



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 MEETING Monday, October 16, 2023 – 6:30 p.m. Village Hall, 105 E. Main Street, Twin Lakes, WI

AMENDED AGENDA

Added Item 8.G.2.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. APPROVAL OF MINUTES: September 18, 2023 Regular Board Meeting
5. APPROVAL OF VOUCHERS FOR PAYMENT: Corporate Checking (including General Fund, Sanitation, Capital Projects-E/M, Sewer Utility, Lake Rehab, Sewer Hook-Up, Sewer Replacement, and Tax Account): 35779-35812 Payroll Related Checking and State/Federal Tax Wires: 18393-18398 Expenses – \$240,559.80
6. PUBLIC COMMENTS AND QUESTIONS: The Village Board will receive comments on agenda items only.
7. OMNIBUS AGENDA
 - A. Motion to approve updates to the Village’s Public Records Request Release Policy.
 - B. Motion to approve an amendment to the Village Contract with Groot Waste Management for curbside recycling and refuse collection.
 - C. Motion to approve an Event Permit submitted by the Twin Lakes Chamber for Trees on Parade on December 1st and 2nd.
8. PRESIDENT AND TRUSTEE REPORTS
 - A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
 - 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. September 2023 Building Permits: 30; Valuation: \$1,417,413.00; Fees Collected: \$23,093.18.

- E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
1. Consideration of a motion to approve a request by Twin Lakes Fire & Rescue to cover the costs of the Annual Fire Department Turkey Dinner.
- F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
1. Discussion and possible action regarding a quote from Sabel Mechanical for a pump hoist in the amount of \$24,693.44
- G. VILLAGE PRESIDENT HOWARD SKINNER
1. Discussion and possible action regarding a Special Event Permit for a Kris Kringle Market hosted by Birch on Main.
2. Consideration of a motion to approve a Special Event Permit from the Twin Lakes Chamber for the Trees on Parade & Village Tree Lighting event on December 1st and 2nd.
3. Trick or Treat is scheduled for 4:00pm to 7:00pm on Halloween, Tuesday, October 31, 2023.
4. BUDGET WORKSHOP: 2024 Proposed Budget Review.

9. CLOSED SESSION

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

1. Pursuant to §19.85(1)(c) related to employment, compensation, promotion, or performance evaluation for the purposes of discussing compensation for the Police Chief and pursuant to Wis. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding Public Works and Sewer collective bargaining agreements expiring on December 31, 2023.
[Roll Call Vote]

2. 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.

10. 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.

2024 – 2031
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 and six (6) months beginning January 1, 2024 and ending June 30, 2031.”

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.

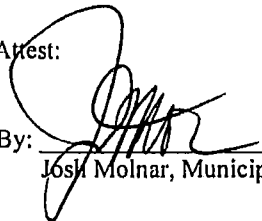
By: _____
Howard Skinner, Village President

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%.

8) F.) 1.



Quote No. Q10579
Date: Sep 11, 2023

W 3150 Co Rd H, Fond du Lac, WI 54937
920-581-5810
www.sabelmechanical.com
Sabel Contact: Brad Parkhurst
Email: bparkhurst@sabelmechanical.com

Sabel Mechanical LLC

Customer Billing Information	Job Site Information	Contact and Other Information
Village of Twin Lakes 105 E Main St, Twin Lakes, WI, 53181	Twin Lakes WWTP 901 Gatewood Dr, Twin Lakes, WI, 53181	Contact: Greg Richter Phone: (262)877-3404 Email: sewer@twinlakeswi.gov

Sabel Mechanical is pleased to submit this proposal for:

Scope of Work

1. Pump Hoist \$24,693.44

Labor, Equipment, and Materials to perform the following:

- Install concrete post supports
- Fabricate steel posts and beams
- Install hoist onsite
- Includes galvanized plating of steel beams and posts
- Includes all plated hardware

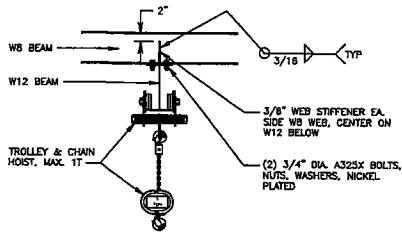
Quote Total: \$24,693.44
Estimate valid until: Oct 11, 2023

