



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.



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 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.
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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.

5.)A.)1.



VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

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

Section I- APPLICANT INFORMATION

Name of Applicant Twin Lakes Area Chamber & Business Ass'n

Name of Event Organizer/Producer Ann Lundberg/Nora Penaz

Production Company/Organization _____ FEIN # _____

Street Address 349 E Main St

City Twin Lakes State WI Zip code 53181

E-mail Address web@twinlakeschamber.com

Daytime Phone 262.877.2220 Cell Phone _____

For-Profit or Non-Profit Organization 501(c) 6 EIN # (Tax Exempt Number) not tax exempt

*All non-profits must present a copy of their current Tax ID - EIN#

Section II- EVENT INFORMATION- Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

Title of Event Business in the Park and Car Show

Date(s) of Event May 17, 2025

Location(s) of Event Main St. from Burden to Lake; Chamber parking lot

Start Time for Event (7 am setup) 9 am a.m./p.m. End Time for Event 3:00 pm a.m./p.m.

Event Chair/Contact Person Ann Lundberg/Nora Penaz Phone : _____

Day of Event Contact Name same Phone same

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number 400

Description of Event
car show, craft vendors, DJ Keith music, kids' area, food sales

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 totes.

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

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 _____

Will there be live performances, loud speakers or a DJ? Yes No

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

Will there be fireworks or pyrotechnics at your event? Yes No

If yes, please attach a fireworks display permit or application.

Will your event include the sale of beer and/or wine? Yes 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.

Will you or any other vendors be selling food or merchandise? Yes No

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Hot dogs, brats, chips, soda, water sold by Chamber

Do you intend to use the available picnic tables and benches in the location? Yes No

Will need tables delivered

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; must be coordinated with the Village of Twin Lakes Department of Public Works
 Main St. East closed from Burden to Lake Avenue

Will any parking stalls be used or blocked during the event? Yes No

Dates of Use 05/17/25

Total Number of Parking Stalls Requested and Location all between Burden and Lake; close parking lot adjacent to Chamber building

Description of Signage to be used during event signs at points of ingress

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

- Electricity; Explain _____
- Traffic Control; Explain help if needed from PD
- Police Services; Explain walk through to oversee event; will call if problems 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 _____	x _____	= _____
Non-Resident	\$150.00 x _____	x _____	= _____
Millennium Park Reservation Fee		# of Days	
Security Deposit	\$100.00		_____
Non-Profit or Resident	\$50.00	x _____	= _____
Non-Resident	\$100.00	x _____	= _____
Block Party/Street Closure			
Security Deposit	\$100.00		_____
		TOTAL	_____

