



VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181

Phone (262) 877-2858 Fax (262) 333-3286

VILLAGE BOARD MEETING

Monday, April 15, 2024 – 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 VILLAGE BOARD: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. 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): 36069-36110, 311-354 Expenses – \$316,001.65
5. PUBLIC COMMENTS AND QUESTIONS: The Village Board will receive comments on agenda items only.
6. OMNIBUS AGENDA
 - A. Motion to approve a one-year lease extension for the Lance Park concession stand with the Aquanuts.
 - B. Motion to approve a quote from Xylem for \$7,680.48 for a lift station pump repair.
 - C. Motion to approve the purchase of new fitness equipment from Johnson Fitness & Wellness for \$23,680.76.
 - D. Motion to approve Ordinance 2024-4-1 Amending section 10.23.080 of the Village Code pertaining to parking limitations.
7. PRESIDENT AND TRUSTEE REPORTS
 - A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
 1. Discussion and possible action regarding the Chamber's use of the Community Center.
 - 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. March 2024 Building Permits: 14; Valuation: \$130,500.00; Fees Collected: \$1,847.00.
 - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES

1. Discussion and possible action regarding various requests from the Twin Lakes Sailing Club for the 2024 season.

F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY

1. Discussion and possible action regarding a proposal from Lionheart for generator maintenance.

G. VILLAGE PRESIDENT HOWARD SKINNER

1. Discussion and possible action regarding an Event Permit for the American Legion on May 27th, 2024 from 10:00 am to 1:00pm.
2. Discussion and possible action regarding an Event Permit for H2O Adaptive Sports at Lance Park.
3. Motion to approve board and commission reappointments.

8. CLOSED SESSION

Notice is given that the Village Board may move to closed session for the following reasons: **1.)** pursuant to Wis. Stat. s. 19.85(1)(g) related to conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved specifically regarding Richard Thayer claim **2.)** 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 for the purpose of deliberating the sale price of a portion of 920 Lance Drive [Roll Call Vote]

9. 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.

VILLAGE OF TWIN LAKES

ORDINANCE NO. 2024-4-1

An Ordinance Amending Section 10.28.080 Of The Twin Lakes Code Of Ordinances Pertaining to Parking Limitations

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain as follows, to wit:

SECTION I

Section 10.28.080 B. of the Twin Lakes Code of Ordinances pertaining to Parking Limitations is hereby amended to read as follows:

- A. The following parking limitations are established, and there shall be no stopping, standing or parking at any time in any of the following areas which are posted with signs that restrict parking:
- H. **Lake Elizabeth Marina (Parcel # 86-4-119-324-3092)**
1. **South side of the parcel -100ft to the lake is no parking. 101ft to East Lakeshore Drive is 10-minute parking**

SECTION II

Except as herein amended, the provisions of Section 10.28.080 (B) are confirmed and shall remain in full force and effect.

SECTION III

All Ordinance or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION IV

This Ordinance shall take effect immediately upon passage and publication as provided by law, and the Village Clerk/Treasurer shall so amend the Village of Twin Lakes Code of Ordinances and shall indicate the date and number of this creating Ordinance therein.

Dated this 15th day of April, 2024.

ATTEST:

VILLAGE OF TWIN LAKES

Sabrina Waswo, Village Clerk

Howard K. Skinner, Village President

Members Voting:

___ Aye

___ Nay

___ Absent

___ Abstained



7.) A.) i.