Customer Signature: _____ Date _____

Customer Name (Print) _____

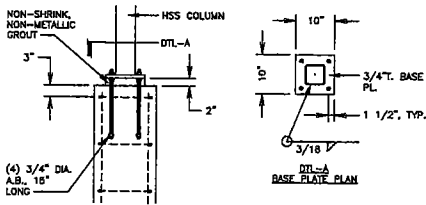
P.O. #: _____

Due to the fluctuating material pricing and availability, quote is valid thru end of today's business day, Pricing may have to be adjusted at time of purchase and will be reflected when project is invoiced



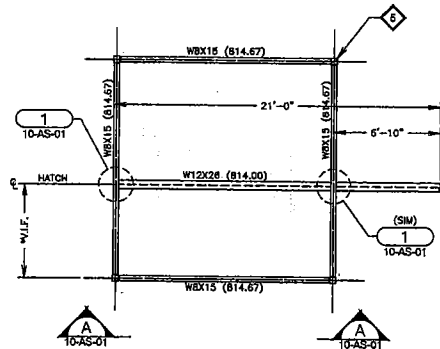
ELEVATION VIEW

DETAIL 1 NTS
HOIST TROLLEY BEAM CONNECTION

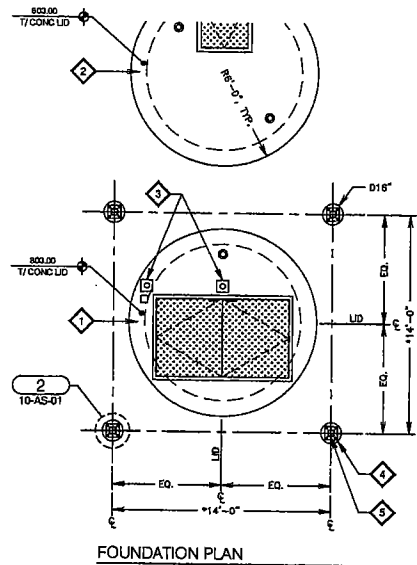


SECTION VIEW

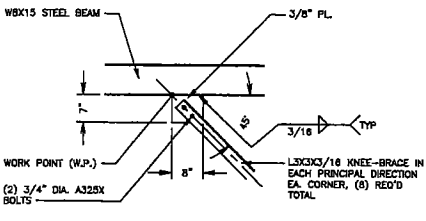
DETAIL 2 NTS
COLUMN ANCHORAGE



LIFT STRUCTURE FRAMING PLAN

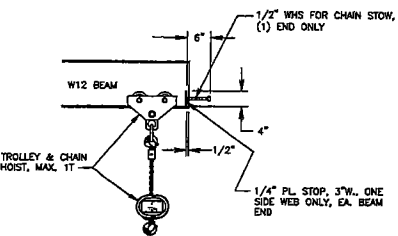


FOUNDATION PLAN



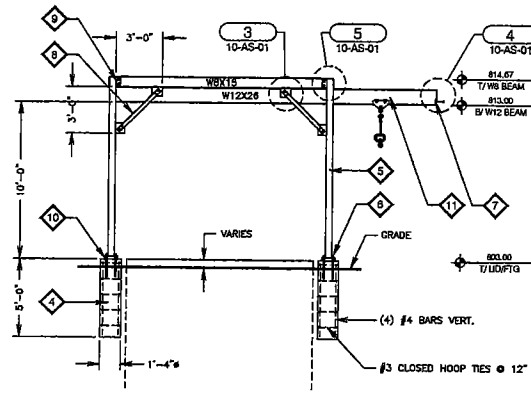
ELEVATION VIEW

DETAIL 3 NTS
LATERAL BRACE



SECTION VIEW

DETAIL 4 NTS
TROLLEY-STOP



ELEVATION A

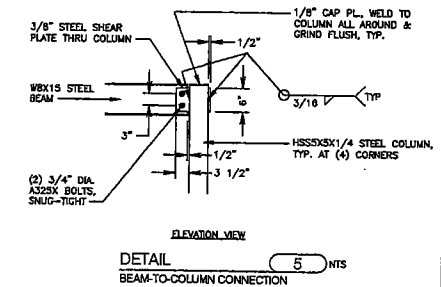
TOWN & COUNTRY REVIEW - NOT FOR CONSTRUCTION (8/25/23)

