This contract includes the terms and provisions as set forth within. Please read and sign where indicated.

- 2) All material is guaranteed to be as specified. All work shall be performed in a good and workmanlike manner per industry standards and shall be in compliance with the drawings and specifications listed herein. All work is guaranteed to be free of defects in labor for a period of five (5) years from the date of completion of the project. Products manufactured by Kustom Kitchen Designs, Ltd. are warranted for a period of five years. This warranty does not cover products that have been damaged by accident, disaster, abuse, neglect, misuse, or improper handling and does not cover Products that have been altered or repaired by anyone other than Kustom Kitchen Designs, Ltd. All other materials are as warranted by individual manufacturers and not the Seller.
- 3) The Seller, shall at times, carry the following insurance coverage: Public liability and Workers Compensation. The Seller shall also require each of its subcontractors to carry liability and Workers Compensation, or, if the subcontractor is unable to carry Workers Compensation, the Seller shall require the subcontractor to be covered under the Seller's Workers Compensation policy. The Client shall carry fire, tornado, and any and all other necessary property insurance on the above work.
- 4) The Client agrees to accept delivery of the product or products when ready. The risk of loss, as to damage or destruction, shall be upon Client upon delivery and receipt of the product.
- 5) The Client understands that the products described are specially designed and custom built and that the Seller takes immediate steps upon execution of this Agreement to design, order and construct those items as set forth herein; therefore, this Agreement is not subject to cancellation by the Client for any reason.
- 6) It is acknowledged that the Seller or its subcontractors may install a yard sign to facilitate delivery of materials as well as to advertise. The Seller reserves the right to photograph its work and to use those photographs for promotional purposes in brochures and in other advertising media. The Seller shall not advertise Client name unless prior approval has been obtained from the Client. We shall add Client name to our current past client list to be provided to potential clients upon request, as references.
- 7) Seller has not included the costs for utilities such as electrical, water, sewer, or gas. It is understood that the Seller and its subcontractors shall have full use of the Clients utilities during the process of construction and that the Client shall bear the costs of those utilities above and beyond the contract price agreed upon in this contract.
- 8) No installation, plumbing, electrical, flooring, decorating or other construction work is to be provided unless specifically set forth herein. In the event the Seller is to perform the installation, it is understood that the price agreed upon herein does not include the possible expense entailed in coping with hidden or unknown contingencies found at the job site. In the event such contingencies arise and the Seller is required to furnish labor or materials or otherwise perform work not provided for or contemplated by the Seller the costs will be paid by the Client in the manner as set forth in article 12 of this agreement. Contingencies include but are not limited to: inability to reuse existing water, vent, and waste pipes; air shafts, ducts, grilles, louvers and registers; the relocation of concealed pipes, risers, wiring or conduits, the presence of which cannot be determined until the work has started; or imperfections in walls and ceilings which affect moldings; or imperfections, rotting or decay in the structure or parts thereof necessitating replacement.
- 9) Title to the item(s) sold to the pursuant to this Agreement shall not pass to the Client until the full price as set forth in this Agreement is paid to the Seller.

Kustom Kitchen Designs, Ltd.

1145 East Geneva Street  
Delavan, WI 53115

Phone: 262.728.6552  
Fax: 262.728.7646

- 10) Delays in payment shall be subject to late charges. Payment is due upon receipt of invoice or draw request. A 1% per month (12% per annum) late payment fee will be assessed on any unpaid balance remaining after 30 days. If Seller is required to engage the services of a collection agency or an attorney, the Client agrees to reimburse the Seller for any reasonable amounts expended in order to collect the unpaid balance.
- 11) If any provision of this Agreement is declared invalid, the remaining provisions of the Agreement shall not be affected thereby.
- 12) This Agreement sets forth the entire transaction between the parties; any and all prior Agreements, warranties or representations made by either party are superseded by this Agreement. All changes in this Agreement shall be made by a separate document and executed with the same formalities. No agent of the Seller, other than the original Sales Representative, Sales Manager, General Manager, or Production Manager, unless authorized in writing by the Seller, has any authority to waive, alter, or enlarge this contract, or to make any new or substituted or different contracts, representations, or warranties.

All materials provided by the Client are to be on site when needed by the Seller. It is the responsibility of the Client to ensure that the Client-supplied items are in a good and sufficient condition to be installed and that all necessary parts to install such items are present. The Client bears all responsibilities pertaining to the condition, performance, and warranties of Client-supplied items. The Seller will install Client-supplied items "as is" and shall bear no responsibility, either explicit or implied, for the item or for its condition, performance, or warranty.

- 13) The Seller retains the right upon breach of this Agreement by the Client to sell those items in the Sellers possession. In effecting any resale on the breach of this Agreement by the Client, the Seller shall be deemed to act in the capacity of the agent for the Client. The Client shall be liable for any net deficiency on resale.
- 14) The Seller agrees that it will perform this contract in conformity with the customary industry practices. The Client agrees that any claim for adjustment shall not be reason or cause for failure to make payment of the purchase price in full. Any unresolved controversy or claim arising from or under this contract shall be settled by final and binding arbitration notwithstanding any clause which may be inconsistent. The arbitration shall be conducted by Construction Arbitration Services under the rules then in effect. The decision of the arbitrator(s) shall be final and binding and may be enforced by any party in a court of competent jurisdiction in accordance with the provisions of the Wisconsin Arbitration Act. Disputes arising under any warranty given in connection with the Agreement shall be settled in accordance with the claims procedures and dispute settlement mechanism provided in that warranty, if any. The filing of the lien claim shall not be considered an election by the Seller to waive its rights under this provision.
- 15) The Seller anticipates that the materials and services set forth within this Agreement shall be completed on or about \_\_\_\_ weeks from acceptance and final decisions. The Client understands that the above dates, when given, shall be deemed approximate, and performance is subject to delays caused by, but not limited to, strikes, fires, availability of the product at the time of delivery, acts of God, and/or other reasons not under the control of the Seller.

In the event delays do occur, the Seller shall give timely, written notice explaining reasons for said delay along with the new anticipated delivery, installation, or completion dates to the Client.

**Respectfully Submitted by:**

Nicole Echols

1/21/2010

Date \_\_\_\_\_

\_\_\_\_\_  
 Consultant  
 Kustom Kitchen Designs

*Offer may be withdrawn if not accepted within 30 days.*

**Accepted By:**

\_\_\_\_\_  
Client

Date \_\_\_\_\_

\_\_\_\_\_  
Client

Date \_\_\_\_\_

*Specifications*

Seller will supply only such equipment and material as described in these specifications. Labor and delivery connected with this project will be supplied by the Seller only as herein specified.

Any equipment, material and labor designated here as "Clients responsibility" must be furnished and completed by the Client or the Clients Agent in accordance with the work schedule established by the Seller.

Equipment, material and labor not included in these specifications can be supplied by the Seller at an additional cost for which authorization must be given in writing by the Client, or the Clients Agent.

All dimensions and cabinet designations shown on the plans, which are part of these specifications, are subject to adjustments dictated by job conditions.

All surfaces of walls, ceilings, windows and woodwork, except those of factory made equipment, will be left unpainted or unfinished unless otherwise specified.

If specifications call for reuse of existing equipment, no responsibility on the part of the Seller for appearance, functioning or service shall be implied.

For factory-made equipment, the manufacturer's specifications for quality, design, dimensions, function and installation shall in any case take precedence over any others.

Lake Geneva Public Library  
Proposed Shelving/Service Project  
January 2010

*\$27,500*  
The Board of Trustees of the Lake Geneva Public Library requests that funding, not to exceed ~~\$27,500~~ from library impact fees, be approved by the City of Lake Geneva City Council to purchase additional shelving units for the library collection.

A growing service population requires increased materials in order to meet the state of Wisconsin Department of Public Instruction collection size standards. Meeting the demand for materials helps secure more funding from the state to buy more materials. To fulfill the demand for more materials from the growing service population requires increased shelving to accommodate the new materials.

Based on calculations from the Lakeshores Library system reported in 2008, the Lake Geneva Library service population has grown to 18,064. This service population not only includes the population of the municipality of the City of Lake Geneva but also includes non-residents in the townships of Linn, Bloomfield, Geneva, and Lyons and other neighboring townships without libraries.

This request for additional shelving funded with library impact fees is also prompted by a recent wave of thefts. The Library Board will review possible solutions to the growing problem of material loss. Options may include more secured shelving to monitor patron access to the collection.

Applying library impact fees toward expanded shelving and securing materials helps achieve state of Wisconsin standards for collection size and materials check-outs. It is an investment with a good return because increased shelving to accommodate the demand for more materials helps secure more funding from Walworth County. County reimbursements are determined by the number of material check-outs.

*Tabled 8-25-10*

DATE: 01/22/2010  
 TIME: 11:12:40  
 ID: BP430000.6SC

CITY OF LAKE GENEVA  
 DETAILED BUDGET REPORT

FUND: IMPACT FEES CIP FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2007		2008		2009		2010	
		ACTUAL	BUDGETED	ACTUAL	BUDGETED	ACTUAL	PROJECTED	REQUESTED	BUDGET
REVENUES									
45-00-00-4422	FIRE DEPT. IMPACT FEES	7,936	3,224	5,090	2,666	2,666	2,600		
45-00-00-4452	PARK IMPACT FEES	6,847	20,958	3,780	2,078	2,078	2,000		
45-00-00-4455	LIBRARY IMPACT FEES	31,540	35,520	13,130	11,840	11,840	12,000		
45-00-00-4811	INTEREST EARNED	8,709	5,416	1,000	1,239	1,300	906		
45-00-00-4910	APPLICATION OF PRIOR YEARS	0	0	15,000	0	0	20,000		
TOTAL		55,032	65,118	38,000	17,823	17,884	37,500		
TOTAL REVENUES:									
TOTAL		55,032	65,118	38,000	17,823	17,884	37,500		
EXPENSES									
45-00-00-5961	PARK IMPACT EXPENDITURES	46,615	124	23,000	7,589	7,589	5,000		
TOTAL		46,615	124	23,000	7,589	7,589	5,000		
TOTAL		46,615	124	23,000	7,589	7,589	5,000		
EXPENSES									
45-22-00-5962	FIRE IMPACT EXPENDITURES	0	0	0	0	0	0		
45-22-00-9055	REMODEL STATION #1 (CON'T.)	0	0	15,000	21,880	21,880	5,000		
TOTAL		0	0	15,000	21,880	21,880	5,000		
TOTAL		0	0	15,000	21,880	21,880	5,000		
EXPENSES									
45-99-00-5960	LIBRARY IMPACT EXPENDITURES	0	0	0	5,309	5,309	27,500		
TOTAL		0	0	0	5,309	5,309	27,500		
TOTAL		0	0	0	5,309	5,309	27,500		
TOTAL FUND REVENUES & BEG. BALANCE									
TOTAL		55,032	65,118	38,000	17,823	17,884	37,500		
TOTAL FUND EXPENSES									
TOTAL		46,615	124	38,000	34,778	34,778	37,500		
FUND SURPLUS (DEFICIT)									
TOTAL		8,417	64,994	0	(16,955)	(16,894)	0		

Resolution No: 10-R05

WHEREAS, the Common Council approved the 2009 Operating Budget for the General Fund, and

WHEREAS, the Common Council approved the purchase of the WE Energies building located at 120 Sheridan Springs Road at the Special City Council Meeting of December 21, 2009, and

WHEREAS, such purchase occurred on December 29, 2009 for \$427,272.84 (including closing costs) which was a lower price than was approved, and

WHEREAS, it has been determined that the appraised portion related to the TID in order to complete the Edwards Boulevard extension project amounts to \$169,0000 and should be paid with TIF #4 funds, and

WHEREAS, it is the Council's intention to pay the \$258,272.84 balance using undesignated reserve funds,

BE IT THEREFORE RESOLVED, that the Common Council adopt a budget amendment allowing for an increase in the 2009 General Fund Budget as follows:

Increase Acct # 11 10-00 5910, Purchase of Property Expense, by \$258,272.84, and  
Increase Acct # 11 00-00 4910, Appl. Prior Yrs. Appropriations, by \$258,272.84.

Adopted this 25<sup>th</sup> day of January, 2010.

APPROVED:

\_\_\_\_\_  
William P. Chesen, Mayor

ATTEST:

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

*Tabled 1-25-10*

Resolution No: 10-R06

WHEREAS, the Common Council approved the 2010 Operating Budget for the General Fund, and

WHEREAS, the Common Council approved the purchase of the WE Energies property located at 120 Sheridan Springs Road at the Special City Council Meeting of December 21, 2009, and

WHEREAS, it is the Common Council's intent approve an amount not to exceed \$140,000.00 for the demolition and abatement of the office building located on this site, and

WHEREAS, it is the Council's intention to pay for this using undesignated reserve funds,

BE IT THEREFORE RESOLVED, that the Common Council adopt a budget amendment allowing for an increase in the 2010 General Fund Budget as follows:

Increase Acct # 11 17-10 5240, Sheridan Springs Property Maintenance Expense, by \$140,000.00, and  
Increase Acct # 11 00-00 4910, Appl. Prior Yrs. Appropriations, by \$140,000.00.

Adopted this 25<sup>th</sup> day of January, 2010.

APPROVED:

\_\_\_\_\_  
William P. Chesen, Mayor

ATTEST:

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

*Filed 1-25-10*

CITY OF LAKE GENEVA  
AMENDMENT TO THE PURCHASING MANUAL DATED 2/10/1997

ARTICLE 10 ACCOUNTS PAYABLE

**Section 1.1 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 be approved with 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 AP system. Completing the stamp info 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 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, please submit it along with the invoice to the Accounting Dept. We do not need duplicate copies of invoices and they should be destroyed.

CITY OF LAKE GENEVA  
AMENDMENT TO THE PURCHASING MANUAL DATED 2/10/1997

ARTICLE 10 ACCOUNTS PAYABLE

**Section 1.2 Accounts Payable Prepaid Check Policy**

Prepaid checks are those items where payment is required sooner than the two 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. Riviera and Park security deposits
4. Payroll liabilities
5. Utility payments
6. Tax settlements and Election related expenses
7. 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 explaining the circumstances must accompany the approval.

Approved: 2/10/97  
City of Lake Geneva Purchasing Manual

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## PREPAID CHECK POLICY

Prepaid Checks are typed out manually once per week on Thursday. Any prepaid requests must be turned in before 10AM on Thursday of each week for that check run. Exceptions can be made to the Thursday check policy in order to meet payment deadlines.

As referenced by Municipal Code Section 2-361 (d) Prepaid Claims are defined further as:

The types of obligations available for routine prepaid checks are:

1. Invoices which may incur late payment penalties
2. Discounts are available on an invoice if paid by a specific date
3. Riviera and Park Security Deposits
4. Payroll related deductions
5. Utility payments
6. Tax Settlement and Election related expenses
7. Union contractual items for meals, miles and uniform allowances, and phone bill reimbursements

Requests for checks not covered under the above obligations require the written consent of the City Administrator. Documented verbal approval is acceptable via phone when individual is not able to be present.

