City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, OCTOBER 14, 2013 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Call to Order

2. Roll Call

3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes

4. Approve the Finance, License and Regulation Committee Meeting minutes of September 23, September 30, October 1 and October 3, 2013.

5. LICENSES & PERMITS

A. Original Class "B" Fermented Malt Beverage & "Class C" Wine License applications filed by The Original Chicago Pizza Company, Inc., 150 Center St., Lake Geneva, John Regester, Agent

B. Original 2013-2014 Operator (Bartender) License applications filed by Brittney Smoger, Judith Horgen, Sarah Rowe, Julia Barbaria, David Henchel Jr., Kami Miller, Brian Monahan, Shelly Yopp, Kara Voght, Sue Spencer, Gail Gauger-Geyer, William Stephan, Jordan Levendusky, William Wright, Pierre Burgess, Jessica Cercas, Shannon McDonough, Sarai Lopez, Julie Duesterbeck, and Frances Learn.

6. Discussion/Recommendation on renewal of a TID CD in the amount of $142,510.11 maturing on October 21, 2013

7. Discussion/Recommendation on labor attorney review of draft employee handbook *(recommended by Personnel Committee 9/26/13)*

8. **Resolution 13-R57 authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of $62,450.00**

9. **Resolution 13-R58, authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of $287,942.00**

10. **Reslolution13-R59, establishing the 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates** ***(recommended by Piers, Harbors and Lakefront Committee 9/26/13)***

11. Discussion/Recommendation on amended employment contract for city comptroller

12. Joint and Crack Cleaning and Sealing Bid to Asphalt Service of Rochester, WI in the amount of $20,000

13. Presentation of Accounts

A. Purchase Orders. None
B. Prepaid Bills in the amount of $20,190.81
C. Regular Bills in the amount of $509,973.82

14. Adjournment

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

10/11/13 4:00pm
cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney, Treasurer

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, SEPTEMBER 23, 2013 - 6:00PM
COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 6:01 p.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen, Mott and Hill. Also Present: City Administrator Jordan, Comptroller Pollitt, DPW Winkler and City Clerk Hawes.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

Approval of Minutes
Hougen/Mott motion to approve Finance, License and Regulation Committee meeting minutes of September 9, 2013, as distributed. Unanimously carried.

LICENSES & PERMITS

Original Massage Establishment License Application filed by Meridian Condominium Association d/b/a Bella Vista Suites Hotel, 335 Wrigley Dr., Lake Geneva, contingent upon Police Chief and Building Inspector approval
Kupsik/Lyon motion to recommend approval, contingent upon Police Chief and Building Inspector approval. Unanimously carried.

Original 2013-2014 Operator (Bartender) License applications filed by Robert A. Pelz and John P. Cardiff
Kupsik/Lyon motion to recommend approval. Unanimously carried.

Discussion/Recommendation on directing staff to proceed with the design and bidding of Cook St. and Main St. traffic signals *(recommended by Public Works Committee 9/12/13)*
DPW Winkler said the City had traffic counts done at the intersection of Cook St. and Main St. The DOT reviewed the traffic counts and determined that traffic signals are warranted. Chair Hill said the project has been discussed at length at the Public Works Committee and was recommended for approval. Alderman Mott questioned spending $150,000.00 on the traffic signals for a congestion problem that appears to exist for only three months out of the year.

Kupsik/Hill motion to forward to Council without recommendation. Unanimously carried.

Discussion/Recommendation on installation of crosswalks and flashing pedestrian crossing lights at Townline Rd. and Hudson Tr. *(recommended by Public Works Committee 9/12/13)*
DPW Winkler said the Public Works Committee recommend approving a request from residents of the Townline Trails subdivision who asked for a crosswalk installed on Townline Rd. Mr. Winkler said it would cost about $600-$700 and could be funded from contingency. He said the Street Department had an extra blinking crosswalk sign that could also be installed at that location.

Mott/Lyon motion to recommend approval. Unanimously carried.

Discussion/Recommendation on award of bid to Miller-Bradford for front-end loader in the net amount of $124,900.00 including trade-in funded by capital fund and TID #4
Administrator Jordan summarized the bids and the recommendation from staff to purchase the front-end loader from Miller-Bradford in the amount of $124,900 after trade-in of the old loader. Mr. Jordan said half of the expenditure could be funded by the capital account and the other half could be funded by TID #4 since the loader would be used within the TID area. Chair Hill asked if the loader was budgeted in the capital plan. Mr. Jordan said it is not in the 2011-2013 capital plan. However, there are extra funds available in the capital account at this time due to good bid prices on other projects.

Hill/Kupsik motion to suspend the rules and allow Street Superintendent Carstensen to address the Committee. Unanimously carried. Mr. Carstensen spoke to the Committee about the condition of the City's current front-end loader and why a new loader was needed. He said the current loader requires about $35,000 worth of maintenance.

Kupsik/Hill motion to recommend approval. Comptroller Pollitt noted a budget amendment for the purchase would be prepared for next meeting. Unanimously carried.

Discussion/Recommendation on award of contract to Humphreys Contracting for Riviera Seawall Repair in the amount of $79,950.00 funded by TID #4
Chair Hill expressed concern with receiving only one bid for the project. DPW Winkler said he was surprised only one bid was submitted because seven contractors obtained bid documents. He commented that some contractors may have considered it a very difficult project because it involves working at and below the water line. Mr. Winkler expressed confidence in the bid received from Humphreys Contracting and their ability to complete the project in a high-quality manner.

Mott/Hougen motion to recommend approval. Unanimously carried.

Discussion/Recommendation on award of contract to C&D Landscaping for 2013 Fall Tree Planting in the amount of $17,599.30 funded by TID #4 and general fund
Administrator Jordan said the City received three bids and the lowest bid was submitted by C&D Landscaping. He noted $15,000 was set aside for the project in the Street Department budget and the trees planted within the TIF district would be funded by TID #4.

Kupsik/Lyon motion to recommend approval. Unanimously carried.

Discussion/Recommendation on engineering agreement with Crispell-Synder for Townline Trails Subdivision Phase II & III
Administrator Jordan said the subdivision was sold to Basso Builders who is interested in proceeding with phases two and three of the subdivision at this time. He said an engineering agreement is needed for the grading work to be done. The entire cost of the engineering work would be paid by the City and charged back to the developer.

Kupsik/Lyon motion to recommend approval. Unanimously carried.

Discussion/Recommendation on engineering agreement with Crispell-Snyder for Main Street Waterway Enclosure Rehabilitation project
DPW Winkler said the construction contract was awarded at the last meeting and an engineering agreement for construction management services is needed at this time. He said the work would be done on an hourly basis and he would stay involved to help keep the total cost down.

Kupsik/Lyon motion to recommend approval, in an amount not to exceed $22,900.00 funded out of TID #4.

Presentation of Accounts
Kupsik/Hougen motion to recommend approval of Prepaid Bills in the amount of $4,703.50. Unanimously carried.

Kupsik/Mott motion to recommend approval of Regular Bills in the amount of $189,398.70. Unanimously carried.

Adjournment
Kupsik/Hill motion to adjourn at 6:47 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE FINANCE, LICENSE & REGULATION COMMITTEE

FINANCE, LICENSE & REGULATION COMMITTEE BUDGET WORKSHOP
MONDAY, SEPTEMBER 30, 2013 - 10:00AM
COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 10:01 a.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen and Hill. Absent: Alderman Mott. Also Present: City Administrator Jordan, Comptroller Pollitt and City Clerk Hawes. Other staff were in attendance during budget presentations.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2014
Comptroller Pollitt said staff is using the same process for developing the budget requests as the last few years. She said department representatives have an opportunity to present their budget requests in the budget workshop meetings. Ms. Pollitt noted that many of the salaries are not included in the budget at this time. Today's meeting is scheduled to include budget presentations for Library, Parking, Court, Building Inspection and Public Works.

Andrea Peterson and Larry Kundert presented the proposed 2014 budget for the Library. Ms. Peterson said the proposed budget includes a tax levy request of $418,000.00, a 0% change over 2013. The proposed budget includes reductions in total part-time wages, general admin expenses, office supplies, telephone, continuing education, computer hardware and contingency. There are increases in full-time wages, building repairs and SIRSI. Mr. Kundert said they are budgeting for a contingency fund in the case there is a need for building repairs. The Committee discussed whether Library building repairs should be included in the City's capital budget. Chair Hill recommended the Library prepare an inventory on expected building repair needs and submit it to the City.

Kerri Johnson presented the proposed Parking Fund budget. Comptroller Pollitt noted that parking revenues have not been compiled yet. She noted the proposed budget includes an increase in credit card fees because more people are using credit cards. Ms. Johnson said the budget includes an additional cell phone for 2014. The 2014 budget also includes the parking shuttle in the miscellaneous account. Chair Hill said the parking budget is expected to be impacted by recommendations coming from the parking study, which will be discussed at the Committee of the Whole meeting on October 7.

Deeanna Crisman presented the Municipal Court budget requests. Ms. Crisman said due to a new law, they cannot receive interest for citations that are in collections. She reported that fines and penalties are down for 2013 compared to this time last year. Chair Hill expressed concern in the number of non-meter related parking citations issued by the Police Department.

Ken Robers presented the proposed Building/Zoning Department budget. Mr. Robers said the budget includes an increase in the weights and measures contract with the State due to new businesses on Edwards Blvd. In addition, the budget includes $1,200.00 for contracted commercial electric inspections. He said there would be an expected decrease in mileage and memberships. Mr. Robers requested $500.00 for three new office printers. Chair Hill suggested only one printer be purchased and that it be shared by the other two people in the department. The Committee discussed the idea of purchasing a tablet to allow Mr. Robers to enter data in the field. The Committee also discussed the need for Plan Commission members to have zoning maps. City Clerk Hawes commented that the zoning map is on the City website, but the City could purchase hard copies from Crispell-Snyder. There was a brief discussion on staffing levels for the department. Mr. Robers suggested that maintaining the full-time administrative assistant and part-time code enforcement inspector was important.

Dan Winkler and Ron Carstensen presented proposed 2014 budget for DPW/Streets/Parks. Mr. Winkler provided a summary of budget item changes of over $500. The proposed budget included a 1.92% decrease compared to 2013, largely due to WRS contributions and reductions in street light maintenance and weed spraying. The budget included a $5,000 increase in tree replacements, mainly due to the emerald ash borer and loss of maple trees. Mr. Winkler distributed the 2014-2018 capital improvement program. He said if the City will be doing another borrowing that investments in the streets would be dollars well spent. The Committee discussed whether park impact fees could be used to fund certain capital items. Mr. Winkler said the Board of Park Commissioners is interested in using impact fees on the proposed dog park. Chair Hill asked if there any staffing concerns with the street department. Mr. Carstensen commented that the City might benefit from having an in-house mechanic. He said the position could also serve as a back-up for snow-plowing. There was general agreement that it would be worth

exploring adding a mechanic position. Alderman Kupsik asked Mr. Winkler and Mr. Carstensen to prepare a proposal and job description for the position. Mr. Winkler noted the DPW budget included a 2% increase for the street superintendent but did not include wages for other employees at this time per the administrator's instructions.

Adjournment
Hougen/Kupsik motion to adjourn at 11:50 a.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
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FINANCE, LICENSE & REGULATION COMMITTEE BUDGET WORKSHOP
TUESDAY, OCTOBER 1, 2013 – 10:00AM
ROOM 2-A, CITY HALL

Chairman Hill calls the meeting to order at 10:02 a.m.

Roll Call. Present: Alderman Kupsik, Lyon, Hougen, Mott and Hill. Also in attendance: City Administrator Jordan, Comptroller Pollitt, and Deputy Clerk Roenspies.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2014
Jim Gee presented the proposed 2014 budget for the Museum. Mr. Gee said the museum is doing significantly better than last year and they are in the black. He explained that income and expenses vary from year to year. The Director is still working for nothing which is a large savings. Dale Beulter is putting in a lot of time on incurring new exhibits. The museum has also experienced unexpected attendance, membership, major contributors and endowments this year. Mr. Gee added that receiving a subsidy from the City gives benefactors and contributors confidence which encourages funding. The Museum budget request is that same as last year.