COMMUNITY CENTER RENTAL CONTRACT

Village of Twin Lakes

105 E. Main Street · Twin Lakes, WI 53181 (262)877-2858

RESERVATION DATE: _____ **EVENT:** _____

Renter's Name: _____ Organization Name: _____

Email: _____ Village Resident? Yes No

Address: _____ City/State/Zip: _____

Primary Phone: _____ Other Phone: _____

Alternate Contact Name: _____ Alternate Contact Phone: _____

RENTAL INFORMATION:

Type of Event: _____

Time of Event: _____ am / pm to _____ am / pm *(Include setup and cleanup time)*

Maximum # of Participants Expected: _____ Private Event Open to the Public

Community Center

105 E. Main Street

Entrance on Lance Drive

Civic Organizations: \$75 (Resident) \$150 (Non-Resident)

(Civic Organizations defined as Homeowners Associations, Government Entity, Girl/Boy Scouts, 4H, American Legion, Lions Groups, Senior Association)

Security Deposit \$1,000 / per rental day

TOTAL DUE: \$ _____

NOTES:

PLEASE READ:

Any person or group wishing to reserve a Village facility must submit this completed contract form with appropriate fee and deposit to the Village Office. All reservations must be made 5 business days in advance of the event. Requests will be accepted on a first-come, first served basis, subject to space availability.

CANCELLATION — The full fee and deposit amounts will be refunded if the reserving party cancels the reservation not later than 14 days prior to the reservation date. Cancellations after 14 days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

By signing below, I hereby acknowledge that I have completed the above information to the best of my knowledge, read the above information, received a copy of the Rental Rules, and will agree to all said rules and guidelines governing the use of the Village Community Center. The undersigned applicant further agrees on behalf of him or herself and all users of the Twin Lakes Community Center under the auspices of this application to indemnify and hold harmless and release the Village of Twin Lakes, its officers, elected officials, agents and insurers as and against any and all actions, demands, damages, causes of actions and claims of any kind or nature, including actual attorney's fees arising from, or in any way attributed to, in whole or in part, the granting of this application and/or the use of the Twin Lakes Community Center by the applicant or anyone participating in or involved with the event which is the subject of the application. Notwithstanding the foregoing, the applicant shall not be required to indemnify the Village against the Village's own negligent or intentional conduct. By signing this agreement, I/we acknowledge that I/we have read it, and the rules and guidelines in its entirety, have given its terms due consideration, understand said terms and understand that I/we are freely and voluntarily giving up certain rights. I/we further intend that this agreement shall be binding upon all of our heirs' successors and assigns.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Reservation Made: _____ Staff Initials _____
Amount Paid: _____ Deposit: _____ Deposit Returned: _____ Village Check # _____



VILLAGE OF TWIN LAKES COMMUNITY CENTER RENTAL RULES & GUIDELINES

RESERVATIONS: Reservation request will be taken on a first come, first served basis, subject to space availability. Reservations can only be made 4 months prior to the event, and 5 business days in advance of event. The Village of Twin Lakes reserves the right to refuse any lease request at any time, and reserves the right to cancel a reservation at any time if the room is needed for Village business. Groups/users who utilize the facility on a regular basis are required to submit a new application each time. Applications will only be accepted with full payment of rental fee(s) and security deposit. The status order of a reservation is determined by the date of receipt by the Village of Twin Lakes of the signed application and payment, not the date of the initial inquiry. No telephone reservations will be accepted.

HOURS: The Village of Twin Lakes Community Center is available for rental between the hours of 8:30 am – 10:00 pm. Premises must be cleaned and vacated by 10:00 pm or the ending time stated on the contract. It is important to allow for set-up and clean-up time when deciding your hours of usage. Another rental may be scheduled before or after your rental period. Any renter accessing the facility prior to their reservation may be subject to loss of deposit and loss of rental privileges for a year.

FEES: Civic Organizations defined as Homeowners Associations, Girl/Boy Scouts, 4H, American Legion, Lions Groups, Senior Association: \$75 (Resident) \$150 (Non-Resident). The Village of Twin Lakes Community Center meeting room is available with tables (8 circle, 6 rectangle), 80 chairs, kitchen with microwave and refrigerator, restrooms, and off-street parking for groups up to a maximum of 150 people.

CANCELLATIONS: The full fee and deposit amounts will be refunded if the reserving party cancels the reservation no later than 14 days prior to the reservation date. Cancellations after 14 days prior to the reservation date will receive a refund of the full deposit and half the rental fee.