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 Joseph Tronzo Date 1-6-25

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 _____

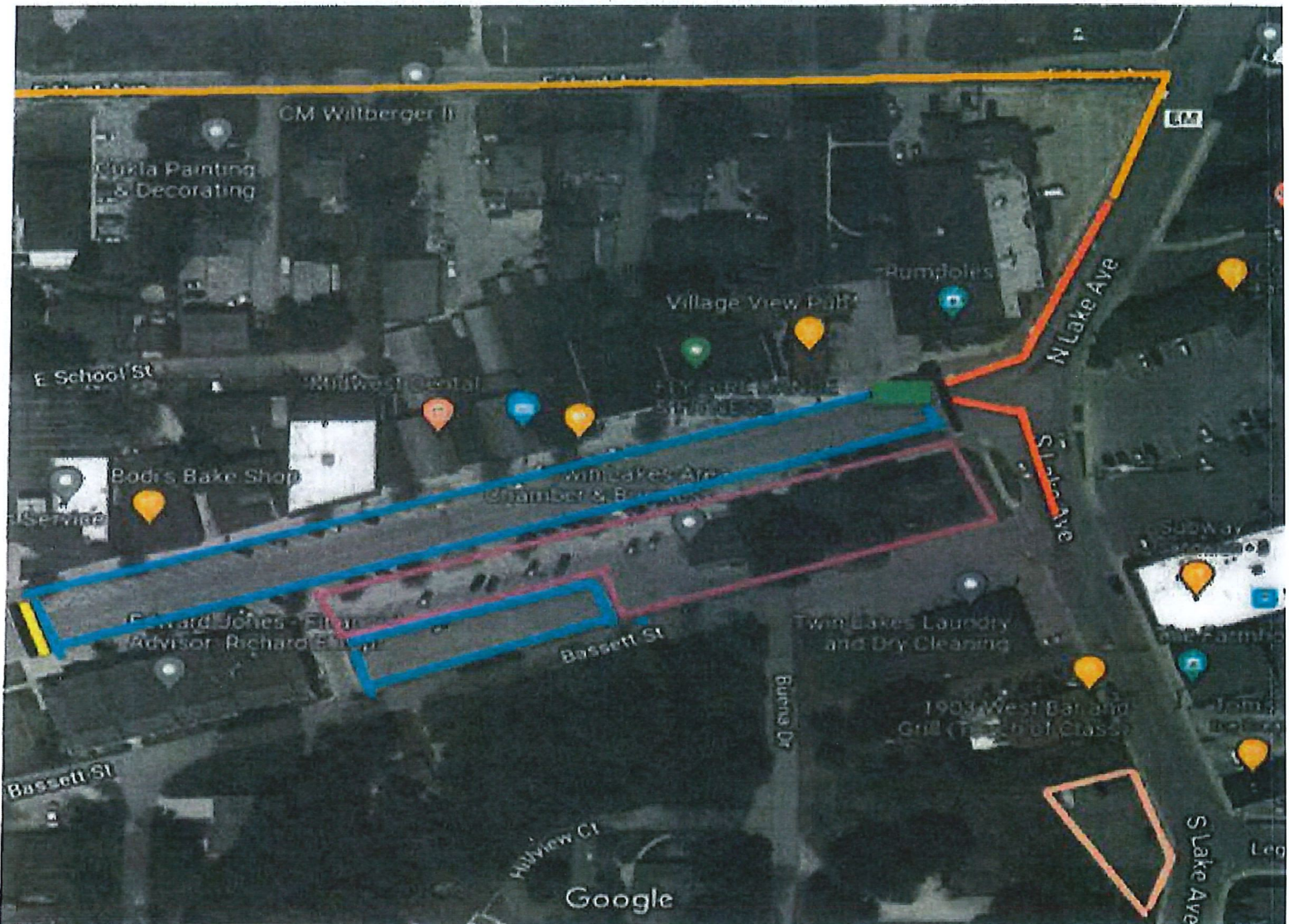
Approved Denied Notes _____

Fire Chief Signature _____ Date _____

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

CAR SHOW



Registration Tent (Present Pre-paid Number or \$20 day of Registration Fee Here) *green*

Entrance - Exit only

Show Parking Area *BLUE*

from Lake Ave to Registration Area *orange*

tour around Road Closing *light orange*

VENDOR/BUSINESS AREA *PINK*

for Parking *peach*
 vendor



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Section I- APPLICANT INFORMATION

Name of Applicant Twin Lakes Area Chamber & Business Ass'n

Name of Event Organizer/Producer Ann Lundberg/Nora Penaz

Production Company/Organization _____ FEIN # _____

Street Address 349 E Main St

City Twin Lakes State WI Zip code 53181

E-mail Address web@twinlakeschamber.com

Daytime Phone 262.877.2220 Cell Phone _____

For-Profit or Non-Profit Organization 501(c) 6 EIN # (Tax Exempt Number) not tax exempt

*All non-profits must present a copy of their current Tax ID - EIN#

Section II- EVENT INFORMATION- Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

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 Phone _____

Day of Event Contact Name same Phone same

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number 300 - 500

Description of Event
food, beer, soda, bands, ski show/demos

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 totes.

Select Park: Lance Park and Amphitheater Scout House Central Park
 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 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

Will there be any animals? Yes No
If yes, what type and how many _____

Will there be live performances, loud speakers or a DJ? Yes No
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-event clean-up
dumpster from Groot and Village totes

Description of plan for providing event security (if applicable)
work with TLPD

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

Will your event include the sale of beer and/or wine? Yes 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.

Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.
Chamber will sell hot dogs, brats, burgers, chips, soft drinks, water

Do you intend to use the available picnic tables and benches in the location? Yes No

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; must be coordinated with the Village of Twin Lakes Department of Public Works

Will any parking stalls be used or blocked during the event?

Yes No

Dates of Use 06/17/24 for volunteer and extra handicap spots

Total Number of Parking Stalls Requested and Location 15; Lance Park parking lot

Description of Signage to be used during event banners and color-plast signs

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

Electricity; Explain cooler for beer; ice trailer; lights, fans, nescos

Traffic Control; Explain _____

Police Services; Explain walk through to oversee event; will call if problems 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	_____	x _____ =	_____
Non-Resident	\$150.00 x	_____	x _____ =	_____
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			_____
Non-Profit or Resident	\$50.00		x _____ =	_____
Non-Resident	\$100.00		x _____ =	_____
Block Party/Street Closure				
Security Deposit	\$100.00			_____
			TOTAL	_____

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

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- (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 NO

Applicant Signature William Thompson Date 1-6-25

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 _____

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

ROCK THE LAKE

BAND
AREA

LANCE PARK

POTTIES

SCOUT HOUSE

04/03/2020

© All Pictometry

CONCESSIONS / BEER



5.)A.)3

Form
AB-220

Temporary Alcohol Beverage License

Municipality
TWIN LAKES

License(s) Requested	Fees
<input type="checkbox"/> Temporary "Class B" Wine	License Fees \$ 10.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check \$
	Total Fees \$

Part A: Organization Information

1. Organization Name
TWIN LAKES AREA CHAMBER AND BUSINESS ASSOCIATION

2. Organization Permanent Address
349 E MAIN ST

3. City
TWIN LAKES

4. State
WI

5. Zip Code
53181

6. Mailing Address (if different from permanent address)
P O BOX 64

7. FEIN

8. Date of Organization/Incorporation

9. State of Organization/Incorporation
WISCONSIN

10. Phone
262.877.2220

11. Email
web@twinlakeschamber.com

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
JANAS	JOY	CHAIRWOMAN	
TRONGEAM	WAYNE	PRESIDENT	
OLSZAK	EMILY	VICE PRESIDENT	
STREY	WILLIAM	TREASURER	2
HILLOCK	DARREN	SECRETARY	2

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Rock the Lake			
2. Dates of Operation 06/14/25		3. Hours of Operation 12 pm - 11 pm	
4. Premises Address Lance Park 55 Lance Dr			
5. City Twin Lakes		6. State WI	7. Zip Code 53181
8. County KENDSHA	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: TWIN LAKES		10. Aldermanic District
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 sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. We will be selling beer and malt beverages at Lance Park, using a temporary bar set up on the concrete pad overlooking the lake. Records will be kept at the event and at the Chamber office, 349 E Main St., in Twin Lakes. The Chamber building has an office, a conference room, 2 bathrooms, a kitchenette, and a basement.			

Part D: Attestation		
Who must sign this application? - one officer or director of the nonprofit organization		
<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>		
Last Name TRONBEAU	First Name WAYNE	M.I.
Title Chamber Board President	Email 702bullet@gmail.com	Phone 262.206.8695
Signature Wayne Tronbeau		Date 1-6-25

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

S.A.)4.



VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

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

Section I- APPLICANT INFORMATION

Name of Applicant Twin Lakes Area Chamber & Business Ass'n

Name of Event Organizer/Producer Ann Lundberg/Nora Penaz

Production Company/Organization _____ FEIN # _____

Street Address 349 E Main St

City Twin Lakes State WI Zip code 53181

E-mail Address web@twinlakeschamber.com

Daytime Phone 262.877.2220 Cell Phone _____

For-Profit or Non-Profit Organization 501(c) 6 EIN # (Tax Exempt Number) not tax exempt

*All non-profits must present a copy of their current Tax ID - EIN#

Section II- EVENT INFORMATION- Check the proper category

All applications are required to submit a detailed Site Plan/Map. Site Plan/Maps must include location, any street closures, barricades, parade routes, stages, alcohol sale location, tents, etc.

