



# VILLAGE OF TWIN LAKES

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

Phone (262) 877-2858 Fax (262) 877-4019

## **SPECIAL VILLAGE BOARD MEETING FOLLOWING THE COMMITTEE OF THE WHOLE**

**September 6, 2022**

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

### **AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. Consideration of a motion to approve an Event Permit submitted by the Twin Lakes Chamber for Harvest Fest & Car Show on September 17<sup>th</sup> from 9 a.m. to 5 p.m.
5. Consideration of a motion to approve a Temporary Class "B" / "Class B" Retailer's License to the Twin Lakes Chamber for Harvest Fest & Car Show on September 17<sup>th</sup> from 9 a.m. to 5 p.m.
6. Consideration of a motion to approve a Short-Term Rental Application received from Walter Shimkus for 1710 E. Lakeshore Dr.
7. Consideration of a motion to approve a Short-Term Rental Application received from Walter Shimkus for 1712 E. Lakeshore Dr.
8. ADJOURN

**\*\*\*MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED\*\*\***

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



## VILLAGE OF TWIN LAKES 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 MARILYN TRONGEAU  
Name of Event Organizer/Producer TWIN LAKES CHAMBER  
Production Company/Organization \_\_\_\_\_ FEIN # 39-1165966  
Street Address 349 E. MAIN ST  
City TWIN LAKES State WI Zip code 53181  
E-mail Address info@twinlakeschamber.com  
Daytime Phone 262-877-2221 Cell Phone \_\_\_\_\_  
☐ For-Profit or ☒ Non-Profit Organization 501(c) \_\_\_\_\_ 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 HARVEST FEST & CAR SHOW  
Date(s) of Event SEPT. 17, 2022  
Location(s) of Event MAIN ST. FROM BURDEN TO LAKE AVE  
Start Time for Event 9AM SETUP 10AM START a.m./p.m. End Time for Event 5pm a.m./p.m.  
Event Chair/Contact Person MARILYN TRONGEAU Phone 262-877-2220  
ANN LUNDBERG  
Day of Event Contact Name MARILYN TRONGEAU Phone \_\_\_\_\_  
Is the event open to the public? ☒ Yes ☐ No  
Will you charge an admission fee? ☐ Yes ☒ No  
Estimated Attendance Number 400

Description of Event  
CAR SHOW, CRAFT VENDORS, DJ KEITH MUSIC, PUMPKIN  
PAINTING, FOOD TRUCKS, BEER TENT & CONTESTS

## 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 PORTA POTTIES

Will you be setting up a tent? ☐ Yes ☐ No \*A Fire Inspection is required per NFPA Code 25.2\*

If yes, list the location, size, Rental Company, and proof of completion of locates.

10x10 POP UPS - NO LARGE TENT

Will there be any animals? ☐ Yes ☐ No

If yes, what type and how many NOT FOR EVENT ONLY ATTENDEES DOGS

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

If yes, what type and hours 10-5

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

DUMMASTER FROM GROOT & EXTRA TOTER

Description of plan for providing event security (if applicable)

WORK WITH TL PD

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

MAIN ST. E CLOSED FROM BURDEN TO LAKE AVE

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

☒ Yes ☐ No

Dates of Use 9/17/22

Total Number of Parking Stalls Requested and Location ALL BETWEEN BURDEN & LAKE

Description of Signage to be used during event BANNERS AT POINTS INGRESS

#### Anticipated Services

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

☐ Electricity; Explain \_\_\_\_\_

☒ Traffic Control; Explain HELP WHEN NEEDED FROM PD

☐ Police Services; Explain WALK THRU TO OVERSEE EVENT - WILL CALL IF PROBLEMS ARISE

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

☐ Other; Explain \_\_\_\_\_

#### Scout House, Lance, Central, West Side Park

##### Reservation Fee

		# of Parks	# of Days	Applicable Fee
Security Deposit	\$100.00 x	_____	=	_____
Non-Profit or Resident	\$75.00 x	_____	x _____ =	_____
Non-Resident	\$150.00 x	_____	x _____ =	_____

##### Millennium Park Reservation Fee

		# of Days	
Security Deposit	\$100.00		
Non-Profit or Resident	\$50.00	x _____ =	_____
Non-Resident	\$100.00	x _____ =	_____