If no authorized party is available, a written Executive Order explaining the circumstances must accompany the approval.

Approved 6/13/05

## REGULAR CHECK POLICY

Any Accounts Payable not defined in the Prepaid Check Policy shall be considered under the regular check policy. Checks are mailed out the day after the first Council Meeting of the month.

All requests for checks must be in to the Accounting Department by 10:00 a.m. two (2) Fridays before the Council Meeting (in order to accommodate the Police and Fire Commission Meeting).

Bills need to be paid must be approved by the Department Head and have the general ledger account number the payment is to come from. If possible, packing slips should be attached to the bill.

It is the Accounting Department's policy not to pay from Statements. Original invoices should be attached to any statements.



# ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning \_\_\_\_\_ 20\_\_\_\_ ending \_\_\_\_\_ 20\_\_\_\_

TO THE GOVERNING BODY of the:  Town of }  Village of }  City of }

County of \_\_\_\_\_ Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): STONE SOUP, LLC

Applicant's Wisconsin Seller's Permit Number: <u>APPLIED FOR</u>	
Federal Employer Identification Number (FEIN): <u>27-1635015</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$
<b>TOTAL FEE</b>	\$

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member <u>MR</u>	<u>CHARLES ANDREW FRITZ</u>	<u>327 WRIGLEY DRIVE</u>	<u>53147</u>
Vice President/Member _____			
Secretary/Member _____			
Treasurer/Member _____			
Agent <u>▶</u>	<u>KEN KNILD</u>		
Directors/Managers _____			

3. Trade Name ▶ BAKER HOUSE Business Phone Number \_\_\_\_\_  
 4. Address of Premises ▶ 327 WRIGLEY DRIVE, LAKE GENEVA Post Office & Zip Code ▶ 53147

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state WI and date 1/7/2010 of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) ~~RESTAURANT~~ BAR & BANQUET SPACE  
 10. Legal description (omit if street address is given above): \_\_\_\_\_  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? \_\_\_\_\_  
 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No  
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No  
 14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 13<sup>th</sup> day of January, 2010  
Chanda [Signature]  
 (Clerk/Notary Public)

[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
[Signature]  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

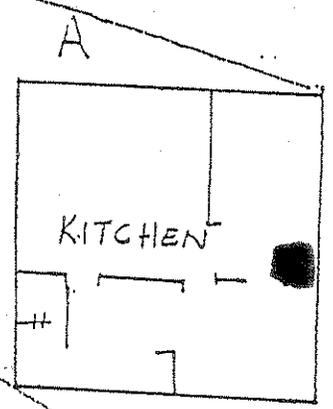
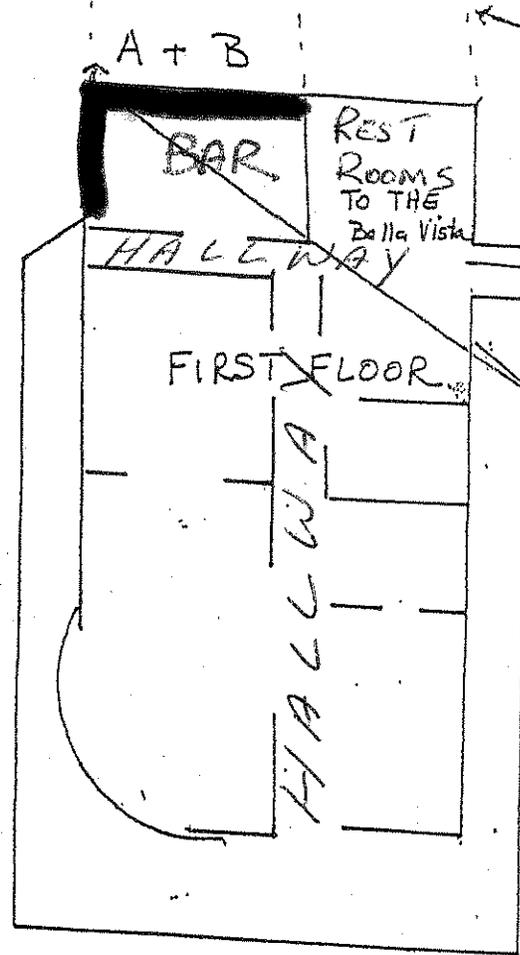
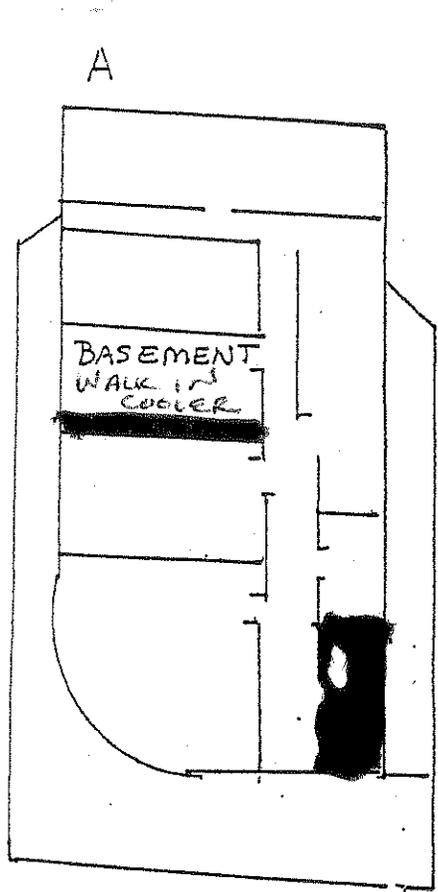
My commission expires 4/20/10

**TO BE COMPLETED BY CLERK**

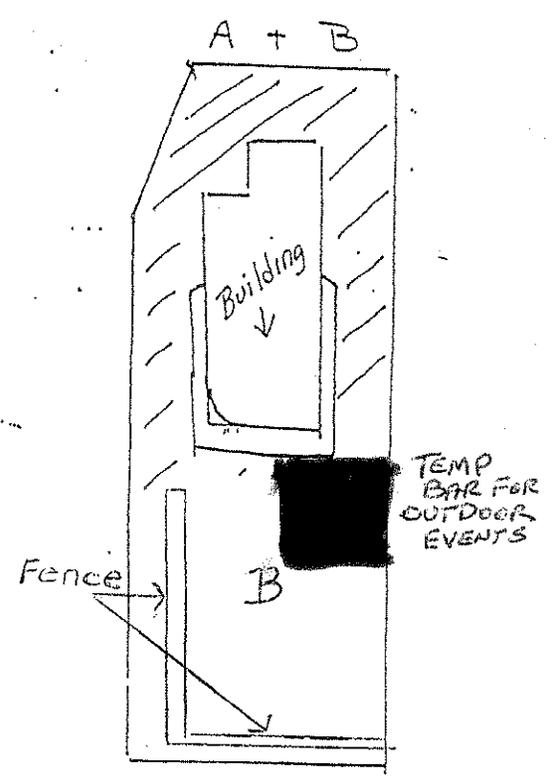
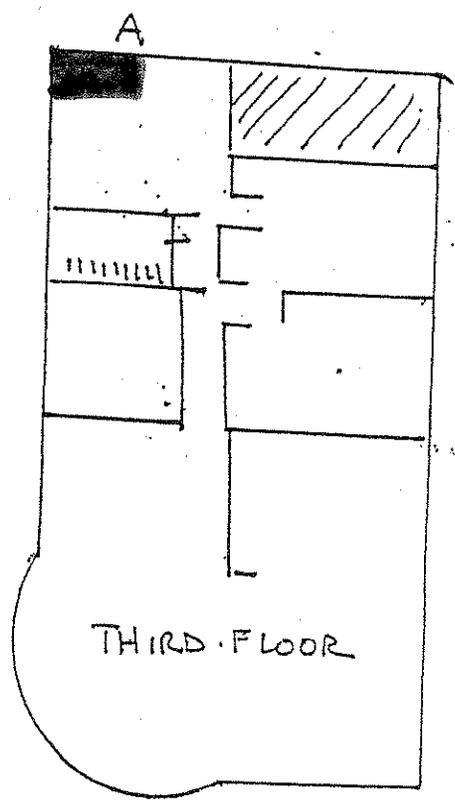
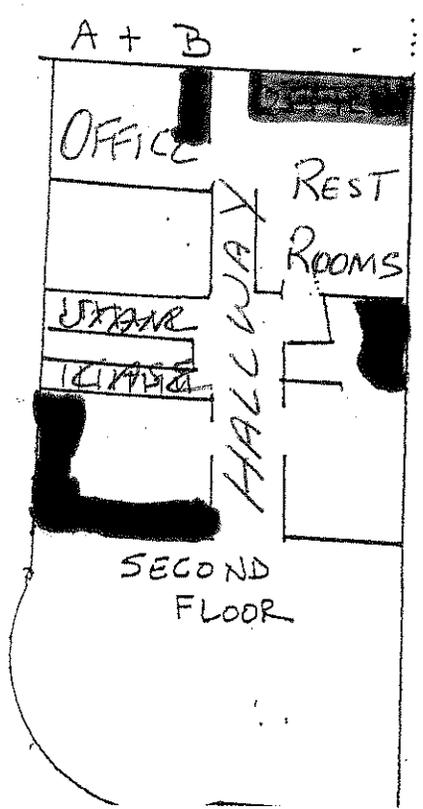
Date received and filed with municipal clerk <u>1/13/10</u>	Date reported to council/board <u>2/8/10</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Alcohol is stored or served.

LAKE GENEVA



- - STORED
- B - SERVED
- - RECORDS



# 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 & COMMON COUNCIL**

*DSJ* **FROM: CITY ADMINISTRATOR**

**DATE: FEBRUARY 8, 2010**

**RE: AGREEMENT WITH HPS**

**Background:** The City entered into an agreement with HPS to ensure prompt payment of health care bills to providers in exchange for higher discounts for the services performed. When the program was established, cities were required to fund an employer trust account. The City of Lake Geneva funded such an account with \$23,800.00 in 2009. The City will be refunded this money and will be charged a fee on each claim equivalent to 1.7% of the net charge (billed charge less the discount), which is approximately 1.0% of the bill charged. This fee, based on this current year's claims, would be \$6,951. As the sheet computing the AFI impact shows, that before the fee, the City saved 8.22% utilizing HPS services and after the fee, the City is still saving 7.24%. The \$23,800 will be refunded to the city within 105 days after the effective date of the AFI conversion. Staff recommends approving the new agreement.

**Recommendation:** Approve the Agreement with Health Payment Systems.



January 28, 2010

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

**Re: Health Payment Systems (HPS) New AFI Model Eliminates Need for Employer Trust Reserve**

Dear Dennis:

Attached is a contract amendment for your signature which implements the new AFI model which eliminates the need for employer funding of the Trust Reserve Account.

Since its inception, the Health Payment Systems Prompt Payment System<sup>SM</sup> has been enthusiastically embraced by Wisconsin employers, brokers and TPAs. To ensure that the HPS Prompt Payment System<sup>SM</sup> continues to meet expectations, we have listened to employer concerns and are making a necessary change to an important aspect of the system.

The Prompt Payment System<sup>SM</sup> was initially launched with a component called the **Employer Trust Reserve**. This required that a trust account be set up and funded by the employer to be used by HPS to temporarily fund the employee portion of claims. However, we heard employer concerns about the reserve which included:

- Reserve dollars were “static”, not responding when employers made benefit plans changes, paid claim volumes increased, or the HPS provider market penetration increased. Significant fluctuations caused overdrafts in the Trust Accounts prompting additional Trust Account funding by employers.
- Employer dollars funding the Trust Account were restricted as long as the employer group was in the HPS program;
- Trust Account dollars were not “working” for employers, earning no interest and taking away opportunities for putting their money to work.

After listening to employers, TPAs and brokers, HPS has developed an alternative to the Employer Trust Reserve.

The **Advanced Funding / Installment (AFI)** model eliminates the need for the Employer Trust Reserve and provides employers with a more effective and efficient pay-as-you-go model. This new model replaces the need for the employer to fund a Trust Account. In place of the Trust Account, the employer will pay a fee on each claim equivalent to 1.7% of the net charge (billed charge less the discount), which is approximately 1.0% of the billed charge. As an example, a \$1,000 provider billed charge, less a 40% HPS discount, results in an AFI Fee of \$10.20 of discount (\$1,000 less 40% times 1.7%).

Health Payment Systems, Inc.  
735 North Water Street  
Suite 333  
Milwaukee, WI 53202-4106  
Tele 414.271.5700  
Fax 414.271.5706  
www.HPS.md



### **Benefits of the AFI Model to the Employer**

The AFI model is a positive change that offers employers the following benefits:

1. AFI is a pay-as-you-go program based on a percentage charge of allowed claims doing away with large lump sum cash outlays;
2. HPS assumes all responsibility for funding the employee portion of claims;
3. The AFI model frees up employers' cash putting dollars back to work for operations, capital needs, and new business development opportunities;
4. The AFI Fee is paid for, not with an additional expense, but with a nominal reduction in overall cost savings;
5. The unanticipated need to increase an Employer Trust Reserve (due to claim volume increases, plan design changes, or increased provider utilization) is eliminated; and
6. Installment loans, for those employees who need them, can assist an employee in paying for the high cost of healthcare.

### **How the AFI Model Works**

The funding mechanism for the employer will be essentially the same as today. The exception will be that the employer claim payment amount will include a separately itemized 1.7% AFI Fee calculated on each net claim after the HPS discount.

### **Implementation of the AFI Model**

You will move from the Reserve Model to the AFI on March 1, 2010. You will receive a full refund of your Employer Trust Reserve dollars in no more than 105 days after the effective date of the AFI conversion.

### **Additional Support**

If all of your questions and concerns have not been addressed in this letter, we are available for further discussion. Please give Tom Hajny, Vice President of Sales and Marketing, a call (414.431.5482) to answer your questions or to meet with you in person.

### **Your Next Steps**

Please sign the First Amendment to Prompt Payment System<sup>SM</sup> and mail *the original* back before March 1, 2010. Please mail to:

Ms. Susan M. Scharmach  
Health Payment Systems  
735 N. Water Street, Suite 333  
Milwaukee, WI 53202-4103

We are always listening to you to make sure the HPS Prompt Payment System<sup>SM</sup> is as effective as possible. We are confident that this new change will further enhance the value of the Health Payment Systems Prompt Payment System<sup>SM</sup>.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Butlein".

