



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, October 2, 2023 – 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, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. PUBLIC COMMENTS AND QUESTIONS
5. PRESIDENT AND TRUSTEE REPORTS
 - A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
 1. Discussion regarding the Village's Public Records Request Release Policy.
 2. Other?
 - B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
 1. Other?
 - C. TRUSTEE BILL KASKIN - CEMETERY, SANITATION, RECYCLING, SENIORS
 1. Discussion regarding the Village's Contract with Groot Waste Management.
 2. Other?
 - D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
 1. Other?
 - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
 1. Discussion regarding full-time EMS staffing for the Twin Lakes Fire & Rescue Department.
 2. Other?
 - F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
 1. Other?
 - G. VILLAGE PRESIDENT HOWARD SKINNER

1. Discussion regarding an Event Permit submitted by the Twin Lakes Chamber for Trees on Parade on December 1st & 2nd.

2. Other?

6. CLOSED SESSION

Notice is given that the Village Board may move to closed session for the following reasons:

1. Pursuant to Wis. §19.85(1)(c) related to employment, compensation, promotion, or performance evaluation for the purposes of discussing compensation for the Police Chief. [Roll Call Vote]

7. OPEN SESSION

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

8. 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

POLICY MANUAL

P-4

Public Records Request Release Policy

The Village of Twin Lakes is subject to the requirements of the Wisconsin Public Records and Property Law (Sec. 19.31 – Sec. 19.39 Wis. Stats.), and recognizes that a part of the duties of designated employees of the Village should be the responsibility to provide access to information concerning the public records of the Village.

The following policies relating to the release, inspection and reproduction of public records and property are as follows:

1. DESIGNATION OF PUBLIC RECORDS. The Village of Twin Lakes recognizes and designates public records as defined by Section 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.
2. DESIGNATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS OF THE VILLAGE OF TWIN LAKES. The Village of Twin Lakes designates the position of Village Clerk as the official legal custodian of the Public Records of the Village. It shall be the responsibility of the individuals in this position to execute all duties and responsibilities of the Village of Twin Lakes pursuant to Wisconsin's Public Records and Property Law.

As the official legal custodian of the public records of the Village, the individuals in these positions shall be responsible for timely response to any request for access to the public records of the Village. The custodian shall be responsible for the release of the public records of the Village of Twin Lakes, the conditions under which public records may be inspected and the collection of costs for the location or reproduction of public records.

All employees of the Village of Twin Lakes will be informed in writing that the positions that have been designated the official legal custodians of the public records of the Village. The employees shall be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this policy.

The Village of Twin Lakes further identifies the positions of Village Administrator, Accountant/Treasurer, and Deputy Village Clerk as Local Public Officers of the Village of Twin Lakes.

3. POWERS OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS OF THE VILLAGE OF TWIN LAKES. All requests for the release, inspection and/or reproduction of the public records of the Village of Twin Lakes shall be directed or referred to the appropriate Village official legal custodian.

The official legal custodian is vested with authority to make all necessary decisions relative to the release, inspection and reproduction of public records and is granted authority necessary to

carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law (Sec. 19.31 – 19.39, Wis. Stats.), or this Resolution.

4. PROCEDURE FOR THE RELEASE, INSPECTION AND REPRODUCTION OF PUBLIC RECORDS AND PROPERTY OF THE VILLAGE OF TWIN LAKES. The Village of Twin Lakes adopts the following Notice as the official procedure of the Village in responding to requests for the release, inspection or reproduction of the public records and property of the Village of Twin Lakes: Official Notice Attached.

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the public records and property of the Village of Twin Lakes. Any questions in regard to this Notice shall be directed to the official legal custodian of the public records of the Village.

~~It is the general policy of the Village of Twin Lakes that the official legal custodian will not respond to oral requests for records of the Village, and, therefore, all requests for any records of the Village must be submitted in writing to the official legal custodian.~~

Records requests can be submitted in written or oral form. In the case of an oral request, the authority retains the right to orally deny the request, unless the requester requests a written statement explaining the denial within 5 business days from the date of the oral denial.

It is not necessary that any person requesting access to the records of the Village identify himself or herself in order to obtain a record unless otherwise required by law, nor need any person requesting access to the records of the Village state any reason for his or her request.

