# VILLAGE OF TWIN LAKES



105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181 Phone (262) 877-2858 Fax (262) 877-4019

# VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING Monday, March 3, 2025 – 6:30 p.m. Village Hall, 105 E. Main Street, Twin Lakes, WI

#### **AGENDA**

- 1. CALL TO ORDER
- **2.** PLEDGE OF ALLEGIANCE
- **3.** ROLL CALL: TRUSTEES ANDRES, FITZGERALD, INFUSINO, KAROW, KASKIN, PERL, PRESIDENT SKINNER
- 4. PUBLIC COMMENTS AND QUESTIONS
- **5.** PRESIDENT AND TRUSTEE REPORTS
  - **A.** TRUSTEE TIMOTHY INFUSINO ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
    - 1. Discussion regarding and Event Permit for Business in the Park and Car Show on May 17, 2025, from 9:00 a.m. to 3:00 p.m.
    - 2. Discussion regarding an Event Permit for Rock the Lake on June 14, 2025, from 12:00 p.m. to 11:00 p.m.
    - **3.** Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Rock the Lake on June 15, 2025, from 12:00 p.m. to 11:00 p.m.
    - **4.** Discussion regarding an Event Permit for Libertyfest Parade/Fest and Fireworks on July 5, 2025, from 11:00 a.m. to 11:00 p.m.
    - **5.** Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Libertyfest on July 6, 2025, from 2:00 p.m. to 11:00 p.m.
    - **6.** Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Cornfest on August 14, 2025 from 2:00 p.m. to 10:00 p.m., August 15, 2025, from 10:00 a.m. to 11:00 p.m., and August 16, 2025, from 2:00 p.m. to 11:00 p.m.
    - 7. Discussion regarding updating the process for Pier, Raft, and Buoy Permits.
  - **B.** TRUSTEE KEVIN FITZGERALD STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
  - C. TRUSTEE BILL KASKIN CEMETERY, SANITATION, RECYCLING, SENIORS
  - **D.** TRUSTEE AARON KAROW BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
    - 1. Discussion regarding requiring new pier installations to be approved by the Plan Commission.

- E. TRUSTEE KEN PERL POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
  1. Discussion regarding a Concession Stand Lease for the Scout House at Lance Park.
- F. TRUSTEE BARB ANDRES SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
- G. VILLAGE PRESIDENT HOWARD SKINNER
- **6.** ADJOURN

### \*\*\*MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED\*\*\*

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.

# \

# VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181 Phone (262) 877-2858 Fax (262) 877-4019

# VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING Monday, March 3, 2025 – 6:30 p.m. Village Hall, 105 E. Main Street, Twin Lakes, WI

### **AGENDA**

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL: TRUSTEES ANDRES, FITZGERALD, INFUSINO, KAROW, KASKIN, PERL, PRESIDENT SKINNER
- 4. PUBLIC COMMENTS AND QUESTIONS
- 5. PRESIDENT AND TRUSTEE REPORTS
  - A. TRUSTEE TIMOTHY INFUSINO ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
    - 1. Discussion regarding and Event Permit for Business in the Park and Car Show on May 17, 2025, from 9:00 a.m. to 3:00 p.m.
    - 2. Discussion regarding an Event Permit for Rock the Lake on June 14, 2025, from 12:00 p.m. to 11:00 p.m.
    - **3.** Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Rock the Lake on June 15, 2025, from 12:00 p.m. to 11:00 p.m.
    - **4.** Discussion regarding an Event Permit for Libertyfest Parade/Fest and Fireworks on July 5, 2025, from 11:00 a.m. to 11:00 p.m.
    - **5.** Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Libertyfest on July 6, 2025, from 2:00 p.m. to 11:00 p.m.
    - 6. Discussion regarding a Temporary Class "B" Beer License for the Twin Lakes Chamber for Cornfest on August 14, 2025 from 2:00 p.m. to 10:00 p.m., August 15, 2025, from 10:00 a.m. to 11:00 p.m., and August 16, 2025, from 2:00 p.m. to 11:00 p.m.
    - 7. Discussion regarding updating the process for Pier, Raft, and Buoy Permits.
  - B. TRUSTEE KEVIN FITZGERALD STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
  - C. TRUSTEE BILL KASKIN CEMETERY, SANITATION, RECYCLING, SENIORS
  - **D.** TRUSTEE AARON KAROW BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
    - 1. Discussion regarding requiring new pier installations to be approved by the Plan Commission.

- E. TRUSTEE KEN PERL POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
   1. Discussion regarding a Concession Stand Lease for the Scout House at Lance Park.
- F. TRUSTEE BARB ANDRES SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
- G. VILLAGE PRESIDENT HOWARD SKINNER
- **6.** ADJOURN
  - \*\*\*MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED\*\*\*

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.



# **VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION**

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted AT LEAST <u>8 WEEKS</u> prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION		
Name of Applicant Twin Lakes Area Chamb		
Name of Event Organizer/Producer Ann Lundberg/	Nora Penaz	
	FEIN \$	
Street Address 349 E Main St		
Twin Lakes State W	I Zip code 53181	
E-mail Address web@twinlakeschamber.c	om	
Daytime Phone 262.877.2220Cell Ph	one	
□ For-Profit or ■ Non-Profit Organization 501(c) 6  *All non-profits must present a copy of their current Tax ID - EIN#	EIN # (Tax Exempt Number) not tax	exempt
Section II- EVEN'T INFORMATION- Check the proper categor	у	
All applications are required to submit a detailed Site Plan/N closures, barricades, parade routes, stages, alcohol sale located and Example Business in the Park and Date(s) of Event May 17, 2025	cion, tents, etc. Car Show	n, any street 
Location(s) of Event Main St. from Burden to Lake	e; Chamber parking lot	
Start Time for Event (7 am setup) 9 am a.m./p.m.		a.m./p.m.
Event Chair/Contact Person Ann Lundberg/Nora Penaz	Phone	
same	camo	
Day of Event Contact Name Same	<sub>Phone</sub> same	
Is the event open to the public?	Phone Saille	
_	Phone Saile	
Is the event open to the public?	Phone Saille	
Is the event open to the public?   Yes   No Will you charge an admission fee?   Yes   No		

#### PERMIT REQUESTED

☐ Parade Permit - No Charge Block Parties: Small event limited to one street with 4 barricades in a neighborhood. Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event. ☐ Park Reservation: All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or toters. Select Park: ☐ Central Park □ Lance Park and Amphitheater ☐ Scout House □ West Side Park ☐ Millennium Park Pavilion Describe Restroom facilities available to all participants porta-potties Will you be setting up a tent? ■ Yes □ No \*A Fire Inspection is required per NFPA Code 25.2\* If yes, list the location, size, Rental Company, and proof of completion of locates. 10x10 pop-ups in parking lot for vendors and businesses Will there be any animals? ☐ Yes 🚇 No if yes, what type and how many \_\_\_\_ P Yes □ No Will there be live performances, loud speakers or a DJ? If yes, what type and hours DJ from 10am to 3pm Description of plan for handling refuse collection and after-event clean-up dumpster from Groot and extra totes Description of plan for providing event security (if applicable) work with TLPD ☐ Yes Will there be fireworks or pyrotechnics at your event? □ No If yes, please attach a fireworks display permit or application. □ Yes M No. Will your event include the sale of beer and/or wine? If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application or provide Proof of Operator's License. Sale of Alcohol is prohibited for residential block parties. Yes □ No Will you or any other vendors be selling food or merchandise? If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold. Hot dop, brats, chips, soda, water sold by Chamber Do you intend to use the available picnic tables and benches in the location? □ No Will need tables delivered

Revised 9/19/2022 Page 2

Section III- STREET USE				
☐ Check if this section does not apply				
Description of portion(s) of road(s) to be use Road closures must include rental of barricades; in Main St. East closed from Burden to Lake Avenue		ith the Village	of Twin Lakes D	epartment of Public Works
Will any parking stalls be used or blocked du	ring the event?		₫ Yes 🗆 I	No .
Dates of Use <u>05/17/25</u>				
Total Number of Parking Stalls Requested and	d Location <u>all between E</u>	Burden and Lake	e; close parking lot	adjacent to Chamber building
Description of Signage to be used during eve	ntsigns at points of Ingre	ss		
Anticipated Services Please indicate below any additional services you be required prior to issuance of permit(s)	, -,		·	
☐ Electricity; Explain				
Traffic Control; Explain help if needed from PD	)			extense transcriber and a construction of the
Police Services; Explain walk through to overse	ee event; will call if problen	ns arise		
☐ Fire/EMS Services; Explain				
☐ Other; Explain				
Scout House, Lance, Central, West Side Pa	ark	# of Parks	# of Days	Applicable Fee
Security Deposit	\$100.00 x			
Non-Profit or Resident	\$75.00 x	<u> </u>	х	Harting to the second
Non-Resident	\$150.00 x	***************************************	х	
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			
Non-Profit or Resident	\$50.00		x	
Non-Resident	\$100.00		х	
Block Party/Street Closure				
Security Deposit	\$100.00			
			TOTA	.1

**Note:** The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.

Revised 9/19/2022 Page 3

#### LIABILITY INSURANCE REQUIREMENT

The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- (3) A multi-day special event.

Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village's requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed YES $\frac{X}{X}$	NO	
Applicant Signature	1 Tronger	Date/- 6-25
	VILLAGE OF TWIN LAKES STAF	F USE ONLY
Date Filed with Clerk	Amount Paid & Receipt #	<u> </u>
Checklist 🗌 Map of Event or Site	Plans 🗌 Insurance	
☐ Temporary Class "B"	/"Class B" Retailer's License Applicat	tion, if necessary
Police Chief Signature		Date
☐ Approved ☐ Denied Notes_		
		Date
□ Approved □ Denied Notes_		
☐ Approved ☐ Denied Notes_	PMA-SHAMSHANDAR EXCENSION AND ANALYSIS AND A	
COW Meeting Date	Board Meeting Date	Permit Number



pistration Tent (Present Pre-paid Number or \$20 day of Registration Pee Here) gran

Entrance – Exit only

thow Parking Area BLUE

from Lake Ave to Registration Area orange

Hour around Road Closing light orange

VENDOR/BUSINESS AREA PINK

lor Parking peach



# **VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION**

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted AT LEAST <u>8 WEEKS</u> prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION	
Name of Applicant Twin Lakes Area Chamb	
Name of Event Organizer/Producer Ann Lundberg/	Nora Penaz
Production Company/Organization	FEIN#
Street Address 349 E Main St	
City Twin Lakes State W	/I <sub>Zip code</sub> 53181
E-mail Address web@twinlakeschamber.c	om
Daytime Phone 262.877.2220Cell Ph	hone
□ For-Profit or Non-Profit Organization 501(c) 6  *All non-profits must present a copy of their current Tax ID - EIN#	EIN # (Tax Exempt Number) not tax exempt
Section II- EVENT INFORMATION- Check the proper categor	ry
Title of Event Rock the Lake  Date(s) of Event June 14th, 2025  Location(s) of Event Lance Park	
Start Time for Event 12 pm a.m./p.m.	End Time for Event 11:00 pm a.m./p.m.
Event Chair/Contact Person Ann Lundberg/Nora Penaz	
Day of Event Contact Name	Phone same
Is the event open to the public?	
Will you charge an admission fee? ☐ Yes 🗏 No	
Estimated Attendance Number 300 - 500	<del></del>
Description of Event food, beer, soda, bands, ski show/demos	

Revised 9/19/2022 Page 1

# **PERMIT REQUESTED** ☐ Parade Permit - No Charge ☐ Block Parties: Small event limited to one street with 4 barricades in a neighborhood. Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event. 📕 Park Reservation: All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or toters. Select Park: Lance Park and Amphitheater □ Central Park □ Scout House ☐ West Side Park □ Millennium Park Pavilion Describe Restroom facilities available to all participants porta-pollies, public restrooms Will you be setting up a tent? Yes □ No \*A Fire Inspection is required per NFPA Code 25.2\* If ves, list the location, size, Rental Company, and proof of completion of locates. 10x10 and 10 x 20 pop-ups over bar/food service area; no rentals ☐ Yes 🚇 No Will there be any animals? If yes, what type and how many \_\_\_ Yes □ No Will there be live performances, loud speakers or a DJ? If yes, what type and hours 3 bands: 1 - 3 pm, 3:30 - 5:30 pm, 7:30 - 9:30 pm Description of plan for handling refuse collection and after-eventclean-up dumpster from Groot and Village totes Description of plan for providing event security (if applicable) work with TLPD ☐ Yes ☐ No Will there be fireworks or pyrotechnics at your event? If yes, please attach a fireworks display permit or application.

Yes Will your event include the sale of beer and/or wine? No If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application or provide Proof of Operator's License. Sale of Alcohol is prohibited for residential block parties. Yes Will you or any other vendors be selling food or merchandise? □ No If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.
Chariber vill sell not degs, brists, burgers, chips, soft drinks, water Do you intend to use the available picnic tables and benches In the location? □ No

Revised 9/19/2022 Page 2

Section III- STREET USE				
☐ Check if this section does not apply				
Description of portion(s) of road(s) to be used Road closures must Include rental of barricades; mus		ith the Village		epartment of Public Works
Will any parking stalls be used or blocked durin	g the event?		<b>≜</b> Yes □ I	No
Dates of Use 06/17/24 for volunteer and extra handicap s	pots			
Total Number of Parking Stalls Requested and Lo	ocation <u>15; Lance Pa</u>	ark parking lot		
Description of Signage to be used during event	panners and color-plas	st signs		
Anticipated Services Please indicate below any additional services you are be required prior to issuance of permit(s)		ır event. Estim	ated Fees or De	posits for these services may
Electricity; Explain cooler for beer; ice trailer; lights,	fans, nescos			
Traffic Control; Explair				
Police Services; Explain walk through to oversee e	vent; will call if probler	ns arise		
☐ Fire/EMS Services; Explain				
☐ Other; Explain				
Scout House, Lance, Central, West Side Park Reservation Fee		# of Parks	# of Days	Applicable Fee
Security Deposit	\$100.00 x	-		
Non-Profit or Resident	\$75.00 x		Χ	
Non-Resident	\$150.00 x		х	=
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			
Non-Profit or Resident	\$50.00			dada dada
Non-Resident	\$100.00		х	-
Block Party/Street Closure				
Security Deposit	\$100.00			
			TOTA	. 1

**Note:** The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.

Revised 9/19/2022 Page 3

#### LIABILITY INSURANCE REQUIREMENT

The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- A multi-day special event.

Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village's requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed YES X	NO	
Applicant Signature Colary	y Trongene	Date /-6 25
	VILLAGE OF TWIN LAKES STAFF USE O	DNLY
Date Filed with Clerk	Amount Paid & Receipt #	
Checklist  Map of Event or Site	Plans 🗌 Insurance	
☐ Temporary Class "B"	/"Class B" Retailer's License Application, if n	ecessary
Police Chief Signature		Date
☐ Approved ☐ Denied Notes_		
DPW Signature		Date
☐ Approved ☐ Denied Notes_		
Fire Chief Signature		Date
☐ Approved ☐ Denied Notes_		
COW Meeting Date	Board Meeting Date	Permit Number

BANAZEA LANCE PARK SCOUT HOUSE 04/03/2020

CONCESSIONS BEER

# Form

**AB-220** 

# **Temporary Alcohol Beverage License**

License(s) Requested

Municipality
TWIN LAKES

License(s) Requested					Fe	es	
				License Fee	s	\$	10.00
☐ Temporary "Cla	ass B" Wine	<b>X</b> .Temporar	y Class "B" Beer	Background	Check	\$	
		,		Total Fees		\$	Marie Charles and
	•						
Part A: Organization in	formation	t . The third the forest the second se	en e	Sarander Sage printed by medical con-	er likiyati di ele	क्ष्मा स्टब्स के क्ष्मा के कि	
1. Organization Name	Officeron						<u> 10 .MSFAR</u>
TWIN LAKEE	AREA O	CHAMBER	AND BUS	INESS A	550C	A770	N
2. Organization Permanent Add	ress					1-1-1-1	
:349 E M	tin ST					<del></del>	
3. City TWIN LAKE	=6			4. State		Code 3181	
6. Mailing Address (if different fr		dress)			5.	001	
	64			÷			
7. FEIN	. 8	3. Date of Organization	n/Incorporation	9. State of Orga			1
				1 W15	COHS	111	
10. Phone 262 .877, 222	1	1. Email	inlakeschan	1. ~	_		`
12. Organization type (check one		web to two	MAKKSChan	Des CON	<u> </u>		
☐ Bona Fide Club	" ☐ Church	□ Fair Assa	ciation/Agricultural Soc	ioty 🖂 Vot	oron'o Or	ganizatior	,
☐ Lodge/Society	•		nilar Civic or Trade Or	-		_	- 4
							·
3. Is this organization require	d to hold a Wisco	onsin Seller's perm	it?	· · · · · · · · · · · · · · · · · · ·		☐ Yes	[XNo
4. Wisconsin Seller's Permit Nun	ber (if applicable)						
	, , , , ,						
art B: Individual Informa	ition*:::-;.//:55/	A. A. S.					97.00
ist the name, title, and phone	number for all	officers, directors,	and agent of the organ	ization. Include a	n Individu	ual Questi	onnaire
Form AB-100) for each person	n listed below. A	ttach additional sh	eets if necessary.				ļ
orporations must also include	Alcohol Bevera	ige Appointment of	Agent (Form AB-101).				ļ
ast Name	First Name		Title		Phone		
t. 14 /							- J
TANAS	504		CHAIRW	BMAN	Ľ		1
RONGEAU	YAW	NE	PRESIDE	NT	1		
	1 00137				<u> </u>		†
L5ZAK	EMIL		VICE PRE	SIDENT	1		
	12/11/1	10.10	Thomas	2 C O	0		
TREY	WILL	177/1	TREASUR	4614	2		
-1LLOCK	DARR	EN	SECRET	ary 1	2		,
		-					