Eric Butlein  
Chairman & CEO

**FIRST AMENDMENT**  
**TO**  
**PROMPT PAYMENT SYSTEM<sup>SM</sup>**  
**EMPLOYER JOINDER AGREEMENT**

This First Amendment (the "First Amendment") to the Prompt Payment System<sup>SM</sup> Employer Joinder Agreement (the "Agreement") entered into effective March 1, 2010, by and between HEALTH PAYMENT SYSTEMS, INC., a Wisconsin corporation ("HPS"), and the CITY OF LAKE GENEVA, a sovereign entity and body politic organized and existing under the laws of the State of Wisconsin ("Customer").

Recitals:

WHEREAS, the parties desire to modify the Agreement to eliminate the previously required funding and maintenance of a trust account by Customer as a condition to participation in the Prompt Payment System<sup>SM</sup>; and

WHEREAS, HPS has created an alternative mechanism to fund the Participant Claim Payments attributable to Customer's participation in the Prompt Payment System<sup>SM</sup>, subject to the following conditions and agreements.

NOW, THEREFORE, the parties agree as follows:

1. Termination of Trust. HPS agrees to relieve Customer of its obligation to fund and maintain the Trust Agreement established pursuant to Section 3.2 of the Agreement. Execution of this First Amendment shall be considered a revocation of the Trust Agreement entered into by Customer, HPS, and Associated Trust Company, National Association ("ATC"). Funds deposited by Customer in the Trust pursuant to the Trust Agreement shall be returned to Customer in accordance with the terms set forth in Section 5.5 of the Trust Agreement.

2. Funding of Claims; AFI Fee. HPS shall fund the Participant Claim Payment amounts on each Customer Claim processed through the Prompt Payment System<sup>SM</sup>. As a condition for continued access to the Prompt Payment System<sup>SM</sup> pursuant to the terms of this First Amendment, Customer shall pay to HPS an amount equal to one and seven-tenths percent (1.7%) of each Claim Amount paid through the Prompt Payment System<sup>SM</sup> to a Provider with respect to Customer's Employees (the "AFI Fee"). The AFI Fee shall be payable on all Claim Amounts, including those in which the Employer Claim Payment amount is zero due to the application of Co-Payments, Co-Insurance, Deductibles, or other factors. HPS shall include the charge for AFI Fees, as a separate item, with each Claim Amount for which HPS sends Customer an electronic funding request, and Customer shall remit to the Bank such AFI Fees with the Employer Claim Payment amount within forty-eight (48) hours after receipt of payment instructions with respect thereto, from TPA, pursuant to Section 3.3.1 of the Agreement.

3. Capitalized Terms. All capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

4. No Other Changes. In all other respects, the original Agreement shall continue in full force and effect without revision or alteration except as set forth in this First Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the date first above written.

**CUSTOMER:**

CITY OF LAKE GENEVA

By: \_\_\_\_\_  
William P. Chesen, Mayor

[Signature Page 1 of 3]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the date first above written.

**HPS:**

HEALTH PAYMENT SYSTEMS, INC.

By: \_\_\_\_\_  
James A. Brindley, Executive Vice President

[Signature Page 2 of 3]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the date first above written.

**ATC:**

ASSOCIATED TRUST COMPANY, NATIONAL  
ASSOCIATION

By: \_\_\_\_\_  
Molly Carlson, Vice President

[Signature Page 3 of 3]

City of Lake Geneva

AFI Impact

Reserve Refund Amount = \$ 23,800

		<u>Billed</u>	<u>Paid</u>
Claims - Annualized	\$	711,600	\$ 408,911
AFI	\$	6,951	\$ 6,951
% of Claim		0.98%	1.70%
Savings Differential fm Prior Plan		8.22%	
Net Savings Difference		7.24%	



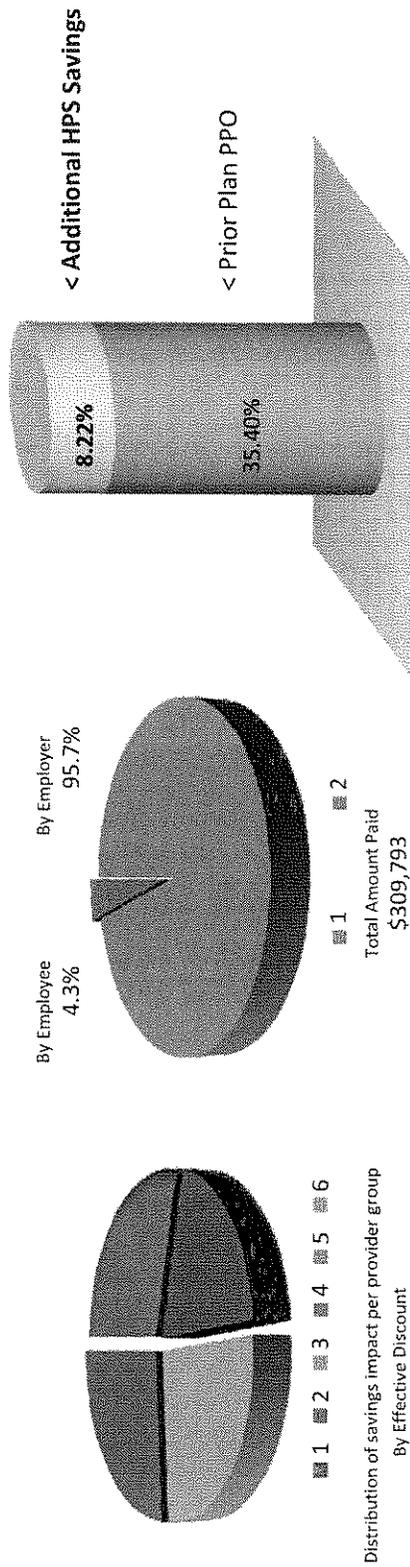
# HEALTH PAYMENT SYSTEMS

## Savings Report

Client: City of Lake Geneva  
 Period covered: March-1-2009 to Dec-31-2009  
 Employee Count: 66  
 Date Prepared: Jan-24-2010

Provider Group Identifier	Total Charges	HPS Discount	Paid by Employer	Paid by Employee	Effective Discount
<i>Major Provider Groups</i>					
1. WIPROV0013	\$ 547,250	\$ 238,908	\$ 295,104	\$ 13,238	43.66%
2. WIPROV0017	\$ 1,164	\$ 343	\$ 791	\$ 30	29.47%
3. WIPROV0020	\$ 620	\$ 236	\$ 384	\$ -	38.00%
4. WIPROV003	\$ 405	\$ 160	\$ 215	\$ 30	39.50%
5	\$ -	\$ -	\$ -	\$ -	-
6 Other Provider Groups - Consolidated	\$ -	\$ -	\$ -	\$ -	-
	<b>\$ 549,440</b>	<b>\$ 239,647</b>	<b>\$ 296,495</b>	<b>\$ 13,298</b>	<b>43.62%</b>

	HPS Savings YTD	Prior Savings YTD	Net HPS Savings
Aggregated Group	\$ 239,647	\$ 194,502	\$ 45,145
Per Employee	\$ 3,631	\$ 2,947	\$ 684
		<i>Prior Plan PPO</i>	<b>35.40%</b>



Distribution of savings impact per provider group  
By Effective Discount

The information contained in this report is confidential and proprietary to Health Payment Systems, Inc. (HPS).  
 Distribution of this information in whole or in part without the prior authorization of HPS is strictly prohibited.

RESOLUTION NO: 10-R07

WHEREAS, the Common Council approved the 2009 General Fund Budget for the City of Lake Geneva and,

WHEREAS, the City Attorney declared a conflict of interest in representing the Common Council in the matter concerning the suspension of four aldermen and asked Kyle Gulya from von Briesen & Roper S.C. to perform legal services on this matter, and

WHEREAS, Kyle Gulya already had an attorney/client relationship with the City in other capacities, and

WHEREAS, the Common Council, at their September 28, 2009 meeting, approved the continued retention of von Briesen & Roper for legal representation, contingent upon "getting the necessary funding",

WHEREAS, the operating budget included a contingency fund for unforeseen expenses, which had an original budget of \$93,255.00,

BE IT THEREFORE RESOLVED, that the Common Council adopt a budget amendment allowing for an increase in the 2009 General Fund Budget as follows:

Increase Acct # 11-13-10-5214, Outside Attorney Fees by \$25,529.78 and  
Decrease Acct # 11-10-00-5780, Contingency Account, by \$25,529.78.

Adopted this 8<sup>h</sup> day of February, 2010.

APPROVED:

\_\_\_\_\_  
William P. Chesen, Mayor

ATTEST:

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

CITY OF LAKE GENEVA  
ATTN: DAN DRAPER  
CITY ATTORNEY  
626 GENEVA STREET  
LAKE GENEVA, WI 53147

INVOICE NO. 5848  
INVOICE DATE JANUARY 7, 2010  
TAX ID. 39-1576289  
ATTY. JAMES R. KOROM

REMOVAL/RECALL 2009

MATTER NO. 007010-00008

12/14/09 KJG (NO CHARGE) TELECONFERENCE WITH CITY ATTORNEY .20 NO CHARGE  
REGARDING TRANSITION OF LEGAL MATTERS FOLLOWING  
REMOVAL DISMISSALS.

TOTAL CURRENT CHARGES FOR THIS MATTER	\$ .00
BALANCE FORWARD	\$25,529.78
TOTAL AMOUNT DUE FOR THIS MATTER	\$25,529.78

**City of Lake Geneva**  
**CDARS Investments**  
As of 2/5/10

<u>Bank</u>	<u>Amount Invested</u>	<u>Time Period</u>	<u>% rate</u>	<u>Maturity Dates</u>	<u>Fund</u>	<u>% This Week's Quote</u>
<b><u>First Banking Center</u></b>						
CDARS	\$ 1,000,000.00	52 week	2.750	02/18/10	TIF 4	quotes will be available on Monday
Sub-Total	\$ 1,000,000.00					
<b><u>Community Bank of Delavan</u></b>						
Regular CD	\$ 300,000.00	12 week	0.500	04/28/10	TIF 4	LGIP = .21%
CDARS	\$ 1,500,000.00	4 week	0.500	02/18/10	TIF 4	
Sub-Total	\$ 1,800,000.00					
<b>TOTAL invested in CDARS</b>	<b>\$ 2,800,000.00</b>					
Interest to Re-invest	\$ 148,012.00					

**PIERS, HARBORS, AND LAKEFRONT COMMITTEE MEETING MINUTES  
THURSDAY, JANUARY 28, 2010 – 5:00 P.M.  
CITY HALL, CONFERENCE ROOM 2A**

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

Roll Call. Present: Aldermen Marsala, Mott, Tolar, Krohn and Roehrer. Also present: Harbormaster Gray.

**Approval of Minutes.**

Tolar/Krohn motion to approve minutes of the November 12, 2009 meeting.  
Unanimously carried.

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

Casey Schiche recommended not having the kayak launch at the West End, restricting the kayak length to 10 feet, and launching only at the regular launch sites or change the ordinance. The same rules should apply to everyone. A lengthy discussion followed. Schiche also requested that the buoy and slip rental fees remain the same as last year.

Bill Trester, 520 Madison, agreed with Schiche on the kayak and canoe launching. He also is not in favor of leasing buoys and slips to Marina Bay, Lake Geneva Boat Line and Gage Marine; he feels the Harbormaster should be renting them out the same as our other buoys and slips. He also agreed that the rate for individuals renting buoys and slips should remain the same, just as the Riviera Shop fees were frozen for this year. He would also like the Harbormaster to be given the same power to write tickets as the Williams Bay Harbormaster has.

Peg Esposito spoke up for kayaking and encouraged making a place for kayakers to participate in the use of the lake. Marsala explained they are trying to accommodate everyone.

**Updates from Harbormaster:**

Harbormaster Gray said the meeting with the Security Guards is scheduled for February 11, 2010. 2011 bookings are running ahead of 2010 bookings at the same time last year, so it looks like the wedding business is picking up. He has had a lot of showings of the Riviera recently. Krohn asked if any restoration projects were going on yet. Marsala said he had given Dan Winkler the list and expects him to be putting out bids for any projects that can be fit in between bookings. Gray emphasized the importance of this, especially in light of competition from the new Veteran's Memorial Hall in Burlington.

**Discussion/Recommendation on creating Riviera Rental Agreement with adjusted rate for out-of-District "Non-Profit" organizations.**

Marsala explained that the current policy for renting the Riviera at a special rate for non-profit organizations is that they had to be within the Badger district. After requests from some not in the district, Marsala and Gray talked about having a non-profit rate for everyone, since most of these events are during the week when we have open days. Gray proposed some wording changes and an across-the-board rate for all non-profits on

A

certain weekdays and verified they must pay the security deposit with their reservation and pay set-up, clean-up and security guard hours. Discussion followed on whether this is something we should do, times of the year and days this should be offered, what the charges should be and how bookings work now. Krohn/Tolar motion to charge \$400 to non-profits across the board and the regular \$1000 security deposit and fees. Unanimously carried.

**Discussion/Recommendation on new trailer parking sign location and possible increase of fine for violations (suggested by Judge Sibbing).** The sign has been reviewed by City Attorney Draper and Judge Sibbing. There was a long discussion on increasing the fine (indécipherable). Mott motion to make five new signs and increase the fine to \$100. Motion fails for lack of second. Roehrer/Krohn motion to make five new signs and increase the fine to \$150. Discussion followed on whether Judge Sibbing would enforce it and what the fine should be. Unanimously carried. A new ordinance will be written up by Attorney Draper and it will go to Council. B

**Discussion/Recommendation on rental agreement and wait list (for kayaks and canoes).**

Marsala said we should be able to get the waitlist and rental agreement ad out by March 1, 2010. There was a lengthy discussion on registration requirements, waitlist fee, resident and non-resident fees, kayak lengths, enforcement of rules, number of spaces available and other related issues. Roehrer motion to set the fee at \$175 and require registration. The cost of using the kayak rack will be \$115 plus the annual launch pass of \$60. The rack will not accommodate canoes so this will be just a kayak rack. There will be a \$5 charge to be on a waiting list and the first renters will be chosen by lottery, with the remaining names being put on a seniority list. (The motion was not seconded or voted on, but there was a consensus.) C

**Discussion/Recommendation creating an ordinance restricting Kayak and Canoe launching to designated areas only.**

Continued to next meeting.

**Discussion/Recommendation on new commercial buoy and slip lease agreement for Marina Bay, Lake Geneva Boat Line, and Gage Marine.** Marsala proposed a 3-year lease with no increase the first year, the City reclaiming the slips and renting them out for the remaining two years. Discussion followed. Tolar/Mott motion to give a 1-year lease with 0% increase and renegotiate next year, including the West End Piers, buoys, Marina Bay, Lake Geneva Boat Line, and Gage Marine. Unanimously carried. D

**Items for next agenda.**

Discussion on handling cash at the beach.