KEYS: The individual responsible for the rental will be issued a key to the Community Room entrance. Keys must be picked up from the Village of Twin Lakes Police Department (920 Lance Drive) the day of the event, and returned immediately after the event to the Police Department. The applicant must lock the doors after the event. If doors are left unlocked after the event, applicant will lose \$100 of their security deposit and be liable for any damage that may occur.

SECURITY DEPOSIT: A security deposit will be charged to all groups renting the facility for loss or damage to keys, equipment damage, contacting of Village staff during non-business hours, damage and/or clean-up costs. The deposit will be returned after the facility and/or equipment is inspected by Village staff and is found in good condition. The Village will refund the deposit amount within 30 days after the last day of the reservation provided the inspection passes successfully. Please advise Village Hall as soon as possible if there is any problem with the appliances, restrooms, tables, windows, etc. If the facility is damaged as a result of an event or rental, the cost for the labor and materials used for repair will be charged to the event renter.

Damage deposits are 100% refundable as long as all of the following conditions are met:

1. The facility (including outside) is left in a clean and orderly manner.
2. Use of the room does not exceed the scheduled time.
3. All tables, chairs, and equipment are accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing rental usage of the Village of Twin Lakes are met.

If these conditions are not met to the satisfaction of staff per these guidelines, an appropriate fee will be deducted from the damage deposit. If necessary, the Rental Applicant will be charged an additional fee to cover any additional costs. Rental Applicant shall be liable for any loss, damage, or injury sustained by virtue of the activity conducted.

SET UP, CLEAN UP, & DAMAGE POLICY: The renter is required to set up and take down all tables, chairs, and personal equipment. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean up, losses, or damages above and beyond your deposit as well as be subject to loss of rental privileges for one year. The Village of Twin Lakes is not responsible for any equipment or other items left at the Community Center at any time. The renter is responsible for doing the following in regard to cleaning and closing the facility:

- Clean the inside of the building. Wipe down tables and chairs, sweep floor, remove decorations, clean bathroom and kitchen facilities, pick up garbage and empty garbage cans. All tables and chairs must be put back in the same place the renter found them.
- Clean outside of the building. Clean up any debris left around the building from your rental and remove all supplies, equipment or objects you brought with you.
- **All garbage from inside and outside of the shelter must be bagged and placed in receptacles. All excess garbage which doesn't fit in the provided receptacles must be removed from the premises. Use receptacles when available.**
- Recycling is mandatory. Please utilize the recycling containers for your plastic, glass, and aluminum only (no garbage). All recyclable material must be cleaned.

INSURANCE: Rentals open to the general public must provide a Certificate of Liability Insurance in the amount of \$2,000,000 naming the Village of Twin Lakes as an additional insured, prior to the scheduled event.

KITCHEN: The kitchen is to be used as a warming kitchen, and intended for catering and reheating only. Kitchen may not be used for the preparation of food. Kitchen includes: a large refrigerator with freezer, serving window, microwave, and counter top space with electrical outlets. It is the responsibility of the Rental Applicant to provide all cooking, serving, and eating dishes, utensils, and all other items not listed here. No one is allowed to store any items in the kitchen prior to or after the event. The Village of Twin Lakes is not responsible for any items left in the building at the conclusion of your event. It is the responsibility of the Rental Applicant to clean the kitchen at the conclusion of the rental.

DECORATING INFORMATION: All decorations must be put up and taken down without damaging walls, woodwork, floors, ceilings, windows or blinds. Nails, tape, tacks, staples, and screws are prohibited. No open flame devices are allowed, which includes candles, hurricane lamps, lanterns, chafin dish, etc. Dance wax or any other types of dancing compounds are not allowed. The renter must remove decorations immediately following the event.

SMOKING/TOBACCO POLICY: Smoking and the use of tobacco products or vaping is strictly prohibited inside and within 100 feet outside of the building at all times.

ALCOHOLIC BEVERAGES: Consumption, distribution and selling of alcoholic beverages is strictly prohibited on premises.