Part C: Event Information	Sing on the army of the		
1. Name of Event (if applicable)	State Control of the		
Rock the Lake		WARRAN PARK CYCL VI. V.	
2. Dates of Operation		3. Hours of Ope	
06/14/25		12 pm -	11 pm
4. Premises Address			
Lance Park 55 Lance I	<i>Y</i> ~		
5. City Twin Lakes		6. State	7. Zip Code 53 (8)
	Municipality City Town WIN LAKES	⊠ Village 1	0. Aldermanic District
11. Organizer of Event (If not the named applicant)	12. Email and/or Phone Num	ber for Organizer	of Event
13. Organizer Website	14. Event Websile		tanggang ang ang ang ang ang ang ang ang
or diagram and additional sheets if necessary.  Wit will be selling been and mail temporary ban selling been and mail temporary ban selling been and mail in Twin Lake. The Chamber been but he bathroom, a kitchenette, and .  Part D. Attestation  Who must sign this application?  • one officer or director of the nonprofit organization  READ CAREFULLY BEFORE SIGNING: Under penalty truthfully. I agree that I am acting solely on behalf of the seeking the license. Further, I agree that the rights and reto another individual or entity. I agree to operate according from Wisconsin-permitted wholesalers. I understand that is be deemed a refusal to allow inspection. Such refusal is that any license issued contrary to Wis. Stat. Chapter 125 be prosecuted for submitting false statements and affidavi	of law, I have answered each applicant organization and not o asponsibilities conferred by the licing to the law, including but not licack of access to any portion of a a misdemeanor and grounds for 5 shall be void under penalty of s	of the above q n behalf of any cense(s), if gran mited to, purcha licensed premis revocation of the	uestions completely and other individual or entity ited, will not be assigned asing alcohol beverages as during inspection will his license. I understand or understand that I may
provides materially false information on this application m			
ast Name	First Name		M.I.
TRONGEAU	MAYNE	·	Fit
Thamber Board President 70	2 bullet@gmail.com	$n = \frac{1}{2}$	Phone 262, 206, 8695
gnature Livery Livery	~	Date /-6-25	ggenganer i
very merryen		176342	}
art E: For Clerk Use Only			
te Application Was Filed With Clerk	License Number		
to License Granted	Date License Issued	AND AND EXCEPTION	
nature of Clerk/Deputy Clerk	and a state of the		



# **VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION**

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted AT LEAST <u>8 WEEKS</u> prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION	
<sub>Name of Applicant</sub> Twin Lakes Area Cham	
Name of Event Organizer/Producer Ann Lundberg	/Nora Penaz
Production Company/Organization	FEIN#
Street Address 349 E Main St	
City Twin Lakes State V	/I <sub>Zip code</sub> 53181
E-mail Address web@twinlakeschamber.c	com
Daytime Phone 262.877.2220Cell P	
☐ For-Profit or ■ Non-Profit Organization 501(c) 6 *All non-profits must present a copy of their current Tax ID - EIN#	EIN # (Tax Exempt Number) not tax exempt
Section II- EVENT INFORMATION- Check the proper catego	irγ
Closures, barricades, parade routes, stages, alcohol sale location (s) of Event Libertyfest Parade/Fest a Date(s) of Event Parade (see map) February Location (s) of Event Parade (see map) February Location (s) of Event Parade (see map) February Location	nd Fireworks
Start Time for Event Parade 11 - noon a.m./p.m.	
Event Chair/Contact Person Ann Lundberg/Nora Pena:	
Day of Event Contact Name Same	Phone same
is the event open to the public?	
Will you charge an admission fee?   ☐ Yes  ☐ No	
Estimated Attendance Number 500	
Description of Event Parade from St John's parking lot to Lance Park	
Fest at Lance Park: DJ, food, beverages, fireworks, ski sho	W

#### **PERMIT REQUESTED**

Parade Permit - No Charge ☐ Block Parties: Small event limited to one street with 4 barricades in a neighborhood, Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event. Park Reservation: All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or toters. Select Park: Lance Park and Amphitheater ☐ Scout House ☐ Central Park ☐ West Side Park ☐ Millennium Park Pavilion Describe Restroom facilities available to all participants porta-potties, public restrooms Yes □ No Will you be setting up a tent? \*A Fire Inspection is required per NFPA Code 25.2\* If yes, list the location, size, Rental Company, and proof of completion of locates. 10x10 and 10 x 20 pop-ups over bar/food service area; no rentals ☐ Yes 💆 No Will there be any animals? If yes, what type and how many \_\_\_\_ Yes □ No Will there be live performances, loud speakers or a DJ? If yes, what type and hours DJ 4 pm to 10 pm Description of plan for handling refuse collection and after-eventclean-up dumpster from Groot and Village totes Description of plan for providing event security (if applicable) work with TLPD for extra patrols at Lance Park during event Will there be fireworks or pyrotechnics at your event? ☐ Yes □ No If yes, please attach a fireworks display permit or application. Yes Will your event include the sale of beer and/or wine? No If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application or provide Proof of Operator's License. Sale of Alcohol is prohibited for residential block parties. Yes Will you or any other vendors be selling food or merchandise? □ No If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold. The Chamber will sell holdogs, brote chips, sold drinks, water Do you intend to use the available picnic tables and benches in the location? 🕒 Yes

Revised 9/19/2022 Page 2

Se	ection III- STREET USE						
	Check if this section does not apply						
Des	cription of portion(s) of road(s) to be used						
Roa	d closures must include rental of barricades; must Hill Rd and church parking lot to North Lake Avenue to	st be coordinated w	ith the Village	of Twin Lake	es Dep	artment of Public Work	:\$
HOIY	This Rd and charen parking for to North Lake Avenue to	E. Main St. to Lance	Park				
Wil	l any parking stalls be used or blocked durin	g the event?		Yes	□No	)	
Dat	es of Use 07/05/25 for volunteer and extra handicap s	pots at Lance Perk an	d review stand i	n front of Char	mber bi	uildIng	
Tot	al Number of Parking Stalls Requested and Le	ocation 15; Lance Pa	ark parking lot a	nd 5 in front of	Chami	ber	
Des	cription of Signage to be used during event	panners and color-plas	st signs				
Plea	icipated Services use indicate below any additional services you are equired prior to issuance of permit(s)	e requesting for you	ır event. Estim	ated Fees or	· Depo	sits for these services m	ay
<b>B</b> e	Electricity; Explain cooler for beer; ice trailer; lights, fans, nescos						
<b>A</b> 1	Fraffic Control; Explainhelp if needed from PD						
		n					
	Police Services; Explain <u>road alogues d</u>	or parabe	***************************************				
	Fire/EMS Services; Explain	***************************************					
	Other; Explain		·	tantinosa v. i			
	Scout House, Lance, Central, West Side Park Reservation Fee		# of Parks	# of Days	title eth uth dedicant fallen	Applicable Fee	
	Security Deposit	\$100.00 x	Pharmacon commission from an increasion		=	A	
	Non-Profit or Resident Non-Resident	\$75.00 x \$150.00 x		x		New Story Printed Control Con	
	Moti-vezidetit	\$130.00 X	·	Х	mental -		
	Millennium Park Reservation Fee			# of Days			
	Security Deposit	\$100.00					
	Non-Profit or Resident	\$50.00					
	Non-Resident	\$100.00		х	B	MALOUR MAIN AND AND AND AND AND AND AND AND AND AN	
	Block Party/Street Closure						
	Security Deposit	\$100.00				ATTOO DESCRIPTION OF THE PROPERTY OF THE PROPE	
				. سو			
				T	JATC		

**Note:** The Village of Twin Lakes, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

All parks and public spaces must be left the way they were originally found. A check is required to be placed on file with the Clerk's Office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the applicant prior to processing.

#### LIABILITY INSURANCE REQUIREMENT

The applicant or special event sponsoring shall supply the Village with a certificate of insurance demonstrating the required level of insurance coverage in addition to providing the Village with a copy of the insurance policy endorsement language demonstrating that the Village, its officers, agents, employees and contractors are named and endorsed as an additional insured party. Certificate must show Comprehensive General Liability Insurance with coverage for contractual liability with limits no less than \$1,000,000 each occurrence for comprehensive general liability insurance and, \$2,000,000 aggregate limits for bodily injury and property damage, unless otherwise specified by the Village. The Village Board may require a higher limit depending upon the details of the special event, which may include:

- (1) A special event that includes alcohol, or,
- (2) A special event that is anticipated to have attendance greater than 100 people per day, or,
- (3) A multi-day special event.

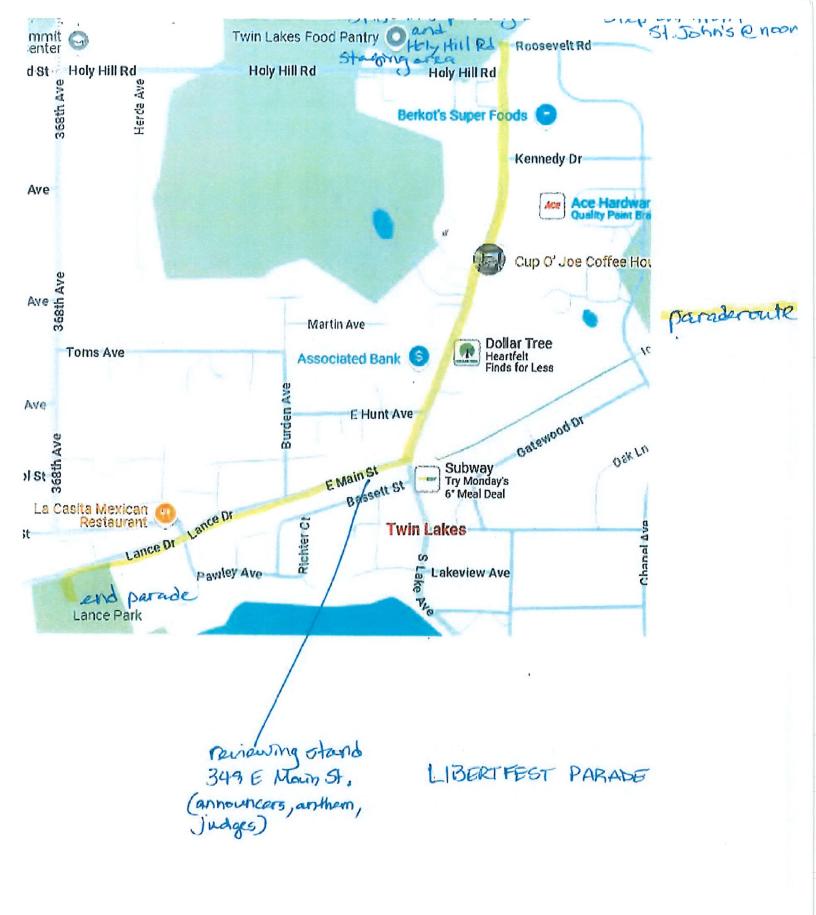
Proof of this insurance is required to be turned into the Village no less than ten (10) days prior to the start of the special event. If any modifications occur to the insurance terms, the applicant must also notify the Village immediately. Any change to coverage requires Village approval. Also, if coverage is canceled or no longer meets the Village's requirements, the special event permit will be rescinded. The applicant shall also agree to hold the Village, its officers, employees, agents, and contractors harmless against all claims, liability, loss, damage, or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to a person or property caused by or resulting directly or indirectly from the activities for which the special event permit is granted.