Tolar/Krohn motion to adjourn. Unanimously carried.

Transcribed from audio tape.

/s/ Artis M. Roenspies, Deputy Clerk

## COMMERCIAL BUOY AND BOAT SLIP LEASE AGREEMENT

THIS AGREEMENT made this 5<sup>th</sup> day of MARCH, 2007, by and between the CITY OF LAKE GENEVA, a municipal corporation, party of the first part, Lessor, hereinafter called the City, and GAGE MARINE, party of the second part, hereinafter called the Lessee.

1. That the City does hereby lease and let to Lessee, under all the terms and conditions hereinafter set forth, the following described area and facilities of the waterfront of Lake Geneva:

An area of Geneva Lake located east of the Riviera and south of Flat Iron Park sufficient for the location of four (4) mooring buoys (see buoy location drawing attached hereto) and ten (10) boat slips. Said area includes the surface, below the surface, the bed of the lake and the air space above the surface of the lake, and

2. It is expressly understood and agreed that Lessee shall have the exclusive right to use the above described areas and facilities for its own use or for rental to the public. Said use shall be in furtherance of the business conducted by the Lessee.
3. Lessee shall conduct his business using the above described areas and facilities in an orderly manner. Lessee shall not unreasonably disturb the general public or adjacent owners or tenants.
4. Lessee shall keep the areas and facilities leased in a neat and presentable condition at all times.
5. The term of this lease is for three seasons, (2007, 2008, and 2009), each season commencing April 15<sup>th</sup> and ending November 15<sup>th</sup>. Either Lessor or Lessee may notify the other of its intention to negotiate a new lease of all the subject buoys, no later than November 15, 2008. If Lessee fails to notify Lessor of its intention to negotiate for a new lease on or before November 15, 2008, Lessor may negotiate with any other person or entity for a lease of the subject buoys or Lessor may elect not to lease the subject buoys or any portion of them for any future period or periods. If Lessee and Lessor notify each other of an interest in re-negotiating a new lease for some or all of the subject buoys, such negotiations shall be completed on or before November 15, 2009, or all rights to negotiate shall be null and void.
6. Lessee shall pay as annual rent for the term of the lease for the mooring buoys leased herein the sum of Twenty-One Thousand Three Hundred Fifty and no/100 (\$21,350.00) Dollars in 2007, Twenty-One Thousand Nine Hundred Ninety and no/100 (\$21,990.00) Dollars for 2008, and Twenty-Two Thousand Six Hundred Fifty and 22/100 (\$22,650.22) Dollars in 2009. Annual lease amounts may be paid in two equal installments, the first installment to be paid on or before July 15<sup>th</sup> and the second installment to be paid on or before August 15<sup>th</sup>, of each year. All such payments shall be made to the City of Lake Geneva.

7. The said Lessee shall provide public liability insurance in the aggregate amount of One Million and no/100 (\$1,000,000.00) Dollars covering the event of death or injury to one (1) or more persons and the Lessee shall furnish a Certificate of Insurance coverage to the City Clerk of the CITY OF LAKE GENEVA within 10 days of the execution of this lease. Said Certificate of Insurance shall reflect the City of Lake Geneva as an additional insured and that the City shall be notified thirty (30) days prior to the expiration, termination, or cancellation of the insurance coverage.
8. It is understood and agreed that if the said Lessee shall default in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes defined herein or shall in any way fail to meet the demands of the public in the operation of the business herein referred to, or shall fail to pay the rent when due, then said Lessee shall forfeit all rights, title, and interest in the premises hereby leased and every part thereof.
9. It is further provided that no assignment or sale of the Lessee's rights under this lease shall be made either by the Lessee or through voluntary assignment or bankruptcy.
10. Lessee shall be responsible for installing and maintaining all anchors, buoys, chains, and other tackle required for the mooring buoys. Lessee agrees to hold the City harmless of all claims of damage or loss arising from failure of the mooring buoy system.
11. City shall have the right to direct the location of anchors, the scope of the mooring chain, the type of buoy, and the length of mooring line between the boat and buoy. The City may also limit the size of boat to be moored if said boat is excessive in size and creates a danger for other boats moored in the area. Lessee shall comply with City directives under this paragraph within 10 days of notice. Failure to comply on the part of the Lessee shall constitute a breach of contract.
12. Lessee agrees to hold City harmless for any damages, personal or property, resulting from the mooring of boats on buoys or mooring.
13. Any requirement in this lease for approvals shall be deemed to require written approval from the appropriate party to the lease. Said approvals shall be signed by the officer or authorized agents or employees of the appropriate party to the lease.

## COMMERCIAL BUOY LEASE AGREEMENT

THIS AGREEMENT made this 21 day of Feb, 2007, by and between the CITY OF LAKE GENEVA, a municipal corporation, party of the first part, Lessor, hereinafter called the City, and TERRY JOHNSON, d/b/a MARINA BAY BOAT RENTAL, party of the second part, hereinafter called the Lessee.

1. That the City does hereby lease and let to Lessee, under all the terms and conditions hereinafter set forth, the following described area and facilities of the waterfront of Lake Geneva:

An area of Geneva Lake located east of the Riviera and south of Flat Iron Park sufficient for the location of ten (10) mooring buoys (see buoy location drawing attached hereto). Said area includes the surface, below the surface, the bed of the lake and the air space above the surface of the lake, and

2. It is expressly understood and agreed that Lessee shall have the exclusive right to use the above described areas and facilities for its own use or for rental to the public. Said use shall be in furtherance of the business conducted by the Lessee.
3. Lessee shall conduct his business using the above described areas and facilities in an orderly manner. Lessee shall not unreasonably disturb the general public or adjacent owners or tenants.
4. Lessee shall keep the areas and facilities leased in a neat and presentable condition at all times.
5. The term of this lease is for three seasons, (2007, 2008, and 2009), each season commencing April 15<sup>th</sup> and ending November 15<sup>th</sup>. Either Lessor or Lessee may notify the other of its intention to negotiate a new lease of all the subject buoys, no later than November 15, 2008. If Lessee fails to notify Lessor of its intention to negotiate for a new lease on or before November 15, 2008, Lessor may negotiate with any other person or entity for a lease of the subject buoys or Lessor may elect not to lease the subject buoys or any portion of them for any future period or periods. If Lessee and Lessor notify each other of an interest in re-negotiating a new lease for some or all of the subject buoys, such negotiations shall be completed on or before November 15, 2009, or all rights to negotiate shall be null and void.
6. Lessee shall pay as annual rent for the term of the lease for the mooring buoys leased herein the sum of Nine Thousand and no/100 (\$9,000.00) Dollars in 2007, Nine Thousand Two Hundred Seventy and no/100 (\$9,270.00) Dollars for 2008, and Nine Thousand Five Hundred Forty-Eight and no/100 (\$9,548.00) Dollars in 2009. Annual lease amounts may be paid in two equal installments, the first installment to be paid on or before July 15<sup>th</sup> and the second installment to be paid on or before August 15<sup>th</sup>, of each year. All such payments shall be made to the City of Lake Geneva.

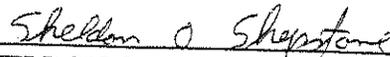
7. The said Lessee shall provide public liability insurance in the aggregate amount of One Million and no/100 (\$1,000,000.00) Dollars covering the event of death or injury to one (1) or more persons and the Lessee shall furnish a Certificate of Insurance coverage to the City Clerk of the CITY OF LAKE GENEVA within 10 days of the execution of this lease. Said Certificate of Insurance shall reflect the City of Lake Geneva as an additional insured and that the City shall be notified thirty (30) days prior to the expiration, termination, or cancellation of the insurance coverage.
8. It is understood and agreed that if the said Lessee shall default in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes defined herein or shall in any way fail to meet the demands of the public in the operation of the business herein referred to, or shall fail to pay the rent when due, then said Lessee shall forfeit all rights, title, and interest in the premises hereby leased and every part thereof.
9. It is further provided that no assignment or sale of the Lessee's rights under this lease shall be made either by the Lessee or through voluntary assignment or bankruptcy.
10. Lessee shall be responsible for installing and maintaining all anchors, buoys, chains, and other tackle required for the mooring buoys. Lessee agrees to hold the City harmless of all claims of damage or loss arising from failure of the mooring buoy system.
11. City shall have the right to direct the location of anchors, the scope of the mooring chain, the type of buoy, and the length of mooring line between the boat and buoy. The City may also limit the size of boat to be moored if said boat is excessive in size and creates a danger for other boats moored in the area. Lessee shall comply with City directives under this paragraph within 10 days of notice. Failure to comply on the part of the Lessee shall constitute a breach of contract.
12. Lessee agrees to hold City harmless for any damages, personal or property, resulting from the mooring of boats on buoys or mooring.
13. Any requirement in this lease for approvals shall be deemed to require written approval from the appropriate party to the lease. Said approvals shall be signed by the officer or authorized agents or employees of the appropriate party to the lease.

IN WITNESS WHEREOF, the CITY OF LAKE GENEVA has caused this indenture to be executed by its Mayor, countersigned by the City Clerk and sealed with its corporate seal, and the Lessee, TERRY JOHNSON, d/b/a MARINA BAY BOAT RENTAL, has set its hand and seal, and both parties represent that each of the signers has full authority to execute the same.

LESSEE:

CITY OF LAKE GENEVA

  
TERRY JOHNSON, d/b/a  
MARINA BAY BOAT RENTAL

  
SHELDON O. SHEPSTONE, Mayor

## COMMERCIAL BUOY AND BOAT SLIP LEASE AGREEMENT

THIS AGREEMENT made this 13<sup>th</sup> day of February, 2007, by and between the CITY OF LAKE GENEVA, a municipal corporation, party of the first part, Lessor, hereinafter called the City, and LAKE GENEVA BOAT LINE, INC., party of the second part, hereinafter called the Lessee.

1. That the City does hereby lease and let to Lessee, under all the terms and conditions hereinafter set forth, the following described area and facilities of the waterfront of Lake Geneva:

An area of Geneva Lake located east of the Riviera and south of Flat Iron Park sufficient for the location of ten (10) mooring buoys (see buoy location drawing attached hereto) and four (4) boat slips. Said area includes the surface, below the surface, the bed of the lake and the air space above the surface of the lake, and

2. It is expressly understood and agreed that Lessee shall have the exclusive right to use the above described areas and facilities for its own use or for rental to the public. Said use shall be in furtherance of the business conducted by the Lessee.
3. Lessee shall conduct his business using the above described areas and facilities in an orderly manner. Lessee shall not unreasonably disturb the general public or adjacent owners or tenants.
4. Lessee shall keep the areas and facilities leased in a neat and presentable condition at all times.
5. The term of this lease is for three seasons, (2007, 2008, and 2009), each season commencing April 15<sup>th</sup> and ending November 15<sup>th</sup>. Either Lessor or Lessee may notify the other of its intention to negotiate a new lease of all the subject buoys, no later than November 15, 2008. If Lessee fails to notify Lessor of its intention to negotiate for a new lease on or before November 15, 2008, Lessor may negotiate with any other person or entity for a lease of the subject buoys or Lessor may elect not to lease the subject buoys or any portion of them for any future period or periods. If Lessee and Lessor notify each other of an interest in re-negotiating a new lease for some or all of the subject buoys, such negotiations shall be completed on or before November 15, 2009, or all rights to negotiate shall be null and void.
6. Lessee shall pay as annual rent for the term of the lease for the mooring buoys leased herein the sum of Sixteen Thousand One Hundred and no/100 (\$16,100.00) Dollars in 2007, Sixteen Thousand Five Hundred Eighty-Three and no/100 (\$16,583.00) Dollars for 2008, and Seventeen Thousand Eighty and 49/100 (\$17,080.49) Dollars in 2009. Annual lease amounts may be paid in two equal installments, the first installment to be paid on or before July 15<sup>th</sup> and the second installment to be paid on or before August 15<sup>th</sup>, of each year. All such payments shall be made to the City of Lake Geneva.

7. The said Lessee shall provide public liability insurance in the aggregate amount of One Million and no/100 (\$1,000,000.00) Dollars covering the event of death or injury to one (1) or more persons and the Lessee shall furnish a Certificate of Insurance coverage to the City Clerk of the CITY OF LAKE GENEVA within 10 days of the execution of this lease. Said Certificate of Insurance shall reflect the City of Lake Geneva as an additional insured and that the City shall be notified thirty (30) days prior to the expiration, termination, or cancellation of the insurance coverage.
8. It is understood and agreed that if the said Lessee shall default in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes defined herein or shall in any way fail to meet the demands of the public in the operation of the business herein referred to, or shall fail to pay the rent when due, then said Lessee shall forfeit all rights, title, and interest in the premises hereby leased and every part thereof.
9. It is further provided that no assignment or sale of the Lessee's rights under this lease shall be made either by the Lessee or through voluntary assignment or bankruptcy.
10. Lessee shall be responsible for installing and maintaining all anchors, buoys, chains, and other tackle required for the mooring buoys. Lessee agrees to hold the City harmless of all claims of damage or loss arising from failure of the mooring buoy system.
11. City shall have the right to direct the location of anchors, the scope of the mooring chain, the type of buoy, and the length of mooring line between the boat and buoy. The City may also limit the size of boat to be moored if said boat is excessive in size and creates a danger for other boats moored in the area. Lessee shall comply with City directives under this paragraph within 10 days of notice. Failure to comply on the part of the Lessee shall constitute a breach of contract.
12. Lessee agrees to hold City harmless for any damages, personal or property, resulting from the mooring of boats on buoys or mooring.
13. Any requirement in this lease for approvals shall be deemed to require written approval from the appropriate party to the lease. Said approvals shall be signed by the officer or authorized agents or employees of the appropriate party to the lease.

OPTIONS  
FOR COMMERCIAL SLIP & BOUY LEASES

TOTAL REVENUE OF 3YR. LEASE ENDING 2009. \$143,571.

OPTION - 1.

New 3yr LEASE w/3% ANNUAL INCREASE

<u>2010</u>	<u>2011</u>	<u>2012</u>	
\$50,756	\$52,279	\$53,847	
	2yr 103,035	3yr TOTAL	<u>\$156,882</u>

OPTION - 2

2 OR 3yr LEASE w/cITY RETAINING 14 SLIPS AFTER 1<sup>ST</sup> YR

	<u>2010</u>	<u>2011</u>	<u>2012</u>
w/o INCREASE	\$49,228	w/3% on BOUYS \$23,602 +3% 24,310	24,310
		14 SLIPS @ 3500. \$49,000	— 49,000
		\$72,602	73,310
	2yr TOTAL \$121,880	3yr TOTAL —	\$195,190
	+ 18,845		<u>\$38,308</u>

*Frank P. Fusco*



**Agenda Item No. 1, Update on Private Streets.**

DPW Winkler presented the chart of services provided on the private drives. He explained that Administration is working on them case-by-case basis. Administrator Jordan provided a status update and the approach of addressing private drives this year one by one starting with Maytag. No action was taken.