PARTIES ELIGIBLE FOR RENTAL: The Community Center may only be utilized by public non-profit groups, private non-profit groups, or governmental agencies. No Village facilities will be used by private individuals, businesses or corporations for money-making activities. No Village facilities will be used for political rallies, religious services, or fundraising activities.

COMMERCIAL OR PROFIT-MAKING ACTIVITY: Commercial or profit-making activities/programs are **not allowed**. You may not sell products, solicit donations, sell tickets, or offer other money-making activities. Facilities may not be used or rented for personal profit or for private lessons. A permit holder shall use only those areas and facilities that are specifically reserved and so designated on the permit. There shall be no subleasing of facilities reserved by permit.

TENTS, BOUNCE HOUSES, INFLATABLE: Tents, bounce houses and inflatables are not allowed at the Community Center and are prohibited on Village property.

ANIMALS: Animals are NOT permitted inside the facility, except for certified service animals.

AV EQUIPMENT: Audio Visual equipment is NOT available.

CONDUCT OF GROUP: The Rental Applicant identified on the application as representing the organization/group, shall be responsible for the conduct and control of both patrons and participants at the event/activity, and must be present at the facility throughout the entire time of the activity or designate an alternate adult supervisor. The supervisor shall remain on site until all members of the group have left the facility. Children must be supervised at all times by an adult. Rental Applicant should keep a copy of the permit and fee receipt to verify reservation. Permits must be exhibited to any duly authorized person. It shall be the responsibility of the Rental Applicant to pay for all damages or loss that are a result of the improper use or supervision of the facility, equipment, buildings, or grounds in addition to the Security Deposit. If your event requires police intervention, all of your Security Deposit may be withheld and the event may be terminated.

DISTURBANCE: The Rental Applicant will be responsible for any charges incurred if the Village of Twin Lakes Police or Fire Department responds to the facility due to disturbances, and the event may be terminated. Permission to use Village facilities will be granted only where the function can be reasonably accommodated and such use will not unduly interfere with the rights of the general public, the prior use by others, or Village sponsored programs, and will not present a clear and present danger to public health and safety. Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Village of Twin Lakes.

If, during the course of any rental, the Village of Twin Lakes deems that the activities of any participant or spectator have become abusive or destructive of Village or private property or have become adverse of the permitted intent, the Village of Twin Lakes Police Department reserves the right to immediately interrupt, terminate, or cancel that event as necessary, in the interests of public safety. In such cases, Rental Applicant waives any claims for damages or compensation.

EXTERIOR DOORS: All exterior doors, including patio door must remain closed (do not prop open).

FIREARMS: No firearms or dangerous weapons are allowed.

PROBLEMS: If any problems are experienced with your reserved facility on the weekend, or during non-office hours, call the Village of Twin Lakes Non-Emergency Police Department at (262)877-9056. In the event that Village staff time is utilized during non-business hours, you may be charged the hourly wage of the person responding to your call. You will not be charged if your call pertains to a building malfunction, key does not work properly, or other situation that is caused in part by an error of Village staff.

Any deviation from the above rules may result in the renter forfeiting a portion or all of their security deposit, paying for damages, and/or loss of future renting privileges. The Village of Twin Lakes reserves the right to add, delete, or modify the rules and regulations regarding use of the Twin Lakes Community Center at any time.



Twin Lakes Sailing Club

March 25, 2024

Village Board, Village of Twin Lakes
108 East Main Street
Twin Lakes, WI 53181

Dear Trustees,

The officers and members of the Twin Lakes Sailing Club respectfully request approval by the Twin Lakes Village Board for the standard course marking and operating procedures historically conducted by the club for our annual summer sailing season on Lake Elizabeth. The days and times of the regularly scheduled races will be Saturdays, Sundays and Holidays from Memorial Day through Labor Day between 10 am and 2 pm. Times may vary somewhat due to wind and weather conditions.