GENERAL NOTES

- EXISTING INFORMATION SHOWN ON DRAWINGS WAS OBTAINED, IN PART, FROM EXISTING DOCUMENTATION, FIELD MEASUREMENTS AND INFORMATION PROVIDED BY OTHERS. CONSTRUCTOR IS RESPONSIBLE FOR VERIFYING ACCURACY OF INFORMATION AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
- ALL NEW STEEL COMPONENTS TO BE HOT-DIP GALVANIZED AFTER FABRICATION. ANCHOR BOLTS SHALL BE DACROMET-COATED.
- REFERENCE PROJECT MANUAL TECHNICAL SPECIFICATIONS FOR APPLICABLE MATERIAL GRADE REQUIREMENTS.
- PRIOR TO STEEL FABRICATION, VERIFY IN FIELD (V.I.F.) DIMENSIONS MARKED WITH (C) TO AVOID NEW FOUNDATION CONFLICTS WITH EX. UNDERGROUND FACILITIES. NOTIFY ENGINEER FOR RESOLUTION, AS NECESSARY.
- BEAMS ARE ALIGNED CENTERED ON GRIDS SHOWN, OFFSET SHEAR CONNECTIONS PLATES, TYP.
- SET ANCHOR BOLTS (A.B.) USING A TEMPLATE. PLACEMENT IS CRITICAL.
- SUBMIT FABRICATOR SHOP DRAWINGS FOR ENGINEER REVIEW PRIOR TO FABRICATION.

KEY NOTES

- EX. WETWELL STRUCTURE AT & BELOW GRADE
- EX. VALVE VAULT STRUCTURE AT & BELOW GRADE
- EX. JIB CRANE BASE
- NEW 18" DIA. CONCRETE COLUMN FOOTING. (4) REQ'D
- NEW HSS5X5X1/4" STEEL COLUMN WITH BASE PLATE. (4) REQ'D
- (4) 3/4" DACROMET-PLATED ANCHOR BOLTS PER COLUMN
- TROLLEY-STOP
- L3X3X1/4" KNEE BRACES, EA. CORNER, EA. DIRECTION
- BOLTED/WELDED BEAM-T-COLUMN CONNECTION, TYP.
- NON-SHRINK, NON-METALLIC GROUT SOLID AFTER ANCHOR BOLTS ADJUSTED AND FRAME IS PLUMBED & LEVEL.
- W12X26 TROLLEY BEAM, UNDERSLUNG



ELEVATION VIEW

DETAIL 5 NTS
BEAM-TO-COLUMN CONNECTION



VILLAGE OF TWIN LAKES EVENT PERMIT APPLICATION

Please fill in all sections completely. Incomplete applications will be rejected. Applications must be submitted AT LEAST 4 WEEKS prior to the proposed event date for approval.

Section I - APPLICANT INFORMATION

Name of Applicant Kimberly Adcock

Name of Event Organizer/Producer Kris Kringle Market (Adcock Farm + Co)

Production Company/Organization Birch on Main FEIN # _____

Street Address 334 Main St

City Twin Lakes State WI Zip code 53181

E-mail Address _____

Daytime Phone _____ Cell Phone _____

For-Profit or Non-Profit Organization 501(c) _____ EIN # (Tax Exempt Number) NA

*All non-profits must present a copy of their current Tax ID - EIN#
(Vendor fees cover all expenses)

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 Kris Kringle Market

Date(s) of Event 11/25/23

Location(s) of Event Downtown sidewalks + parking lot (if permitted)

Start Time for Event 9:00 a.m./p.m. End Time for Event 2:00 a.m./p.m.

Event Chair/Contact Person Kim Adcock Phone _____

Day of Event Contact Name Kim Adcock Phone _____

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number ~ 4,000

Description of Event
an outdoor market of vendors selling items + kids activities + wreath making + Santa visit
(we would like to do a carriage ride also but can work w/ TL Country Club trails if need be)

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.

(preferred) and/or 3

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 public restrooms in business building

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.