Upon approval, the permit issued by the VILLAGE OF TWIN LAKES authorizes the applicant to conduct the event described in the application and the applicant hereby agrees to comply with all applicable laws, rules and regulations, including any restrictions or conditions imposed by the Village, affecting the holding of an event. The applicant acknowledges and understands that the VILLAGE OF TWIN LAKES reserves the right to cancel any permit for non-compliance by the applicant with the restrictions or conditions imposed by the Village in approving the application or for violating any laws, rules or regulations.

Acknowledged and Agreed YES X	NO	
Applicant Signature Colorage	Therape	Date/-6-25
	VILLAGE OF TWIN LAKES STAFF USE	ONLY
Date Filed with Clerk	Amount Paid & Receipt #	
Checklist 🗌 Map of Event or Site	Plans 🗌 Insurance	
☐ Temporary Class "B"/	"Class B" Retailer's License Application, if	necessary
Police Chief Signature		Date
☐ Approved ☐ Denied Notes_		
DPW Signature		Date
☐ Approved ☐ Denied Notes_		
Fire Chief Signature		Date
COW Meeting Date	Board Meeting Date	Permit Number



CONCESSIONS/ BEER



Form

AB-220

# **Temporary Alcohol Beverage License**

Municipality	
1	LAKES
IWIN	LAKEJ

License(s) Requested			ees	
	Temporary Class "B" Beer	License Fees	\$	10.00
☐ Temporary "Class B" Wine		Background Check	\$	
	•	Total Fees	\$	
			<u></u>	

Part A: Organization in	formation	The state of the s	ners against the or a to stock to a	and a second	an the same of the few arms of the gradients.
1. Organization Name				the second secon	
TWIN LAKE	5 AREA	CHAMBE	RAND ?	BUSINESS A	650CIATION
2. Organization Permanent Ad	4,040				
:349 EM	AIN 5	<u>T</u> ,		***************************************	
3. City TWIN LAK				4. State	5. ZIp Code 53181
6. Mailing Address (if different	from permanent	address)			
PO BOX	64	' :			
7, FFIN		8. Date of Organiza	tion/incorporation		anization/incorporation
10. Phone		11. Email			
262.871.222	4D	web@h	Jinlakesc	namber, con	$\widehat{}$
12. Organization type (check or	10)				
Bona Fide Club	☐ Church	☐ Fair Ass	sociation/Agricultu	ral Society 🔲 Ve	teran's Organization
☐ Lodge/Society	Chambe	r of Commerce or	similar Civic or Tra	ade Organization under	ch. 181, Wis, Stats.
14. Wisconsin Seller's Permit Nu					12 JOHN
Part B: Individual Inform	ation*	policy of the			
lst the name, title, and phon Form AB-100) for each perso	on listed below.	Attach additional s	heets if necessar	/.	an Individual Questionnaire
Corporations must also includ	le Alcohol Beve	rage Appointment	of Agent (Form Al	3-101).	
ast Name	First Nam	10	Title		Phone
JANAS	504		CHAI	RWOMAN	ry.
TRONGEAU	WA.	YME	PRES	RWOMAN	2
DL5ZAK	EMI	LY	VICE	PRESIDENT	Ę
STREY	WILL	-IAM	TREA	SURER	2
HILLOCK	DARI	REN	SECR	ETARY	2