Police Chief Rasmussen and John Peters presented the proposed Emergency Management budget. Chief Rasmussen said there is not a lot of change. There will be some increases due to the One-Call system, replacement of expiring pandemic supplies and the new Public Private Partnership requirements. Comptroller Pollitt felt the amount for salaries might be light. Chief Rasmussen said they are asking for a 2% increase for John Peters.

Police Chief Rasmussen and Lt. Ed Gritzner presented the proposed budget for the Police Department. Chief Rasmussen said calls through July were up 10% and arrests are down. He feels utilizing more reserve officers has helped and is asking for an increase of about $12,000 for more reserves which is much less than a full-time new position. Revenue accounts include such things as grants, reimbursements, state grants, seizures, wage reimbursements, lock-out fees, blood draw reimbursements, communications services, soft vest donations and grants, and property sales. Expenses that will increase include salaries, extra reserves, crossing guards, communications fees for 911 system, fuel, maintenance of squad cars, training for Lexipol system, applicant expense, copies, and mandatory soft vests. Capital projects will be coming from the $90,000 levy and will include buying one truck, additional 911 replacements, computers, copier replacements, half of the cost of an electronic gate for the impound lot with the Street Department paying the other half and ballistic glass for the dispatch window. Alderman Kupsik felt the window would be added right away and wondered if that should come out of the City Building budget. Chief Rasmussen was asked if he thought hiring a City mechanic would be a good idea; he said it is if you get the right mechanic.

Fire Chief Brent Connelly presented the proposed budget for the Fire Department. He explained what paid on-premise means; the firehouse is staffed weekdays from 7:00am to 7:00pm. 55% of their calls come in during this time; 23% come in on weekends, and 22% between 7:00pm and 7:00am weekdays. This is paid for by ambulance calls. Revenue increase is expected to be $53,500.00 over last year which includes increases in inspection fees, fire and EMS billing, fire sprinklers and township revenue from emergency calls. Expenses are expected to remain the same. The only new item is the Pro Phoenix contract increase, the cost of which is being covered from the Operating Budget. Capital projects will remain the same including hose and nozzles; mobile gear and printers for fire inspectors; dive equipment; buildings and grounds, seals and coatings for parking; and tuck pointing for exterior soffits. Chief Connelly also felt a City mechanic would be a great benefit to the City as long as they could do pump testing and preventive maintenance.

City Clerk Mike Hawes and Treasurer presented the proposed budget for the Clerk/Treasurer Department. Since the Treasurer position will combine with the Deputy Clerk position on May 1, 2014, the proposed budget includes all treasurer-related expenditures except for wages and benefits from January through April. The City Clerk and Deputy Clerk/Treasurer salaries are not set at this time but the budget will need to consider the Deputy Clerk changing from 37.5 hours per week to 40. City Clerk Staff wages reflects a 6.25% increase due to increase to 40-hour week. City

Clerk Seasonal Wages proposes a 66.67% increase with funding split between Clerk/Treasurer and Comptroller budgets. Other increases include poll workers fees; municipal codification because of a higher volume of ordinances; license/support expense including Laser fiche, License Manager and the new County tax program; and miscellaneous expense due to potential unknowns involved with combining Clerk and Treasurer offices. Decreases or no changes are expected in insurance deductible reimbursements, ballots and election expenses, office supplies, postage, travel and mileage.

Hougen/Kupsik motion to Adjourn at 12:17 p.m.. Unanimously carried.

/s/Artis M. Roenspies, Deputy City Clerk

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FINANCE, LICENSE & REGULATION COMMITTEE BUDGET WORKSHOP
THURSDAY, OCTOBER 3, 2013 - 5:00PM
COUNCIL CHAMBERS, CITY HALL

Chair Hill called the meeting to order at 5:00 p.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen, Mott and Hill. Also Present: Alderman Kehoe, City Administrator Jordan and City Clerk Hawes. Other representatives were in attendance during budget presentations.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

Review/Discussion of departmental budget requests submitted for Budget Year 2014
Ken Etten presented the proposed 2014 budget for the Historic Preservation Commission. The total budget request for 2014 was $6,500.00, an increase of 0% over 2013. The proposed expenditures include nominating the Oak Hill Cemetery as a historic site ($2,500.00), signage for historic sites ($2,500.00), funding for ongoing public education programs ($1,000.00) and other expenses ($500.00).

Larry Larkin presented the proposed 2014 budget for the Geneva Lake Level Corporation (GLLC). Mr. Larkin explained the GLLC's efforts in the last year to maintain the lake level in response to actions by the DNR. The GLLC negotiated with the DNR and made a lake level agreement. Mr. Larkin stated that last year at this time legal fees were expected to be $50,000.00 and he requested an annual contribution of $2,500.00 from the City. However, legal fees have reached $90,000.00 and the GLLC is now requesting a higher contribution from participating municipalities. Mr. Larkin said the GLLC is requesting $5,400.00 from the City of Lake Geneva in 2014. He said he expected this same dollar amount would be requested for the next six or seven years. About 90% of it would go toward the legal fees and the rest would go toward dam maintenance and audit fees. Chair Hill said it is difficult to guarantee that future councils would commit to this dollar amount, but she said the lake level is extremely important to the City.

Ted Peters presented the preliminary 2014 budget for the Geneva Lake Environmental Agency (GLEA). The budget includes total expenditures of $120,975.00 (a 0% change from 2013) and total revenues of $112,280.00 (a 0% change from 2013). Mr. Peters said the GLEA is requesting $20,000.00 from each community. The contribution from communities makes up 71.25% of the budget. The remaining revenue is raised through other means by the GLEA. The Committee discussed the GLEA's initiatives with Mr. Peters.

Alderman Mott left at 5:45 p.m.

Tammie Carstensen and David Lindelow presented the proposed 2014 budget for the Convention and Visitors Bureau (CVB). Mr. Lindelow explained the mission and efforts of the CVB. He argued that a strong hospitality industry is in the best economic interest of the City. He said there is continued need to market Lake Geneva as a destination, as there is competition from other areas. Mr. Lindelow said the 2013 budget request was $95,000.00 from the City. He suggested the City make incremental increases to this contribution. Ms. Carstensen suggested the City contribute $125,000.00, which would equal the amount contributed by Delavan, Fontana and Geneva combined. Chair Hill agreed there is a legitimate argument for the City increasing its contribution to the CVB.

Mike Kramp presented the 2014 budget request for the Geneva Lakes Area YMCA. He requested a contribution of $48,000.00 in 2014, a 0% increase from 2013. Mr. Kramp said the monies help fund the recreation department. Chair Hill noted the City also provides the playing fields at Veteran's Park and the maintenance to the park in the amount of about $38,000.00 annually.

Clarence Read, Arleen Krohn, Mickey Tolar and Sturges Taggart presented the 2014 budget proposal for the Cemetery Commission. Mr. Read made a request of $177,756.00 from the City for 2014, which would be an increase of over $10,000.00 compared to 2013. Mr. Read said the increase would address a potential budget shortfall due to personnel costs. Chair Hill said Comptroller Pollitt should double-check the proposed personnel costs as there may be a decrease due to WRS contributions.

Administrator Jordan presented the proposed 2014 debt service budget. Mr. Jordan said debt service is expected to decrease about $3,000.00 in 2014 compared to 2013. Chair Hill asked when in the budget process the Committee could discuss a capital budget. The Committee agreed to discuss capital budgeting at its October 15 meeting.

Adjournment
Hougen/Lyon motion to adjourn at 7:14 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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City of Lake Geneva
626 Geneva Street
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REGULAR CITY COUNCIL MEETING

MONDAY, OCTOBER 14, 2013 – 7:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Connors calls the meeting to order

2. Pledge of Allegiance – Alderman Kupsik

3. Roll Call

4. Awards, Presentations, and Proclamations

5. Re-consider business from previous meeting

6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.

7. Acknowledgement of Correspondence

8. Approve Regular City Council Meeting minutes of September 23, 2013, as prepared and distributed

9. **CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

A. Original Class "B" Fermented Malt Beverage & "Class C" Wine License applications filed by The Original Chicago Pizza Company, Inc., 150 Center St., Lake Geneva, John Regester, Agent

B. Original 2013-2014 Operator (Bartender) License applications filed by Brittney Smoger, Judith Horgen, Sarah Rowe, Julia Barbaria, David Henchel Jr., Kami Miller, Brian Monahan, Shelly Yopp, Kara Voght, Sue Spencer, Gail Gauger-Geyer, William Stephan, Jordan Levendusky, William Wright, Pierre Burgess, Jessica Cercas, Shannon McDonough, Sarai Lopez, Julie Duesterbeck, and Frances Learn.

10. Items removed from the Consent Agenda

11. Public hearing on Ordinance 13-21 on the amending of existing impact fees

12. First reading of Ordinance 13-22, an ordinance to correct a scrivener's error in Ordinance 13-19

13. Second reading of Ordinance 13-20, amending the Zoning Map of the City of Lake Geneva, Walworth County, Wisconsin, from Planned Development (PD) to Multi-family (MR-8) for a certain property in the City (Tax Key Number ZWRI 00002)

14. Discussion/Action on Agreement of Cooperative Relationship between the City of Lake Geneva and Geneva Lakes Area YMCA, establishing a City Council liaison on the YMCA Board of Directors

15. Finance, License and Regulation Committee Recommendations – Alderman Hill

A. Discussion/Action on renewal of a TID CD in the amount of $142,510.11 maturing on October 21, 2013

B. Discussion/Action on labor attorney review of draft employee handbook *(recommended by Personnel Committee 9/26/13)*

C. <u>Resolution 13-R57</u>, authorizing the transfer of monies from the TID discretionary account to the TID front-end loader account in the amount of $62,450.00

D. <u>Resolution 13-R58</u>, authorizing the transfer of monies from the TID discretionary account to the TID Main Street Waterway Enclosure Project account in the amount of $287,942.00

E. <u>Resolution 13-R59</u>, establishing the 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates *(recommended by Piers, Harbors and Lakefront Committee 9/26/13)*

16. Personnel Committee – Alderman Kupsik

A. Discussion/Action on amended employment contract for city comptroller

17. Public Works Committee – Alderman Mott

A. 2013 Joint and Crack Cleaning and Sealing Bid to Asphalt Service of Rochester, WI in the amount of $20,000 *(recommended by the Public Works Committee)*

18. Presentation of Accounts – Alderman Hill

A. Purchase Orders. None

B. Prepaid Bills in the amount of $20,190.81

C. Regular Bills in the amount of $509,973.82

19. Mayoral Appointments – Mayor Connors

A. Discussion/Action on appointment of Alderman Kupsik as Council liaison to the Geneva Lakes Area YMCA Board of Directors *(continued 9/23/13)*

B. Discussion/Action on appointment of Gary Ahnert as the citizen representative to the Geneva Lake Environmental Agency

20. Closed Session
Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for Fire and Police union negotiations (Administrator Jordan)

21. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session

22. Adjournment

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

10/11/13 4:00pm
cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

CITY COUNCIL MEETING
MONDAY, SEPTEMBER 23, 2013 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL

Mayor Connors called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Alderman Kehoe.

Roll Call. Present: Mayor Connors, Aldermen Hougen, Wall, Mott, Hill, Kupsik, Kehoe, Taggart and Lyon. Also present: Administrator Jordan, City Attorney Draper, DPW Winkler and City Clerk Hawes.

Awards, Presentations, and Proclamations. None.

Re-consider business from previous meeting. None.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes. None.

Acknowledgement of Correspondence. None.

Approval of Minutes
Hougen/Wall motion to approve the regular meeting minutes of September 9, 2013, as distributed. Unanimously carried.

Consent Agenda
A. Original Massage Establishment License Application filed by Meridian Condominium Association d/b/a Bella Vista Suites Hotel, 335 Wrigley Dr., Lake Geneva, contingent upon Police Chief and Building Inspector approval

B. Original 2013-2014 Operator (Bartender) License applications filed by Robert A. Pelz and John P. Cardiff

Kupsik/Taggart motion to approve. Unanimously carried.