##### Block Party/Street Closure

Security Deposit	\$100.00	_____
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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 X NO       

Applicant Signature

Marilyn Tronzo

Date

8/1/22

## VILLAGE OF TWIN LAKES STAFF USE ONLY

Date Filed with Clerk

8/1/2022

Amount Paid & Receipt #

Checklist



Map of Event or Site Plans



Insurance

on file



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

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Acknowledged and Agreed YES ☒ NO ☐

Applicant Signature Marilyn Hongzau Date 8/1/22

## VILLAGE OF TWIN LAKES STAFF USE ONLY

Date Filed with Clerk 8/1/2022 Amount Paid & Receipt # \_\_\_\_\_

Checklist ☒ Map of Event or Site Plans ☒ Insurance on file

☒ Temporary Class "B"/"Class B" Retailer's License Application, if necessary

Police Chief Signature Col. A. Date 8-2-22

☒ Approved ☐ Denied Notes Barricades closing street need to be staffed to assist motorists as needed.

DPW Signature [Signature] Date 8-3-22

☒ Approved ☐ Denied Notes \_\_\_\_\_

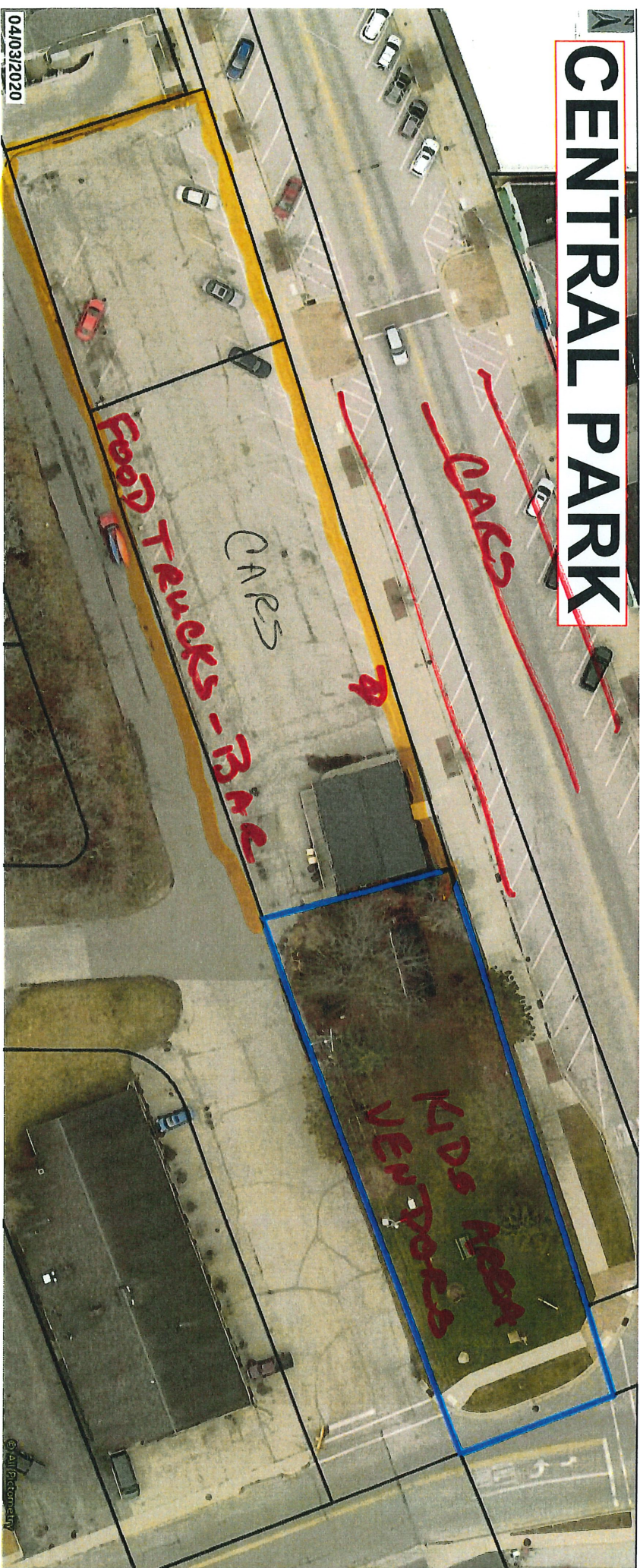
Fire Chief Signature [Signature] Date 8-3-22