This Notice may be modified from time to time, but absent such modification, the decisions of the official legal custodian of the public records of the Village of Twin Lakes shall be in conformity with its provisions.

Copies of the Notice shall be prominently displayed at Village Hall and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

5. ADOPTION OF FEE SCHEDULE REGARDING THE COSTS FOR THE LOCATION AND/OR REPRODUCTION OF THE PUBLIC RECORDS AND PROPERTY OF THE VILLAGE OF TWIN LAKES. The Village of Twin Lakes adopts the attached fee schedule to cover the actual costs relating to the location and reproduction of any of the public records of the Village. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the public records of the Village.
6. PUBLIC RECORD PRESERVATION. The public records of the Village of Twin Lakes shall be retained and preserved by the official legal custodian as required by all applicable laws and no public records shall be destroyed without the prior written approval of the custodian.

No record of the Village of Twin Lakes shall be destroyed after the receipt of a request for such record until after the request is granted, until at least sixty days after the request is denied or until any dispute concerning the request has been completely and finally resolved.

7. INDEMNIFICATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS OF THE VILLAGE OF TWIN LAKES. Any costs or fees incurred by the official

legal custodian of the public records of the Village shall be directly reimbursed by the Village to the custodian.

ATTACHMENT: OFFICIAL NOTICE

~~This Notice has been adopted by the Village of Twin Lakes pursuant to Chapter 38, Wis. Stats. The Village has directed that this Notice be placed in a prominent and conspicuous location at Village Hall so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the public records of this Village.~~

~~The Village of Twin Lakes is subject to the Wisconsin Public Records Law. The following information is provided to the public to assist them in obtaining access to the public records of the Village. The Village of Twin Lakes has formally adopted this Notice pursuant to Wis. Stat. Chapter 19. This Notice shall be placed in a prominent and conspicuous location at Village Hall to allow public visibility and accessibility. Copies of this Notice are available from the official custodian responsible for the Village's public records.~~

~~The Village of Twin Lakes operates in compliance with the Wisconsin Public Records Law. To facilitate public access to our records, the following information is provided.~~

1. The following positions have been designated as Local Public Officers of the Village of Twin Lakes: **Village Clerk, Village Administrator/Treasurer, Deputy Clerk, Accountant/Treasurer**. The names of the individuals presently holding these positions can be obtained by contacting the Village Office of the Clerk which is located at the following address:

~~108105~~ E Main Street, Twin Lakes, WI 53181

2. Any public record of the Village will be made available for inspection at the offices of the Village Clerk during normal business hours (~~9:00:30~~-a.m. —~~5:00:30~~-p.m.) upon ~~proper~~ request. No original public records of the Village shall be removed from the possession of the local public officers. The local public officers shall be responsible for designating where, when and how the public records of the Village may be inspected and copied. However, the decisions of the official legal custodian of the public records shall be governed by this ~~n~~Notice.
3. The policy of the Village of Twin Lakes regarding the release, inspection and/or reproduction of public records is as follows:

~~It is the general policy of the Village that the official legal custodian will not respond to oral requests for records of the Village, and, therefore, all requests for any records of the Village must be submitted in writing to the official legal custodian. Records requests can be submitted in written or oral form. In the case of an oral request, the authority retains the right to orally deny the request, unless the requester requests a written statement explaining the denial within 5 business days from the date of the oral denial.~~

It is not necessary that any person requesting access to the records of the Village identify himself or herself in order to obtain a record unless otherwise required by law, nor need any person requesting access to the records of the Village state any reason for his or her request.

After the receipt of any request for access to the public records of the Village, the official legal custodian will attempt to make such public records available as soon as practicable and without delay, thereafter as practical. If a request was made in writing and is denied, it will be denied in writing.

If the official legal custodian determines that portions of any public records requested contain information which should not be released, the custodian will edit such public records to remove the material not to be released and thereafter release the balance of the document.

Any requests for computer public records of the Village will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine.