Items Removed from the Consent Agenda. None.

Discussion/Action on setting public hearing date to amend impact fee ordinance
City Attorney Draper said at a prior meeting the Council directed him to repeal the impact fee ordinances and to convert the utility impact fees to connection fees. Mr. Draper said according to state statute, the amendment to the impact fee ordinances will require a class one notice and public hearing.

Hill/Wall motion to set a public hearing date of October 14 to amend the impact fee ordinances. Unanimously carried.

Discussion/Action on directing staff to solicit bids for north Broad St. lighting replacements funded by TID #4 *(Tabled 6/24/13) (recommended by Public Works Committee 9/12/13)*
Kupsik/Kehoe motion to remove the item from the table. Unanimously carried.

Mayor Connors said the Council previously selected the Post Top LED fixtures for the Broad St. lighting replacement project. The Council tabled the item until they had a chance to install a unit to make sure they like it before directing staff to solicit bids. Mr. Connors said the demonstration unit has been installed and the Public Works Committee voted to proceed with soliciting bids. DPW Winkler said it would be for 44 total fixtures; one fixture would be used as a spare.

Mott/Wall motion to direct staff to solicit bids for north Broad St. lighting replacements funded by TID #4 for the 44 fixtures.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Lyon voted “yes.” Taggart voted “no.” Mott carried 7 to 1.

Finance, License and Regulation Committee Recommendations – Alderman Hill

Discussion/Action on directing staff to proceed with the design and bidding of Cook St. and Main St. traffic signals *(recommended by Public Works Committee 9/12/13)*
Alderman Hill said the Finance, License and Regulation Committee forwarded this item to Council without recommendation.

Hill/Hougen motion to direct staff to proceed with the design and bidding of Cook St. and Main St. traffic signals, for an amount not to exceed $16,100.00 for the design and bidding work, funded by TID #4. Mayor Connors said the Public Works Committee recommended the City purchase the signal equipment directly to save on sales tax. Alderman Hill said this item has been discussed at length at Public Works Committee and the City has done its due diligence to this point in identifying a need for the traffic signals at this local. She said a traffic study was done that showed the signals were warranted. There are pedestrian safety concerns at this location. She also heard from business owners and police officers who favored traffic signals at this location.

Alderman Mott said he initially opposed this project because there are already two signaled intersections in the area. However, Mr. Mott said he understands the justification for installing the lights at this location. Alderman Kehoe asked what type of signals would be installed. DPW Winkler explained they would be standard signals, like those installed at the Broad St. and Center St. intersections. However, there would not be signals facing Wrigley Dr. because it is a one-way, southbound road.

Alderman Taggart expressed opposition for the traffic signals, suggesting that more traffic signals may only add to the congestion downtown. Mr. Taggart acknowledged safety concerns at the intersection, but stated he didn't think it could be resolved by spending money.

Alderman Hougen spoke to the frequency of traffic-related accidents in Lake Geneva, stating there were 16 hit-and-run accidents in the month of August alone. He said the idea of spending $200,000.00 in order to improve safety seemed like a worthy investment. Alderman Lyon also expressed support for the traffic signals, commenting that there needs to be a system for controlling vehicular and pedestrian traffic at the intersection.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik and Lyon voted "yes." Taggart voted "no." Motion carried 7 to 1.

Discussion/Action on installation of crosswalks and flashing pedestrian crossing lights at Townline Rd. and Hudson Tr. *(recommended by Public Works Committee 9/12/13)*
Hill/Kupsik motion to approve.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on award of bid to Miller-Bradford for front-end loader in the net amount of $124,900.00 including trade-in funded by capital fund and TID #4
Hill/Wall motion to approve. Alderman Hill said the loader would be funded 50% by capital and 50% by TID. She said the current loader was manufactured in 1983 and requires about $35,000.00 in repairs. The bid from Miller-Bradford was not the lowest of the three bids received, however staff recommended Miller-Bradford's bid because it included a three-year scheduled maintenance agreement at no cost. Ms. Hill noted that the loader was not in the capital plan, but is being funded with extra monies that became available due to good bid prices in the last couple years.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on award of contract to Humphreys Contracting for Riviera Seawall Repair in the amount of $79,950.00 funded by TID #4
Hill/Mott motion to approve. DPW Winkler said he expected to receive two or three bids but only one was submitted. Mr. Winkler stated the bid is below budget and he has confidence in Humphreys Contracting to complete the work. Alderman Hill said the project was removed as a line item in the TID budget but it has been discussed for some years. It would be funded from the TID undesignated account. Alderman Taggart asked it was a particularly difficult job. DPW Winkler said it is a difficult job because it involves working at and below the water line. It involves limited space to move and there is a small window of time the project needs to be completed in. Mr. Winkler said there are also a lot of pipes and wires on the wall that need to be worked around.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on award of contract to C&D Landscaping for 2013 Fall Tree Planting in the amount of $17,599.30 funded by TID #4 and general fund
Hill/Kehoe motion to approve. Alderman Hill said there is $15,000.00 in the Street Department budget for the project. The trees planted within TIF district would be funded by TID #4. Ms. Hill suggested the Tree Board look at expanding the tree planting program in light of the emerald ash borer outbreak. Alderman Wall asked why the bids differed so much in cost. DPW Winkler said it likely had to do with their inventory and the resources they have to obtain trees. He said the bidders are typically landscaping companies that buy trees from nurseries. They may also differ in their installation fees.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on engineering agreement with Crispell-Synder for Townline Trails Subdivision Phase II & III
Hill/Hougen motion to approve. Alderman Hill said the cost of the agreement will be passed on to the developer.

Hill/Kehoe motion for an amendment to the contract stating that work exceeding $8,800.00 would require Council approval. City Attorney Draper said the final cost of the work may depend on the dealings between the developer and engineer. He suggested this amendment may put the City in the middle of it.

Roll Call on amendment: Mott, Hill, Kehoe, Taggart and Lyon voted "yes." Hougen, Wall and Kupsik voted "no." Motion carried 5 to 3.

Roll Call on main motion, as amended: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on engineering agreement with Crispell-Snyder for Main Street Waterway Enclosure Rehabilitation project
Hill/Kupsik motion to approve, with an amendment in the contract stating that if the project exceeds $22,900.00 it will require approval from Council. Alderman Hill noted the project will need to come back for a budget resolution.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Police and Fire Commission Recommendations – Alderman Lyon

Discussion/Action on approval of employment contracts for police chief and assistant police chief
Lyon/Wall motion to approve. City Attorney Draper said the Police and Fire Commission made a couple changes to help clarify the contracts. Mr. Draper expressed concern with the provision stating that the Police and Fire Commission would determine salary increases. He suggested adding "and approved by the City Council" to the provision.

Kupsik/Hougen motion an amendment to add "and approved by the City Council" to line three of the contracts relating to salary increases. Mayor Connors said this would go back to the Police and Fire Commission and if they made the change the matter would be over with.

Roll Call on amendment: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Roll Call on main motion, as amended: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Plan Commission Recommendations – Alderman Hougen

Discussion/Action on two-year extension of General Development Plan (GDP) for the Summerhaven planned development for Tax Keys ZSUM 00101 to ZSUM 00247 (formerly ZOP 00412A)
Hougen/Wall motion to approve an extension to September 15, 2015. Alderman Hougen explained that once the GDP expires, the property would revert to its original zoning. By extending the GDP, it will allow the developer a little more time to complete the proposed development. Mayor Connors noted the GDP could be extended up to 10 years but the Plan Commission recommended two years.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

First reading of <u>Ordinance 13-20</u>, amending the Zoning Map of the City of Lake Geneva, Walworth County, Wisconsin, from Planned Development (PD) to Multi-family (MR-8) for a certain property in the City (Tax Key Number ZWRI 00002)
City Attorney Draper said the Precise Implementation Plan (PIP) for the Wrightwood development expired. He said the zoning administrator recommended a zoning change on the property that will allow a future development similar to the one in the PIP to occur at a future date. However, a future development proposal would likely need to come forward with a new PIP.

First reading only; no action taken.

<u>Resolution 13-R55</u>, authorizing the issuance of a Conditional Use Permit to Lake Geneva Architects, Jason Bernard, on behalf of Andrew Kerwin, 1616 Evergreen Lane, Lake Geneva, for a second floor addition (cupola) to an existing single family residence in the ER-1 District using the setback requirements of the SR-4 District at 1616 Evergreen Lane, Lake Geneva, Tax Key No. ZLM 00013, including all staff recommendations
Hougen/Hill motion to approve. Alderman Hougen commented the proposed addition is similar to other projects in the neighborhood. He said no objections were heard during the public hearing and the project does not seem to adversely affect any surrounding properties. Mayor Connors noted a letter was submitted by the neighborhood's architecture board expressing support for the second floor addition.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

<u>Resolution 13-R56</u>, authorizing the issuance of a Conditional Use Permit to Gonzalo and Pat Davila, 1155 S. Lake Shore Drive, Lake Geneva, for the installation of a decorative fence in excess of three feet in the streetyard (on Maple St.) at 1155 S. Lake Shore Dr., Lake Geneva, including all staff recommendations and, specifically, for the life of the fence
Hougen/Kupsik motion to approve. Alderman Hougen said the permit is for replacing the existing fence. He said the proposed fence is comparable to other fences recently installed in this part of the City. Mayor Connors stated that the black decorative fence will be less visible than the existing fence.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on sale of property and vacation of a portion of the roadway located on La Salle St. near the intersection of Edgewood Dr., Lake Geneva, adjacent to Tax Key No. ZEH 00038
Hougen/Kupsik motion to approve, including a $1,500.00 fee for the sale of property and that the certified survey map would be recorded with the County. Mayor Connors referenced a revised certified survey map that included changes recommended by the City Engineer reflecting more clearance on the southwest corner. Alderman Hougen said the Plan Commission reviewed this item closely and made sure there was no foreseeable need for this land on the City's part. He said the property owner desires to maintain the land with native plantings.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on Application for Certified Survey Map/Lot Line Adjustment filed on behalf of Woods School, c/o Ed Brzinski, N2575 Snake Rd., Lake Geneva, WI 53147, for land located in the Town of Geneva, and within the City's Extra-Territorial Platting Jurisdiction
Hougen/Kupsik motion to approve. Alderman Hougen said the certified survey map would reflect historical changes to the land. Mayor Connors said the application was necessitated by the need to provide water to Woods School.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Presentation of Accounts – Alderman Hill

Hill/Wall motion to approve Prepaid Bills in the amount of $4,703.50
Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Hill/Hougen motion to approve Regular Bills in the amount of $189,398.70
Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Mayoral Appointments – Mayor Connors

Discussion/Action on appointment of Alderman Kupsik as Council liaison to the Geneva Lakes Area YMCA Board of Directors
Hill/Hougen motion to continue to the October 14 meeting. Mayor Connors said the YMCA board is preparing documentation that would spell out the role of the Council liaison. Unanimously carried.

Closed Session
Kupsik/Lyon motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for fire union negotiations (Administrator Jordan)

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

The Council entered into Closed Session at 8:24 p.m.

Lyon/Taggart motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session.

Roll Call: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried. The Council reconvened in open session at 8:58 p.m.

No action was taken upon reconvening in open session.

Adjournment
Mott/Hill motion to adjourn at 8:58 p.m. Unanimously carried.

_____
/s/ Michael D. Hawes, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

CITY OF LAKE GENEVA

ALCOHOL LICENSE CHECKLIST

CHECKLIST MUST BE SUBMITTED BY EACH APPLICANT SEEKING A NEW ALCOHOL LICENSE. INCOMPLETE APPLICATIONS WILL BE REJECTED.