The course layout is determined just before each race based on wind direction, wind speed, and the type of race selected. We generally use two large brightly colored course buoys and one small offset marker buoy - all are easy to see. We use a pontoon boat called the Committee Boat from which we oversee and score the race. Additionally, we have safety boats to assist any race participants in need. We also use an electronic air-horn signaling device to notify participating boats of critical time markers for the start of each race. We no longer use a signal cannon for any of the races and we haven't for at least 15 years.

We are continuing our youth sailing school program using small Optimist and Sunfish sailboats. During the months of June and July we provide lessons for 3 weeks on Thursday and Friday nights. We use small buoys in the sailing area as training markers, and we organize some races for the kids so they can practice what they have learned. For these events we would need to mark a small course with buoys, have a horn or whistle for signals, and would also use a pontoon boat, motorboat or wave runner from which to observe and provide additional safety. An air horn is not used for the training sessions but could be used for the races.

Your anticipated approval of the course markings, signals, and operating procedures is appreciated.

Very truly yours,
TWIN LAKES SAILING CLUB


Dean Todaro (630.926.3611)
Secretary/Treasurer


Sander Kloet (847.687.3169)
Commodore



By: _____

7.)E.)1.



7.)F.)1.

Quote Number Q-000122568
 Revised From Q-000100783
 Quote Date 04/10/2024
 Contract Start Date 06/01/2024
 Contract End Date 05/31/2025

Proposal

Greg Richter
 Twin Lakes Wastewater Treatment
 Plant - WI
 901 Gatewood Dr
 Twin Lakes, WI 53181-9313

Hi Greg,

Thank you for the opportunity to maintain critical equipment vital to your business. I have provided a scope of work and costs below for preventative maintenance services. Please call if you need changes to the scope of work or have any questions about this proposal. Thank you for choosing to rely on the people at LionHeart.

Generator Services:

June, 2024 - May, 2025

Location	Equipment Designation	Generator Maintenance	ATS Maintenance	Total
1306 Musial Rd Lift Station 7	Lift 7 #J100162880	\$577.00 Weekday	\$140.00 Weekday	\$717.00
1402 2nd Street Lift Station 6	Lift 6 - New Gen #1220137337	\$665.00 Weekday	\$140.00 Weekday	\$805.00
2151 Lake Shore Dr Lift Station 8	Lift 8 - New Gen #1220146235	\$665.00 Weekday	\$140.00 Weekday	\$805.00
300 West Park Dr Lift Station 3	Lift 3 #J100162879	\$577.00 Weekday	\$140.00 Weekday	\$717.00
3133 Howden Ave Lift Station 4	Lift 4 - New Gen #1220141402	\$855.00 Weekday	\$140.00 Weekday	\$995.00
525 Bayview Ave Lift Station 1	Lift 1 #5.L16163	\$577.00 Weekday	\$140.00 Weekday	\$717.00
554 Herda Ave Lift Station 9	Lift 9 - New Gen #1220143282	\$755.00 Weekday	\$140.00 Weekday	\$895.00
801 Rosebud Ave Lift Station 2	LIFT 2 #J100162881	\$577.00 Weekday	\$140.00 Weekday	\$717.00
875 Bayview Ave Lift Station 10	Lift 10 - New Gen #1220143281	\$755.00 Weekday	\$140.00 Weekday	\$895.00
901 Gatwood Drive - Plant	Plant #25262892	\$1,084.00 Weekday	\$140.00 Weekday	\$1,224.00
Park Ln & Swallow Rd Lift Station 5	Lift 5 #8.L05839	\$600.00 Weekday	\$140.00 Weekday	\$740.00



Quote Number Q-000122568
Revised From Q-000100783
Quote Date 04/10/2024
Contract Start Date 06/01/2024
Contract End Date 05/31/2025

Sub Total	\$9,227.00
Sales Tax	Exempt
Freight	Not Included
Total June, 2024 - May, 2025	\$9,227.00
Quote Total	\$9,227.00

LionHeart Field Service Engineers are required to test your equipment during service. Please ensure testing is allowed during the designated work hours and contact me with any questions.