Title of Event Libertyfest Parade/Fest and Fireworks

Date(s) of Event July 5th, 2025

Location(s) of Event Parade (see map) Fest at Lance Park

Start Time for Event Parade 11 - noon a.m./p.m. End Time for Event Fest 4 - 11pm a.m./p.m.

Event Chair/Contact Person Ann Lundberg/Nora Penaz Phone _____

Day of Event Contact Name same Phone same

Is the event open to the public? Yes No

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 show

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 totes.

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

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 and 10 x 20 pop-ups over bar/food service area; no rentals

Will there be any animals? Yes No
If yes, what type and how many _____

Will there be live performances, loud speakers or a DJ? Yes No
If yes, what type and hours DJ 4 pm to 10 pm

Description of plan for handling refuse collection and after-event clean-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.

Will your event include the sale of beer and/or wine? Yes 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.

Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.
The Chamber will sell hot dogs, brats, chips, soft drinks, water

Do you intend to use the available picnic tables and benches in the location? Yes No

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; must be coordinated with the Village of Twin Lakes Department of Public Works
 Holy Hill Rd and church parking lot to North Lake Avenue to E. Main St. to Lance Park

Will any parking stalls be used or blocked during the event? Yes No

Dates of Use 07/05/25 for volunteer and extra handicap spots at Lance Park and review stand in front of Chamber building

Total Number of Parking Stalls Requested and Location 16; Lance Park parking lot and 5 in front of Chamber

Description of Signage to be used during event banners and color-plast signs

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s)

Electricity; Explain cooler for beer; ice trailer; lights, fans, nescos

Traffic Control; Explain help if needed from PD

Police Services; Explain road closures for parade

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	_____	x _____ =	_____
Non-Resident	\$150.00 x	_____	x _____ =	_____
Millennium Park Reservation Fee			# of Days	
Security Deposit	\$100.00			
Non-Profit or Resident	\$50.00		x _____ =	_____
Non-Resident	\$100.00		x _____ =	_____
Block Party/Street Closure				
Security Deposit	\$100.00			_____
			TOTAL	_____

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 NO

Applicant Signature Wagner Trangen Date 1-6-25

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 _____

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

LIBERTYFEST

DJ

LANCE PARK

POTTIES

SCOUT HOUSE

04/03/2020

© All Pictometry

CONCESSIONS/BEER





reviewing stand
 349 E Main St,
 (announcers, anthem,
 judges)

LIBERTIFEST PARADE

S.A.S.

Form
AB-220

Temporary Alcohol Beverage License

Municipality
TWIN LAKES

License(s) Requested	Fees	
<input type="checkbox"/> Temporary "Class B" Wine	License Fees	\$ 10.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check	\$
	Total Fees	\$

Part A: Organization Information

1. Organization Name
TWIN LAKES AREA CHAMBER AND BUSINESS ASSOCIATION

2. Organization Permanent Address
349 E MAIN ST

3. City
TWIN LAKES

4. State
WI

5. Zip Code
53181

6. Mailing Address (if different from permanent address)
PO BOX 64

7. FFIN

8. Date of Organization/Incorporation

9. State of Organization/Incorporation
WISCONSIN

10. Phone
262.871.2220

11. Email
web@twinlakeschamber.com

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
JANAS	JOY	CHAIRWOMAN	
TROHGEAU	WAYNE	PRESIDENT	
OLSZAK	EMILY	VICE PRESIDENT	
STREY	WILLIAM	TREASURER	
HILLOCK	DARREN	SECRETARY	

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Libertyfest			
2. Dates of Operation 07/05/25		3. Hours of Operation 2:00pm - 11:00pm	
4. Premises Address Lance Park, 55 Lance Dr.			
5. City Twin Lakes		6. State WI	7. Zip Code 53181
8. County Kenosha	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: Twin Lakes		10. Aldermanic District
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 sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. We will be selling beer and malt beverages at Lance Park, using a temporary bar set up on the concrete pad overlooking the lake. Records will be kept at the event and at the Chamber office at 349 E Main St. in Twin Lakes. The chamber building has an office, a conference room, a bathroom, a kitchenette, and a basement.			