Applicant/Agent Name: JOHN P. REGESTER

Business Name and Address: ORIGINAL CHICAGO PIZZA CO. 150 CENTER ST. LAKE GENEVA, WI 53147

Type of Alcohol License(s) Sought: BEER + WINE "Class B" and "Class C"

Applicant	Office Use	Item
☒	☐	Discuss with City Clerk (or Deputy Clerk) the desired alcohol license and proposed use.
☒	☒	**Original Alcohol Beverage Retail License Application (AT-106)** Thoroughly complete questions 1-14 and complete the box in the upper right corner. Application can be notarized at City Hall.
☒	☒	**Auxiliary Questionnaire (AT-103).** Thoroughly complete the top sections and questions 1-6. A copy must be submitted for each officer, director, member, manager or agent of the corporation, LLC, or non-profit organization. Application(s) can be notarized at City Hall.
☒	☒	**Agent Schedule (AT-104).** Thoroughly complete the top section and the "Acceptance by Agent" section.
☒	☒	**$25 publication fee** payable to the City of Lake Geneva and due upon application.
☒	☒	**Proof of Completing Responsible Beverage Server Training Course.** Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. *Does not apply to individuals who held, or were an agent of a corporation or LLC that held a liquor license within the past two years.*
☒	☒	**Proof of Residency.** Applicants must have resided 90 days continuously in this state prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. *Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.*
☒	☒	**Proof of Wisconsin Seller's Permit.** Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
☒	☒	**Map of premises.** Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should include a small compass arrow showing which direction is north.

Applications (AT-106, AT-103, AT-104) may be obtained at City Hall or from the Wisconsin Department of Revenue website, http://www.revenue.wi.gov/forms/alcohol.

For Office Use Only

Date Filed with Clerk: 10-4-13

Publication Fee Receipt Number: C131004-27
Date forwarded to Police Chief: 10-4-13

Date Published in Newspaper: 10-10-13

FLR Approval: _____
Council Approval: _____

License Issued Date: _____
License Fee Received: _____
Receipt Number: _____
License Number: _____

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Oct. 04 20 13 ;
ending 20

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☑ City of } Lake Geneva

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: 456-0000035287-03
Federal Employer Identification Number (FEIN): 39-1744995

LICENSE REQUESTED ▶	
TYPE	FEE
☐ Class A beer	$
☒ Class B beer	$
☒ Class C wine	$
☐ Class A liquor	$
☐ Class B liquor	$
☐ Reserve Class B liquor	$
Publication fee	$ 25.00
TOTAL FEE	$

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY ☒ CORPORATION/NONPROFIT ORGANIZATION
hereby makes application for the alcohol beverage license(s) checked above.
2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ The Original Chicago Pizza Company Inc.
An **"Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company.** List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	JOHN P. REGESTER	614 WATER ST.	LAKE GENEVA, WI 53147
Vice President/Member	LINDA L. REGESTER	" SAME AS ABOVE	"
Secretary/Member			
Treasurer/Member	SAME AS ABOVE		
Agent ▶ John Regester			
Directors/Managers			

3. Trade Name ▶ ORIGINAL CHICAGO PIZZA CO. Business Phone Number 262/248-8544
4. Address of Premises ▶ 150 CENTER ST. Post Office & Zip Code ▶ Lake Geneva 53147
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Restaurant Area, basement storage JR
10. Legal description (omit if street address is given above):
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? Delish Corporation, Original Chicago Pizza Co. JR
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☑ Yes ☐ No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☑ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
this 4th day of October, 20 13

Curtis M. Roenspies
(Clerk/Notary Public)
My commission expires 8-17-14

John Regester
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

Linda L Regester
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 10-4-13	Date reported to council/board	Date provisional license issued 10-4-13	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

10/04/13 $65.00 27

AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name *(please print)* *(last name)*	*(first name)*	*(middle name)*
Regester	Linda	L

Home Address *(street/route)*	Post Office	City	State	Zip Code
1614 Water St		Lake Geneva	WI	53147

Home Phone Number	Age	Date of Birth	Place of Birth
262 248-1664 5	62	Aug 16, 51	Illinois

The *above named individual* provides the following information as a person who is *(check one)*:

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☐ Linda L Regester of Original Chicago Pizza Co
(Officer/Director/Member/Manager/Agent) *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 47 yrs
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Piggly Wiggly	Hwy 120 L.G.	2003	Current
Employer's Name	Employer's Address	Employed From	To
Sentry Foods	Hwy 50 / Edwards Blvd L.G	1995	2003

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 4th day of October, 20 13

Artis M. Roenspies
(Clerk/Notary Public)

My commission expires 8-17-14

Linda L Regester
(Signature of Named Individual)

Printed on Recycled Paper

AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name *(please print)* *(last name)*	*(first name)*	*(middle name)*
REGESTER	JOHN	PATRICK

Home Address *(street/route)*	Post Office	City	State	Zip Code
614 WATER ST.		LAKE GENEVA	WI	53147

Home Phone Number	Age	Date of Birth	Place of Birth
262/248-6645	63	10-28-1949	ILLINOIS

The *above named individual* provides the following information as a person who is *(check one)*:

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☐ JOHN P. REGESTER of ORIGINAL CHICAGO PIZZA CO.
(Officer/Director/Member/Manager/Agent) *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 47 yrs.
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
COCA-COLA SHERIDAN SPRINGS	SHERIDAN SPRINGS RD., L.G.	1973	1984
~~CA~~ COCA-COLA	ROCKFORD, ILL.	1984	1991

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 4th day of October, 2013

Curtis M. Roenspies
(Clerk/Notary Public)

My commission expires 8-17-14

(Signature of Named Individual)

Printed on Recycled Paper

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☑ City of Lake Geneva County of Walworth

The undersigned duly authorized officer(s)/members/managers of ORIGINAL CHICAGO PIZZA CO.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as ORIGINAL CHICAGO PIZZA CO.
(trade name)

located at 150 CENTER ST., LAKE GENEVA, WI 53147

appoints JOHN P. REGESTER
(name of appointed agent)

614 WATER ST., LAKE GENEVA, WI 53147
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 47 yrs.

Place of residence last year 614 WATER ST., LAKE GENEVA, WI. 53147

For: ORIGINAL CHICAGO PIZZA CO.
(name of corporation/organization/limited liability company)

By: _____
(signature of Officer/Member/Manager)

And: Sheila L Regester
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, John Regester, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

John Regester — 10-6-13
(signature of agent) (date)

Agent's age 67

614 WATER ST. LAKE GENEVA 53147
(home address of agent)

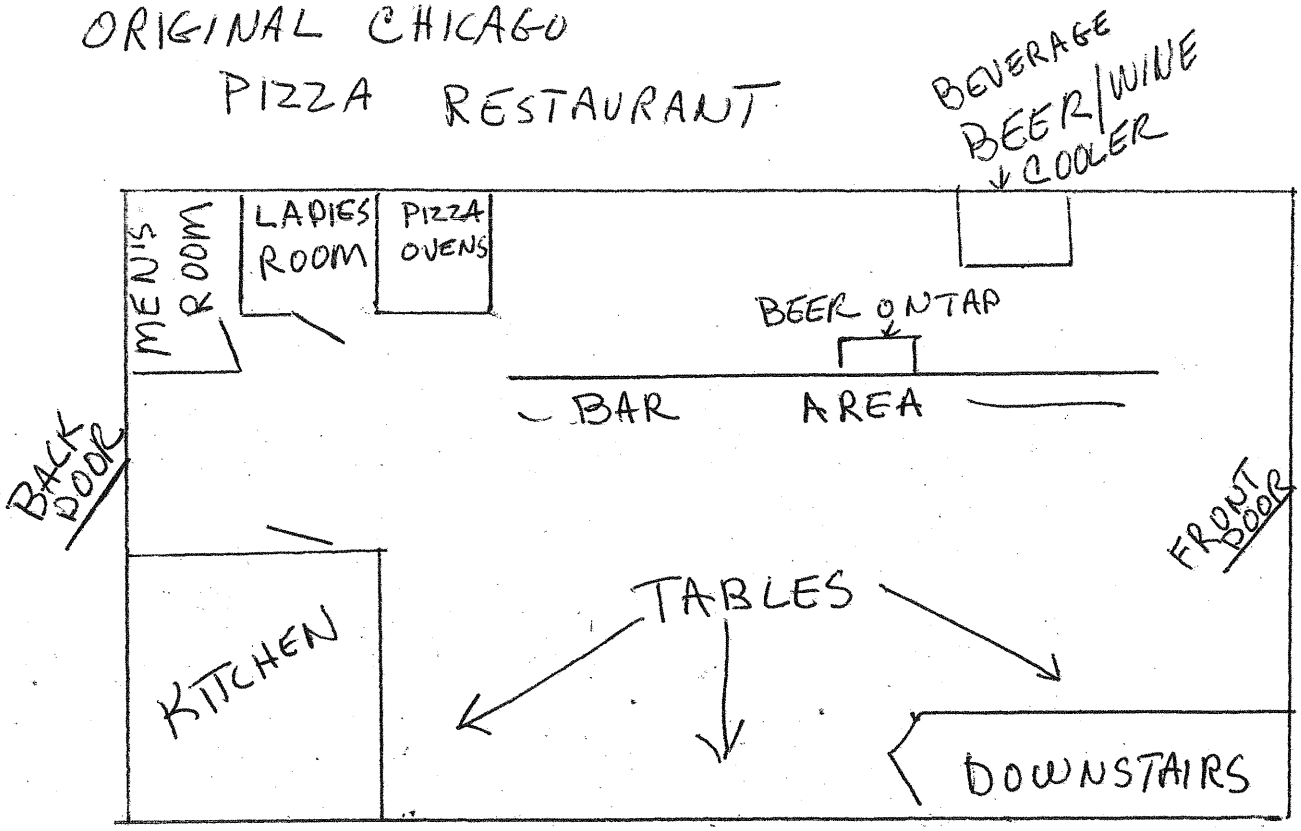
Date of birth 10-28-49

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)

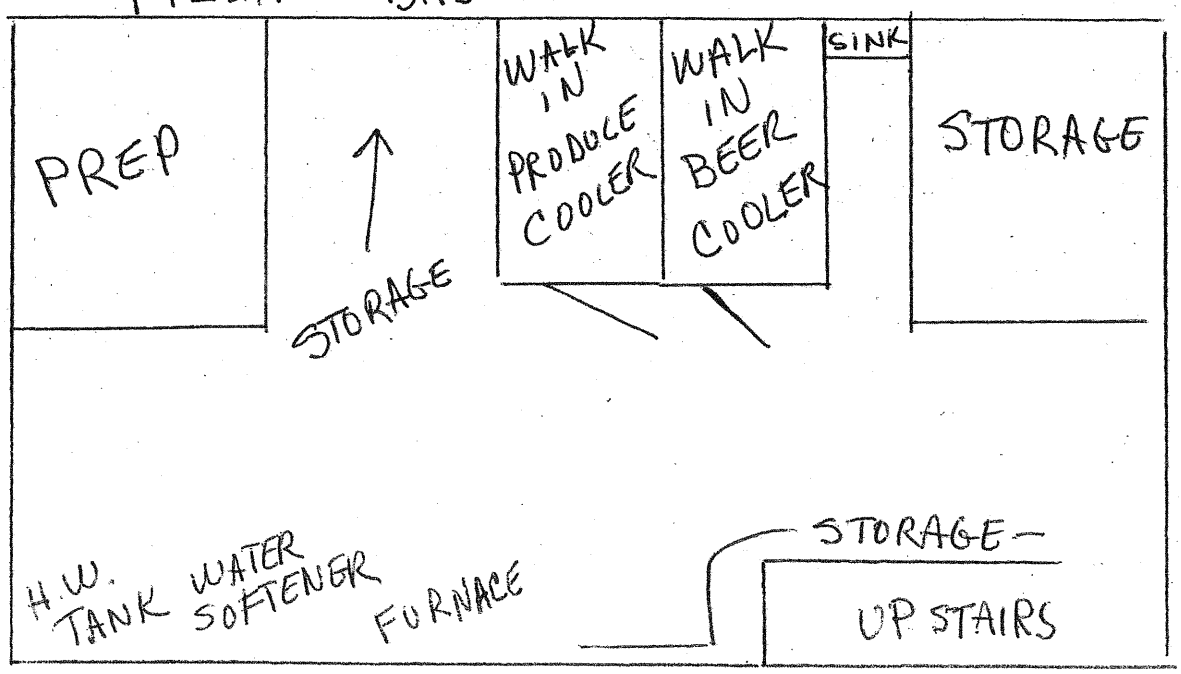
I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 10-8-13 (date) by _____ (signature of proper local official) Title Police Chief (town chair, village president, police chief)