- ~~4. Any request for a record must reasonably describe the record or information sought. If the official legal custodians cannot reasonably determine what public records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated.~~
4. Any request for a record must reasonably specify the subject matter or the timeframe represented by the record. Record requests that only describe the format desired (such as 'all emails') without reasonable limits on time and subject matter are often overly broad and may not meet legal requirements. The records custodian may require the requester to provide a reasonable description of the records sought. If the official legal custodians cannot reasonably determine the public records or information that is being requested, the request will be denied in writing and list the reason for the denial.
- ~~5. Any person shall have not only Any individual has the right to inspect the public records of the Village, but also and the right to receive a reproduction of such public records. In the event that a person files a If an individual submits a request for reproduction of any of the public records of the Village, that person they shall be informed of the costs of locating and reproducing such public records. The Village's fees for the production of its public records are detailed in the attached Fee Schedule. Fees charged by the Village relative to the costs of producing any of the public records of the Village are as follows:~~

Fee Schedule Attached.

ATTACHMENT: FEE SCHEDULE

I. COSTS OF LOCATING DOCUMENTS:

There will be no locating fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$50.00.

Some of the public records of the Village of Twin Lakes are in off-site storage, archived, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior approval of the requestor before proceeding. In addition, the custodian will not be required to provide an estimate of the total anticipated costs for locating the record.

The Village will determine the cost of locating a record by using the hourly rate of the lowest paid employee capable of performing the task.

II. REPRODUCTION AND SHIPPING EXPENSES:

1. Costs of copying and reproduction of public records where equipment is available.

- A. ~~Copier cost is \$0.25/single-sided page or \$0.30/double-sided page for each page. Copying fees shall be limited to the "actual, necessary, and direct cost of reproduction and transcription of the record" unless otherwise mandated by applicable law, as specified in Wis. Stat. §Sec. 19.35(3)(a). The copying fee is 5 cents for black and white copies and 14 cents for color copies.~~
- B. ~~There will be no cost charged for operational employees' time in photocopying any fewer than 25 pages in aggregate. If more than 25 pages are to be copied, then an hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded in ¼-hourly basis.~~
- C. ~~There will be no cost charged for operational employees' time in scanning documents any fewer than 25 pages in aggregate. If more than 25 pages are to be scanned, then an hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded in ¼-hourly basis for the creation of an electronic record from any paper records (scanning).~~

D.B. Existing electronic records will be provided electronically at no cost. Printing of electronic records will be subject to the photocopying cost structure.

E.C. The actual cost to the Village of Twin Lakes of any medium used for reproduction shall also be paid by the person making the request. An hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded on a ¼ hourly basis.

F.D. Staff time will be charged using the hourly rate of the lowest paid employee capable of performing the task.

2. Costs of reproduction of public records where equipment is not available within the Village of Twin Lakes.
 - A. If equipment necessary for any reproduction is not available within the Village of Twin Lakes, then the Village will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the Village to the third party vendor.
 - B. The actual cost to the Village of Twin Lakes of any medium used for reproduction shall also be paid by the person making the request.
3. The actual cost of mailing or shipping will be charged.

III. PAYMENT OF FEES:

1. The official legal custodian of the public records of the Village of Twin Lakes may require the payment of costs provided herein in advance if they exceed \$5.00.
2. The official legal custodian of the public records of the Village of Twin Lakes may, in his or her sole discretion, elect to waive the imposition of the costs provided for herein.

By order of the Village Board: 4/17/1710/16/2023

2024 – 2030

**AMENDMENT TO THE CONTRACT FOR CURBSIDE
RESIDENTIAL RECYCLING AND REFUSE COLLECTION FOR
THE VILLAGE OF TWIN LAKES**

THIS AMENDEMENT, to the CONTRACT between the VILLAGE OF TWIN LAKES (Village) and Groot Recycling & Waste Services, Inc. (Contractor) is made and entered into as of this _____ day of _____, 2023.

WHEREAS, the Village and Contractor entered into the agreement CONTRACT FOR CURBSIDE RESIDENTIAL RECYCLING AND REFUSE COLLECTION FOR THE VILLAGE OF TWIN LAKES dated January 1, 2017; and

WHEREAS, the Village has determined that is in their best interest to amend the existing CONTRACT with Contractor entered on January 1, 2017 for seven (7) years following the expiration of the existing CONTRACT at midnight on December 31, 2023.