Part D: Attestation			
Who must sign this application? - one officer or director of the nonprofit organization			
<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name TRONBEAU		First Name WAYNE	
M.I.			
Title Chamber Board President	Email 702bullet@gmail.com	Phone 262.206.8695	
Signature Wayne Tronbeau		Date 7-6-25	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

5.)A.)6.

Form
AB-220

Temporary Alcohol Beverage License

Municipality
TWIN LAKES

License(s) Requested	Fees	
<input type="checkbox"/> Temporary "Class B" Wine	License Fees	\$ 10.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check	\$
	Total Fees	\$

Part A: Organization Information

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3. City
TWIN LAKES

4. State
WI

5. Zip Code
53181

6. Mailing Address (if different from permanent address)
P O BOX 64

7. FEIN

8. Date of Organization/Incorporation

9. State of Organization/Incorporation
WISCONSIN

10. Phone
262.877.2220

11. Email
web@twinlakeschamber.com

12. Organization type (check one)

Bona Fide Club Church Fair Association/Agricultural Society Veteran's Organization

Lodge/Society Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? Yes No

14. Wisconsin Seller's Permit Number (if applicable)

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Last Name	First Name	Title	Phone
JANAS	JOY	CHAIRWOMAN	
TRONGEAL	WAYNE	PRESIDENT	
OLSZAK	EMILY	VICE PRESIDENT	
STREY	WILLIAM	TREASURER	2
HILLOCK	DARREN	SECRETARY	2

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Cornfest			
2. Dates of Operation August 14-16, 2025		3. Hours of Operation TH 2-10pm SAT 10a-11pm FR 2-11pm	
4. Premises Address Lance Park, 55 Lance Drive			
5. City Twin Lakes		6. State WI	7. Zip Code 53181
8. County Kenosha	9. Governing Municipality <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: Twin Lakes		10. Aldermanic District
11. Organizer of Event (if not the named applicant) Touch of the North Events		12. Email and/or Phone Number for Organizer of Event jayne@totnevents.com	
13. Organizer Website www.totnevents.com		14. Event Website https://cornfest.com	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. We will be selling beer and malt beverages from a temporary bar set up near the Scout House at Lance Park. Records will be kept at the event and at the Chamber office, 349 E Main St. in Twin Lakes. The Chamber office has an office, a conference room, a bathroom, a kitchenette, and a basement.			

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<p>READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>		
Last Name TRONGEAU	First Name WAYNE	M.I.
Title Chamber Board President	Email 702bullet@gmail.com	Phone 262.206.8695
Signature Wayne Trongeau		Date 1-6-25

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 1/21/2025 Pd \$10.00	License Number
Date License Granted	Date License Issued
Signature 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)	Proposed: \$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, **please write in pen or type.** 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 lake level);
- 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.



Village of Twin Lakes

105 E Main St, PO Box 1024 • Twin Lakes WI 53181 • 262-877-2858

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	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
--------------	---------	-----------------------

4. Is the applicant a business? Yes No
- a. If YES, is the permit or approval you are applying for necessary for you to conduct this business in Twin Lakes?
- b. If YES, please explain why (attach additional sheets if necessary):

5. Location where the pier is being installed

Address _____

Village/City/Town _____

Parcel Number _____

Waterway _____

6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address
Name of Riparian #2	Address

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this pier will be constructed)

(d) Date activity will begin if application is approved _____; be completed: _____.