ORIGINAL CHICAGO
PIZZA RESTAURANT



ORIGINAL CHICAGO
PIZZA BASEMENT / STORAGE



COPY

City of Lake Geneva

Date: 10/10/2013
Time: 4:03 PM
Page: 1

Licenses Issued between 10/14/2013 and 10/14/2013

Operator's Regular

Issued	License No	Customer	Address			Total
10/14/2013	2013- 284	Brittney N. Smoger	141 Schemmer St.	Burlington, WI 53		50.00
	Employer:	Geneva Lakes Convenience Corp.	Clark Station	728 Williams Street	Lake Geneva, WI 53147	
10/14/2013	2013- 293	Judith A. Horgen	N3198 Poplar Rd.	Lake Geneva, WI 5		50.00
	Employer:	Wal-Mart Supercenter #910	Wal-Mart Stores East LP	201 S. Edwards Blvd.	Lake Geneva, WI 53147	
10/14/2013	2013- 286	Sarah Rowe	1851 Division St., Unit B	East Troy, WI 531		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 295	Julia A. Barbaria	N3269 Oak Rd.	Lake Geneva, WI 5		50.00
	Employer:	The Red Geranium Restaurant	Swatek Sales Corp., SS2 I	393 N. Edwards Blvd.	Lake Geneva, WI 53147	
10/14/2013	2013- 282	David W. Henchel, Jr.	400 S. Edwards Blvd., Apt	Lake Geneva, WI 5		50.00
	Employer:	Lake Geneva Mobil	Prairie State Enterprises	350 Edwards Blvd.	Lake Geneva, WI 53147	
10/14/2013	2013- 291	Kami J. Miller	164 S. Main Street	Burlington, WI 53		50.00
	Employer:	Two Thumbs Up LLC	D/B/A Thumbs Up	260 Broad Street	Lake Geneva, WI 53147	
10/14/2013	2013- 283	Brian M. Monahan	1139 Sage St.	Lake Geneva, WI 5		50.00
	Employer:	Bella Vista Suites Hotel	Attention:Ted Harig or C.	335 Wrigley Dr.	Lake Geneva, WI 53147	
10/14/2013	2013- 292	Shelly A. Yopp	7031 Clover Ct.	Burlington, WI 53		50.00
	Employer:	Wal-Mart Supercenter #910	Wal-Mart Stores East LP	201 S. Edwards Blvd.	Lake Geneva, WI 53147	
10/14/2013	2013- 290	Kara Voght	34120 118th St.	Twin Lakes, WI 53		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 277	Sue D. Spencer	1270 Wisconsin St., #106	Lake Geneva, WI 5		50.00
	Employer:	Walgreen's #5600	351 N. Edwards Blvd.	Lake Geneva, WI 53147		
10/14/2013	2013- 296	Gail M. Gauger-Geyer	W3153 McDonald Rd.	Lake Geneva, WI 5		50.00
	Employer:	The Red Geranium Restaurant	Swatek Sales Corp., SS2 I	393 N. Edwards Blvd.	Lake Geneva, WI 53147	
10/14/2013	2013- 288	William D. Stephan	400 Edwards Blvd., Apt 17	Lake Geneva, WI 5		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 287	Jordan M. Levendusky	427 W. Rockwell St.	Elkhorn, WI 53121		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 285	William Wright	100 Quail Path	Ingleside, IL 600		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 280	Pierre J. Burgess	700 Southwind Dr., Unit 2	Lake Geneva, WI 5		50.00
	Employer:	Walgreen's #5600	351 N. Edwards Blvd.	Lake Geneva, WI 53147		
10/14/2013	2013- 281	Jessica L. Cercas	7265 Lawton Ave.	Lake Geneva, WI 5		50.00
	Employer:	Walgreen's #5600	351 N. Edwards Blvd.	Lake Geneva, WI 53147		
10/14/2013	2013- 289	Shannon McDonough	10908 Redhawk Ln.	Spring Grove, IL		50.00
	Employer:	Carvetti's of Lake Geneva	Samson Enterprises, LLC	642 Main St.	Lake Geneva, WI 53147	
10/14/2013	2013- 278	Sarai R. Lopez	W3574 Springfield Rd.	Lake Geneva, WI 5		50.00
	Employer:	The Next Door Pub	DCR Restaurant Group, LLC	411 Interchange N.	Lake Geneva, WI 53147	

City of Lake Geneva

Licenses Issued between 10/14/2013 and 10/14/2013

Operator's Regular

Issued	License No	Customer	Address		Total
10/14/2013	2013- 294	Julie E. Duesterbeck	N1676 Maple St.	Lake Geneva, WI 5	50.00
	Employer:	Wal-Mart Supercenter #910	Wal-Mart Stores East LP	201 S. Edwards Blvd. Lake Geneva, WI 53147	
10/14/2013	2013- 279	Frances M. Learn	945 Lake Geneva Blvd.	Lake Geneva, WI 5	50.00
	Employer:	Lake Geneva Mobil	Prairie State Enterprises	350 Edwards Blvd. Lake Geneva, WI 53147	

Operator's Regular **Count: 20** **Totals for this Type:** 1,000.00

ORDINANCE 13-21

AN ORDINANCE AMENDING CHAPTER 39, IMPACT FEES, OF THE LAKE GENEVA MUNICIPAL CODE

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

1. That impact fees for the fire station, City park and recreation facilities, and library are hereby repealed in Sections 39-5 and 39-6 of Chapter 39 of the Municipal Code of the City of Lake Geneva, Wisconsin.

2. That Section 39-4 of Chapter 39 of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

   This chapter shall be uniformly applicable to residential and nonresidential development which occurs within the city and the impact fee zone. The impact fee zone shall be as included in the impact fee needs assessment and feasibility reports dated January 26, 2004 and September 2005.

3. That Section 39-4 of Chapter 39 of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

   Any person who, after the effective date of this chapter, seeks to create, subdivide, and/or otherwise develop a residential unit within the impact fee area as defined on exhibit B of the impact fee needs assessment and feasibility reports dated January 26, 2004 and September, 2005 is hereby required to pay per residential unit an impact fee equal to one REU segregated as follows:

   (1) Wastewater treatment facility—All zoning classifications: $1,865.

   (2) Water utility—All zoning classifications: $1,690.

Any person who, after the effective date of this chapter, seeks to create, subdivide, and/or otherwise develop a nonresidential unit is hereby required to pay per nonresidential unit an impact fee for one REU times a multiplier based upon meter size segregated as follows:	
REU	**Meter Size**
1.00	5/8 IR 3/4-inch disk
1.60	1-inch disk

2.80	1.5-inch disk
4.80	2-inch disk
6.40	2-inch turbo
14.00	3-inch turbo
40.00	4-inch turbo
80.00	6-inch turbo
100.00	8-inch turbine
152.00	10-inch turbine
649.60	12-inch turbine
Any person who, after the effective date of this chapter, seeks to remodel or upgrade an existing residential or nonresidential unit resulting in an upgrade in water meter size, shall pay an impact fee equal to the difference between REU of the existing meter and new meter times the current impact fee.	

4. Section 39-6 of Chapter 39 of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

The impact fee for residential and nonresidential units shall be assessed and become due upon the following schedule:

(1) Wastewater utility: Prior to issuance of building permit.

(2) Water utility: Prior to issuance of building permit.

The impact fee for existing remodeled or upgraded residential and nonresidential units resulting in an upgrade in water meter size shall be assessed and become due prior to issuance of a water meter. City park and recreation facilities segregated fee shall not be applied to existing remodeled or upgraded residential and nonresidential units.
Pursuant to agreement between the city and any party, said fee may be imposed upon such other mechanism that may be defined in said agreement.

5. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this _____ day of _____, 2013.

_____
JAMES R. CONNORS, Mayor

Attest:

_____
ARTIS ROENSPIES, Deputy Clerk

First Reading: 10/14/2013
Second Reading: _____
Adoption: _____
Published: _____

ORDINANCE NO. 13-20

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

WHEREAS, by recommendation of the Plan Commission a Zoning Map Amendment is made with the City of Lake Geneva, Walworth County, Wisconsin (the **"City"**), to rezone certain real property at Tax Key Number ZWRI 00002, all being situated entirely within the corporate boundaries of the City; and

WHEREAS, the City Plan Commission has convened a public hearing on the matter of the proposed Zoning Map Amendment, on September 16, 2013; and

WHEREAS, the City Plan Commission has recommended approval of the proposed Zoning Map Amendment;

NOW, THEREFORE, the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, does ordain as follows:

1. Pursuant to the provisions of Section 98-903 of the City Zoning Ordinance, the zoning classification of the below-described property is changed as follows:

Planned Development (PD) to Multi-Family (MR-8)

2. The zoning map of the City of Lake Geneva, Walworth County, Wisconsin shall be amended in accordance with the above classification of property.

3. This Ordinance shall take effect upon passage and publication as provided by law.

4. Adopted, passed and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this _____day of _____ 2013.

_____

ATTEST: James R. Connors, Mayor

_____

Michael D. Hawes, City Clerk

First Reading: 09/23/2013
Second Reading: _____
Adopted: _____
Published: _____

AGREEMENT OF COOPERATIVE RELATIONSHIP

THIS AGREEMENT OF COOPERATIVE RELATIONSHIP ("Agreement") is entered into and effective as of the 15th day of September, 2013, by and between CITY OF LAKE GENEVA, WISCONSIN, a municipal corporation organized and existing under the laws of the State of Wisconsin. with offices located at City Hall, 626 Geneva Street, Lake Geneva, Wisconsin 53147 ("City'"), and YOUNG MEN'S CHRISTIAN ASSOCIATION OF LAKE GENEVA, WISCONSIN, a nonstock corporation organized and existing under the laws of the State of Wisconsin, with its principal office located at 203 Wells Street, Lake Geneva, Wisconsin 53147 ("YMCA").

RECITALS

A. As part of its mission, the YMCA offers a variety of recreational programs to the public. City residents benefit from these programs. As a result, the City annually provides the YMCA with a monetary contribution to offset the YMCA's program costs.

B. In order to carry out its program responsibilities effectively, the YMCA Board of Directors and the City recognize the importance of maintaining strong and active interaction and communication with each other. To further promote such interaction and communication, the parties have agreed to establish a board liaison position to facilitate this commitment.

NOW THEREFORE, in consideration of the terms and conditions set forth herein. the parties specifically agree as follows:

1. **Recitals.** The above recitals are true and accurate statements and are hereby incorporated into and made a material part of this Agreement.

2. **City Board Liaison.** The YMCA shall immediately establish the position of "City Board Liaison." The City Board Liaison shall be a nonvoting member of the YMCA Board of Directors. The City Board Liaison shall be appointed by the City and approved by the YMCA Board of Directors on an annual basis. The primary role of the City Board Liaison will be to facilitate communication between the YMCA Board of Directors and the City.

3. **City Board Liaison Responsibilities.** The responsibilities of the City Board Liaison are as follows:

   a. To attend YMCA Board of Directors meetings on a regular basis.

   b. To carry information, questions, and feedback between the YMCA and the City at the request of either entity.

c. To participate in discussions and provide insight and information on interests that affect both entities without violating City Board Liaison's obligation to the City.

d. When sharing information, the City Board Liaison should be clear in each case as to whether the City Board Liaison is making a formal, requested communication from the City or simply offering personal observations and experience with respect to the discussions on matters of mutual interest of the entities.