NOW THEREFORE, the CONTRACT is amended as follows:

- 1. Section 1, Paragraph 1 - CONTRACT PRICE is replaced in its entirety by the following:

“Contract Price. The Village shall pay to the Contractor a sum equal to the amount described in the attached rate schedule per unit, per month, beginning January 1, 2024. This rate shall include all costs associated with the execution of this contract, unless specifically identified elsewhere, including but not limited to, the cost of collections, processing, recycling and disposal. The outlined rates shall be increased on January 1, 2025 and each January thereafter by a calculation of 3%. The Contractor shall bill the Village in advance on a monthly basis for services as described herein. Statement shall be due within 30 days of receipt of invoice.”

- 2. The RATE SCHEDULE of the CONTRACT is deleted and replaced with the RATE SCHEDULE attached hereto and incorporated herein.

- 3. Section 2 TERM is replaced in its entirety by the following:

“a. The initial term of the Agreement shall be for a period of seven (7) years beginning January 1, 2024 and ending December 31, 2030.”

b. Upon mutual agreement of both parties, the term and conditions of the Contract may be renewed or extended beyond the term identified above.”

All terms and conditions of the Contract thereto not specifically amended by this AMENDMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the Village has caused these presents to be executed on the date first herein above set forth by its representatives, and the official seal of the Village to be affixed, and the Contractor had duly executed the same either in person or by its duly authorized officers or agents.

VILLAGE OF TWIN LAKES

GROOT RECYCLING & SERVICES, INC.

By: _____
Howard Skinner, Village President

By: _____
Kiel Pennington, Division Vice President

Attest:

Attest:

By: _____
Sabrina Waswo, Village Clerk

By: _____
Josh Molnar, Municipal Manager

Rate Schedule

Single Family/Duplex/Condo Dwelling Units Curbside Solid Waste Collection

Container Size	January 1, 2024
Curbside Refuse with 95 Gallon Container	\$11.67
Additional 95 Gallon Container	\$6.26
Bulk Items	One (1) Per Week At No Charge
White Goods	No Charge By Appointment

Single Family/Duplex/Condo Dwelling Units Curbside Recycling Collection

Container Size	January 1, 2024
Curbside Recycle with 95 Gallon Container	\$4.20

Additional recycling containers provided upon request at no charge.

Multi-Family Complexes Solid Waste Collection

Container Size	January 1, 2024
1 Yard	\$56.43
1.5 Yard	\$62.70
2 Yard	\$68.95

Business/Commercial Curbside Solid Waste Collection

Container Size	January 1, 2024
2 x 95	\$25.10

Business/Commercial Curbside Recycling Collection

Container Size	January 1, 2024
95 Gallon Container	\$12.55

All monthly rates outlined above shall be increased on January 1, 2025 and each January thereafter by a calculation of 3%.

5.) 6.) 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 AND BUSINESS ASSOCIATION

Name of Event Organizer/Producer NORA PENAZ / ANN LUNDBERG

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 TREES ON PARADE HOLIDAY SHOPPING & VILLAGE TREE LIGHTING

Date(s) of Event DECEMBER 1 & 2, 2023

Location(s) of Event CENTRAL PARK - TREE LIGHTING ST. JOHN'S - EVENT

Start Time for Event ^{Tree lighting} 4:00 a.m./(p.m.) End Time for Event ^{Tree lighting} 6:00 a.m./(p.m.)
_{Trees on Parade} Friday 12/1 4-8pm Saturday 12/2 10-4pm

Event Chair/Contact Person NORA PENAZ Phone 877.2220 office
ANN LUNDBERG 815.768.5760 cell

Day of Event Contact Name NORA PENAZ Phone _____
ANN LUNDBERG

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number 600

Description of Event
FRIDAY 12/1 Carols & bands prior to tree-lighting in Central Park. Village Board member and Santa light the tree. Santa taken to St John's in a firetruck. Remainder of event in St. John's Community Center.

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 Chamber office + St. John's 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.

pop-ups in Central Park for bands + carders

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 4-6 Central Park school bands + choruses

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

Description of plan for providing event security (if applicable)

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 One of the schools may

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

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 December 1st - save a space for a fire truck to take Santa to St. John's.