☒ Approved ☐ Denied Notes \_\_\_\_\_

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



# CENTRAL PARK



Close STREET BURDEN TO TAKE





349 E. Main St.  
PO Box 64  
Twin Lakes, WI 53181  
262-577-2220  
[info@twinlakeschamber.com](mailto:info@twinlakeschamber.com)

Ann dropped off the applications for Harvest Fest. I didn't have the food vendor list ready when she brought it.

We are working on the food vendors.

So far we have:

Pina Mexican Eats Mexican food

Fiddlesticks from Elkhorn bistro type food

Smokie Boyz BBQ Bbq type food

And either Kona Ice or Tropical Chill ice cream or shaved ice.

We haven't heard but we usually have Kettle Kornicopia as a vendor also. If you need confirmation, I can send the details when we have them confirmed.

We might have Due Laghi for Pizzas or Your Sisters Tomato Wood Fired Pizzas.

5.)

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 08/01/2022

☐ Town ☒ Village ☐ City of Twin Lakes

County of Kenosha

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/17/2002 and ending 09/17/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. Organization** (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Twin Lakes Area Chamber & Business Association, Inc.

(b) Address 3419 E. Main St. Twin Lakes, WI 53181

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 06/28/1971

(d) If corporation, give date of incorporation 06/28/1971

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Tim Hodgman

Vice President Chris Brown

Secretary Corina Kretschmer

Treasurer Glenn Gebauer

(g) Name and address of manager or person in charge of affair: Marilyn Trongeau, 349 E. Main St. Twin Lakes, WI 53181

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 349 E. Main St, Twin Lakes, WI

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? no parking lot only

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

**3. Name of Event**

(a) List name of the event Harvest Fest

(b) Dates of event 09/17/2022

**DECLARATION**

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

(Signature / Date)

8/1/22

Twin Lakes Area Chamber & Business Association, Inc.

(Name of Organization)

Date Filed with Clerk

8/1/2022 pd \$10.00

Police Chief: [Signature]

Date Granted by Council

License No. \_\_\_\_\_





# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## Short-Term Rental Application

License Expires Each Year on December 31

**\$150 Annual Fee**

*Application must be submitted with all other required documents and fees (paid in full) in order to be accepted*

### Short-Term Rental (STR) Site Information

Address: 1710 E Lake Shore Dr.	Parcel ID No.:
Maximum Capacity: 12	Tourist Rooming House License No.*:
FEIN No.:	WI Seller's Permit No.*:

*\*Copies of permits/licenses must be included with application*

### Owner Information

Name: Walter Shimkus	Address: 705 N. Rush #1703 Chicago IL 60611	
Phone:	Date of Birth:	Email:

Will the owner of the property serve as Property Manager? ☐ YES ☒ NO\*\*

*\*\*If no, complete Property Manager Information section below*

### Property Manager Information (If not Owner)

Name: Erica Parker	Address: 2435 Sheehan Dr #104 Naperville IL, 60564	
Phone:	Date of Birth:	Email:

Maximum Occupancy for Premise 12

(Total number of occupants licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less)

### Items to Submit with Application

- ☒ Application Fee of \$150
- ☒ State of Wisconsin Tourism Rooming House License (Emailed handwritten permit, official permit to be mailed)
- ☒ Seller's Permit issued by the Department of Revenue, if any (Using Airbnb Platform)
- ☒ Floor Plan of the Tourist Rooming House and Site Plan of property including showing on-site parking
- ☒ Property Manager Agreement (if applicable) N/A - Property to be managed by Co-Owner

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license shall comply with all provisions of Village of Twin Lakes Code Chapter 5.40, and I hereby certify the property meets those requirements and I will comply with those requirements. I hereby additionally designate the Property Manager, if any, as an agent for the purpose of accepting service of process in any civil action arising out of or in conjunction with the use of this license. I understand and shall comply with all provisions of Village of Twin Lakes Code Chapter 5.20.120(e) stating no license shall be issued to any person who shall owe any taxes to the State of Wisconsin or owe any taxes, fines or forfeitures to the Village. I understand and shall comply with the provision that the Village will conduct a Building Inspection and Fire Inspection. If the property were to fail the Building and/or Fire Inspections, I understand and shall comply with making any modifications the Building Inspector and Fire Inspector recommend along with a \$65 re-inspection fee.