4. **City Board Liaison Objectives.** The objectives of the City Board Liaison are to:

a. Improve communication between the YMCA and the City.

b. Facilitate the work of the YMCA as it relates to the management and operation of recreational programs on City owned or operated property.

c. Enable early identification of problems or concerns, and support effective discussion and action to resolve issues raised involving interests of both entities.

5. **City Board Liaison Assignments.** The City Board Liaison shall be a current member of the City Common Council. selected by the City's Mayor and approved by the YMCA Board of Directors.

6. **Entire Agreement.** The Agreement expresses the complete agreement of the parties hereto concerning the matters expressly addressed herein. No terms of this Agreement may be altered, amended, or modified except by a subsequent written agreement executed by the parties.

7. **Nonseverability.** The provisions of this Agreement are not severable. If any provision of this Agreement shall be held invalid, illegal, or unenforceable, this Agreement in its entirety shall be null and void, without force and effect.

8. **Notices.** All notices and other communications required or permitted hereunder shall be in writing and mailed in the United States Mail, postage prepaid, addressed to the City or the YMCA. as the case may be, at the address therefor set forth below, which notices shall he deemed to have been given on the date such notice is postmarked.

If to the City, then to:

City of Lake Geneva
c/o Michael Hawes, City Clerk City Hall
626 Geneva Street
Lake Geneva, WI 53147

If to the YMCA, then to:

Geneva Lakes Family YMCA
c/o Mike Kramp, CEO/Executive Director
203 Wells Street
Lake Geneva. WI 53147

9. **Counterparts.** This Agreement may he executed in counterparts, each of which shall be considered an original and all of which together shall constitute the same instrument.

10. **Termination of Agreement.** This Agreement may be terminated at the request of either party upon 60 days advance written notice.

11. **Execution.** Each party executing this Agreement has legal authority to sign and bind their respective entities to the terms of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement effective the day and year first written above.

CITY OF LAKE GENEVA, a municipal corporation

By: _____
Jim Connors, Mayor

Attest: _____
Michael Hawes, City Clerk

YOUNG MEN'S CHRISTIAN ASSOCIATION OF LAKE GENEVA. WISCONSIN, a nonstock corporation

By: Michael R Ploch

Michael R. Ploch, President

Attest: _____

Jeremy A. Kinsey, Secretary

T:\y\ymca\Southern Lakes\offcopy\YMCA Agreement of Cooperative Relationship (3 - lwb).docx

City of Lake Geneva
CD and CDARS Investments
8/22/2013

Bank		Amount Invested	Time Period	% rate	Maturity Dates	Fund	#
BMO Harris Bank							
Regular CD	$	459,314.40	13 months	0.45	10/30/13	TIF 4	7755715319
Regular CD	$	142,510.11	13 months	0.45	10/21/13	TIF 4	46150170
Sub-Total	$	601,824.51					
Talmer Bank							
Regular CD	$	58,675.50	12 months	0.30	05/22/14	TIF 4	4020101292
Sub-Total	$	58,675.50					
Community Bank of Delavan							
Regular CD	$	309,233.84	12 months	0.35	08/08/14	TIF 4	40143
Regular CD	$	312,619.17	12 months	0.40	11/18/13	TIF 4	40266
CDARS	$	600,000.00	52 week	0.30	11/21/13	TIF 4	1014575061
CDARS	$	600,000.00	52 week	0.35	08/21/14	TIF 4	1015663037
Sub-Total	$	1,821,853.01					
TOTAL invested	**$**	**2,482,353.02**					
Interest to Re-invest	CB	$ 1,709.03					
Interest to Re-invest	TB	$ 148.48					
		$ 2,484,210.53					

OFFICE OF THE CITY CLERK
MICHAEL D. HAWES
626 Geneva Street
Lake Geneva, WI 53147
262.249.4092 • mhawes@cityoflakegeneva.com

Date: October 2, 2013
To: Finance, License and Regulation Committee
Re: Draft Employee Handbook

On September 26, the Personnel Committee voted unanimously to recommend sending the draft Employee Handbook for review by a labor attorney. I obtained two quotes for the labor attorney review; I would recommend having the review done by Sarah Platt of von Briesen & Roper in Milwaukee. Attorney Platt estimated the review would cost $1,000 to $1,500. It would include a thorough review of all of the policies in the manual and they would "redline" changes and additions throughout the document. After the review, Attorney Platt would meet to discuss the review, either in-person or over the phone. She could also attend a council meeting to answer questions.

The current draft of the handbook (dated 10-02-13) is provided in the electronic version of your meeting packet. It includes changes that were recommended at the Personnel Committee meeting and changes that were suggested by the mayor. It also includes changing the compensatory bank limited from 40 hours to 80 hours based on further discussion with the administrator and street superintendent. Following is all of the changes since the draft presented at the Personnel meeting:

- Pg. 37 – changing compensatory bank limit to 80 hours
- Pg. 38 – adding the City reserves the right to modify the health, vision, dental and life insurance plans. Removed details about the life insurance plan; added that employees should contact the insurance provider or Comptroller for plan details.
- Pg. 39 – under Disability Insurance, replaced "sick leave" with "medical leave bank"
- Pg. 40-41 – separated "Employee Training" and "Tuition Reimbursement Program"
- Pg. 42 – separated clothing allowance paragraphs for Street Department and dispatch
- Pg. 43 – clarifying that only Street Department employees are eligible for 2-hour minimum call-in pay
- Pg. 51 – added that if an employee is not selected for jury duty they must return to work
- Pg. 55 – adding "falsifying time sheets" to list of unacceptable conduct
- Pg. 62 – clarifying that disposal of City property requires approval from the Comptroller and possibly the City Council
- Pg. 63 – adding that intentional damage to another's property may result in termination
- Pg. 64 – adding "emerging technology (tablets, telemetry, GPS)" to definition of hardware
- Pg. 65 – clarifying that employees are subject to civil damages for making, acquiring or using unlicensed computer software

Recommendation
Motion to approve sending the Employee Handbook to be reviewed by von Briesen & Roper.

OFFICE OF THE CITY CLERK
MICHAEL D. HAWES
626 Geneva Street
Lake Geneva, WI 53147
262.249.4092 • mhawes@cityoflakegeneva.com

Date: October 2, 2013
To: Finance, License and Regulation Committee
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- Pg. 65 – clarifying that employees are subject to civil damages for making, acquiring or using unlicensed computer software

Recommendation
Motion to approve sending the Employee Handbook to be reviewed by von Briesen & Roper.

Mike Hawes

From: Sarah Platt [splatt@vonbriesen.com]
Sent: Friday, September 27, 2013 11:16 AM
To: Mike Hawes
Cc: Dennis; Peg Pollitt
Subject: RE: HR manual review

Hi Mike,

At first glance, it looks like it is in pretty good shape. I notice that the FMLA policy should be updated to reflect the recent changes in regulations (mostly relating to military leaves), and I imagine there might be a few other updates like that. I generally estimate 4-5 hours for me to read through and make a redline of suggested changes to the handbook. Generally, what I would do is send that draft back to you (or whoever else is appropriate at the time) so you can take a look through the suggestions. Then we schedule a meeting or a call to go over any questions. I have also attended council meetings to answer any questions the council might have when approving the manual, if that would be helpful. In terms of cost, I would estimate $1000 to $1500 for a typical review.

Sarah Platt
von Briesen & Roper, s.c.

Direct: 414-287-1492

From: Mike Hawes [mailto:mhawes@cityoflakegeneva.com]
Sent: Friday, September 27, 2013 10:45 AM
To: Sarah Platt
Cc: Dennis; Peg Pollitt
Subject: RE: HR manual review

Sarah,

On October 14, our City Council will be discussing whether to proceed with the HR manual review.

I've attached the latest draft of the handbook for you to get a sense of how long it is and what's all in it (this isn't the exact version that would be reviewed).

Can you provide an estimate for a "red-line" review? Would it include a meeting with you to discuss the review? Whatever information you can provide that we can give to the Council on the 14th would be helpful.

My last day with the City is October 9th. I will be getting as much of this coordinated as possible to that point and then you would probably be working with our administrator Dennis Jordan and comptroller Peg Pollitt (who are copied on this email).

Thanks,
Mike

Michael Hawes, MPA
City Clerk
City of Lake Geneva, Wisconsin
626 Geneva St.

DRAFT 10-02-13

CITY OF LAKE GENEVA

EMPLOYEE HANDBOOK

ADOPTED _____, 2013

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INTRODUCTION

101. Introductory Statement

This handbook sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees of the City of Lake Geneva are expected to follow. This document is designed to inform employees about what the employer may generally expect from its employees, so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants. None of the statements or policies outlined in this handbook are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any personnel or changing the at-will employment relationship in any manner. This document is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees. The policies included in this handbook shall apply to all City of Lake Geneva employees, except for those utility, cemetery, public safety and library employees whose employment shall be guided by their own departmental personnel policies.

To the extent this handbook conflicts with specific language in any applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this handbook when required. Additionally, any wages, hours and working conditions referenced in this document that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the union and employer, or upon waiver.

Final interpretation and implementation of any of the policies or rules contained in this handbook are vested solely with the City of Lake Geneva through the City Administrator. The City reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion.

The contents of this handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

102. Organization Description

I. Goals

It is the policy of the City of Lake Geneva to provide quality services to its citizens and visitors. City personnel will work to provide these services in the most professional, ethical, courteous, cost-efficient and effective manner.

II. Mission Statement

The City of Lake Geneva seeks to preserve its small City atmosphere, reasonable cost of living, and high quality of life by carefully controlling land use and development, and delivering quality programs and services in a fiscally responsible manner.

III. Description of the City

The City of Lake Geneva is incorporated under the general statutes of the State of Wisconsin. The citizens of the City elect a mayor and eight Council members, who together comprise the governing body of the City. The mayor and four Council members are elected in even-numbered years and the remaining Council members in odd-numbered years. The governing body establishes policies, approves ordinances, sets the operating budget and establishes wages and salaries and conditions of employment.

The administrative operation of the City is under the direction of the City Administrator, who is hired by the mayor and Common Council. The Administrator is responsible for the overall daily operation of the City, supervision of all employees, the administration of the budget as adopted by the Common Council, and the coordination of the activities of all City departments. City personnel are responsible to the City Administrator, who is responsible to the mayor and Common Council.

103. Organizational Chain of Command

As with any government agency, the operation of the City relies upon an effective chain of command structure. The ultimate authority for decisions concerning policy in the City resides by law with the Common Council, under the leadership of the Mayor and the City Administrator. The City Administrator, as the chief administrative officer of the City, is the primary professional advisor to the Common Council, and heads the City's management team. The management team is comprised of the various City Department Heads, who report to the City Administrator, and supervisors subordinate to those Department Heads. This management team concept is the process by which recommendations for Council actions are developed and decisions implemented. The system represents a means of establishing orderly lines of organization and communication as management personnel unite with the elected officials to promote effective services for the City.

The City Administrator is responsible for the development, supervision, and operation of the City and its personnel and facilities. The City Administrator is given the latitude to determine the best method of implementing the policy decisions of the Common Council.

All staff members and supervisors shall be responsible to the Mayor and Common Council through the City Administrator. Each employee shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the City Administrator to the Personnel Committee. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this handbook or about any other aspect of his or her job, those questions, opinions or suggestions must be directed through the chain of command structure.

The City Administrator and those Department Heads, supervisors and employees so directed by the City Administrator shall attend all meetings, when feasible. Administrative participation

shall be by professional counsel, guidance, and recommendation – as distinct from the deliberation, debate, and voting of the members of the Common Council.

Any employee who receives directives or requests from any individual citizen, business representative, or elected or appointed official is to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. In some instances, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the City Administrator. If an employee feels harassed by another person based on one's protected status, the employee is directed to follow the harassment reporting policy contained in this handbook.

104. Organizational Chart

The Common Council has adopted an organizational chart to delineate the reporting relationships among the various employees of the City. The most current organizational chart is included as a supplement to this handbook, as depicted on "Appendix A".