Tax Exempt. Freight Not Included. Additional charges for freight and taxes may apply, if not included in the quoted total above. If expedited shipping is needed, additional freight charges will apply.

This estimate is valid for 30 days and is based on evaluation of the requirements to complete the designated scope of work. Supplemental charges may apply for additional labor or material required due to unforeseen circumstances. Parts and scheduling availability is determined at time of order, upon acceptance of this proposal or countersignature of other required documents. **Payment terms are Net 30**, unless approved in writing by LionHeart. Discounts do not apply. Payment to LionHeart is not contingent upon payment from a third party. LionHeart prefers payment by check or ACH. **Credit cards will be accepted for invoices of less than \$15,000.** A 3.0% fee will be invoiced separately for credit card charges in excess of this amount. Past due accounts shall bear finance charges computed on a monthly rate of 1.5%. LionHeart shall be entitled to recovery of reasonable attorney and collection fees in the event of any legal action.

Sincerely,

Jordan Cazzola
Account Executive - Outside Sales
Hunter Sales Team
Cell: (414) 294-9124
24/7 PH: 844-LHPOWER | 844-547-6937

Acceptance Signature

Date



LIONHEART
CRITICAL POWER SPECIALISTS

GENERATOR MAINTENANCE

✓ LEVEL 1 INSPECTION

Includes comprehensive inspection of the following systems critical for power generation and safety.

COOLING SYSTEM

Radiator
Hoses
Fan drive and pulley
Drive belts
Jacket water heater
Water pump
Coolant

FUEL SYSTEM

Fuel tank
Fuel lines and connections
Governor and controls
Fuel pressure
Day tank and pump

LUBE OIL SYSTEM

Oil level and condition
Operating oil pressure
Crankcase breather
Ventilation

STARTING SYSTEM

Batteries
Terminals
Starter
Alternator
Battery charger

ENGINE MONITORS + SAFETY CONTROLS

Control panel
Alarm indicators
Gauges
Remote annunciators

AIR INDUCTION + EXHAUST

Air filters
Air inlet system
Turbocharger
Exhaust system
Louver motors

✓ LEVEL 2 MAINTENANCE

Includes Level 1 Inspection plus the preventative maintenance and services listed below.

- Replace and dispose lube oil and oil filters
- Replace and dispose fuel filters and clean applicable fuel screens
- Inspection alternator assembly (brushes and slip rings) and lubrication of rear bearing if applicable
- Laboratory analysis of oil, coolant, and fuel sample (additional cost if approved)

✓ LOAD BANK TESTING

Our resistive load banks allow our Field Service Engineers to test generator performance up to 100% of rated capacity.

- Verify the generator is capable of performing properly at incrementally higher kW loads (block loading)
- Confirm the generator is capable of accommodating its maximum load for an extended time
- Satisfy code requirements for NFPA + NEC and provide comprehensive reports

844.LHPOWER
24 HOURS A DAY / 365 DAYS A YEAR
POWERASSURED.COM



AUTOMATIC TRANSFER SWITCH MAINTENANCE

✓ AUTOMATIC TRANSFER SWITCH (ATS) INSPECTION

Includes comprehensive inspection of the ATS components below.

CONTROL PANEL HARDWARE

Indicator bulbs
Gauges
Alarms
Controls

MECHANICAL HARDWARE

Linkages
Limit switches
Interlocks
Phase barriers
Arc Chutes

ACCESSORIES

In-phase monitor
Elevator presignal
Communication module
Engine start contacts

ADDITIONAL ITEMS TO BE INSPECTED

Inspect voltage-sensing relays and settings
Record pick-up/dropout voltages for normal and emergency
Temperature readings of individual cable lugs utilizing an infrared thermometer
Inspect ATS enclosure for moisture or evidence of overheating
Clean ATS enclosure to remove dust and light debris

PARALLELING SWITCHGEAR MAINTENANCE

✓ PARALLELING SWITCHGEAR INSPECTION + TESTING

Includes comprehensive inspection of the paralleling switchgear components below.