**Agenda Item No. 2, New State Law Allowing U-turns at Signalized Intersections:**

DPW Winkler presented a summary of the new law allowing U-turns at signalized intersections unless posted otherwise, and that this included our downtown signals. It was recommended to take some action to post signage prohibiting U-turns at our signals. All present expressed support for posting all of our intersections. A motion was made by Krause and seconded by Marsala to refer to the matter to Council asking the City Attorney to draft an ordinance prohibiting U-turns at all of the City's signalized intersections. Motion passed 4-0.

**(Please place this item on the Finance Committee and Common Council agendas)**

**Agenda Item No. 3, Discussion of Capital Improvements Planning for 2010 Including Street Maintenance & TIF #4:**

The TIF#4 spreadsheet was provided and discussed. The consensus of the Committee was to focus on projects in the following priority order: Riviera, 2010 Street Maintenance program, underground electrical work by Seminary Park, Flat Iron Park. Staff was instructed to have the Flat Iron Park items referred to Park Commission and Piers & Harbors for a recommendation. A motion was made by Krause and seconded by Mott to establish the TIF#4 project work in order as discussed with Flat Iron Park improvements referred to Park Commission and Piers & Harbors for recommendations back to Public Works Committee. Motion passed 4-0.

**Agenda Item No. 4, Discussion – Bike Trails & Snow Removal.**

The Public Works Committee, DPW, and Street Superintendent discussed snow removal on the bike path system and the timing of it in light of a complaint about clearing all bike trails. DPW Winkler stated the Park Commission had established which path segments got cleared of snow during the winter with the others being left alone for cross county skiing. Superintendent Carstensen said that clearing the bike paths was the last thing done after a snow storm. It was the consensus of the Committee to continue to clear the paths identified on the Bike Trail map.

**Agenda Item No. 5, Referral from Finance Committee Meeting of December 14, 2009-Four Way Stop Signs May 15<sup>th</sup> to October 15<sup>th</sup> at the Intersection of Geneva & Broad Streets.**

DPW Winkler provided the requested price from our City Engineer to perform a traffic impact analysis for a proposed 4-way stop. It was consensus not to pursue the study after Chair Tolar mentioned the police had tried the same idea at Dodge and Broad Streets some time ago with poor results and that seasonal traffic control was a problem with them. After discussion of pedestrian concerns, visibility problems for people stopped on Geneva Street trying to cross, and any other possible options, no action was taken. DPW Winkler said he would send out the alternatives previously discussed to all the aldermen for further thought and discussion at the next meeting.

**Agenda Item No. 6, Referral from Committee of the Whole Meeting of December 7, 2009, Moving the Starting Date for Winter Parking from November 15<sup>th</sup> to November 1<sup>st</sup>.**

DPW Winkler and Street Superintendent Carstensen indicated the change to November 1<sup>st</sup> would not present operational issues for Public Works. A concern was raised by Administrator Jordan for tickets issued in early November and resulting complaints. There was a question raised about review by the Parking Commission before further review. By consensus the Committee asked Alderman Marsala to bring the matter up before the Parking Commission for a recommendation.

**Motion to Adjourn:**

The meeting was adjourned 4-0 at 7:20 PM on a motion by Krause and second by Marsala.

Cc: Mayor Bill Cheslen/Dennis Jordan/Diana Dykstra/Common Council Members not on Committee/File

**City of Lake Geneva  
Council Meeting  
2/8/2010**

**Prepaid Checks - 1/23/10 - 2/4/10**

**\$46,682.24**

**CITY OF LAKE GENEVA  
ACCOUNTS PAYABLE ITEMS OVER \$1,000  
FOR THE COUNCIL MEETING DATED 2/8/10**

<b>BREAKDOWN PREPAID A/P COUNCIL MEETING DATE:</b>	<b>2/8/2010</b>
<b>TOTAL UNPAID ACCOUNTS PAYABLE - 1/23/10 - 2/4/10</b>	<b>46,682.24</b>
<b>ITEMS &gt; \$1,000:</b>	
BID District - January Tax Settlement	-20,456.32
Alliant Energy/WP&L - Various Dept. Electric Bills	-14,747.83
Jerry Willkom Inc - 1401 Gal. Unleaded Gasoline	-3,543.13
U.S. Bank - Police Credit Card Charges	-2,533.15
AT&T - Various Dept. Phone Bills	-2,320.64
Sun Life Financial - 2/10 City Disability Payment	-1,020.72
<b>BALANCE OF OTHER ITEMS</b>	<b>2,060.45</b>

DATE: 02/04/10  
TIME: 09:39:55  
ID: AP4A0000.WOW

CITY OF LAKE GENEVA  
PAID INVOICES BY ACCOUNT NUMBER

ACTIVITY FROM 01/23/2010 TO 01/25/2010

ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR #	TRANSACTION DESCRIPTION	CHECK #	CHECK DATE	ITEM AMOUNT
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THERE ARE NO INVOICES THAT WERE PAID BETWEEN THE ABOVE DATES



FROM 01/27/2010 TO 02/04/2010

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

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
44	INV 628749-001-W COOK SIREN	1129005222	01/18/10		48188	01/29/10	14,747.83	14,747.83
45	INV 630437-001-4 SEASONS	** COMMENT **						12.61
46	INV 640082-001-201 EDWARDS SIR	** COMMENT **						0.00
47	INV 188965-013-1065 CAREY	1132105222						0.00
48	INV 243947-013-1055 CAREY	1132105222						734.07
49	INV 147744-014-1070 CAREY	1132105222						199.36
50	INV 654168-001-HWY 50 SIGNAL	1134105223						131.29
51	INV 653994-001-HWY 120/TOWNLIN	** COMMENT **						169.94
52	INV 656566-001-HWY 120/BLOOMFI	** COMMENT **						0.00
53	INV 652115-002-WALMART	1134105223						0.00
54	INV 657276-002-389 EDWARDS	1134105223						177.24
55	INV 492771-003-GENEVA SQ	1134105223						95.35
56	INV 675414-001-VETS PK PAVILIA	** COMMENT **						40.78
57	INV 679833-001-LOT LITE	1134105223						0.00
58	INV 696255-001-SHARED SAVINGS	** COMMENT **						412.07
59	INV 699860-001-IMPOUND	** COMMENT **						0.00
61	INV 703098-001-LIBRARY PK REST	1152005222						0.00
							VENDOR TOTAL:	14,747.83

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	262-R428188663-1 - CITY HALL	1116105221	01/13/10		48189	01/29/10	2,320.64	2,320.64
02	262-R428188663-1 - POLICE	1121005221						319.30
03	262-R428188663-1 - METER	1112005221						319.30
04	262-R428188663-1 - COURT	4234505221						79.83
05	262-2484715125-4 - CITY HALL	1116105221						79.83
06	262-2484715125-4 - COURT	1112005221						160.65
07	262-2480403367-7 - POLICE MAIN	1121005221						33.60
08	262-2484567367-1 - POLICE	1121005221						116.17
10	262-2482264368-9 - FIRE	1122005221						556.82
11	262-2484913601-4 - STREET SHOP	1132105221						250.60
12	262-2495299313-5 - 7 LIB LINES	9900005221						113.66
13	262-2495299313-5 - 1 ST LINE	1132105221						75.51
14	262-2495299313-5 - 4 CH LINES	1116105221						10.79
15	262-2495299313-5 - 2 LOWER RIV	4055205221						43.15
16	262-2495299313-5 - 1 UPPER RIV	4055105221						21.57
17	262-2495299313-5 - 2 POLICE	1121005221						10.78
18	262-2495299313-5 - 1 FIRE LINE	1122005221						21.57
19	414-2456234817-3 CELL 911	1121005221						10.78
							VENDOR TOTAL:	2,320.64

ATTN MOBILITY 835649604X01212010 01/14/10 48190 01/29/10 48.65

DATE: 02/04/2010  
 TIME: 09:41:39  
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CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 01/27/2010 TO 02/04/2010

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
		835649604X01212010		01/14/10		48190	01/29/10	48.65	48.65
		01 CELL CHG 12/14-1/13	1121005221					48.65	48.65
		VENDOR TOTAL: 48.65							
BID	BID DISTRICT	1/09		01/28/10		48191	01/29/10	20,456.32	20,456.32
		01 JAN TAX SETTLEMENT	8900002470					20,456.32	20,456.32
		VENDOR TOTAL: 20,456.32							
NATIONAL	NATIONAL CITY PROCESSING CTR	1013-1/2/09B		01/07/10		48192	01/29/10	85.96	85.96
		01 2010 ATTENDANCE CALENDAR	1132105399					85.96	85.96
		VENDOR TOTAL: 85.96							
NEXTEL	NEXTEL/SPRINT	940684224-081		01/12/10		48193	01/29/10	639.13	639.13
		01 CELL CHGS 12/9-1/8	1121005221					639.13	639.13
		VENDOR TOTAL: 639.13							
ROTE	ROTE OIL COMPANY	103795		01/21/10		48194	01/29/10	837.14	837.14
		01 313.3 GAL UNDYED DIESEL	1132105341					837.14	837.14
		VENDOR TOTAL: 837.14							
SUN	SUN LIFE FINANCIAL	RE012810		01/21/10		48195	01/29/10	1,020.72	1,020.72
		01 CEMETERY DISABILITY-2/10	1100001634					1,020.72	1,020.72
		02 CITY HALL DISABILITY-2/10	1110205134					24.82	24.82
		03 LIBRARY DISABILITY-2/10	9900005137					146.37	146.37
		04 POLICE DISABILITY-2/10	1110205134					435.28	435.28
		05 STREET DISABILITY-2/10	1110205134					175.46	175.46
		06 WATER DISABILITY-2/10	1100001634					100.06	100.06
		07 WWTf DISABILITY-2/10	1100001634					81.19	81.19
		VENDOR TOTAL: 1,020.72							
T00000187	WAHPC								
		DUES		01/28/10		48196	01/29/10	40.00	40.00
		01 ANNUAL DUES	1170005720					40.00	40.00
		VENDOR TOTAL: 40.00							

DATE: 02/04/2010  
 TIME: 09:41:39  
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CITY OF LAKE GENEVA  
 PAID INVOICE LISTING

FROM 01/27/2010 TO 02/04/2010

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

T0000189 HORTICULTURAL HALL DEPOSIT 01 DEPOSIT-5/2/10 EVENT 1170005720 01/27/10 48197 01/29/10 315.00 315.00

USBANK U.S. BANK 4798531205563341-1/1 01/14/10 48198 01/29/10 2,533.15 315.00

01 1/4 TOGGLE SWITCH, COVER 1121005342 584.39  
 02 1/4 HOME DEPOT 1121005342 57.60  
 03 1/4 KALAHARI-CHIEF'S CONV DEP 1121005331 -172.06  
 04 1/4 KITCHEN CABINETS, SAND STON 1121005342 99.00  
 05 1/4 SCREWS, TESTER, CONNECTORS 1121005342 194.49  
 06 1/4 CEILING GRID 1121005342 54.48  
 07 1/5 GRAB BAR, PATCHES, NOZZLES 1121005342 23.71  
 08 1/13 KALAHARI-BRADEN 2/10 DEP 1121005331 216.79  
 110.38

VERIZON VERIZON WIRELESS 4798531205563341-12A 01/14/10 48198 01/29/10 2,533.15 1,948.76

01 12/11 BEST WESTERN-SPARTA 1121005331 350.00  
 02 12/17 TOFFER TAPE,DUST CONTROL 1121005342 624.17  
 03 12/24 BLDG SUPPLIES 1121005342 42.97  
 04 1/5 CRIME PREVENTION BROCHURES 1121005316 932.62  
 05 1121005316 -1.00

VERIZON VERIZON WIRELESS 2338895903 01/03/10 48199 01/29/10 3.82 3.82

01 CELL CHG 12/4-1/3 1121005221 3.82

WALSER WILLIAM WALSER RETIMBURSEMENT 01/28/10 48200 01/29/10 90.75 90.75

01 MATERIALS-NEW WASHROOMS 1121005342 90.75

WILK JERRY WILKOMM, INC. 165720 01/07/10 48201 01/29/10 3,543.13 3,543.13

01 1401 GAL UNLEADED GASOLINE 1132105341 3,543.13

VENDOR TOTAL: 3,543.13  
 TOTAL --- ALL INVOICES: 46,682.24

**City of Lake Geneva  
Council Meeting  
2/8/2010**

**Accounts Payable Checks - Through 2/4/10**

1. General Fund	<u>\$ 53,516.57</u>
2. Debt Service	<u>\$ 194,940.00</u>
3. TID #4	<u>\$ 164.70</u>
4. Lake Front	<u>\$ 1,081.93</u>
5. Capital Projects	<u>\$ 160,921.50</u>
6. Parking Meter	<u>\$ 410.40</u>
7. Library Funds	<u>\$ 6,592.05</u>
8. Impact Fees	<u>\$ -</u>
9. Tax Agency Fund	<u>\$ -</u>
<b>Total All Funds</b>	<b><u><u>\$417,627.15</u></u></b>

**CITY OF LAKE GENEVA  
 ACCOUNTS PAYABLE ITEMS OVER \$1,000  
 FOR THE COUNCIL MEETING DATED 2/8/10**

<b>BREAKDOWN REGULAR A/P COUNCIL MEETING DATE:</b>	<b>2/8/2010</b>
<b>TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 2/4/10</b>	<b>\$ 417,627.15</b>
<b>ITEMS &gt; \$1,000:</b>	
Associated Walth Management - 2006 Bond Payment/Interest	-194,940.00
Foster Coach Sales - 2009 Ambulance, Lens	-144,959.99
General Communications - Storm Speaker Mikes, Console Upgrade, Radio Repairs	-10,735.93
Key Benefit Concepts - OPEB Analysis	-5,500.00
Otter Sales & Service - Street Dept. Equipment Repairs	-3,757.45
Nyquist Engineering - December/January IT Service	-3,665.04
Jerry Wilkomm Inc. - 1390 Gal. Unleaded Gasoline	-3,445.81
WI Dept of Revenue - 2009 Mfg Assessment	-2,202.85
Minnesota Life Insurance Co - 3/10 Life Insurance	-2,061.59
Baker & Taylor - Print/Nonprint Library Materials	-2,055.25
Gall's - Squad Lights, Rack, Security Screen, Seat Protector, Tufbox	-1,899.86
CDW - Various Dept. Computer Supplies	-1,874.77
Butch's Automotive - 1997 F150 Repairs	-1,708.66
Geneva Auto Body - 2008 Ford Explorer Repairs	-1,596.81
Lake Geneva Regional News - Official and Billable Notices	-1,525.54
Mailwaukee - Postage Machine Contract	-1,413.00
Affordable Library Products - Detuner Stickers	-1,098.00
Fire-Rescue Supply - TNT Rescue Tools Annual Svc	-1,075.00
Balance of Other Items	<b>32,111.60</b>