105. Employee Acknowledgement Form

By signing below, I hereby acknowledge that I have received a copy of the City of Lake Geneva Employee Handbook, and further acknowledge that I have read and understand its contents. I acknowledge that it is my responsibility to ask questions about anything contained in this document that I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this handbook, as well as any policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this handbook provides guidelines and information, but it is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this handbook or by following any of the provisions of this handbook. I understand that the City may, at any time, change the contents of this handbook and/or my compensation and benefits, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the Employer or me, at any time, for any reason. I understand that this handbook and the Acknowledgement Form do not vary or modify the at-will employment relationship between the City and me.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

[After reading and signing this page, please detach from the handbook and return to your supervisor, who will submit the signed form to the City Administrator for placement in your personnel file.]

GENERAL EMPLOYMENT

201. Employment Classification

Based on the needs of the City, employees are classified within the following categories:

- Regular Full-Time Employees
- Regular Part-Time Employees
- Seasonal or Temporary Employees
- Contractors

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty (40) or more hours per workweek. Regular full-time employees may be classified as exempt or non-exempt. An exempt employee is not paid for overtime hours worked and a non-exempt employee is paid for all overtime hours worked. Only regular full-time employees are eligible to receive benefits from the City, unless otherwise specifically identified in the City's policies or as required by law.

A regular part-time employee is an employee who works a regular schedule and is expected to normally work less than forty (40) hours per workweek. Regular part-time employees may be exempt or non-exempt. A regular part-time employee is not eligible to receive benefits from the City, unless otherwise specifically identified in the City's policies or as required by law.

A temporary or seasonal employee is hired for a specified project or time period, and may work a regular or irregular schedule. Temporary or seasonal employees may be exempt or non-exempt, and do not receive any additional compensation or benefits provided by the City unless required by law.

A contractor is retained by the City on a per project basis, with a defined scope at the project outset. A contractor may perform services on a regular or irregular schedule, and does not receive any additional compensation or benefits provided by the City.

202. Employment at Will

Unless expressly prescribed by statute or contract, employees of the City of Lake Geneva are employed "at will", which means that their employment may be terminated at any time and for any reason, with or without advance notice, at the option of either the employee or the employer. Any employment relationship other than employment "at will" must be set forth in writing and executed by the Mayor and attested by the City Clerk.

203. Introductory Period

Employment with the City shall begin with an introductory period of ninety (90) days, which provides an opportunity for the employee to determine whether he or she has made the right career decision and for the City to assess whether the initial work performed by the employee will meet its needs. The same introductory period shall apply to any former employee who has been rehired after a separation from the City.

Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's "at will" status nor require an employee be discharged only for "cause".

204. Residency

The City Administrator is expected to become a resident of the City of Lake Geneva within six months following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the Common Council.

All other regular full-time and regular part-time Street Department employees of the City shall reside within an area which includes the City of Lake Geneva and does not exceed a maximum distance of fifteen (15) miles from any limits of the City boundaries. Upon hire by the City, any new regular full-time or regular part-time Street Department employee shall have a period of one year to establish his or her residency in accordance with this policy.

205. Access to Personnel Records

(Lexipol policy 1026)

205.1 PURPOSE AND SCOPE

This policy governs the maintenance, retention and access to personnel files.

205.2 POLICY

It is the policy of the City to maintain consistent employment records and preserve the confidentiality of personnel information contained in personnel files pursuant to state law (Wis. Stat. § 19.36(10)).

205.3 PERSONNEL FILES DEFINED

Definitions related to this policy include:

Personnel file - Any file, including a City, department, Department Head, training, separately maintained medical file, containing information about an employee and maintained because of the employer - employee relationship, including a file relating to the performance or merit of an employee.

205.4 SECURITY AND MAINTENANCE OF PERSONNEL FILES

Access to personnel files shall be restricted as follows:

(a) Only the City Administrator or the authorized designee may access personnel files.

(b) Personnel files shall be maintained in a secured location, locked either in a cabinet or access-controlled room.

(c) If personnel files are maintained in an electronic format, adequate password protection shall be employed.

205.4.1 MEDICAL FILE

A confidential medical file shall be maintained separately from all other files and shall contain all documents relating to the employee's medical condition and history. No medical information shall be kept outside the medical file. Medical file contents should include, but are not limited to:

(a) Materials relating to the Family and Medical Leave Act (FMLA) or other medical leaves of absence.

(b) Documents relating to workers' compensation claims or receipt of short- or long - term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal an employee's medical condition.

(e) Any other documents or material that reveal the employee's medical history or medical condition, including past, present or anticipated mental, psychological or physical limitations.

205.5 CONFIDENTIALITY OF ALL PERSONNEL FILES

Personnel files are private and confidential and may be exempt from disclosure. A request to release, inspect or copy a personnel record shall be forwarded to legal counsel for review and a decision regarding the action to be taken (Wis. Stat. § 19.36(10)).

205.6 REQUESTS FOR DISCLOSURE

Only written requests for the disclosure of any data contained in any personnel record will be considered. Any employee receiving a request for disclosure of personnel files shall promptly notify the City Administrator (Wis. Stat. § 19.31 et seq.).

The custodian of records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require the assistance of approved and available legal counsel.

All requests for disclosure that result in access to an employee's personnel data, shall be logged in the corresponding file and the affected employee will be notified in writing prior to access and within three days after making the decision to permit access (Wis. Stat. § 19.356(2)(a)).

205.6.1 RELEASE OF CONFIDENTIAL INFORMATION

No employee of the City may disclose private or confidential data without the written consent of the affected employee or written authorization of the City Administrator or the authorized designee except as provided by this policy, pursuant to lawful process and pursuant to state law or court order.

205.7 EMPLOYEE ACCESS TO HIS/HER OWN FILE

Upon request, an employee may review his/her personnel file up to two times each calendar year, unless otherwise provided in the collective bargaining agreement (Wis. Stat. § 103.13(2)). Employees may be restricted from accessing files containing any information that includes (Wis. Stat. § 103.13(6)):

(a) Criminal investigations involving the employee.

(b) Letters of reference concerning employment, licensing or issuance of permits regarding the employee.

(c) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(d) Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.

(e) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(f) Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

205.8 PURGING OF FILES

Data in personnel files not related to pending litigation or other ongoing legal proceedings may be purged from respective City files once the required records retention period has been met.

(a) Each supervisor responsible for completing the employee's performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the City Administrator.

(c) During the preparation of each employee's performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline or training and career development. If, in the opinion of the Department Head or the authorized designee, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to the current records retention schedule.

206. Personnel Data Changes

It is the responsibility of each employee to ensure that his or her personal information and any decisions regarding benefit selection are accurate at all times, and to promptly notify the City of any changes to the employee's personnel file, personal contact information, or family information used for insurance or tax purposes. Changes to personal information must be provided in writing to the City Comptroller as soon as possible to avoid potential issues regarding benefit eligibility, returned W-2s, and other issues related to compensation or

benefits. This information may include, but not necessarily be limited to, the following: name; address; telephone number; marital status (for benefits and withholding purposes); spouse and dependent names, addresses, and telephone numbers (for benefits purposes); beneficiary designations; and emergency contact information.

207. Hiring, Promotions, Transfers & Assignments

The City of Lake Geneva seeks to hire the best quality and qualified candidates who will fit the needs and culture of the organization. The City may use hiring, interview and screening processes designed to fulfill that objective.

When in the interests of the employer, the City may attempt to fill any job vacancy by promotion from within the organization. Internal and external applicants may be considered for vacant positions with the City.

From time to time and in the interests of the employer, the City may transfer employees from assignment to assignment, position to position, or department to department. An employee may request to be transferred from one position of a department to another, provided that such requests will only be considered when a suitable opportunity exists and can be fulfilled in the interests of the City. Transfer requests initiated by an employee must be in writing, must include a resume of qualifications from the employee and the reasons for the requested transfer, and must be directed to the head of the Department to which he or she wishes to transfer. Notice of the request must also be provided by the employee to his or her current Department Head.

Appointment of personnel to a higher classification on a temporary basis in order to fill a vacancy shall be considered an “acting appointment”. An employee holding an acting appointment may receive a temporary pay increase, if authorized by the Common Council.

208. Reference & Background Checks

Depending on the nature of the position and the applicants applying for the position, the City may conduct varying levels of background screening as needed to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they seek to obtain. Information that may be obtained or requested as part of the screening process

includes information relating to references, previous employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation and driving records. The City may also obtain information from a consumer reporting agency. Before denying an extension, assignment, promotion or other benefit of employment, based in whole or in part on information obtained in the credit report, the City will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

Any employee or applicant seeking employment, transfer, promotion, or assignment will be required to sign a document that constitutes his or her full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment.

209. Performance Evaluations

The City of Lake Geneva expects all employees to perform their job duties at a high quality level that exceeds the expectations of our citizens. Apathy, an inability to work as a member of a team, attitudinal issues and marginal or unacceptable work performance are inconsistent with the interests and expectations of the public and the City.

Supervisors and employees are strongly encouraged to informally discuss job performance and goals at any time, and additional formal performance evaluations may be conducted by the employer on an annual basis. Periodic evaluations are an important tool used to ensure that the City is employing the right individuals to work for our citizens. These evaluations provide an opportunity for supervisors to advise each employee of his or her quality of performance, how performance may be improved, and to receive feedback from the employee concerning training, supervision or any job difficulties that may be occurring. Some of the job factors reviewed may include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude and attendance. The evaluation practices for departments or positions may vary.

210. Outside Employment

(Lexipol policy 1040)

210.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for City employees engaging in outside employment, all employees shall initially obtain written approval from the City Administrator prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the City Administrator in accordance with the provisions of this policy.

210.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - The employment of any member of the City who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with the City of Lake Geneva for services, products or benefits rendered. It also includes those employees who are self-employed.

210.2 OBTAINING APPROVAL

No member of the organization may engage in any outside employment without first obtaining prior approval of the City Administrator. Failure to obtain prior approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee must make a written request and submit it to the City Administrator. Any employee seeking approval of outside employment whose request has been denied shall be notified by the City Administrator.

210.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's application is denied or rescinded by the City, the employee may file a written notice of appeal to the City Administrator within 10 days of the date of denial. If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievances Policy, located in Appendix A of this handbook.

210.2.2 REVOCATION/SUSPENSION OF AN APPROVED OUTSIDE EMPLOYMENT APPLICATION

Any approved outside employment application may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Additionally, revocation or suspension will only be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

(a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency, and the outside employment may be related to the employee's performance. The City Administrator may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment application. After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been re-established to the minimum level of acceptable competency.

(b) If, at any time during the term of an approved outside employment application, an employee's conduct or outside employment conflicts with the provisions of City policy, or any law.

(c) The outside employment creates an actual or apparent conflict of interest with the Department or City.

210.3 PROHIBITED OUTSIDE EMPLOYMENT

The City expressly reserves the right to deny any application submitted by an employee seeking to engage in any activity that:

(a) Involves the employee's use of department time, facilities, equipment or supplies, the use of the City uniform, prestige or influence for private gain or advantage.

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than the City for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this City.

(c) Involves the performance of an act in other than the employee's capacity as a member of the City that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.

(d) Involves time demands that would render performance of the employee's duties for the City below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job - related demands that occur outside regular working hours.

210.4 CITY RESOURCES

Employees are prohibited from using any City equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of the City through the use of the employee's position with the City.

210.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest. Prior to providing written approval for an outside employment position, the City may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the City becomes concerned that a conflict of interest exists based on a financial reason, the City may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to this policy.

210.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates his/her outside employment during the period of an approved application, the employee shall promptly submit written notification of such termination to the City Administrator through the appropriate chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy. Employees shall also promptly submit in writing to the City Administrator any material changes in outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

210.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY OR ADMINISTRATIVE LEAVE

City employees who are engaged in outside employment and are placed on disability or administrative leave or modified/light-duty shall inform their Department Head in writing within five days whether they intend to continue to engage in outside employment while on such leave or light-duty status. The Department Head shall review the duties of the outside employment along with any work-related doctor's orders and make a recommendation to the City Administrator whether such outside employment should continue or the approved application be suspended or revoked.