 $Continued \rightarrow$ 

1. Name of Event (if applicable)	Part C: Event Information		7. 医克雷斯氏病 19. · 图1. 1988 - 1.	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			1.
2. Dates of Operation  O' / 65 / 55  Fromtises Address  Larrice Park 55 Larice Dr.  5. City  Win Lakes  8. County  10. Organizer of Event (if not the named applicant)  11. Organizer of Event (if not the named applicant)  12. Email and/or Phone Number for Organizer of Event  13. Organizer of Event (if not the named applicant)  14. Event Website  15. Premises Description - Describe the building or buildings and any outside areas where elected beverages and records are stored, or consumed, and related records are kept Describe all rooms within the building, including living quarters. Authorized or diagram and additional shores if necessary.  We will be setting beer and malt betterages of Lance Park, using a Temperary beer set if necessary.  We will be setting beer and malt betterages of Lance Park, using a Temperary beer set in a season.  Temperary beer set if an action and additional shores if necessary.  We will be setting beer and malt betterages of Lance Park, using a Temperary beer set in a season.  Temperary beer set in a malting beer and at the Chamber utfaul at 34.9 Email of the part of the control of the control of the control of the proposition of the control of the proposition of the control of the proposition of the leaves of the control of the proposition of the leaves of the control of the proposition of the leaves of the control of the proposition of the leaves of the control of the proposition of the leaves of the p	1. Name of Event (if applicable)						
4. Premises Address Lance Mark 55 Lance Dr  5. City Rount Lates Rount 5. Stance Dr  8. Governing Municipality City Town 2 Village 10. Addressed Dr  11. Organizer Websile 12. Email and/or Phone Number for Organizer of Event 13. Organizer Websile 14. Event Websile 15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including fiving quarters. Additional breats if necessary.  14. Event Websile 15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including fiving quarters. Additional sheets if necessary.  15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including fiving quarters. And alcohol beverages and records are stored or cornsumed, and related records are kept. Described and accordance for the premises described in this application. Alcohol by a five store and any accordance for the premises described in the accordance for the concrete pad outsillocking the late of the concrete pad outsillocking the late according to the concrete pad outsillocking the late according to the concrete pad outsillocking the premise described to the allocking inspection. But the proposed to the nonprofit organization and not on behalf of any other individual or on the proposed that it is a proposed to the proposed to the proposed to provide the proposed to the pro	1 * '			] 3, H	ours of C	peration	
4. Premises Address Lance Mark 55 Lance Dr. 5. City Non Lakes 8. Governing Municipality   City   Town   Millings   10. Addressent District   Twin Lakes   10. Addressent District   10. Addressent Distr					-0	•	11:00
S. City   County   City   Town   Millinger   10. Alderments District   National County   S. State   1. Alderments District   National County   S. State   1. Alderments District   National County   S. State   1. Alderments District   National County   National Co	4. Premises Address	<u>.</u>			<u>y</u> ,,,,	C prvi	11,007
B. County B. County B. County B. County Ot: TWIN Lettes 11. Organizer of Event (if not the named applicant) 12. Email another Phone Number for Organizer of Event 13. Organizer of Event (if not the named applicant) 14. Event Website 15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are kept. Describe all rooms within the building, including living quarters. Auth alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a or diagram and additional sheets if necessary.  We will be settling beer and matt betterages at Lance Park, using a Terropavary but set to an interest for and at the concreter field areas looking the ladd. Received the latest at the exerct and at the Chamber office, a conference will be kept at the exerct and at the Chamber office, a conference common abditional because of the above questions completely ruthfully. I agree that in give the the rights and responsibilities conferred by the licenses(s), if granted and activities and and conference of the processing the levense. Further, I give that the rights and responsibilities conferred by the licenses(s), if granted in a give that the rights and responsibilities conferred by the licenses(s), if granted in a give that the rights and responsibilities conferred by the licenses(s), if granted in a give that the rights and responsibilities conferred by the licenses(s), if granted in the special processing the levenses. Further, I give that the rights and responsibilities conferred by the licenses(s), if granted in the rights and responsibilities conferred by the licenses(s), if granted in the rights and responsibilities conferred by the licenses(s), if granted in the rights and responsibilities conferred by the licenses(s), if granted in the rights and responsibilities conferred by the licenses(s), if granted in the rights and responsibilities conferred by the licenses(s), if granted in a granted and the rights and respo	Lance Park, 55 Las	ice Dr.					
8. County Kellicha  9. Governing Municipality City Twin Lates  11. Organizer of Event (if not the named applicant)  12. Email and/or Phone Number for Organizer of Event  13. Organizer of Event (if not the named applicant)  14. Event Website  15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including living queriers, Authorized at the second or diagram and additional sheets if necessary.  We will be settling been and mark bedesages at Lance Tark, using a temporary been set by an the concrete field over lock on the lock. Been will be feel at the event and at the Charcher official at 34 g.E. Mark 1971 be feel at the event and at the Charcher official at 34 g.E. Mark 1971 be feel at the event and at the Charcher official at 34 g.E. Mark 1971 between the feel at the event and at the Charcher official at 34 g.E. Mark 1971 between the feel at the event and at the charcher official at 34 g.E. Mark 1971 between the feel at the event and at the charcher official at 34 g.E. Mark 1971 between the feel at the event and at the charcher official at 34 g.E. Mark 1971 between the feel at the event and at the charcher official at 34 g.E. Mark 1972 between the feel at 1972 between					6. State		
11. Organizer of Event (if not the named applicant)  12. Email and/or Phone Number for Organizer of Event  13. Organizer Website  14. Event Website  15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authority or diagram and additional sheets if necessary.  We will be setting beer and what betterages at Lance Park, using a remperacy but of the premises described in this application. Attach a organization sheet of the store and and additional sheets if necessary.  We will be setting beer and what betterages at Lance Park, using a remperacy but of the accept and at the Concrete field over betting the land. Recarding the least at the accept and at the Charrhor of the land. Recarding the land, a buttering has a buttering has a buttering has a buttering has a buttering and a buttering has a buttering and a buttering and a buttering and a buttering has a buttering and a buttering a buttering a buttering and a buttering and a buttering a buttering a buttering and a buttering and a buttering a buttering a buttering and a buttering a buttering a buttering a buttering and a buttering and a buttering a buttering a buttering a buttering and a buttering							
19. Organizer of Event (if not the named applicant)  12. Email and/or Phone Number for Organizer of Event  13. Organizer Websile  14. Event Websile  14. Event Websile  14. Event Websile  15. Premises Description - Describe the building or buildings and any outsides areas where alcohol beverages and records are stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Auth alcohol beverage activities and storage of records may occur only on the premises described in this application. Altach a or diagram and additional shoets if necessary.  We will be setting heer and most bedescapes at Lance Park, using a temperary base set in any and the description of the concrete pad over locked the land. Received the land of the Concrete pad over locked the land. Received the land of the Concrete pad over locked the land. Received the land of the Concrete pad over locked the land of the land of the Concrete pad over locked the land of the lan		Į.		ľown 🔼 V	llage	10. Aldermeni	c District
16. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are kept. Describe all rooms within the building, including living quarters. Authority or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authority or the premises described in this application. Altach a or diagram and additional sheets if necessary.  We will be setting beer and month bedeerages at Lance Park, using a temperary burdes to be and month bedeerages at Lance Park, using a temperary burdes to be an other concrete pad ever bedeen the ladde Recovered to the land of the concrete pad ever bedeen the ladde Recovered to the land of the property of the land of the above questions completely muthully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or expension.  **READ CAREFULLY BEFORE SIGNING: Under penalty of taw, I have answered each of the above questions completely muthully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or eaching the license, Purther, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the law, including but not limited to, purchasing alcohol bevera the according to the la				ne Number fo	r Organiz	er of Event	
stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters, Authalcalcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a or diagram and additional sheets if necessary.  We will be scilling beer and want bedesrages at Lance Park, using a temporary bury set by an the concrete pad over locking the lade, using a temporary bury set by an the concrete pad over locking the lade, and the publicant organization of the above questions completely ruthfully. I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign on another individual or entity. I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign on another individual or entity. I agree to operate according to the law, including but not limited, burybearing alcohol bevera room Wisconsin-pernited wholesalers. I understand that lack of access to any portion of a licensed premises during inspection be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that lack of access to any portion of a licensed premises during inspection and any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that it is proceeding to the provide of the law. I further understand that it is proceeding to the provide of the law. I further understand that it is proceeding to the provide of the law. I further understand that it is provided by the law. I further understand that it is provided by the law. I further understand that it is provided by the law. I further understand that it is pro	3. Organizer Website		14. Event Website	70.4.00			22 martin 1990 (1990)
Who must sign this application?  - one officer or director of the nonprofit organization  READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely ruithfully. I agree that I am acting solely on behalf of any other individual or elseking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign an other individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol bevera rorm Wisconsin-permitted wholesaters. I understand that lack of access to any portion of a licensed premises during inspection be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license, I understand that lack of access to any portion of a licensed premises during inspection are deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license, I understand that I re a prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowled revokes materially false information on this application may be required to forfeit not more than \$1,000 if convicted.  St Name  First Name  First Name  First Name  M.I.  Phone  262,266,8695  TEE:For Clerk Use Only  License Number  Date License Issued  Date License Issued	or diagram and additional sheets if nec	essarv.					
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely ruthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or electing the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign to the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign to more than 1 agree to operate according to the law, including but not limited to, purchasing alcohol bevera one deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that I ack of access to any portion of a licensed premises during inspection of edemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that I reprosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowing revolves materially false information on this application may be required to forfelt not more than \$1,000 if convicted.  The Market Board President Took with the application of the above questions and affidavits in connection with this application, and that any person who knowing revolves materially false information on this application may be required to forfelt not more than \$1,000 if convicted.  The Market Board President Took and the false information on this application was filed with clerk.  License Number  License Granted  Date License Issued							
ruthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or elecking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assign another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol bevera om Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection of deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understant any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I reproduced for submitting false statements and affidavits in connection with this application, and that any person who knowle revoldes materially false information on this application may be required to forfeit not more than \$1,000 if convicted.  It is name  First Name  First Name  First Name  First Name  M.I.  Phone  262,206,8495  Tagger  Application Was Filed With Clerk  License Number  License Granted  Date License Issued	Vho must sign this application?		Himboadsilliwis, 199	માત્રેસ,		La come de Magnet	miles (to)
TRUNGEAU  Email  Marnber Board President  702 bullet a grand, com  262,266 8695  nature  Chaque Tronge  Phone 262,266 8695  TE: For Clerk Use Only  Application Was Filed With Clerk  License Granted  Date License Issued	Who must sign this application?  one officer or director of the nonprofit o  EAD CAREFULLY BEFORE SIGNING:	rganization Under penalty of t	aw, I have answered	each of the	above	questions co	ompletely s
Hamber Board President 702 bullet a grant com 262,206,8695  nature Date  Congress Transport 1 Const  TE: For Clerk Use Only Application Was Filed With Clerk License Granted Date License Issued	Who must sign this application?  one officer or director of the nonprofit of the compression of	rganization Under penalty of to behalf of the apple orights and respon- perate according to derstand that lack of lich refusal is a mis- to. Chapter 125 sha ts and affidavits in a	aw, I have answered leant organization and isibilities conferred by the law, including bu of access to any portion demeanor and groun il be void under penal connection with this a e required to forfeit no	each of the d not on beh the license it not limited on of a licens ids for revoc lty of state is pplication, a	above palf of an (s), if gra to, purc ped prem pation of aw. I furt nd that a	questions co y other indiv anted, will no hasing alcoh alses during li this ilcense, her understa any person w	empletely i idual or en t be assign of beverag nspection I understa nd that I m ho knowing
Namber Board President 702 bullet @ gmail.com 262,206 8695  Institute Date  Clary Transport 1-6-25  TE: For Clerk Use Only  Application Was Filed With Clerk License Granted Date License Issued	Who must sign this application?  one officer or director of the nonprofit of the compression of	rganization  Under penalty of the applies and responderstand that lack click refusal is a mist. Chapter 125 shats and affidavits in application may be	aw, I have answered leant organization and isibilities conferred by the law, including but access to any portion and groun it be void under penal connection with this appropriate to forfeit not styling the styling and styl	each of the d not on beh the license it not limited on of a licens ids for revoc lty of state is pplication, a	above palf of an (s), if gra to, purc ped prem pation of aw. I furt nd that a	questions co y other indiv anted, will no hasing alcoh alses during li this ilcense, her understa any person w	empletely idual or er t be assign of beverag nspection I understa nd that I m ho knowin
TE: For Clerk Use Only Application Was Filed With Clerk License Granted Date License Issued	who must sign this application?  one officer or director of the nonprofit of the CAREFULLY BEFORE SIGNING; uthfully. I agree that I am acting solely on the eking the license. Further, I agree that the another individual or entity. I agree to open Wisconsin-permitted wholes alers. I under deemed a refusal to allow inspection. So at any license issued contrary to Wis. State any license issued contrary to Wis. State prosecuted for submitting false statement ovides materially false information on this tolerance.	rganization Under penalty of labeling to the applicate according to derstand that lack clich refusal is a mist. Chapter 125 shalts and affidavits in application may be	aw, I have answered leant organization and isibilities conferred by the law, including but access to any portion and groun it be void under penal connection with this appropriate to forfeit not styling the styling and styl	each of the d not on beh the license it not limited on of a licens ids for revoc lty of state is pplication, a	above palf of an (s), if gra to, purc ped prem pation of aw. I furt nd that a	questions con the rindiverse of the rindiverse o	empletely idual or er t be assign of beverag nspection I understa nd that I m ho knowin
t E: For Clerk Use Only Application Was Filed With Clerk License Granted Date License Issued	who must sign this application?  - one officer or director of the nonprofit of the compression	rganization  Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered icant organization and sibilities conferred by the law, including but access to any portion and ground the void under penal connection with this appropriate to forfeit not st Name	each of the d not on beh the license it not limited on of a licens ds for revoc lly of state is pplication, a of more than	above palf of an (s), if gra to, purc ped prem pation of aw. I furt nd that a	questions con other indiversely other indiversely other indiversely other understate on y person with convicted.	ompletely idual or er to assign of beveragenspection. I understand that I make the knowin.
Application Was Filed With Clerk  License Granted  Date License Issued	who must sign this application?  one officer or director of the nonprofit of the compression of	rganization  Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered icant organization and sibilities conferred by the law, including but access to any portion and ground the void under penal connection with this appropriate to forfeit not st Name	each of the dinot on behind the license it not limited on of a license ids for revocity of state id pplication, a of more than	above palf of an (s), if gra to, purc ped prem pation of aw. I furt nd that a	questions con other indiversely other indiversely other indiversely other understate on y person with convicted.	ompletely idual or er to assign of beverage in spection I understand that I make the knowin M.I.
Application Was Filed With Clerk  License Number  License Granted  Date License Issued	who must sign this application?  - one officer or director of the nonprofit of the compression of the license. Further, I agree that the another individual or entity. I agree to open Wisconsin-permitted wholesalers. I under deemed a refusal to allow inspection. State any license issued contrary to Wis. State prosecuted for submitting false statement ovides materially false information on this tham the compression of the license is a prosecuted for submitting false statement ovides materially false information on this tham the compression of the license is a prosecuted for submitting false statement ovides materially false information on this than the compression of the license is a prosecuted for submitting false statement ovides materially false information on this than the compression of the license is a prosecuted for submitting false statement ovides materially false information on this than the compression of the license is a prosecuted for submitting false statement ovides materially false information on this than the license is a prosecuted for submitting false statement ovides materially false information on this license is a prosecuted for submitting false statement ovides materially false information.	rganization  Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered icant organization and sibilities conferred by the law, including but access to any portion and ground the void under penal connection with this appropriate to forfeit not st Name	each of the dinot on behind the license of the license of a license of a license of the license	a above alf of an (s), if gra- to, puro- ted pren tation of aw. I furt nd that s \$1,000	questions co y other indivented, will no chasing alcoholises during li this license, her understa any person will convicted.  Phone 262,206	ompletely indual or entite to assign of beveragen spection of the time to the time time time time time time time tim
License Granted Date License Issued	who must sign this application?  - one officer or director of the nonprofit of the compression of the license. Further, I agree that the another individual or entity. I agree that the another individual or entity. I agree to open Wisconsin-permitted wholesalers. I under deemed a refusal to allow inspection. State any license issued contrary to Wis. State prosecuted for submitting false statement ovides materially false information on this tham the proof of the compression of the compressio	rganization Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered icant organization and sibilities conferred by the law, including but access to any portion and ground the void under penal connection with this appropriate to forfeit not st Name	each of the dinot on behind the license it not limited on of a license ids for revocity of state is pplication, a of more than Date	above alf of an (s), if gruto, puro ded premotation of aw. I furt nd that s	questions co y other indivented, will no chasing alcoholises during li this license, her understa any person will convicted.  Phone 262,206	ompletely indual or entite assign of beveragenspection of understand that I make the knowing M.I.
	who must sign this application?  one officer or director of the nonprofit of the property of the nonprofit of the property of the nonprofit of the property of the property of the license. Further, I agree that the another individual or entity. I agree to open Wisconsin-permitted wholesalers. I under deemed a refusal to allow inspection. State any license issued contrary to Wis. State of the prosecuted for submitting false statement ovides materially false information on this tham the property of the prope	rganization Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered icant organization and sibilities conferred by the law, including but access to any portion and ground the void under penal connection with this appropriate to forfeit not st Name	each of the dinot on behind the license it not limited on of a license ids for revocity of state is pplication, a of more than Date	above alf of an (s), if gruto, puro ded premotation of aw. I furt nd that s	questions con y other indiversely other indiversely other indiversely other indiversely other understate on y person with convicted.  Phone 262,206	ompletely indual or entite assign of beveragenspection of understand that I make the knowing M.I.
	who must sign this application?  one officer or director of the nonprofit of the property of the nonprofit of the property of the nonprofit of the property of the property of the license. Further, I agree that the another individual or entity. I agree to open Wisconsin-permitted wholesalers. I under deemed a refusal to allow inspection. State any license issued contrary to Wis. State of the prosecuted for submitting false statement ovides materially false information on this tham the property of the prope	rganization Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered loant organization and isibilities conferred by the law, including but access to any portion and ground if the void under penal connection with this appropriate required to forfeit not st Name	each of the dinot on behind the license it not limited on of a license ids for revocity of state is pplication, a of more than Date	above alf of an (s), if gruto, puro ded premotation of aw. I furt nd that s	questions con y other indiversely other indiversely other indiversely other indiversely other understate on y person with convicted.  Phone 262,206	ompletely indual or entite assign of beveragenspection of understand that I make the knowing M.I.
ature of Clerk/Deputy Clerk	who must sign this application?  one officer or director of the nonprofit of the compression of	rganization Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered loant organization and isibilities conferred by the law, including but access to any portion of access to any portion with this appropriate to forfeit not access to the access of a portion of a porti	each of the dinot on behind the license it not limited on of a license ids for revocity of state is pplication, a of more than Date	above alf of an (s), if gruto, puro ded premotation of aw. I furt nd that s	questions con y other indiversely other indiversely other indiversely other indiversely other understate on y person with convicted.  Phone 262,206	ompletely indual or entite assign of beveragenspection of understand that I make the knowing M.I.
	who must sign this application?  one officer or director of the nonprofit of the compression of	rganization Under penalty of I behalf of the appl erights and respon- perate according to derstand that lack of lich refusal is a mis t. Chapter 125 sha is and affidavits in a application may be	aw, I have answered loant organization and isibilities conferred by the law, including but access to any portion of access to any portion with this appropriate to forfeit not access to the access of a portion of a porti	each of the dinot on behind the license it not limited on of a license ids for revocity of state is pplication, a of more than Date	above alf of an (s), if gruto, puro ded premotation of aw. I furt nd that s	questions con y other indiversely other indiversely other indiversely other indiversely other understate on y person with convicted.  Phone 262,206	empletely indual or entite to assign of beverage nspection I understand that I make the knowing M.I.