Owner Signature:

Date: 8-26-22

Remit application, fees and all other required documents to the Clerk's Office



1710 ELSD

**For Office Use Only**

Date Filed: \_\_\_\_\_ Receipt Number: C220707-1 Amount Paid: \$ 150.00

Date forwarded to Fire Dept.: \_\_\_\_\_ Fire Inspection Date: 7-13-22

PASS ☒

FAIL ☐

Signature: Dominic Z Amore

Corrections and re-inspection required: \_\_\_\_\_

Date forwarded to Building Dept.: \_\_\_\_\_ Building Inspection Date: 7-19-22

PASS ☒

FAIL ☐

Signature: [Signature]

Corrections and re-inspection required: \_\_\_\_\_

Outstanding Taxes, Fines or Forfeitures: \$ \_\_\_\_\_

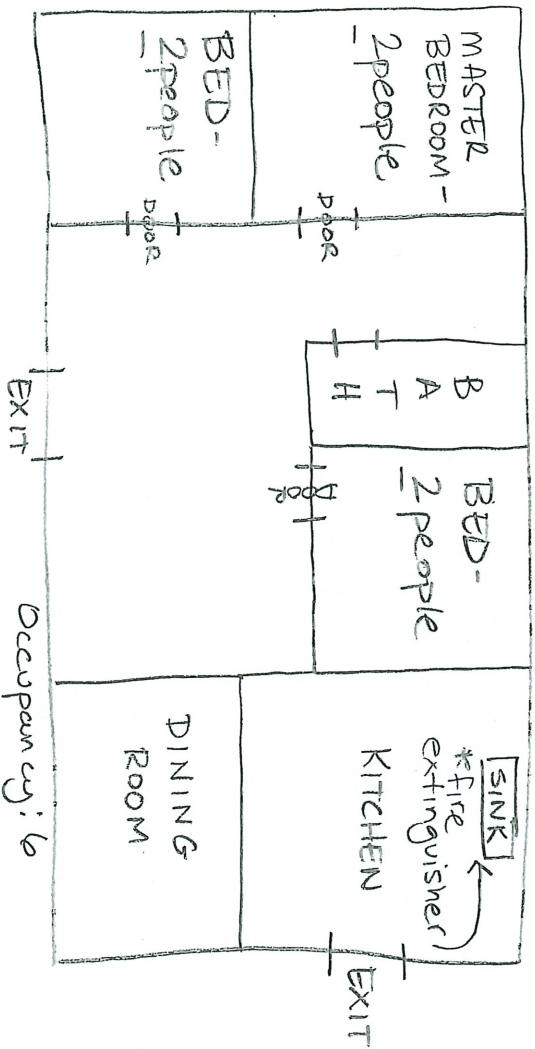
Police Chief Review: [Signature] - Chief OK

Date License issued: \_\_\_\_\_ License Number: \_\_\_\_\_

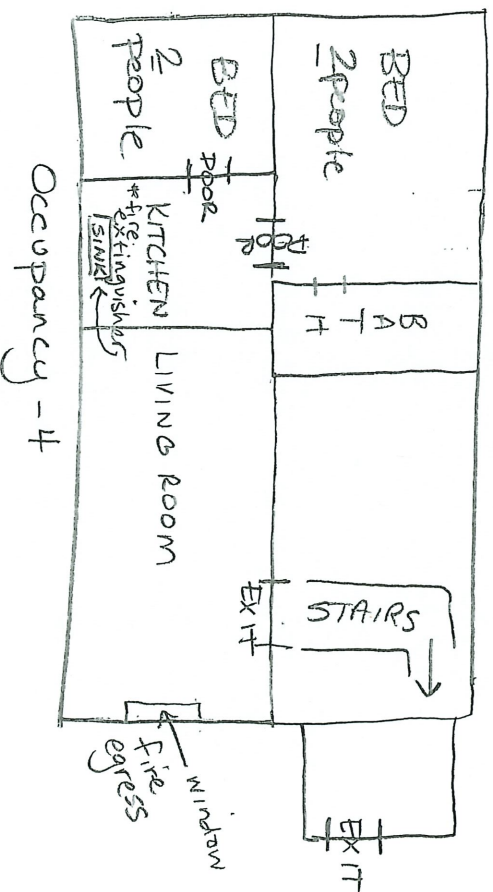
Copy to: Fire Dept., Building & Zoning, Police Chief