(e) Is any portion of the requested project now complete? Yes No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to complete this application. Any inaccurate information submitted may result in board approval revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
--	-------------

New/Replacement Pier Sample Drawing

<p>DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING</p>	<p>Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.</p>
<p>Proposed Materials:</p> <ul style="list-style-type: none"> 16 pipe supports Pier deck planks are 2"x8"x5' Estimated project cost: \$3,000 	<p>1" = 2000' ft.</p> <p>Address _____</p> <p>Lake Mary</p> <p>PROJECT SITE</p> <p>HILLSIDE RD.</p> <p>GTH/BB</p> <p>SW 1/4, NE 1/4 SEC. 11 T1N R17E</p>

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

1" = 40'

Top View

Water Depth 4'

Water Depth 3'

Water Depth 2'

Water Depth 2'

5'

9'

PIPES

Shoreline

Steve Tyler

Lot width 115'

John Smith

1" = 12'

Cross Section

60'

WATER LEVEL

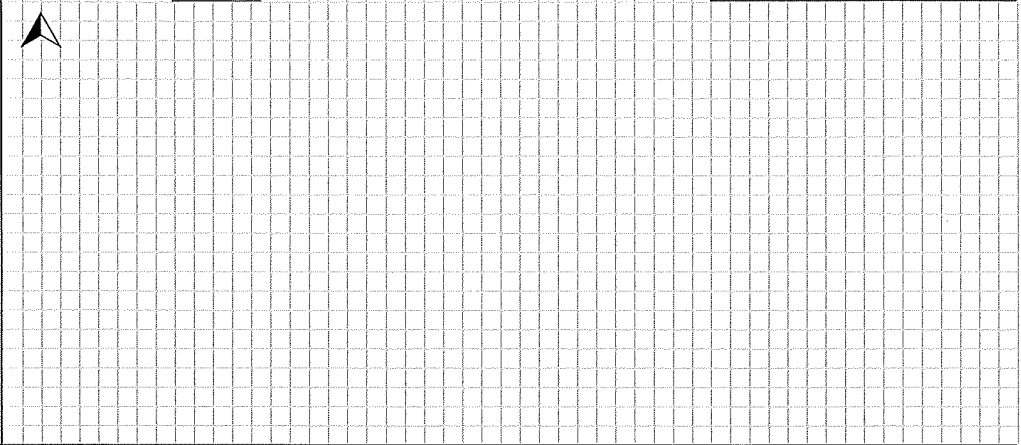
4'