DATE: 02/04/10  
 TIME: 09:31:31  
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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/09/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
200912-0	01/04/10	01	BLOOD DRAWS	11-21-00-5380		02/09/10	67.20
			POLICE SPECIAL INVESTIGATI				
			INVOICE TOTAL:				67.20
			VENDOR TOTAL:				67.20
483937	01/05/10	01	2010 SUPPORT CONTRACT RENEWAL	11-22-00-5340		02/09/10	735.00
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				735.00
			VENDOR TOTAL:				735.00
3505	01/12/10	01	PAINT WALLS/CEILING-COMP RM	11-21-00-5342		02/09/10	720.00
			PD SPECIAL EQUIPMENT				
			INVOICE TOTAL:				720.00
			VENDOR TOTAL:				720.00
92085-0	01/20/10	01	DETUNER STICKERS	99-00-00-5511		02/09/10	1,098.00
			LIBRARY CIRCULATION SUPPLI				
			INVOICE TOTAL:				1,098.00
			VENDOR TOTAL:				1,098.00
0001-47	02/01/09	01	ONLINE PROCESSING-2/10	42-34-50-5216		02/09/10	100.00
		02	ONLINE PROCESSING-2/10	40-55-10-5216			195.00
		03	ONLINE PROCESSING-2/10	99-00-00-5211			5.00
			GENERAL ADMIN EXPENSES				
			INVOICE TOTAL:				300.00
			VENDOR TOTAL:				300.00

ANTAE ANTAEUS, LLC

DATE: 02/04/10  
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ID: AP441000.WOW

CITY OF LAKE GENEVA  
DETAIL BOARD REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/09/2010

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ASSOC		ASSOCIATED WEALTH MANAGEMENT						
84G423019-1/10		01/20/10	01	2006 BOND PYMT	20-81-00-5615		02/09/10	190,000.00
			02	2006 BOND PYMT INTEREST	2006 REF GO BONDS - PRINCI 20-81-00-5655			4,940.00
					2006 REF GO BONDS - INTERE			
								INVOICE TOTAL: 194,940.00
								VENDOR TOTAL: 194,940.00
AT&TA		AT&T ADVERTISING & PUBLISHING						
6000054823-1/10		01/29/10	01	POLICE YELLOW PAGES	11-21-00-5221		02/09/10	26.50
					PD TELEPHONE EXPENSE			
								INVOICE TOTAL: 26.50
								VENDOR TOTAL: 26.50
AURUM		AURORA MEDICAL GROUP						
EG0000798-1/10		01/14/10	01	2 DRUG SCREENS	11-32-10-5205		02/09/10	96.00
					DRUG AND ALCOHOL TESTING			
								INVOICE TOTAL: 96.00
								VENDOR TOTAL: 96.00
BAKER		BAKER & TAYLOR						
75022386-12/09		12/31/09	01	INV I07460670-1 ITEM	99-00-00-5414		02/09/10	21.59
			02	INV I07919310-3 ITEMS	LIBRARY NONPRINT MATERIALS			
			03	INV I07919320-2 ITEMS	99-00-00-5414			57.52
			04	INV I09129760-1 ITEM	LIBRARY NONPRINT MATERIALS			32.35
					99-00-00-5414			17.99
					LIBRARY NONPRINT MATERIALS			
								INVOICE TOTAL: 129.45
L3367102-12/09		12/31/09	01	INV 2024016024-1 ITEM	99-00-00-5410		02/09/10	16.76
					LIBRARY ADULT MATERIALS			

DATE: 02/04/10  
 TIME: 09:31:31  
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CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/09/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BAKER	BAKER & TAYLOR						
L3367102-12/09	12/31/09	02	INV 2024016025-1 ITEM	99-00-00-5410		02/09/10	10.05
			LIBRARY ADULT MATERIALS				
		03	INV 2024016026-7 ITEMS	99-00-00-5410			122.96
			LIBRARY ADULT MATERIALS				
		04	INV 2024028239-15 ITEMS	99-00-00-5410			206.28
			LIBRARY ADULT MATERIALS				
		05	INV 2024049040-5 ITEMS	99-00-00-5410			75.44
			LIBRARY ADULT MATERIALS				
		06	INV 2024049041-2 ITEMS	99-00-00-5410			30.18
			LIBRARY ADULT MATERIALS				
		07	INV 2024073788-6 ITEMS	99-00-00-5410			87.78
			LIBRARY ADULT MATERIALS				
		08	INV 2024073789-3 ITEMS	99-00-00-5410			53.71
			LIBRARY ADULT MATERIALS				
		09	INV 2024083730-2 ITEMS	99-00-00-5410			30.22
			LIBRARY ADULT MATERIALS				
		10	INV 2024083731-18 ITEMS	99-00-00-5410			98.71
			LIBRARY ADULT MATERIALS				
		11	INV 2024083732-3 ITEMS	99-00-00-5410			44.73
			LIBRARY ADULT MATERIALS				
		12	INV 2024099528-6 ITEMS	99-00-00-5410			88.85
			LIBRARY ADULT MATERIALS				
		13	INV 2024099529-1 ITEM	99-00-00-5410			5.03
			LIBRARY ADULT MATERIALS				
		14	INV 2024099530-3 ITEMS	99-00-00-5410			40.23
			LIBRARY ADULT MATERIALS				
							INVOICE TOTAL:
							910.93

L3367362-12/09 12/31/09 01 INV 2024083710-15 ITEMS 99-00-00-5410 LIBRARY ADULT MATERIALS 02/09/10 222.01

02 INV 2024000145-1 ITEM 99-00-00-5410 LIBRARY ADULT MATERIALS 30.26

03 INV 2024080397-1 ITEM 99-00-00-5410 LIBRARY ADULT MATERIALS 7.82





DATE: 02/04/10  
 TIME: 09:31:31  
 ID: AP441000.WOW

CITY OF LAKE GENEVA  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/09/2010

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CARSTRU	RUSS	CARSTENSEN					
WCMEA	SCHOOL	01/21/10	01 MEALS-WCMEA SCHOOL	11-21-00-5331		02/09/10	63.00
		02	GAS-MAUSAU, WI	POLICE-MEALS 11-21-00-5361			27.00
				POLICE-EQUIP MAINT SERV CO			90.00
							90.00
							VENDOR TOTAL: 90.00
CASSUB	CASCADE	SUBSCRIPTION SVC INC					
1083675		12/02/09	01 36 ISSUES-FIRE ENGINEERING	11-22-00-5320		02/09/10	76.00
				FD MEMBERSHIP DUES & FEES			76.00
							INVOICE TOTAL: 76.00
							VENDOR TOTAL: 76.00
CDM	CDM	GOVERNMENT INC.					
RHB2262		12/29/09	01 CABLES, MONITOR	41-14-30-9011		02/09/10	758.36
				COMP/VIDEO PROJECTION SYS			758.36
							INVOICE TOTAL: 758.36
RHC1451		12/29/09	01 PHOTO SCANNER, MOUNT BOX	11-21-00-5310		02/09/10	241.53
				POLICE DEPT OFFICE SUPPLIE			241.53
							INVOICE TOTAL: 241.53
RHG3436		12/30/09	01 WORD 2007-SQ 206 LAPTOP	11-21-00-5310		02/09/10	132.43
				POLICE DEPT OFFICE SUPPLIE			132.43
							INVOICE TOTAL: 132.43
RJH3110		01/06/10	01 PRINTER	11-14-30-5310		02/09/10	298.98
				CITY CLERK OFFICE SUPPLIES			298.98
							INVOICE TOTAL: 298.98
RKB4736		01/11/10	01 MAPPOINT-GPS LAPTOPS IN SQUADS	41-21-00-0108		02/09/10	295.00
				PHOENIX RECORD SYSTEM			295.00
							INVOICE TOTAL: 295.00

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CDW	CDW GOVERNMENT INC.						
RIP5803	01/18/10	01	POWER STRIPS, PATCHES, CORDS	41-21-00-0108		02/09/10	127.79
			PHOENIX RECORD SYSTEM				
			INVOICE TOTAL:				127.79
RMH2145	01/20/10	01	PRINTER RIBBONS	99-00-00-5511		02/09/10	33.80
		02	INK/TONER-FAX MACHINE	LIBRARY CIRCULATION SUPPLI 99-00-00-5310			285.86
			LIBRARY OFFICE SUPPLIES				
			INVOICE TOTAL:				319.66
RMV3121	01/22/10	01	CREDIT FOR PRINTER	11-14-30-5310		02/09/10	-298.98
			CITY CLERK OFFICE SUPPLIES				
			INVOICE TOTAL:				-298.98
			VENDOR TOTAL:				1,874.77
CITYLG	CITY OF LAKE GENEVA						
REIMB-NSF FEE	02/03/10	01	REIMBURSE FOR NSF FEE CHGS	11-00-00-1391		02/09/10	40.00
			A/R BILL OUTS				
			INVOICE TOTAL:				40.00
			VENDOR TOTAL:				40.00
COUNT	COUNTRY FORD OF LAKE GENEVA						
14156-FOR	01/11/10	01	COVER, PANEL-'09 CROWN VICT	11-21-00-5361		02/09/10	109.25
			POLICE-EQUIP MAINT SERV CO				
			INVOICE TOTAL:				109.25
			VENDOR TOTAL:				109.25
DARLEY	W.S. DARLEY & CO.						
0000850229	12/29/09	01	GLOVES, HOODS	41-22-00-9056		02/09/10	300.60
			PROTECTIVE FIRE CLOTHING				
			INVOICE TOTAL:				300.60
			VENDOR TOTAL:				300.60



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DUNN	DUNN LUMBER & TRUE VALUE						
377127	01/20/10	01	WIRE BRUSH, MASKS	11-32-10-5350		02/09/10	30.88
		02	DISCOUNT EARNED	BLDG MAINT SUPPLIES-STR DE 11-00-00-4819			-1.54
				DISCOUNTS EARNED			INVOICE TOTAL: 29.34
377348	01/22/10	01	NUTS/BOLTS-FRONT HANDICAP DOOR	99-00-00-5250		02/09/10	1.40
		02	DISCOUNT EARNED	LIBRARY BLDG REPAIR & MAIN 11-00-00-4819			-0.14
				DISCOUNTS EARNED			INVOICE TOTAL: 1.26
377505	01/24/10	01	DOORS-REPL JAIL DOORS	11-21-00-5342		02/09/10	627.00
				PD SPECIAL EQUIPMENT			INVOICE TOTAL: 627.00
377517	01/24/10	01	PLUGS, CONNECTORS, LITHGREASE	11-22-00-5351		02/09/10	38.53
		02	DISCOUNT EARNED	EQUIP MAINT SUPPLIES-FIRE 11-00-00-4819			-1.93
				DISCOUNTS EARNED			INVOICE TOTAL: 36.60
377814	01/27/10	01	BOWL RING-CHAMBERS TOILET	11-52-00-5241		02/09/10	3.69
		02	DISCOUNT EARNED	PARKS-BLDG. MAINT. & REPAIR 11-00-00-4819			-0.18
				DISCOUNTS EARNED			INVOICE TOTAL: 3.51
377864	01/27/10	01	PLEXIGLASS-BROKEN WINDOW-SHOP	40-55-20-5350		02/09/10	9.94
		02	DISCOUNT EARNED	BLDG. MAINTENANCE SUPPLIES 11-00-00-4819			-0.50
				DISCOUNTS EARNED			INVOICE TOTAL: 9.44
377882	01/27/10	01	PAINT-GARBAGE CANS	11-52-00-5352		02/09/10	34.93
				GROUNDS MAINTENANCE SUPPLI			

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DUNN	DUNN LUMBER & TRUE VALUE						
377882	01/27/10	02	DISCOUNT EARNED	11-00-00-4819		02/09/10	-1.75
				DISCOUNTS EARNED			
							INVOICE TOTAL: 33.18
378082	01/29/10	01	WALL PLATE, RECEPTACLE-PLUGS	40-55-20-5350		02/09/10	2.97
		02	DISCOUNT EARNED	11-00-00-4819			-0.10
				DISCOUNTS EARNED			
							INVOICE TOTAL: 2.87
378092	01/29/10	01	KEYS-GATE-WE ENG BLDG	11-32-10-5350		02/09/10	3.87
		02	DISCOUNT EARNED	11-00-00-4819			-0.19
				DISCOUNTS EARNED			
							INVOICE TOTAL: 3.68
STMT-1/10	01/31/10	01	DISCOUNT EARNED	11-00-00-4819		02/09/10	-7.65
				DISCOUNTS EARNED			
							INVOICE TOTAL: -7.65
							VENDOR TOTAL: 790.30
DYKST	DIANA DYKSTRA						
1/10	01/25/10	01	1/10 MILEAGE	11-14-30-5330		02/09/10	17.00
				CITY CLERK TRAVEL-MILEAGE			
							INVOICE TOTAL: 17.00
							VENDOR TOTAL: 17.00
DYMAX	DYMAXION RESEARCH LTD						
M0010018	01/01/10	01	2010 SCHEDULING SOFTWARE	99-00-00-5510		02/09/10	144.00
				LIBRARY SIRSI			
							INVOICE TOTAL: 144.00
							VENDOR TOTAL: 144.00

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EAM EMERGENCY APPARATUS MAINT								
46656		12/22/09	01	BALL CONVERSION KIT-TRK 1	11-22-00-5351		02/09/10	197.00
					EQUIP MAINT SUPPLIES-FIRE			197.00
INVOICE TOTAL: 197.00								
46678		12/23/09	01	VALVE BODY	11-22-00-5351		02/09/10	601.60
					EQUIP MAINT SUPPLIES-FIRE			601.60
INVOICE TOTAL: 601.60								
VENDOR TOTAL: 798.60								
ENVIS ENVISIONWARE, INC.								
INV-US-3115		12/09/09	01	2010 ANNUAL MAINTENANCE CONTR	99-00-00-5532		02/09/10	786.42
					LIBRARY EQUIP LEASES & MAI			786.42
INVOICE TOTAL: 786.42								
VENDOR TOTAL: 786.42								
FOSTER FOSTER COACH SALES, INC.								
46933		01/20/10	01	RED IENS W/SEALS	11-22-00-5351		02/09/10	97.20
					EQUIP MAINT SUPPLIES-FIRE			97.20
INVOICE TOTAL: 97.20								
9452		01/13/10	01	2009 FORD E-450 MEDTEC PD-168	41-22-00-9147		02/09/10	144,862.79
			02	AMBULANCE PER SPECS	2009 AMBULANCE			144,862.79
INVOICE TOTAL: 144,862.79								
VENDOR TOTAL: 144,959.99								
FRS FIRE-RESCUE SUPPLY, LLC								
2466		12/07/09	01	TNF RESCUE TOOLS ANNUAL SVC	11-22-00-5820		02/09/10	1,075.00
					STATE MANDATED EQUIP TESTI			1,075.00
INVOICE TOTAL: 1,075.00								
VENDOR TOTAL: 1,075.00								

