



# 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, April 7, 2025 – 6:30 p.m.

Village Hall, 105 E. Main Street, Twin Lakes, WI

### AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, FITZGERALD, INFUSINO, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. PUBLIC COMMENTS AND QUESTIONS
5. PRESIDENT AND TRUSTEE REPORTS
  - A. TRUSTEE TIMOTHY INFUSINO - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
    1. Discussion regarding an Event Permit for a Tootsie Roll Drive hosted by the Knights of Columbus on May 10, 2025.
    2. Discussion regarding an Event Permit for H2O Adaptive Sports at Lance Park on June 16<sup>th</sup>, June 30<sup>th</sup>, July 7<sup>th</sup>, July 21<sup>st</sup>, July 31<sup>st</sup>, and August 4<sup>th</sup>.
  - B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
    1. Discussion regarding a culvert replacement on Musial Road.
  - C. TRUSTEE BILL KASKIN - CEMETERY, SANITATION, RECYCLING, SENIORS
  - D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
  - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
    2. Discussion regarding multiple requests from the Twin Lakes Sailing Club for the 2025 season.
  - F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
  - G. VILLAGE PRESIDENT HOWARD SKINNER
6. ADJOURN  
\*\*\*MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED\*\*

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

March 5, 2025

Knights of Columbus, GK. Don Smith  
Twin Lakes Council 6554  
701 N. Lake Ave.  
Twin Lakes, WI 53181

Howard Skinner, Village President  
105 E. Main St  
Twin Lakes, WI 53181

Dear Howard, and Village Board;

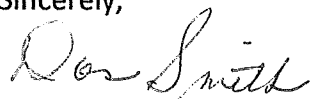
The Knights of Columbus, c.6554 would like your consideration to hold a Knights of Columbus Tootsie Roll drive for Intellectual Disabilities (ID Drive), on May 10, 2025 at the intersection at Main St. – N. Lake St. – S. Lake St. between the hours of 9:00am and 3:00pm. The Intellectual Disabilities drive is an annual fundraiser held by the Knights to raise funds and awareness for people with ID. During last year's drive we raised more than \$1,500.00. About 75% of the funds raised will come back to our council for distribution in the community. In the past we have given to local schools and organizations dedicated to people with intellectual disabilities.

We will also be in town at local businesses on the same day.

We appreciate your consideration for this worthwhile cause that helps so many people in Wisconsin. We are checking the insurance certificate, to make sure we are covered for the event, and that the Village of Twin Lakes is named as an additional insured party, with properly specified limits.

Please contact me with any comments or questions. Thank you for your consideration.

Sincerely,



Don Smith, Grand Knight, c.6554, Twin Lakes, WI  
12314 304<sup>th</sup> Ave.  
Trevor, Wisconsin  
53179-9766  
M.847-380-0023  
Email: donssmith923@gmail.com



# 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 Don Smith

Name of Event Organizer/Producer Don Smith, Grand Knight, council 6554, Twin Lakes, WI

Production Company/Organization Knights of Columbus, council 6554 FEIN # \_\_\_\_\_

Street Address 701 N. Lake St

City Twin Lakes State WI Zip code 53181

E-mail Address donsmith923@gmail.com

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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 Knights of Columbus Intellectual Disabilities (ID) drive, (Tootsie Roll drive)

Date(s) of Event May 10, 2025

Location(s) of Event Twin Lakes, WI; 3-way stop intersection at N. Lake/S. Lake & Main Street

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

Event Chair/Contact Person Don Smith Phone \_\_\_\_\_

Day of Event Contact Name Mark Parsons / Don Smith Phone \_\_\_\_\_

Is the event open to the public?  Yes  No

Will you charge an admission fee?  Yes  No

Estimated Attendance Number whatever traffic passes by the intersection named above

Description of Event

Knights and volunteers will be at areas by each stop sign with identifying "Knights of Columbus" signs nearby; wearing bright vests. Donation canisters for giving and Tootsie Rolls will be presented for passers-by to give and receive.

**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 St. John the Evangelist Community Center

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  
Refuse will be bagged and removed

Description of plan for providing event security (if applicable)  
N/A

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  
 3-Way stop intersection at N. Lake/S. Lake streets & Main Street

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

Dates of Use Volunteers will use public parking

Total Number of Parking Stalls Requested and Location \_\_\_\_\_

Description of Signage to be used during event 2 signs placed ahead of each stop sign, to let people know that Knights of Columbus Intellectual Disabilities drive is ahead.