However, vendors will be setting up 10x10 tents w/ insurance proof

Will there be any animals? Yes No

If yes, what type and how many horses (2) carriage ride

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

If yes, what type and hours live acoustic music 10am-2pm

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

we will clean up

Description of plan for providing event security (if applicable)

we dont think security is needed - hopefully

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 (we will email list of vendors when completed)

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

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

public may sit down

currently ~ 45 vendors

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

if agreed, we would like to barricade
Main St, like the summer block parties,
in front of the businesses

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

Dates of Use 11/25/23 7am-1:30pm 3pm

Total Number of Parking Stalls Requested and Location In front of businesses on
Main St

Description of Signage to be used during event Just road signs promoting
event prior

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 possibly if needed if road is ^{closed} barricaded
- Police Services; Explain _____
- 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		<u>100.00</u>
		TOTAL	<u>100.00</u>

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 [Signature] Date 10/1/23 10/1/23

VILLAGE OF TWIN LAKES STAFF USE ONLY

Date Filed with Clerk 10/4/2023 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 _____ 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 _____



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 # 39-1165966

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

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 Carolers & 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 offer hot chocolate,

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

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	\$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		
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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  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 _____

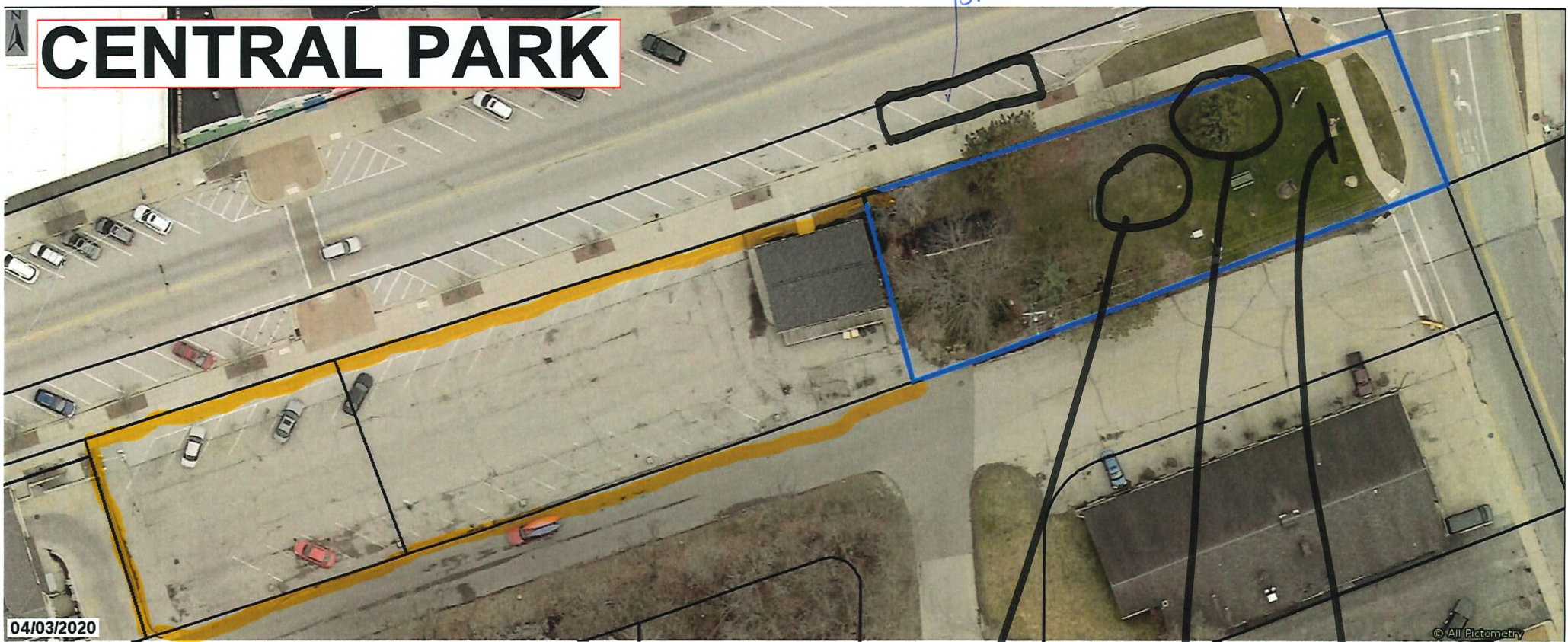
Fire Chief Signature  Date 9-28-23

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

CENTRAL PARK

Fire truck
to take
Santa to
St. John's



04/03/2020

© All Pictometry

pop up tent
for school
singers/bands

Tree
to be
lit

possible
hot chocolate
area