1710 E Lake Shore Dr

Upper level



Lower level



Occupancy: 6

Occupancy - 4

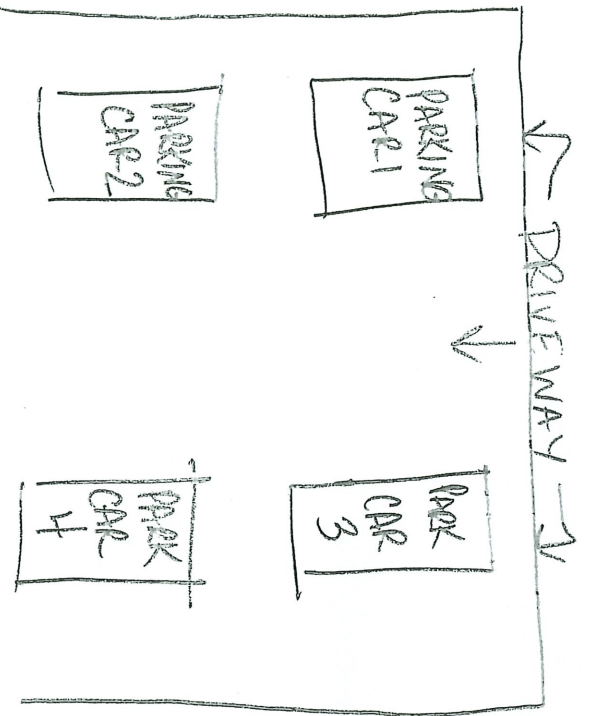
Total Occupancy 1710 E Lake Shore:

Upper level: 6

Lower level: 4

Additional allotment per house: 2

12



← E LAKE SHORE DRIVE →





# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## Short-Term Rental Application

License Expires Each Year on December 31

**\$150 Annual Fee**

*Application must be submitted with all other required documents and fees (paid in full) in order to be accepted*

### Short-Term Rental (STR) Site Information

Address: <u>1712 E Lake Shore Dr</u>	Parcel ID No.:
Maximum Capacity: <u>4</u>	Tourist Rooming House License No.*:
FEIN No.:	WI Seller's Permit No.*:

*\*Copies of permits/licenses must be included with application*

### Owner Information

Name: <u>Walter Shimkus</u>	Address: <u>705 W. Rush #1703</u> <u>Chicago IL 60611</u>	
Phone:	Date of Birth:	Email:

Will the owner of the property serve as Property Manager? ☐ YES ☒ NO\*\*

*\*\*If no, complete Property Manager Information section below*

### Property Manager Information (If not Owner)

Name: <u>Erica Packer</u>	Address: <u>2435 Sheehan Dr #104</u> <u>Naperville IL 60564</u>	
Phone	Date of Birth:	Email:

Maximum Occupancy for Premise 4

(Total number of occupants licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less)

### Items to Submit with Application

- ☒ Application Fee of \$150
- ☒ State of Wisconsin Tourism Rooming House License *(mailed handwritten permit, Official Permit to be mailed)*
- ☒ Seller's Permit issued by the Department of Revenue, if any *(using Airbnb Platform)*
- ☒ Floor Plan of the Tourist Rooming House and Site Plan of property including showing on-site parking
- ☒ Property Manager Agreement (if applicable) *N/A - Property Managed by Co-owner*

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license shall comply with all provisions of Village of Twin Lakes Code Chapter 5.40, and I hereby certify the property meets those requirements and I will comply with those requirements. I hereby additionally designate the Property Manager, if any, as an agent for the purpose of accepting service of process in any civil action arising out of or in conjunction with the use of this license. I understand and shall comply with all provisions of Village of Twin Lakes Code Chapter 5.20.120(e) stating no license shall be issued to any person who shall owe any taxes to the State of Wisconsin or owe any taxes, fines or forfeitures to the Village. I understand and shall comply with the provision that the Village will conduct a Building Inspection and Fire Inspection. If the property were to fail the Building and/or Fire Inspections, I understand and shall comply with making any modifications the Building Inspector and Fire Inspector recommend along with a \$65 re-inspection fee.