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

**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 Donald Smith Date March 5, 2025

**VILLAGE OF TWIN LAKES STAFF USE ONLY**

Date Filed with Clerk 3/5/2025 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 \_\_\_\_\_

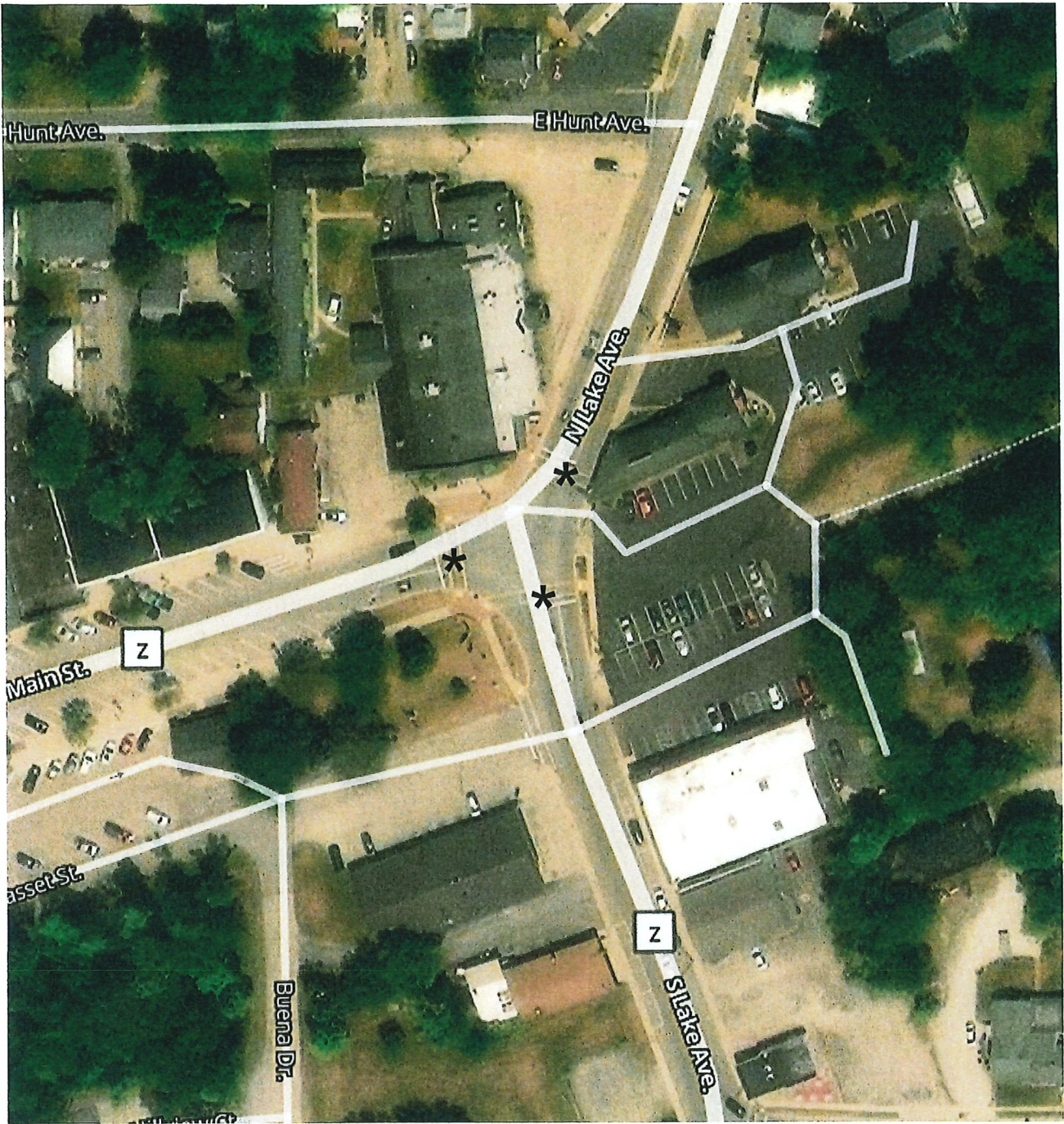
Approved  Denied Notes \_\_\_\_\_

Fire Chief Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied Notes \_\_\_\_\_

COW Meeting Date \_\_\_\_\_ Board Meeting Date \_\_\_\_\_ Permit Number \_\_\_\_\_





N. Lake/S. Lake street and Main St. intersection where Knights of Columbus Intellectual Disabilities drive will locate. Asterisks mark the approximate locations where we would be.

S.A.)2.

H2O Adaptive Sports  
1850 Watercolor Place  
Grayslake, IL 60030

March 19, 2025

To the Twin Lakes- Village Board,

We want to thank you again for supporting our efforts to continue our adaptive waterski events at Lance Park. We are privileged to have access to the Lance Park site to meet the needs of our participants of varying abilities.

At this time, we would like to begin to schedule events for this coming summer of 2025. All

our event days are from 8:00 am - 4:00 pm each session.