*It is strongly encouraged this service be performed in conjunction with annual load bank testing.

CONTROL PANEL HARDWARE

Connections
Relays
Sync lights
Fuses
Insulators
Control wiring

Voltmeter
PLC battery
Indicator lamps
Power bus
Frequency meter
Switchgear battery

INSPECTION OF CIRCUIT BREAKER

Inspection of racking mechanism
Lubrication of linkages if necessary
Circuit breaker maintenance and testing *(quoted upon request)*
Protective relay and maintenance *(quoted upon request)*

FULL FUNCTION TEST OF SWITCHGEAR

Start-up generators and close to bus using breaker control switches
Check generator and set no load voltage and frequency with digital voltmeter
Manually complete synchronization of generators and close to the bus
Test alarms and shutdowns *(some applications require additional labor)*
Clean enclosure to remove dust and light debris

7.) 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 JEFF MARTIN / AMERICAN LEGION POST 544

Name of Event Organizer/Producer TWIN LAKES AMERICAN LEGION POST 544

Production Company/Organization _____ FEIN # _____

Street Address PO BOX 907 989 LEGION DRIVE

City TWIN LAKES State WI Zip code 53181

E-mail Address TWINLAKESLEGIONPOST544@GMAIL.COM

Daytime Phone 262-877-3669 Cell Phone 262-877-3669

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

*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 MEMORIAL DAY PARADE

Date(s) of Event MAY 27, 2024

Location(s) of Event LANCE PARK / LEGION PARK

Start Time for Event 1000 (a.m./p.m.) End Time for Event 1:00 a.m. (p.m.)

Event Chair/Contact Person JEFF MARTIN Phone _____

Day of Event Contact Name JIM SCHMIDT Phone _____

Is the event open to the public? Yes No

Will you charge an admission fee? Yes No

Estimated Attendance Number 100

Description of Event
ANNUAL MEMORIAL DAY PARADE - STAGE AT LANCE PARK 10:00, STEP OFF AT 11:00. PROCEED ON LANCE DR / E MAIN ST TO S. LAKE AVE. SOUTH ON S. LAKE AVE TO LEGION DR. EAST ON LEGION DR TO AMERICAN LEGION POST.

PERMIT REQUESTED

Parade Permit - No Charge

Block Parties: Small event limited to one street with 4 barricades in a neighborhood. Public Works will provide barricades the business day prior to your event and pick them up on the first business day following the event. It is your responsibility to set up and take down the barricades before and after your event. Main streets that are thoroughfares may not be approved due to safety issues. Residential block parties are not to last more than 6 hours between 9:00 am and 10:00 pm. Sale of alcohol is PROHIBITED at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of designated area. As a courtesy, please discuss plans with your neighbors prior to the event.

Park Reservation: All users of the parks must check in at the Police Department in person or by phone (262-877-9056) on the day of the scheduled event prior to and after use of the facility to insure refund of security deposit. A key is available at the Police Department for entry to the Scout House and for use of electric at Millennium Park. The key must be returned to the Police Department immediately after the event. Prior to leaving, the electric and/or doors need to be locked and all garbage disposed of in outside cans or toters.

- Select Park: Lance Park and Amphitheater Scout House Central Park
 West Side Park Millennium Park Pavilion

Describe Restroom facilities available to all participants _____

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.

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 REMARKS USING PA SYSTEM AT 12:00 (LEGION WEST)

Description of plan for handling refuse collection and after-event clean-up
DUMPSTER @ AMERICAN LEGION POST

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
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
LANCE PARK, LANCE DRIVE/E MAIN, S LAKE AVE, LEGION DR
FOR DURATION OF PARADE

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

Dates of Use _____

Total Number of Parking Stalls Requested and Location _____

Description of Signage to be used during event _____

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 BARRICADES

Police Services; Explain TRAFFIC, LEAD PARADE

Fire/EMS Services; Explain _____

Other; Explain _____

Scout House, Lance, Central, West Side Park		# of Parks	# of Days	Applicable Fee
Reservation 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	<u>0</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.