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-----							
VENDOR #							
FULL	FULL COMPASS SYSTEMS, LTD						
3477789	01/04/10	01	COVERT CAMERA, LENS, WALL MOUNT	41-21-00-9072		02/09/10	511.57
			COVERT CAMERA SYSTEM				
			INVOICE TOTAL:				511.57
			VENDOR TOTAL:				511.57
-----							
GALLS	GALLS, AN ARAMARK COMPANY						
510368129	01/18/10	01	NEW SQUAD LIGHTS	41-21-00-9078		02/09/10	414.79
			SQUAD CAR REPL PROGRAM				
			INVOICE TOTAL:				414.79
510371675	01/19/10	01	RACK, SEC SCREEN, SEAT PROTECTOR	41-21-00-9078		02/09/10	505.09
			SQUAD CAR REPL PROGRAM				
			INVOICE TOTAL:				505.09
510380132	01/22/10	01	TUFBOX W/KEY LOCK	41-21-00-9078		02/09/10	979.98
			SQUAD CAR REPL PROGRAM				
			INVOICE TOTAL:				979.98
			VENDOR TOTAL:				1,899.86
-----							
GENAU	GENEVA AUTO BODY						
SQ 201 ACCIDENT	12/14/09	01	REPAIRS-2008 FORD EXPLORER	11-10-00-5245		02/09/10	1,596.81
			EXPENSES SUBJECT TO INS. C				
			INVOICE TOTAL:				1,596.81
			VENDOR TOTAL:				1,596.81
-----							
GENERAL	GENERAL COMMUNICATIONS, INC.						
177180	07/30/09	01	STORM SPEAKER MIKES	11-22-00-5262		02/09/10	534.80
			FD-COMMUNICATION SYS MAINT				
			INVOICE TOTAL:				534.80
178399	12/01/09	01	CONSOLE UPGRADE-ADD CHAN 1	41-21-00-8138		02/09/10	3,701.00
			POLICE RADIO REPLACEMENTS				
			INVOICE TOTAL:				3,701.00

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GENERAL GENERAL COMMUNICATIONS, INC.								
178699	12/29/09	01 9	RADIOS, MICS, BOARDS, EARPHONES PORTABLE RADIOS	41-21-00-9075		02/09/10	6,091.38	
							INVOICE TOTAL:	6,091.38
611705	01/08/10	01	RESOLDERED BATTERY CONTACT	11-21-00-5262		02/09/10	70.00	
							INVOICE TOTAL:	70.00
611761	01/13/10	01	REPAIRS-800 CHANNEL RADIO	11-21-00-5262		02/09/10	71.25	
							INVOICE TOTAL:	71.25
611762	01/13/10	01	BENCH TEST RADIOS	11-22-00-5262		02/09/10	267.50	
							INVOICE TOTAL:	267.50
							VENDOR TOTAL:	10,735.93
GENON GENEVA ON-LINE INC.								
879095	01/01/10	01 1/10	DSL SERVICE	99-00-00-5221		02/09/10	60.00	
							INVOICE TOTAL:	60.00
879378	01/01/10	01 1/10	E-MAIL SERVICE	11-21-00-5221		02/09/10	39.00	
							INVOICE TOTAL:	39.00
							VENDOR TOTAL:	99.00
GLEBE GENEVA LAKES ELECTRIC INC.								
301	01/11/10	01	INSTALL 110V OUTLET	11-21-00-5342		02/09/10	84.28	
							INVOICE TOTAL:	84.28
							VENDOR TOTAL:	84.28

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27380	01/14/10	01	CURB SHOES, PLOW BLADES	11-32-12-5340		02/09/10	352.00
			OPERATING SUPPLIES-SNOW &				
			INVOICE TOTAL:				352.00
			VENDOR TOTAL:				352.00
-----							
9246964	01/06/10	01	COPIER LEASE/PRINT SERVER SUPP	99-00-00-5532		02/09/10	508.64
			LIBRARY EQUIP LEASES & MAI				
			INVOICE TOTAL:				508.64
			VENDOR TOTAL:				508.64
-----							
HIST			HISTORICAL SOCIETY OF WALWORTH				
MEMBERSHIP	01/01/10	01	2010 MEMBERSHIP	99-00-00-5413		02/09/10	40.00
			LIBRARY REFERENCE MATERIAL				
			INVOICE TOTAL:				40.00
			VENDOR TOTAL:				40.00
-----							
HWYC			HIGHWAY C SERVICES INC				
91498	01/25/10	01	PARTS-BOBCAT, DRILL-TREE WORK	11-32-13-5430		02/09/10	735.38
			TREE & BRUSH OPERATING SUP				
			INVOICE TOTAL:				735.38
			VENDOR TOTAL:				735.38
-----							
IAAI			WI CHAPTER 25 - IAAI				
MEMBERSHIP-2	08/27/09	01	2010 DUES-S. DERRICK	11-22-00-5320		02/09/10	25.00
			FD MEMBERSHIP DUES & FEES				
			INVOICE TOTAL:				25.00
			VENDOR TOTAL:				25.00

INTER INTERSTATE BATTERIES

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INTERSTATE BATTERIES								
20602728-RI	01/26/10	01	9V, AA BATTERIES	11-22-00-5340		02/09/10	75.86	
							INVOICE TOTAL:	75.86
							VENDOR TOTAL:	75.86
IOD INCORPORATED								
2AC14446-0	01/05/10	01	RECORDS COPY	11-21-00-5380		02/09/10	118.11	
							INVOICE TOTAL:	118.11
							VENDOR TOTAL:	118.11
ITU INC								
5063526	01/14/10	01	MATS	11-22-00-5360		02/09/10	97.80	
							INVOICE TOTAL:	97.80
5071379	01/28/10	01	MATS	11-16-10-5360		02/09/10	65.55	
							INVOICE TOTAL:	65.55
							VENDOR TOTAL:	163.35
KEY BENEFIT CONCEPTS LLC								
161205	01/30/10	01	OPFB ANALYSIS	11-15-10-5213		02/09/10	5,500.00	
							INVOICE TOTAL:	5,500.00
							VENDOR TOTAL:	5,500.00
KLABU HON ROBERT J KLABUNDE								
1/10	01/27/10	01	JUDGE SUBSTITUTE-1/25-27/10	11-12-00-5381		02/09/10	900.00	
							INVOICE TOTAL:	900.00
							VENDOR TOTAL:	900.00
MUNICIPAL COURT OPERATIONS								

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LARK	LARK UNIFORM OUTFITTERS INC	01/04/10	01	UNIFORM-NELSON	11-21-00-5138		02/09/10	179.80
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	179.80
46819		01/07/10	01	UNIFORM-GIOVANNONI	11-21-00-5138		02/09/10	28.95
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	28.95
46820		01/07/10	01	UNIFORM-RASMUSSEN	11-21-00-5138		02/09/10	34.95
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	34.95
46821		01/07/10	01	UNIFORM-FELLMETH	11-21-00-5138		02/09/10	51.95
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	51.95
46822		01/07/10	01	UNIFORM-WARD	11-21-00-5138		02/09/10	23.95
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	23.95
47586		01/19/10	01	UNIFORM-WARD	11-21-00-5138		02/09/10	67.90
					PD UNIFORM ALLOWANCE			
							INVOICE TOTAL:	67.90
							VENDOR TOTAL:	387.50
LARRY	LARRY'S TOWING & RECOVERY	01/23/10	01	TOWING	11-34-10-5290		02/09/10	145.00
					CAR TOWING			
							INVOICE TOTAL:	145.00
14624		01/30/10	01	TOWING	11-34-10-5290		02/09/10	145.00
					CAR TOWING			
							INVOICE TOTAL:	145.00
							VENDOR TOTAL:	290.00

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LGREG	LAKE GENEVA REGIONAL NEWS							
781392	12/03/09	01	LN:HELMIG COND USE	11-10-00-5315 PUBLICATION FEES REIMBURSA			02/09/10	48.32
								INVOICE TOTAL: 48.32
781402	12/03/09	01	LN: MIGUT	11-10-00-5315 PUBLICATION FEES REIMBURSA			02/09/10	56.63
								INVOICE TOTAL: 56.63
782442	12/03/09	01	AD:SNOW REMOVAL	11-10-00-5315 PUBLICATION FEES REIMBURSA			02/09/10	100.20
								INVOICE TOTAL: 100.20
783504	12/10/09	01	AD:SNOW REMOVAL	11-10-00-5315 PUBLICATION FEES REIMBURSA			02/09/10	100.20
								INVOICE TOTAL: 100.20
783530	12/10/09	01	LN:CITY COUNCIL-11/30	11-10-00-5314 OFFICIAL PUBLICATIONS & NO			02/09/10	160.96
								INVOICE TOTAL: 160.96
783755	12/10/09	01	AD:AMENDED SPRING ELECTION	11-14-30-5311 BALLOTS/OTHER ELECTION EXP			02/09/10	163.88
								INVOICE TOTAL: 163.88
783756	12/10/09	01	AD:RECALL POLLING PLACES	11-14-30-5314 RECALL ELECTION EXPENDITUR			02/09/10	67.80
								INVOICE TOTAL: 67.80

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-----							
784558	12/17/09	01	AD: POLLING PLACES	11-14-30-5314		02/09/10	67.80
			RECALL ELECTION EXPENDITUR				67.80
-----							
784575	12/17/09	01	LN: EDWARDS BLVD BID	34-30-00-8140		02/09/10	164.70
			EDWARDS BOULEVARD CONSTRUCT				164.70
-----							
784667	12/17/09	01	AD: TAX NOTICE	11-15-30-5399		02/09/10	110.25
			TREASURER MISCELLANEOUS EX				110.25
-----							
784668	12/17/09	01	AD: RECALL ELECTION	11-14-30-5314		02/09/10	306.75
			RECALL ELECTION EXPENDITUR				306.75
-----							
784932	12/17/09	01	AD: NOTICE-TABULATING	11-14-30-5314		02/09/10	67.80
			RECALL ELECTION EXPENDITUR				67.80
-----							
786272	12/24/09	01	AD: TAX NOTICE	11-15-30-5399		02/09/10	110.25
			TREASURER MISCELLANEOUS EX				110.25
-----							
LINTI GRACE LININGER							
01/10	01/29/10	01	MILEAGE-1/10	11-15-40-5330		02/09/10	34.50
			ASSESSOR TRAVEL-MILEAGE				34.50
-----							
MADRIT NELLIE MADRIGAL							
01/10	01/27/10	01	TRANSLATION-1/6,1/21	11-12-00-5399		02/09/10	90.00
			MUNICIPAL CT MISCELLANEOUS				90.00
-----							
			INVOICE TOTAL:				90.00
			VENDOR TOTAL:				90.00

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MADR1			NELLIE MADRIGAL				
1/10	01/16/10	01	1/16/10 TRANSLATION	11-21-00-5140		02/09/10	135.00
			INTERPRETERS FEES				
			INVOICE TOTAL:				135.00
			VENDOR TOTAL:				225.00
MAIL			MILWAUKEE				
H02360	01/27/10	01	POSTAGE MACH MAINT CONTRACT	11-16-10-5532		02/09/10	1,413.00
			POSTAGE MACH LEASE & EXP				
			INVOICE TOTAL:				1,413.00
			VENDOR TOTAL:				1,413.00
MALEK			MALEK & ASSOCIATES CONSULTANTS				
3996	01/04/10	01	GREENTREE MALL ALARM REVIEW	11-22-00-5750		02/09/10	300.00
			SPRINKLER SYSTEMS EXPENSES				
			INVOICE TOTAL:				300.00
4004	01/11/10	01	MEDICOIL-ALARM REVIEW	11-22-00-5750		02/09/10	172.50
			SPRINKLER SYSTEMS EXPENSES				
			INVOICE TOTAL:				172.50
			VENDOR TOTAL:				472.50
MARTIN			MARTIN BUSINESS GROUP				
1076838	12/28/09	01	RICOH 1018 CONTR/OVERAGE	11-22-00-5340		02/09/10	174.34
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				174.34
1076862	12/28/09	01	KONICA C252 CONTR/OVERAGE	11-21-00-5531		02/09/10	89.47
			XEROX MACHINE				
			INVOICE TOTAL:				89.47
1078098	01/18/10	01	KONICA C252 CONTR/OVERAGES	11-21-00-5531		02/09/10	86.96
			XEROX MACHINE				
			INVOICE TOTAL:				86.96

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MARTIN	MARTIN BUSINESS GROUP						
1078570	01/29/10	01	KONICA 600 CONTR 1/20-2/19/10	11-16-10-5531		02/09/10	98.00
			OFFICE MACHINE CONTRACTS				
			INVOICE TOTAL:				98.00
			VENDOR TOTAL:				448.77
MBS	GAPPA SECURITY SOLUTIONS LLC						
892	01/13/10	01	LOCK CHANGES-PARK BATHROOMS	11-52-00-5350		02/09/10	219.14
			BLDG MAINT SUPPLIES-PARKS				
			INVOICE TOTAL:				219.14
			VENDOR TOTAL:				219.14
MERCY	MERCY HEALTH SYSTEM						
LGPD-0051-12/09	01/05/10	01	BLOOD DRAWS	11-21-00-5380		02/09/10	22.75
			POLICE SPECIAL INVESTIGATI				
			INVOICE TOTAL:				22.75
			VENDOR TOTAL:				22.75
MERCYA	MERCY ASSISTED CARE						
8395	12/29/09	01	PHARMACY CHARGES	11-22-00-5340		02/09/10	13.22
			OPERATING SUPPLIES-FIRE DE				
			INVOICE TOTAL:				13.22
			VENDOR TOTAL:				13.22
MLIC	MINNESOTA LIFE INSURANCE CO						
099002-3/10	02/01/10	01	3/10 MUNICIPAL COURT	11-12-00-5134		02/09/10	9.85
		02	3/10 CITY CLERK	11-12-00-5134			26.22
		03	3/10 ACCOUNTING	11-15-10-5134			26.05
			ACCTG & DP LIFE INSURANCE				