LAKE BED


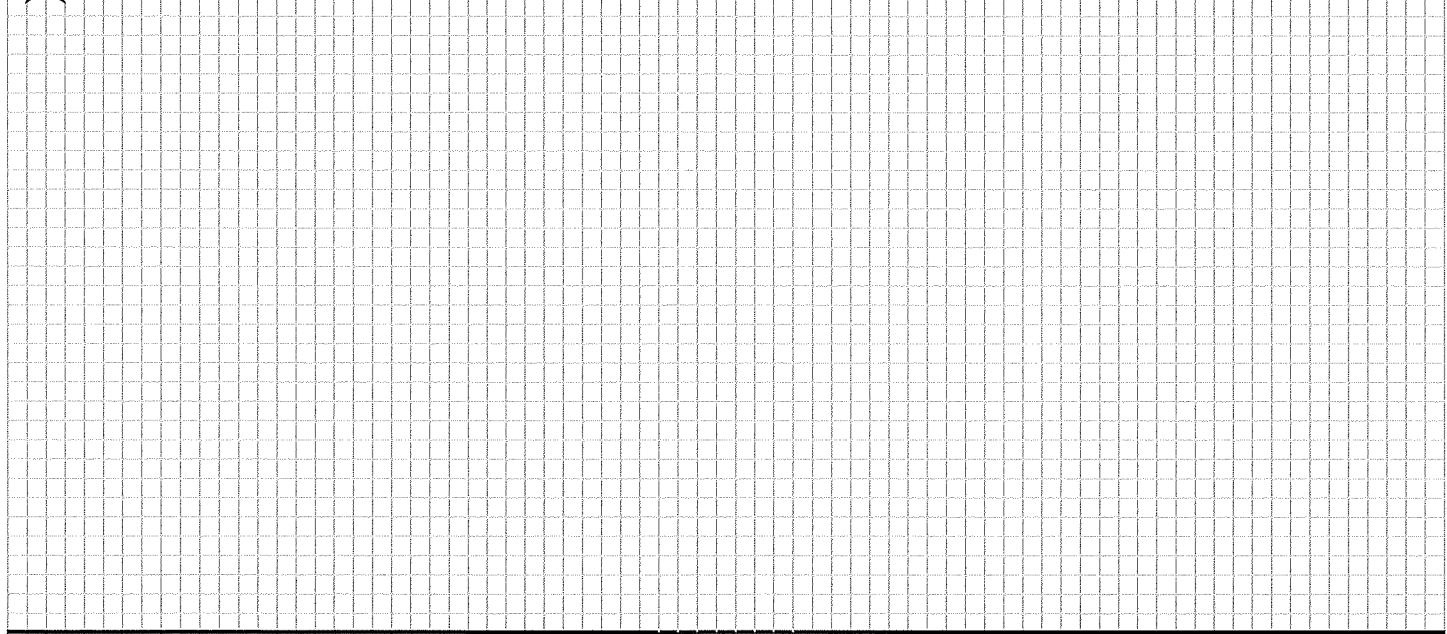
Bottom

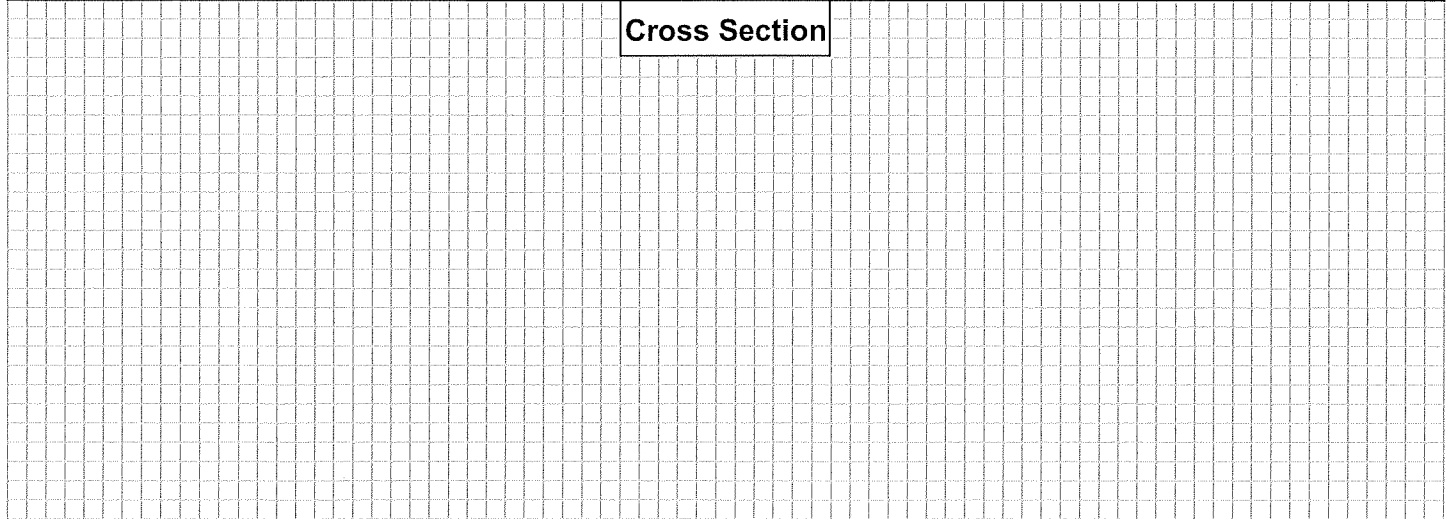
Pipes

New/Replacement Pier Application Drawing

Drawings of proposed activity should be prepared in accordance with sample drawing.	Location Sketch (Indicate scale) Show route to project site: include nearest main road and crossroad.	
Proposed Materials	N 1" = _____ ft.	Address _____
		

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

N 1" = _____ ft. 	Top View
	

Cross Section 

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 Lessor 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 Aquanuts

Village President

Village Clerk