Total Number of Parking Stalls Requested and Location 4 or 5

Description of Signage to be used during event 18 x 24 signs around town, possibly banners at usual ingress locations

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 to escort Santa to St. John's

Police Services; Explain to escort Santa to St. John's

Fire/EMS Services; Explain fire truck to take Santa to St. John's

Other; Explain _____

Scout House, Lance, Central, West Side Park Reservation Fee	# of Parks	# of Days	Applicable Fee
Security Deposit	_____		= _____
Non-Profit or Resident	_____	x _____	= _____
Non-Resident	_____	x _____	= _____
Millennium Park Reservation Fee		# of Days	
Security Deposit			_____
Non-Profit or Resident		x _____	= _____
Non-Resident		x _____	= _____
Block Party/Street Closure			
Security Deposit			_____
		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  Date 9-28-23

VILLAGE OF TWIN LAKES STAFF USE ONLY

Date Filed with Clerk 9/28/2023 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 Katie Hall Date 09/28/23

Approved Denied Notes _____

DPW Signature  Date 9-28-23

Approved Denied Notes _____

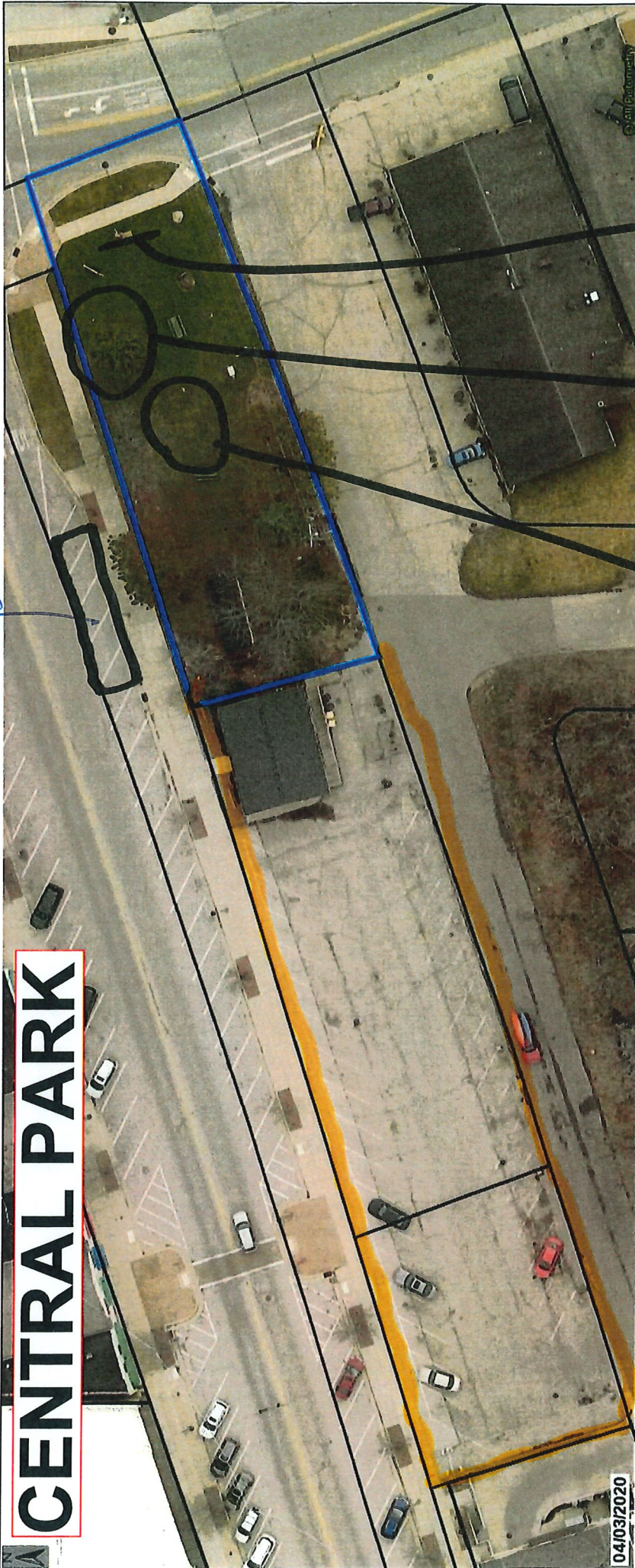
Fire Chief Signature  Date 9-28-23

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

CENTRAL PARK

Five truck
to take to
Sage
St. Schmitz



possible
hot chocolate
area

Tree
to be
lit

Pop up tent
for school
singers/bands

04/03/2020