Owner Signature: [Signature]

Date: 8-26-22

**Remit application, fees and all other required documents to the Clerk's Office**



1712 ELSD

**For Office Use Only**

Date Filed: \_\_\_\_\_ Receipt Number: C220811-4 Amount Paid: \$ 150.00

Date forwarded to Fire Dept.: \_\_\_\_\_ Fire Inspection Date: 7-13-22

PASS ☒ FAIL ☐ Signature: Buster Amore

Corrections and re-inspection required: \_\_\_\_\_

Date forwarded to Building Dept.: \_\_\_\_\_ Building Inspection Date: 7-14-22

PASS ☒ FAIL ☐ Signature: [Signature]

Corrections and re-inspection required: \_\_\_\_\_

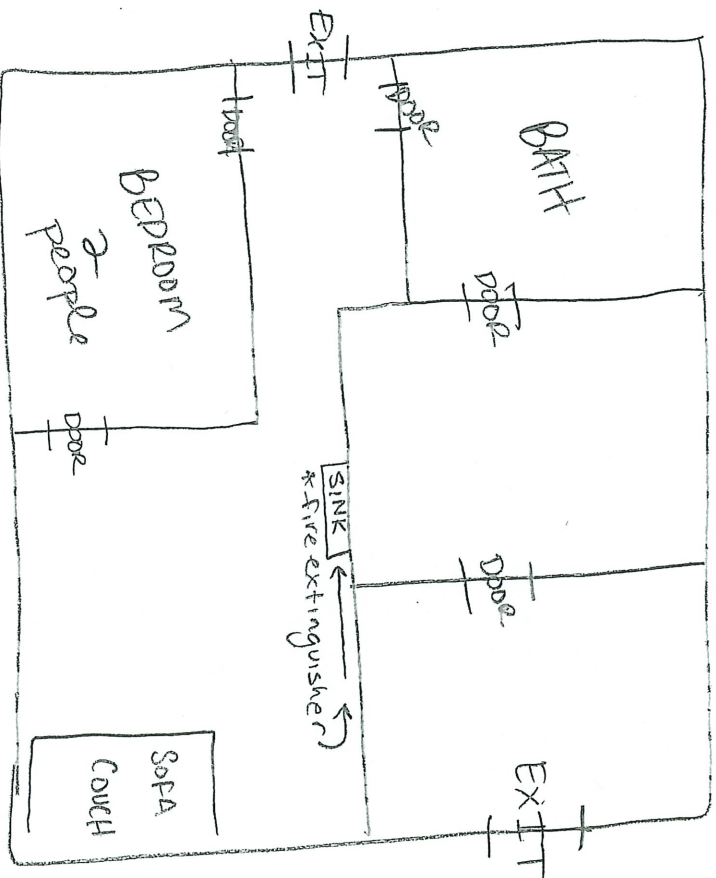
Outstanding Taxes, Fines or Forfeitures: \$ \_\_\_\_\_

Police Chief Review: Call [Signature] - Chief OK

Date License issued: \_\_\_\_\_ License Number: \_\_\_\_\_

Copy to: Fire Dept., Building & Zoning, Police Chief

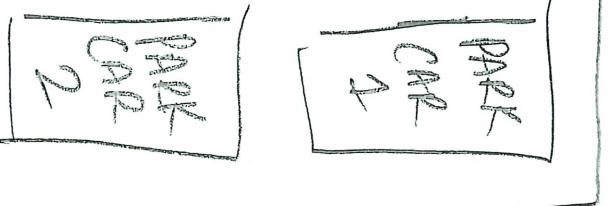
1712 E Lake Shore Dr



1712 Occupancy:

2 bed  
2 additional per home

4



E Lake Shore Dr