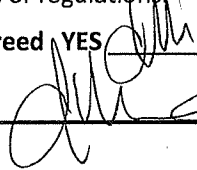
LIABILITY INSURANCE REQUIREMENT

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**  **NO** _____

Applicant Signature _____ Date MAR 21, 2024

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 _____



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 H2O Adaptive Sports - Susan Richey / Cindy Amore
 Name of Event Organizer/Producer Adaptive Water Ski Clinics
 Production Company/Organization H2O Adaptive Sports FEIN# _____
 Street Address 1820 Watercolor Place
 City Grayslake State IL Zip code 60030
 E-mail Address h2o adaptive sports @ gmail . com
 Daytime Phone Sue Richey Cell Phone Cindy Amore
 For-Profit or Non-Profit Organization 501(c) X EIN # (Tax Exempt Number) _____
 *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 H2O Adaptive sports - Learn to Ski Clinics
 Date(s) of Event 6/17/24; 7/8/24; 7/25/24; 7/29/24; 8/5/24
 Location(s) of Event Lance Park
 Start Time for Event 7am a.m./p.m. End Time for Event 4pm a.m./p.m.
 Event Chair/Contact Person Susan Richey Phone _____
 Day of Event Contact Name Cindy or Amore Phone _____
 Is the event open to the public? Yes No
 Will you charge an admission fee? Yes No
 Estimated Attendance Number 20-25 participants plus family members
 Description of Event
Water Ski Clinic - 2 boats - 1 skier per boat - safety crew following on PWC -
This event provides participants with varying physical and developmental abilities the opportunity to enjoy water skiing and tubing water sports.

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 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.

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 _____

Description of plan for handling refuse collection and after-event clean-up
Collect trash in park trash/recycle totes and move to parking lot for removal

Description of plan for providing event security (if applicable)
NA

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.

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

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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 _____

Total Number of Parking Stalls Requested and Location _____

Description of Signage to be used during event _____

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 Access to power from Scout House

Traffic Control; Explain _____

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	_____	_____	= <u>100</u>
Non-Profit or Resident	\$75.00 x	_____	x <u>1</u>	= _____
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.

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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 Cynthia A. Amore Date 3/7/24

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 [Signature] Date 3-14-24

Approved Denied Notes _____

Fire Chief Signature _____ Date _____

Approved Denied Notes _____

COW Meeting Date _____ Board Meeting Date _____ Permit Number _____

H2O Adaptive Sports

March 11, 2024

Twin Lakes- Village Board,

We wanted to thank you again for supporting our efforts to continue our Adaptive waterski events at Lance Park. At this time, we would like to begin to schedule events for this coming summer of 2024. All of our event days run from 8:00 am - 4:00 pm.

Please let us know if the following dates are available at Lance Park:

Monday, June 17th

Monday, July 8 (Veterans Event)

Thursday, July 25 (Extreme Recess)

Monday, July 29th

Monday, August 5th

Our events will be sanctioned by USA Water Ski and we have added the Village of Twin Lakes as an additional insured on our organization liability coverage. A copy of the insurance is to be sent to you directly from the USA Water Ski and Wake Sports Association.

We certainly could not have accomplished the success of our program without the support of the Twin Lakes community and the use of the great facilities at Lance Park. We look forward to another successful summer providing a day of fun on the water for individuals with varying abilities.

Best Regards,

Cindy Amore
H2O Adaptive Sports

TERMS EXPIRING IN APRIL 2024

PLAN COMMISSION – 3 yr

Carl Smith

BOARD OF APPEALS - 3yr

Tom Porps

Lisa Wallerich

2 vacant

POLICE COMMISSION May – 5 yr

Carl Smith

CEMETERY BOARD - 3 yr

Wayne Trongeau

3 vacant

PARK BOARD MAY – 5 yr

Lisa Wallerich

3 vacant