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MLIC MINNESOTA LIFE INSURANCE CO							
099002-3/10	02/01/10	04	3/10 TREASURER	11-15-30-5134		02/09/10	9.55
		05	3/10 ASSESSOR	TREASURER LIFE INSURANCE			
				11-15-40-5134			24.19
		06	3/10 BLDG INSPECTOR	ASSESSOR LIFE INSURANCE			
				11-24-00-5134			33.46
		07	3/10 CITY ADMINISTRATOR	BLDG INSPECTOR LIFE INSURANCE			
				11-14-20-5134			55.15
		08	3/10 ADMIN FEES	CITY ADMIN. LIFE INSURANCE			
				11-10-00-5133			34.02
		09	3/10 PAYROLL DEDUCTIONS	LIFE INSURANCE POLICY FEES			
				11-00-00-2134			266.10
		10	3/10 METER DEPT	LIFE INSURANCE DEDUCTION			
				42-34-50-5134			4.90
				PARKING METERS LIFE INSURANCE			
							489.49
							INVOICE TOTAL:
099009-3/10	02/01/10	01	3/10 POLICE	11-21-00-5134		02/09/10	255.72
		02	3/10 ADMIN FEES	POLICE DEPT LIFE INSURANCE			
				11-10-00-5133			43.44
		03	3/10 PAYROLL DEDUCTIONS	LIFE INSURANCE POLICY FEES			
				11-00-00-2134			459.90
				LIFE INSURANCE DEDUCTION			
							759.06
							INVOICE TOTAL:
099010-3/10	02/01/10	01	3/10 FIRE DEPT	11-22-00-5133		02/09/10	71.03
		02	3/10 ADMIN FEES	FIRE DEPT LIFE INSURANCE			
				11-10-00-5133			11.41
				LIFE INSURANCE POLICY FEES			
							82.44
							INVOICE TOTAL:
099019-3/10	02/01/10	01	3/10 LIBRARY	99-00-00-5134		02/09/10	101.18
		02	3/10 ADMIN FEES	LIFE INSURANCE			
				11-10-00-5133			17.09
				LIFE INSURANCE POLICY FEES			





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504003816001	01/11/10	01	HP CARTRIDGE, OFFICE SUPPLIES	11-22-00-5310		02/09/10	311.12
			FIRE DEPT-OFFICE SUPPLIES				311.12
			INVOICE TOTAL:				
504742191001	01/19/10	01	STAMP-PARKING STICKERS	42-34-50-5310		02/09/10	19.49
			PARKING METERS OFFICE SUPP				19.49
			INVOICE TOTAL:				
504979816001	01/15/10	01	OFFICE SUPPLIES	11-12-00-5310		02/09/10	186.72
			MUNICIPAL CT OFFICE SUPPLI				186.72
			INVOICE TOTAL:				
504980946001	01/15/10	01	CALCULATOR, STAPLER, STAPLES	11-21-00-5310		02/09/10	122.30
			POLICE DEPT OFFICE SUPPLIE				122.30
			INVOICE TOTAL:				
505016351001	01/15/10	01	POST-IT FLAGS	11-21-00-5310		02/09/10	12.64
			POLICE DEPT OFFICE SUPPLIE				12.64
			INVOICE TOTAL:				
			VENDOR TOTAL:				652.27
OFFMAX	OFFICEMAX INCORPORATED						
682823	12/30/09	01	CD DRAWER	99-00-00-5511		02/09/10	183.98
			LIBRARY CIRCULATION SUPPLI				183.98
			INVOICE TOTAL:				
			VENDOR TOTAL:				183.98
OTIS	OTIS ELEVATOR COMPANY						
CMM65267210	01/20/10	01	ELEVATOR CONTR 2/1-3/31/10	40-55-20-5360		02/09/10	205.64
			RIV MAINTENANCE SERVICE CO				205.64
			INVOICE TOTAL:				
			VENDOR TOTAL:				205.64

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13329	12/29/09	01	REPAIRS-INT'L 7400 TRK	11-32-10-5250		02/09/10	2,676.83
				ST DEPT EQUIPMENT REPAIRS			
							INVOICE TOTAL: 2,676.83
13377	12/29/09	01	REPL ENG OIL PAN/PIOW BRACKET	11-32-10-5250		02/09/10	723.25
				ST DEPT EQUIPMENT REPAIRS			
							INVOICE TOTAL: 723.25
13436	01/20/10	01	INSTALL MUFFLER HANGERS	11-32-10-5250		02/09/10	194.06
				ST DEPT EQUIPMENT REPAIRS			
							INVOICE TOTAL: 194.06
P106460	12/29/09	01	MOTOR	11-32-10-5250		02/09/10	132.51
				ST DEPT EQUIPMENT REPAIRS			
							INVOICE TOTAL: 132.51
P106795	01/25/10	01	SWITCH	11-32-10-5250		02/09/10	30.80
				ST DEPT EQUIPMENT REPAIRS			
							INVOICE TOTAL: 30.80
							VENDOR TOTAL: 3,757.45
PARA			PARATECH AMBULANCE SERVICE				
20009	01/05/10	01	2010 AFFILIATION FEE	11-22-00-5610		02/09/10	500.00
				CPR CLASSES			
							INVOICE TOTAL: 500.00
							VENDOR TOTAL: 500.00
PUI			POSSIBILITIES UNLIMITED, INC.				
3772	01/29/10	01	UNIFORM-BONK	11-21-00-5138		02/09/10	44.00
				PD UNIFORM ALLOWANCE			
				11-21-00-5138			
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 88.00
							VENDOR TOTAL: 88.00



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RECORD	RECORDED BOOKS LLC						
4749682	01/13/10	01	REPLACEMENT TAPE	99-00-00-5414		02/09/10	7.95
			LIBRARY NONPRINT MATERIALS				
			INVOICE TOTAL:				7.95
			VENDOR TOTAL:				15.90
RED	RED THE UNIFORM TAILOR						
00W44359	01/15/10	01	UNIFORM-REUSS	11-21-00-5138		02/09/10	343.11
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				343.11
00W44405	01/22/10	01	UNIFORM-KELLER	11-21-00-5138		02/09/10	134.64
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				134.64
00W44407	01/22/10	01	UNIFORM-HANSEN	11-21-00-5138		02/09/10	425.24
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				425.24
0B140936	12/28/09	01	UNIFORM-FELLMETH	11-21-00-5138		02/09/10	48.28
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				48.28
0B141674	01/08/10	01	UNIFORM-TASCH-NAMEPLATE	11-21-00-5139		02/09/10	12.00
			PD RESERVES UNIFORM ALLOWA				
			INVOICE TOTAL:				12.00
			VENDOR TOTAL:				963.27
SHERW	SHERWIN-WILLIAMS COMPANY						
9508-6	01/19/10	01	PAINT/SUPPLIES-GARBAGE CANS	11-52-00-5352		02/09/10	91.17
			GROUND MAINTENANCE SUPPLI				
			INVOICE TOTAL:				91.17
			VENDOR TOTAL:				91.17

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SOMAR	SOMAR TEK LLC/SOMAR ENTERPRISE						
94729	01/05/10	01	UNIFORM-McCLELLAN	11-21-00-5138		02/09/10	38.73
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 38.73
94747	01/11/10	01	UNIFORM-HANSON	11-21-00-5138		02/09/10	20.65
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 20.65
94756	01/13/10	01	UNIFORM-HINZPETER	11-21-00-5138		02/09/10	222.03
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 222.03
94764	01/15/10	01	UNIFORM-KELLER	11-21-00-5138		02/09/10	146.97
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 146.97
94779	01/19/10	01	UNIFORM-GRITZNER	11-21-00-5138		02/09/10	157.95
				PD UNIFORM ALLOWANCE			
							INVOICE TOTAL: 157.95
94790	01/25/10	01	PATCHES, BRUSHES	11-21-00-5342		02/09/10	131.97
				PD SPECIAL EQUIPMENT			
							INVOICE TOTAL: 131.97
							VENDOR TOTAL: 718.30
STARK	H.E. STARK AGENCY INC						
6089PARK-2-G-1/10	01/31/10	01	1/10 METER TICKET COLLECTIONS	42-34-50-5216		02/09/10	87.43
				PROFESSIONAL SERVICES			
							INVOICE TOTAL: 87.43
6089PARK-G-1/10	01/31/10	01	1/10 METER TICKET COLLECTIONS	42-34-50-5216		02/09/10	190.22
				PROFESSIONAL SERVICES			
							INVOICE TOTAL: 190.22
							VENDOR TOTAL: 277.65

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383070	01/13/10	01	PUBLIC RCDS/OPEN MTGS HANDBOOK	11-21-00-5399		02/09/10	264.50
			POLICE DEPT MISCELLANEOUS				
			INVOICE TOTAL:				264.50
			VENDOR TOTAL:				264.50
STBAR	STATE BAR OF WISCONSIN						
1676650	10/22/09	01	UNIFORM-KELLER	11-21-00-5138		02/09/10	33.99
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				33.99
1676654	10/22/09	01	UNIFORM-RICHARDSON	11-21-00-5138		02/09/10	131.98
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				131.98
I704192	01/19/10	01	UNIFORM-WARD	11-21-00-5138		02/09/10	32.99
			PD UNIFORM ALLOWANCE				
			INVOICE TOTAL:				32.99
			VENDOR TOTAL:				198.96
SUMME	JOHN SUMMERS						
1/10	02/01/10	01	1/10 MILEAGE-96 MILES	11-24-00-5330		02/09/10	48.00
			BDDG INSPECTOR TRAVEL-MILE				
			INVOICE TOTAL:				48.00
			VENDOR TOTAL:				48.00
SUPER	SUPER SHARP						
358860	01/30/10	01	CHIPPER KNIVES SHARPENED	11-32-13-5430		02/09/10	63.00
			TREE & BRUSH OPERATING SUP				
			INVOICE TOTAL:				63.00
			VENDOR TOTAL:				63.00

TDS TDS TELECOM

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TDS	TDS TELECOM						
917-131-0639-2/10	01/28/10	01	PHONE SYSTEM W/VM LEASE	11-22-00-5532		02/09/10	54.29
			FIRE DEPT. VOICE MAIL LEAS				
							INVOICE TOTAL: 54.29
							VENDOR TOTAL: 54.29
TOOL	TOOLMARK, INC.						
1062	01/11/10	01	POCKET ROD MEASURING TAPE	11-21-00-5380		02/09/10	57.97
			POLICE SPECIAL INVESTIGATI				
							INVOICE TOTAL: 57.97
							VENDOR TOTAL: 57.97
TORRES	MARIA TORRES						
1/23/10	01/23/10	01	TRANSLATION	11-21-00-5140		02/09/10	180.00
			INTERPRETERS FEES				
							INVOICE TOTAL: 180.00
							VENDOR TOTAL: 180.00
UNIQUE	UNIQUE MANAGEMENT SERVICES						
190880	01/01/10	01	PLACEMENTS-12/09	99-00-00-5510		02/09/10	17.90
			LIBRARY SIRSI				
							INVOICE TOTAL: 17.90
							VENDOR TOTAL: 17.90
UNITED	UNITED LABORATORIES						
01814	01/22/10	01	TOILET CLEANER	40-55-20-5350		02/09/10	651.78
			BLDG. MAINTENANCE SUPPLIES				
							INVOICE TOTAL: 651.78
							VENDOR TOTAL: 651.78
UNIVEN	UNIVENTURE						

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UNIVEN	UNIVENTURE						
314929	10/16/09	01	CD VIEW WALLFETS,SLEEVES	99-00-00-5512		02/09/10	229.84
			LIBRARY PROCESSING SUPPLIE				229.84
318378	12/14/09	01	CD VIEW WALLFETS	99-00-00-5512		02/09/10	134.94
			LIBRARY PROCESSING SUPPLIE				134.94
USCAV	US CAVALRY						
SI_1065178	01/25/10	01	UNIFORM-DERRICK	11-21-00-5138		02/09/10	54.06
			PD UNIFORM ALLOWANCE				54.06
VON	VON BRIESEN & ROBER, S.C.						
5847	01/07/10	01	POLICE MATTERS-LEGAL	11-21-00-5214		02/09/10	266.50
			OUTSIDE LEGAL EXPENSES				266.50
WALMA	WALMART COMMUNITY						
60322020007963-1/10	01/16/10	01	PAINT SUPPLIES-MTG ROOM	11-22-00-5350		02/09/10	29.32
			BIDG MAINT SUPPLIES-FIRE D				29.32
WEID	WELDERS SUPPLY CO						
937874	01/25/10	01	MEDICAL OXYGEN	11-22-00-5340		02/09/10	163.97
			OPERATING SUPPLIES-FIRE DE				163.97
			INVOICE TOTAL:				163.97
			VENDOR TOTAL:				163.97

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60958	01/13/10	01	TRUCK IAW-12/7-10/09	11-21-00-5410		02/09/10	180.00
				POLICE DEPT TRAINING EXPEN			180.00
							180.00
18928	01/19/10	01	2010 TIME SYSTEM ANNUAL CHGS	11-21-00-5533		02/09/10	9,216.00
				TTY RENTAL			9,216.00
							9,216.00
3827385	01/14/10	01	BLOOD DRAW	11-21-00-5380		02/09/10	40.00
				POLICE SPECIAL INVESTIGATI			40.00
							40.00
165749	01/28/10	01	1390 GAL UNLEADED GASOLINE	11-32-10-5341		02/09/10	3,445.81
				VEHICLE-FUEL & OIL			3,445.81
							3,445.81
64-246	10/01/09	01	2009 MFG ASSESSMENT	11-15-40-5213		02/09/10	2,202.85
				MANUFACTURING ASSESSMENT			2,202.85
							2,202.85

WISSC WISCONSIN SUPREME COURT

WIREV WISCONSIN DEPT OF REVENUE

WILAB WISCONSIN STATE LABORATORY

WIJUS WISCONSIN DEPT OF JUSTICE

WIDOTB WI DEPT. OF TRANSPORTATION

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64-0246	01/12/10	01	CONTINUING ED-5/1/10-4/30/11	11-12-00-5332		02/09/10	625.00
			MUN CT CONFERENCES & SCHOO				
							INVOICE TOTAL: 625.00
							VENDOR TOTAL: 625.00
WSFCA			WISC STATE FIRE CHIEFS' ASSOC				
MEMBERSHP	02/01/10	01	2010 MEMBERSHIP-3 CHIEFS	11-22-00-5320		02/09/10	225.00
							INVOICE TOTAL: 225.00
							VENDOR TOTAL: 225.00
WSFIA			WI FIRE INSPECTOR'S ASSOC				
DUES	01/01/10	01	2010 DUES-CONNELLY	11-22-00-5320		02/09/10	35.00
							INVOICE TOTAL: 35.00
							VENDOR TOTAL: 35.00
ZEE			ZEE MEDICAL INC.				
0100307447	01/21/10	01	EAR PLUGS	11-32-10-5390		02/09/10	29.75
							INVOICE TOTAL: 29.75
							VENDOR TOTAL: 29.75
							TOTAL ALL INVOICES: 417,627.15