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

Monday, June 16th

Monday, June 30<sup>th</sup>

Monday, July 7th

Monday, July 21<sup>st</sup>

Thursday, July 31<sup>st</sup>

Monday, August 4<sup>th</sup>

As in the past, our events will be sanctioned by USA Water Ski. The Village of Twin Lakes is listed as an additional insured on our organization's 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 to a variety of groups, including veterans, those with autism, and a variety of physical and emotional disadvantages.

Best Regards,



Cindy Amore, Board member  
H2O Adaptive Sports  
Cell: 815-861-2438





# 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 N2O Adaptive Sports - Cindy Amore / Susan Richey

Name of Event Organizer/Producer N2O Adaptive Sports

Production Company/Organization " " " FEIN # \_\_\_\_\_

Street Address 1850 Watercolor Place

City Grayslake State IL Zip code 60030

E-mail Address n2o adaptive sports@gmail.com

Sue Richey Daytime Phone \_\_\_\_\_ Cindy Amore Cell Phone \_\_\_\_\_

For-Profit or  Non-Profit Organization 501(c) 2 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 N2O Adaptive Sports Learn to Ski Clinics

Date(s) of Event 6/16; 6/30; 7/7; 7/21; 7/31; 8/4

Location(s) of Event Lance Park

Start Time for Event 8 am a.m./p.m. End Time for Event 4pm a.m./p.m.

Event Chair/Contact Person Cindy Amore Phone \_\_\_\_\_

Day of Event Contact Name Susan Richey Phone \_\_\_\_\_

Is the event open to the public?  Yes  No

Will you charge an admission fee?  Yes  No

Estimated Attendance Number 25 per session

Description of Event  
Water ski clinic with adaptive equipment - 1 skier per boat -  
2-3 boats operating - PWC safety personnel as chasers  
This event provides participants with various physical, emotional and  
developmental abilities the opportunity to enjoy towed water sports  
See attached.

**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 \_\_\_\_\_

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 via Scout House

**Traffic Control**; Explain \_\_\_\_\_

**Police Services**; Explain \_\_\_\_\_

**Fire/EMS Services**; Explain \_\_\_\_\_

**Other**; Explain \_\_\_\_\_

Scout House, Lance, Central, West Side Park	# of Parks	# of Days	Applicable Fee
<b>Reservation Fee</b>			
Security Deposit	\$100.00 x _____		= _____
Non-Profit or Resident	\$75.00 x _____	x _____	= _____
Non-Resident	\$150.00 x _____	x _____	= _____
<b>Millennium Park Reservation Fee</b>		<b># of Days</b>	
Security Deposit	\$100.00		_____
Non-Profit or Resident	\$50.00	x _____	= _____
Non-Resident	\$100.00	x _____	= _____
<b>Block Party/Street Closure</b>			
Security Deposit	\$100.00		_____
<b>TOTAL</b>			_____

**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.

**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 Public restrooms

Will you be setting up a tent?  Yes  No \*A Fire Inspection is required per NFPA Code 25.2\*  
If yes, list the location, size, Rental Company, and proof of completion of locates.

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  
Clean up by HZO will bring any trash/recycle to the totes in the parking lot

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

**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:

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Acknowledged and Agreed YES  X  NO \_\_\_\_\_

Applicant Signature  Cynthia A. Amore  Date  3/31/25

**VILLAGE OF TWIN LAKES STAFF USE ONLY**

Date Filed with Clerk  3/20/2025  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 \_\_\_\_\_



March 31, 2025

Village Board, Village of Twin Lakes  
PO Box 1024  
105 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 course marking and operating procedures historically used by the club for our annual summer sailing season on Lake Elizabeth. The days and times of the races will be Saturdays, Sundays and a few weekdays 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 before each race based on wind direction, wind speed, and the type of race selected. We generally use two large buoys and one small buoy - all are easy to see. A pontoon boat is used to set the buoys, oversee, and score the race. Additionally, we have safety boats to assist any race participants in need. An electronic air-horn signaling device is used to notify participating boats of time markers for the start of each race. We no longer use a signal cannon and haven't for at least 15 years. 4 to 12 sailboats typically participate in each race.

We are continuing our youth sailing school program using small Optimist and Sunfish sailboats. During the summer, we will provide lessons on several weekday afternoon dates to be determined. We occasionally use small buoys in the sailing area as training markers and organize short races for the kids to practice what they have learned. For these activities, we may use a pontoon boat, motorboat, or wave runner to supervise and provide assistance.

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

Very truly yours,

TWIN LAKES SAILING CLUB

Tom Murphy (847.404.4745)  
Secretary

Bob Berry (312.804.1165)  
Commodore