#### Form

**AB-220** 

# **Temporary Alcohol Beverage License**

Municipality	
Tille	LAKES
IWIN	LANCI

						•	
License(s) Requested					Fees		全国的
				License Fees	\$	<del></del>	10.00
☐ Temporary "Class	B" Wine	Temporary Cl	ass "B" Beer	Background 0	Check \$		
				Total Fees	· \$		-
	•						
DALE AND CLASSIC PROPERTY (CONTRACTOR)	Hinkardi, e.e.	removad K. Birthia (Planting of	Action to the steady of the last and the steady	and Constitution of the	Secondo deservi		Salan sala kanas
Part A: Organization infor	rmation						
TWIN LAKES	NOEA /	THAMBER	IND BUSI	V76 16	`C==1 A		1
2. Organization Permanent Addres	ss C	-HAMBEIT F	A-D DUDI	ME33 A5	SOCIA	710	<u> </u>
:349 E MA	IN ST						
3. City	,			4. State	5. Zip Co	de	
TWIN LAKES				WI	531	181	
6. Mailing Address (if different from		ress)					
7. FEIN		Date of Organization/in	omoration	9. State of Organ	I=-41 <i>I</i> I		<del></del>
	"	Date of Organization/in			DHS /1		
10. Phone		. Email					
262.877.2220	) (	nelo@twin	lakeschamb	res, com			
12. Organization type (check one)							
☐ Bona Fide Club [	☐ Church	☐ Fair Associati	on/Agricultural Societ	y 🔲 Veter	ran's Organ	ization	
☐ Lodge/Society	⊠ Chamber of	f Commerce or similar	Civic or Trade Orga	nization under ci	h. 181, Wis.	. Stats.	
3. Is this organization required to		nsin Seller's permit? .		• • • • • • • • • • • • • • • • • • • •	····· □	Yes	0N\$ <b>X</b>
4. Wisconsin Seller's Permit Numbe	r (if applicable)		***************************************				
art B: Individual Information	n× : en mente				计多点类	11.19	
ist the name, title, and phone nu Form AB-100) for each person lis	umber for all of	fficers, directors, and	agent of the organiza	ation. Include an	Individual (	Question	naire
			•				
orporations must also include Al	7	te Appointment of Age					
ist Name	First Name		Title		Phone		
TANAS	504		CHAIRNO	MAN			ı
ROHGEAU	WAYN	JE	CHAIRWO PRESIDER	JT !			

Continued  $\rightarrow$ 

OL5ZAK

HILLOCK

STREY

VICE PRESIDENT!

TREASURER

SECRETARY

EMILY

DARREN

2

Part C: Event Information				24.4.7.1
Name of Event (if applicable)				
Comfeet				
2. Dates of Operation			3 Hours of Or	eration
August 14-16,20	25		FR 2-	eration Spm SAT 10a-1
4 Premises Address				
Lance Park, 55	Lance Drive			
5. City			6. State	7. Zip Code
Twin Lakes			WI	53181
8. County	9. Governing Munic	cipality City Town		0. Aldermanic District
Kenosha	of: Twin	1 Lakes	Zivillage	
11. Organizer of Event (if not the named a		12. Email and/or Phone Numb	per for Organizer	of Event
Touch of the North	Events	jayne @ tot		
13. Organizer Website		14. Event Website		
Www. tothevents.	in	https:tlco	Infost (	COM
15. Premises Description - Describe th				
We will be selling be set up near the seowl the event and at the The Chamber office a Kitchattette, and a b	thouse at La Chamber off has an office	beerenages from MCR PENR. Reco ICE, 349 E Main E, a conference 1	a tempo vas usill st, in Tu com, a	be kept at oin Lakes. bathroom,
Who must sign this application?  one officer or director of the nonpro  READ CAREFULLY BEFORE SIGNIN  truthfully. I agree that I am acting solely seeking the license. Further, I agree that to another individual or entity. I agree to from Wisconsin-permitted wholesalers. I be deemed a refusal to allow inspection that any license issued contrary to Wis. be prosecuted for submitting false staten provides materially false information on the	G: Under penalty of law y on behalf of the applica t the rights and respons to operate according to the understand that lack of Such refusal is a misd Stat. Chapter 125 shall in	ant organization and not on ibilities conferred by the lice he law, including but not lim access to any portion of a lice emeanor and grounds for repeality of state the color with this application with this application	behalf of any one of the control of	other individual or entity od, will not be assigned sing alcohol beverages oduring inspection will slicense. I understand understand that I may person who knowingly
Last Name	First I			M.I.
TRONGEAU	l v	VAYNE		
Title	Email	UAYNE Ulet@gmail.com	P	one
Chamber Board President	- 7026W	Met@amail.com	, 2	62.206.8695
Signature		Da	ite	
Cityre Tronge	_		1-6-25	
1 - 1 - 1			•	
		The Control of the Co	and the second	infine and a second
Part E: For Clerk Use Only		colour critical and the Assistant	Ballion a Branch	
ate Application Was Filed With Clerk		icense Number		
	10.00			
ate License Granted	D	ate License Issued		
and the of Object Operator Class				
gnature of Clerk/Deputy Clerk				

### **MEMORANDUM**

**To:** Village Board **From:** Colleen Hoyt **Date:** 02/20/2025

Subject: Proposal to Transition from an Annual \$10 Pier/Raft/Buoy Permit to an \$80 Three-Year Permit

# Introduction

This memorandum proposes changing our Pier/Raft/Buoy permit process. We recommend replacing the current annual \$10 fee with a one-time fee of \$80, valid for three years. This change will not only provide residents with a more convenient permit renewal process, but it will also help address the current negative financial impact on the village.

# **Benefits of the Change**

- Instead of renewing every year, pier/raft/buoy owners will only renew once every three years, a change that has been the most common request from residents
- Fewer annual renewals and inspections mean the village will incur fewer background check costs, which currently represent a significant portion of the program's expenses.
- Managing permits once every three years simplifies scheduling and record-keeping, further reducing costs and administrative burden.

Aspect (120 Applicants on average)	Current: \$10 (Annual Cycle)	<b>Proposed:</b> \$80 Every 3 Years
Revenue	\$1,200	\$9,600
Postage	\$165.60	\$165.60
Stickers	\$140.00	\$140.00
Village Hall Admin	\$135.00	\$135.00
PD Background Checks	\$4,000.00	\$4,000.00
Water Patrol/Admin	\$600.00	\$1,800.00
Total Expenses	\$5,040.60	\$6,240.60
Net Financial Impact	(\$3,840.60)	\$3,359.40

# Conclusion

Under the current annual \$10 permit system, the village is subsidizing the program at a significant cost—approximately \$11,521.80 over three years—due to recurring expenses incurred every year. In contrast, switching to a one-time \$80 fee every three years not only covers the required expenses (\$6,240.60 per cycle) but also eliminates the subsidy, resulting in a positive cost recovery of about \$3,359.40 over the same period.

This surplus can be reinvested into boat upkeep, patrol equipment, and other operational costs that enhance water safety and enforcement. Additionally, the new system will reduce administrative burdens on both the Police Department and office staff, while providing Pier/Raft/Buoy owners with a more convenient and predictable permit renewal process.

### **MEMORANDUM**

TO: Village Board

FROM: Colleen Hoyt, Deputy Clerk

**DATE:** January 31, 2025

SUBJECT: Proposal for Plan Commission Review of Pier Installations

#### **Purpose**:

The purpose of this memorandum is to propose that all new pier installations within the village require approval from the Plan Commission before construction.

### **Background:**

Over the past two years, only one new pier has been installed. However, this pier has caused multiple issues, leading to resident and Lake District member complaints, as well as calls to the Police Department and Village Hall regarding the concerns. The applicant for this pier has applied again, and another resident has inquired about installing a new pier, bringing the total to two pending applications.

Currently, the responsibility for inspecting newly installed piers falls on the Police Department's Water Patrol. While their role in ensuring lake safety is invaluable, their focus includes patrolling, enforcement, inspections, and emergency response, rather than overseeing the approval process for new pier construction. Many Wisconsin municipalities, including Lake Geneva and Fontana, delegate the review and approval of new pier installations to commissions, ensuring compliance with local regulations and maintaining oversight through a structured approval process. Shifting this responsibility to the village's building and zoning officials will create a more structured and efficient review process while aligning pier installations with other regulated structures in the community.

#### **Proposal:**

- 1. All new/replacement pier installations (greater than 100 feet) be subject to Plan Commission approval before construction.
- 2. Applicants submit detailed plans, including pier dimensions, materials, and site location, for Commission review.
- 3. The Plan Commission ensures that proposed piers comply with DNR regulations and municipal standards.
- 4. A public notice and comment period be implemented to allow for transparency and community input before approval.
- 5. The village adopt a formal application and review process similar to those used for other structures requiring Plan Commission and Village Board approval, including a site visit by a Plan Commission member to assess the proposed pier location.

#### Rationale:

Requiring Plan Commission review of pier applications will:

- Prevent conflicts by providing a structured review and approval process.
- Ensure compliance with Wisconsin DNR regulations.
- Promote environmental protection and responsible waterfront development.
- Enhance transparency and community engagement.

#### Conclusion:

By implementing a Plan Commission review process for new pier installations, the Village will establish necessary oversight, reduce resident disputes, and align with best practices observed in other municipalities. I request that the Village Board consider this proposal and vote to direct the Plan Commission to develop an appropriate review process for future pier applications. Upon completing their review, the Plan Commission would then provide a recommendation for final approval by the Village Board.

**Attachments:** Rough Draft of an application

# Plan Commission - New/Replacement Pier Application

The Village of Twin Lakes is committed to protecting both public rights in our waters and ensuring public safety by overseeing the responsible planning and design of projects that impact fish and wildlife habitats, water quality, and the natural scenic beauty of our community. This oversight is achieved through a structured approval process, beginning with the Plan Commission. The commission ensures that new pier installations comply with zoning regulations and environmental standards, preserving the integrity of our lakes while balancing the needs of property owners and the broader community.

A pier installation is a significant addition to a waterfront property, affecting not just the individual applicant but also neighboring residents and the overall lake environment. By requiring Plan Commission review, the village fosters a fair and transparent approval process that promotes responsible development. This application serves as the first step in that process, guiding applicants through the necessary steps to obtain the required approvals before construction can begin. Once the Plan Commission has completed its review and recommendations, the final step is approval by the Village Board, ensuring full consideration and alignment with community standards before construction proceeds.

A complete application with detailed drawings will help us make a decision about your application. The following information is necessary for a complete application.

#### To help us make a decision in the shortest time possible, please submit the following information:

- A copy of your deed or similar proof of ownership (e.g. land contract, current property tax receipt).
- Good photographs that clearly show the existing project area. Remember, too much snow cover or
  vegetation may obscure important details. If possible, have another person stand near the project area for size
  reference.
- Five (5) copies of a completed application including applicant information page and project plans. When completing your application, <u>please write in pen or type.</u> The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.
- **Five (5) copies of a narrative description of your proposal**, on a separate blank page. Please state:
  - what the project is,
  - how you intend to carry out the project, including methods, materials and equipment,
  - your proposed construction schedule and sequence of work,
  - what temporary and permanent erosion control measures will be used, and
  - the location of any disposal area for dredged or excavated materials.
- **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
- The appropriate application fee.

When you are finished compiling your application materials, remember to check your application for completeness. Submit 5 copies with your application. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

# **Pier Application Information Requirements**

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

- 1. Please submit a copy of the deed, lease, land contract or other documents showing riparian status. Wisconsin law generally allows piers to be placed only by waterfront property owners. Supply the names and addresses of the adjacent riparian landowners on both sides of your project.
- 2. In the **"location sketch"** box, sketch or trace a map that clearly indicates the location of your project. Recommended scale is 1"=2000'.
- 3. Supply project plans showing a **top view** and a **side view** of the project, including dimensions. Also show a detailed top view of the pier cribs or any other solid supports if applicable.

The top view of the pier should include the following:

- a. The length and location of the shoreline;
- b. The location of adjacent property lines and piers or other structures in the water;
- c. The names of the neighbors on each side;
- d. Water depth contours at one-foot intervals from shore to the end of the proposed pier showing up to the depth contour beyond the end of the proposed pier (draw contours at normal lakelevel);
- e. A north arrow;
- f. The scale of the top view, or dimensions on the drawing;
- g. Length and width of pier and any hoist, shelter or in-water structures.

The side view of the pier should include the location of supports.

- 4. Provide construction details of the pier and any supports including dimensions and materials
- 5. Provide information about the proposed (or existing) use of the pier
  - a. The total number and types of boats to be moored;
  - b. The length and draft of the boats;
  - c. An estimate of the water depth necessary for mooring;
  - d. The location and number of any existing mooring buoys, piers, boat lifts or other structures;
  - e. How the boat slips and use are assigned (if multiple users);
  - f. The historic use, placement and configuration of piers at the subject property.

Please select the scale of the drawing carefully to fit all the necessary information on the plan drawing sheet. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Plan Commission may require additional information to evaluate the project.

# Please complete both pages of the application.

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)			
	Address		Address		
	City, State, Zip Code		City, State, Zip Code	2	
	Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Incl	lude area code)	
3.	If applicant is not owner of the property vinclude letter of authorization from owne realignment activities.				
	Owner's Name	Address	(	City, State, Zip Code	
	Is the applicant a Yes business?	No	5. Location where t	the pier is being installed	
	a. If YES, is the permit or approval	you are applying	Address		
	for necessary for you to conduct Twin Lakes?	this business in			
	b. If YES, please explain why (attack	h additional sheets	Parcel Number		
	if necessary):		Waterway		
6.	Adjoining Riparian (Neighboring Waterfrom Name of Riparian #1	nt Property Owner) Infor Address	mation		
	Name of Riparian #2	Address			
7.	Project Information (Attach additional sheet	s if necessary)			
	(a) Describe proposed activity (include hov	v this pier will be constru	ucted)		
	(d) Date activity will begin if application is (e) Is any portion of the requested project in		be completed: If yes, identify the comple	eted portion on the enclosed drawings	
Yes No			and indicate here the date	activity was completed:	
the	creby certify that the information contained he duly authorized representative or agent of an y result in board approval revocation, the imp	applicant who is entitled	to complete this application	n. Any inaccurate information submitted	
Sig	nature of Applicant(s) or Duly Authorized Applicant	gent		Date Signed	

# **New/Replacement Pier Sample Drawing**

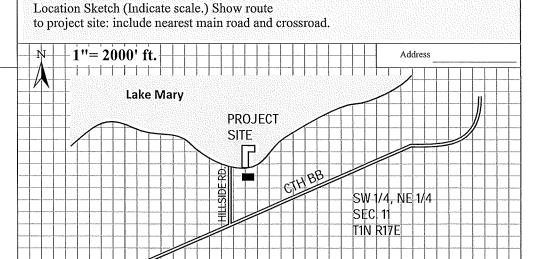
DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING

Proposed Materials:

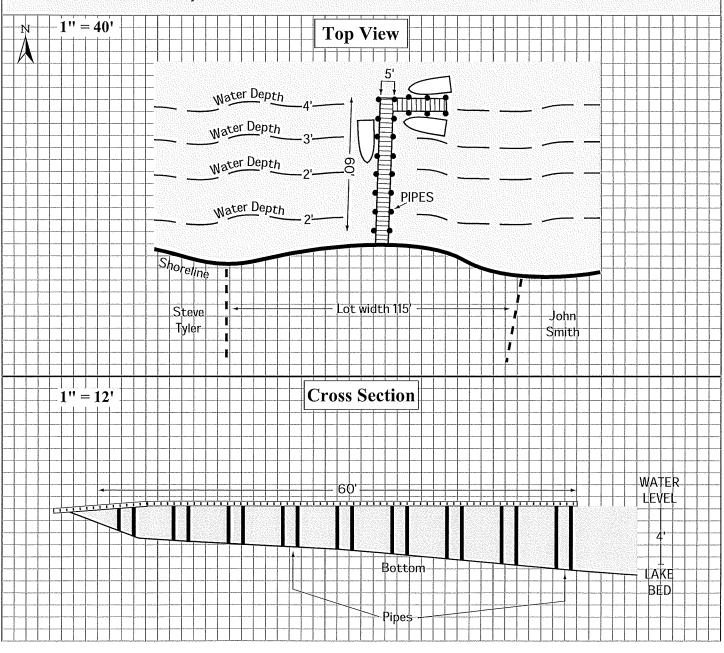
16 pipe supports

Pier deck planks are 2"x8"x5'

Estimated project cost:
\$3,000



Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.



# **New/Replacement Pier Application Drawing**

Drawings should be	of proposed activity prepared in accordance le drawing.	Location Sketch (Indicate scale) Show route to project site: include nearest main road and crossroad.	
with samp	le drawing.	N     1" = ft.	Water Company
Proposed I	Vaterials		
			1111
			++++
Project Pla	ans (Include top view and ty	pical cross sections. Clearly identify features and dimensions or indicate scale.)	
Use additio	onal sheets if necessary.	place of the desirence	
1 ( 1 ( 1			CONTROL (CONTROL (C)) (CONTROL (CONTROL (CONTROL (CONTROL (CONTROL (CONTROL (CONTROL
N  1	" =ft.	Top View	
11111			
			1-1-1-1
		╌┼╌╏┧╌┸┧╌╟┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼	
			1 100
		Cross Section	
			+++
			1-1-1-1
			++-1
		╌┼╁┾╁┼╁╂┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼	1 1 1 1
		<u>╶╏╏╫╒╏┧╒╫╫┧╒╟┧┧╂┧</u> ╟╫╅┪╃┦╏┼╟┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼	

### **CONCESSION STAND LEASE**

#### SCOUT HOUSE AT LANCE PARK IN THE VILLAGE OF TWIN LAKES, WI

LEASE AGREEMENT, made and entered into this \_\_\_\_ day of March, 2025 by the Village of Twin Lakes, Lessor, and The Aquanuts, Lessee.

#### WITNESSETH:

Lessor hereby leases to Lessee the concession stand portion of a building at Lance Park, 55 Lance Drive, Twin Lakes, Wisconsin for a period of time commencing immediately upon execution of this Lease Agreement and terminating October 31, 2027. The leased portion of said building consists of a store for selling foods, serving meals, selling soft drinks and confections, and such other supplies and services as are ordinarily in demand by tourists and park visitors. Balance of said building consists of a scout house and restrooms.

It is understood and agreed that all activities conducted on said premises by Lessee shall be of a dignified character, and that premises are not to be operated as a night club or similar type of business; that no pinball machines, shooting galleries or similar devices will be installed.

### LESSEE AGREES TO THE FOLLOWING TERMS:

- 1. To pay the Village of Twin Lakes, Wisconsin a rental of \$400 dollars per year for the full term of this lease, payable on May 1 of each year.
- 2. To operate the concession stand business at the premises in substantial conformance with the proposal dated November 1, 2021 as submitted by the Lessee.
- 3. To pay for all services and materials used or consumed in the Lessee's business at said premises during said term. Lessee agrees to pay for all utilities above \$100/month with payments made out to the Village of Twin Lakes within two weeks of receiving each utility bill.
- 4. Lessee further agrees to maintain, paint, and keep in good repair that portion of the building used for said business; and to keep premises and surrounding grounds in a clean, neat and sanitary condition at all times; that Lessee will work to keep the restrooms clean at all times during their shows and when the Lessee is present but that Lessor will furnish the cleaning supplies, towel service and toilet paper for the restrooms.
- 5. To keep said business open at reasonable hours between Memorial Day and Labor Day weekends, but to remain closed between 10:00PM and 6:00AM daily.

- 6. To make no additions or alterations to premises without first securing the written approval of the Lessor. It is understood by the Lessor that the Lessee desires to make improvements to the premises and its contents. Subject to applicable rules and regulations, the Lessor will not unreasonably withhold permission for such improvements.
- 7. To operate premises in a decent, orderly and business-like manner and not permit unlawful behavior on or in any portion of said building.
- 8. To purchase public liability insurance naming both the Village of Twin Lakes, Wisconsin and the Lessee as the named insured in an amount of \$2,000,000 (two million dollars) for each single injury so that the said Village of Twin Lakes will be fully protected and saved harmless in any claim arising from any accident, injury or liability resulting or arising from the operation by Lessee under this agreement.
- 9. In connection with the performance of work related to this lease, the Lessee agrees not to discriminate against any employee or applicant for employment because of race, religion, color or national origin.

#### IT IS UNDERSTOOD:

- 1. That in the event the Lessee shall fail, neglect or refuse to carry out all the terms of this lease, including the furnishing of necessary goods and services and payment of rent as set forth, then the rights of the Lessee shall be forfeited and the Lessor is authorized to immediately terminate this lease and take possession of the premises. Failure of Lessor to exercise this right does not constitute a waiver of said right to act under it at any time.
- 2. Lessee is an independent contractor and not an employee of the said Village of Twin Lakes, or Lessor, and assumes full responsibility for any liability which may arise out of the operation of a business under this lease.
- 3. The Lessor is responsible for providing a three compartment sink. The Lessee is responsible for providing any other necessary equipment for operations and holds the Village harmless for any damage or vandalism to vendor-owned property, and to any lost or stolen money, product or equipment.
- 4. The management and administration of Lance Park is wholly and exclusively under the jurisdiction of said Village of Twin Lakes, and any interpretations required under this lease or its terms or questions relating thereto shall be decided by the Village of Twin Lakes Village Board, as the occasion demands.
- 5. The Lessee will have exclusive access to the concession stand facility throughout the full term of this Agreement. The concession stand will have a separate key from the remainder of the building and Lesser and Lessee shall be the only keyholders.
- 6. The Lessee agrees to work with the Village and park users to assist in fulfilling the food and beverage needs of special events while allowing all parties to benefit from a successful event. The Lessee understands this may require third-party assistance

- in providing food and/or beverage and agrees to work with event organizers and third-party vendors to ensure event needs are met.
- 7. Lessee shall at times operate in and upon said premises in full compliance with all the laws of the State of Wisconsin, or rules made by said State of Wisconsin pursuant to authority granted under statutes of said state, and with all the ordinances of the County of Kenosha and the Village of Twin Lakes applicable to said operation, and all rules and regulations duly adopted thereunder. This includes but is not limited to appropriate licenses issued by the Kenosha County Division of Health.
- 8. Lessor deserves the right to enter upon said premises at all reasonable times for the purpose of inspection and to make sure repairs and improvements it shall deem necessary.

FURTHER, the parties agree that this Lease Agreement may be renewed at the end of the original term for a period of up to two (2) additional years. Amendments to the lease may be made upon agreement by both parties and must be made in writing. The terms of such extension shall be mutually agreed upon by both parties in writing, approved and executed prior to the termination date of the original term. The Lessee shall have the affirmative responsibility to request an extension at least 120 days prior to the termination date.

LESSEE:	The Aquanuts	LESSOR:	Village of Twin Lakes
The Aqua	anuts	Village Pres	sident
		– Village Cler	·k