In the event the City Administrator determines that the outside employment should be discontinued or if the employee fails to promptly notify the Department Head of his/her intentions regarding the employment application, a notice of intent to revoke the employee's application will be forwarded to the involved employee and a copy attached to the original employment application. The revocation process outlined in this policy shall be followed.

Criteria for revoking or suspending an approved outside employment application while on disability status or administrative leave includes, but is not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the City's professional medical advice.

(b) The outside employment performed requires the same or similar physical ability, as

would be required of an on-duty employee.

(c) The outside employment is not compatible with the reason the employee is on administrative leave.

(d) The employee failed to make timely notice of his/her intentions to his/her Department Head.

When the disabled employee returns to full duty with the City of Lake Geneva, a request (in writing) may be made to the City Administrator to restore the permit.

211. Training

The City encourages the professional development of employees that supports the employee and the employer and serves to enrich the professional development of other employees. Prior approval of the City Administrator or appropriate Department Head must be obtained in writing before an employee attends meetings, conferences, training sessions, institutions, workshops, seminars, or special classes. The City may cover the reasonable expenses for registration, tuition, publications and materials, transportation and lodging incurred by the employee in relation to approved training. Employees may earn a maximum of one regular day of pay for each day of training, unless prior approval is obtained from the Department Head.

Employees are responsible for maintaining any required and necessary certification statuses and seeking appropriate recertification when necessary. All requests for reimbursement for certification and recertification, and any applicable training and coursework, must be presented to the City Administrator or appropriate Department Head for approval prior to registering for the required certification or recertification program.

212. Layoffs & Furloughs

Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The City will determine the departments, number of positions and persons impacted by any reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on skills, abilities, qualifications and the interests and needs of the City. If the skills and abilities of two qualified employees subject to layoff are equal and the needs of the City do not necessitate retaining one employee rather than another, then seniority will be the determining factor in the layoff decision. The City may choose to solicit volunteers for the reduction in workforce.

213. Termination, Resignation & Discharge

There are many reasons an employee may be terminated or choose to terminate his or her employment with the City.

Resignation: If an employee decides to leave the City, he or she is expected to advise the City Administrator in writing at least two (2) weeks prior to his or her date of departure so that an orderly transition may be made. The employee must return all City property and records and complete required forms. An exit interview may be conducted by the Personnel Committee. The City reserves the right to terminate the employee before that date.

Termination: If the City decides to terminate an employee for reasons other than for violating policies or rules, the employee will be notified of the employer's decision. The employee must return all City property and records, and complete required forms. An exit interview may be conducted by the Personnel Committee.

Termination for a Policy or Rule Violation: In the event an employee is terminated for a violation of policy or rules, the employee will not be paid for any accrued but unused time off benefits. The employee must return all City property and records, and complete required forms.

Reduction in Force: Any time a selection is to be made among employees for a reduction in force, consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, overall record and length of service with the City.

An employee who resigns or who is terminated will receive his or her final paycheck on his or her next regularly scheduled payday as well as information regarding insurance continuation and other benefit plans.

ANTI-DISCRIMINATION & HARASSMENT

301. Prohibition of Harassment & Discrimination

The City of Lake Geneva is committed to providing a work environment in which employees are treated with courtesy, respect, and dignity. As part of this ongoing commitment, the City will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin, or any other characteristics protected by law. All employees are encouraged to bring any concerns or complaints in this regard to the attention of management through the City's chain of command structure or through the reporting procedures in specific policies. All complaints of sexual harassment, or of harassment of any nature, will be investigated promptly and, where determined necessary, immediate and appropriate action will be taken to stop and remedy such conduct.

All employees share in the responsibility for ensuring that these policies are effective and are uniformly applied to everyone. As such, employees shall be responsible for:

- Behaving in a courteous and professional manner toward fellow employees and the public;
- Reading this policy and fully understanding its requirements;
- Refraining from engaging in any conduct forbidden by this policy;
- Promptly reporting any incidents of sexual or other harassment, discrimination or retaliation, or other inappropriate behavior; and
- Cooperating in any investigation that may be conducted in accordance with the terms of this policy by providing accurate and complete information about any incidents with which the employee is familiar.

Any employee, including management personnel, determined to be involved in discriminatory practices will be subject to corrective actions up to and including termination.

302. Prohibited Behavior

A fundamental policy of the City of Lake Geneva is that the workplace is for performing high quality work and to serve the interests of the City and the public. To that end, employees must provide a workplace environment free from tensions involving matters that do not relate to the City's business and where employees are at all times courteous and professional in their behavior. The City recognizes that any atmosphere of tension created by conduct unrelated to work – including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar discriminatory conduct – does not belong in the workplace and will not be tolerated.

Harassment of employees or applicants for employment with the City is prohibited. For the purposes of this policy, "harassment" is defined as persistently bothering, disturbing, or tormenting another person based on a variety of protected statuses, such as race, color, religion, sex, national origin, disability, marital status, genetic information, or sexual orientation. The City prohibits all forms of harassment, discrimination or retaliation based on protected status, which shall include, but not be limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making inappropriate or unwelcome physical contact.

Sexual Harassment

"Sexual harassment" is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

An employee cannot be forced to submit to sexual harassment as a basis for any employment decision. In addition, the City will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for its employees.

Examples of Prohibited Behavior

The following conduct will be considered to be sexual harassment or another form of unlawful harassment or inappropriate behavior in the workplace or in connection with work-related activities:

- Sexually suggestive or off-color remarks or jokes;
- Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- Unprofessional touching, such as massaging, embracing, or inappropriately putting an arm around another employee;
- Repeated and unwelcome invitations for social interactions outside of the workplace;
- Sexual or racial slurs, derogatory remarks, or offensive gestures;
- Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and
- Including or excluding any individual from workplace activities, assignments, or responsibilities based on his or her refusal to participate in or tolerate sexual or other forms of harassment, or based on other factors not related to job performance or legitimate business reasons.

This list is not intended to be, nor should it be construed as, an exhaustive listing of prohibited behaviors. Any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during work hours or at work-related functions. Such conduct may constitute sexual harassment regardless of whether the conduct occurs between members of management, between management and subordinate staff employees, between staff employees, or directed at employees by non-employees conducting business with the City. Any questions about

whether particular conduct is prohibited under this policy should be discussed with the employee's supervisor or the City Administrator.

303. Harassment by Non-Employees

The City of Lake Geneva will endeavor to protect its employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, citizens, and suppliers conducting business with the City.

304. Complaint Procedure & Investigation

If any employee believes that any sort of sexual or other unlawful harassment, discrimination, retaliation, or other inappropriate conduct is interfering with his or her work or the work of others or is creating an intimidating, hostile, or offensive work environment, the City requires that employee to notify his or her supervisor or the City Administrator. If an employee feels uncomfortable bringing the matter to his or her supervisor or if the employee believes his or her supervisor or a member of a governmental body is participating in conduct that violates this policy, the employee must notify the City Administrator or the City Attorney. The employee may be asked to sign a written complaint or other summary of the information reported.

Complaints of harassment, discrimination or retaliation will be promptly and thoroughly investigated, and the complainant employee will be advised of the results of the investigation when completed. The City understands that these matters are sensitive and will, therefore, make every attempt to maintain confidentiality for all employee complaints and communications, such as interviews and witness statements, to the extent practicable.

The employer will take appropriate disciplinary action, up to and including discharge, against any employee who is found to have engaged in sexual or other unlawful harassment, discrimination or retaliation, or who has otherwise violated this policy. Further, the City will correct any adverse employment action the employee or another employee experienced due to conduct forbidden by this policy and other corrective action designed to end the harassment, discrimination or retaliation.

If an individual involved in harassing or inappropriate conduct is not employed by the City, the individual will be informed of this policy and appropriate action will be taken by the employer.

In all cases, the employer will make follow-up inquiries to ensure that the harassment, discrimination or retaliation has ceased. If the employee is not satisfied with the results of the investigation or follow-up actions, or if further harassment, discrimination or retaliation or other unacceptable conduct occurs, the employee must contact the City Administrator or City Attorney immediately.

305. Retaliation

The City of Lake Geneva will not tolerate retaliation against any employee who complains of sexual or other unlawful harassment, discrimination or retaliation, or who provides information in connection with any such complaints. Any employee who believes that he or she had been retaliated against for bringing a complaint or providing information in connection with a complaint is required to use the reporting procedure specified in this policy.

306. Equal Employment Opportunity

The City of Lake Geneva is an equal employment opportunity employer, and all employment decisions are based on merit and business needs and made through a careful selection process. The City employs individuals who are concerned with the success of the City; those who care first about offering the highest quality public service and the interests of the public, those who can carry out their work with skill and ability, and those who can work well within our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all staff positions, to provide equal opportunity for advancement to all its employees – including upgrading, promotions, and training – and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected under state or federal law.

Equal employment opportunity notices are posted near employee gathering places, as required by law. These notices summarize the rights of employees to equal opportunity in employment and further list the names and addresses of various government agencies that may be contacted in the event any person believes that he or she has been the subject of discrimination.

307. Disability Accommodation

It is the policy of the City of Lake Geneva to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and that any accommodations made would not impose an undue hardship on the City.

308. Immigration Law Compliance

The City of Lake Geneva is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. The City requires each employee, as a condition of employment, to provide documentation establishing identity and authorization to work in the United States.

CONFLICTS OF INTEREST & CONFIDENTIALITY

401. Conflicts of Interest and Nepotism

(Lexipol policy 1050)

401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between employees of the City. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

401.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor or employee who is vested with authority by law, rule

or regulation, or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

401.2 RESTRICTED DUTIES AND ASSIGNMENTS

The City will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel

decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

401.2.1 EMPLOYEE RESPONSIBILITIES

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

401.2.2 SUPERVISOR RESPONSIBILITIES

Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the City Administrator or the authorized designee of such actual or potential violations through the chain of command.

402. Confidentiality

No information concerning the internal operations of the City, including but not limited to the release of records of the City, may occur except through, and with the permission of, the City Administrator or individual Department Head, if designated by the City Administrator. If requests for information are received by an employee, whether on or off duty, the employee is required to politely decline to provide such information and to direct the requestor to the City Administrator or appropriate Department Head for a response to the inquiry.

As part of an employee's responsibilities with the City, he or she may have access to confidential City, resident, personnel or other sensitive information. This may include, but not necessarily be limited to: information concerning a resident's financial status, the business, purchasing or negotiating practices of the City, ongoing or potential litigation involving the City, and employee personnel records. This information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons not employed by the City without the determination of the City Administrator or Department Head designated by the City

Administrator. Furthermore, no employee shall disclose or use confidential information of the City to advance the financial or other private interest of the employee or others. All City employees share in the responsibility for protecting the confidentiality of this information.

EMPLOYEE BENEFITS PROGRAMS

501. Employee Benefits

Benefits may accrue to all regular full-time employees and limited benefits to statutorily required positions (including the City Attorney and Municipal Judge); however, part-time, seasonal or temporary employees will not be eligible for benefits unless specifically identified in City policies or as prescribed by law.

A number of benefit programs (e.g., Social Security, workers compensation, state disability and unemployment insurance) cover all employees. Eligibility for most other benefits depends on a variety of factors, including employment classification. Each employee should consult with his or her supervisor to determine the programs in which the employee is eligible to participate.

Some benefit programs require contributions from the employee; however, many are fully paid by the City. The City expressly reserves the right to add, amend, modify or terminate any employee benefit plans or programs.

502. Paid Time Off

502.1 POLICY

Paid Time Off (PTO) is an all-inclusive "paid time off" program that will provide income protection for "no fault" time away from work, including illness-related absences. Another portion of the PTO program is the Medical Leave Bank.

502.2 SCOPE

Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

502.3 PAID TIME OFF

PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal

voluntary community service; however, an employee does not have to designate the reasons for the scheduled absences being requested.

The PTO program is intended to assist the City in managing staffing needs in order to meet the operational needs of the City.

502.4 PTO BANK SCHEDULE

PTO will be banked as of January 1st and prorated in the first and last year of employment from the employee's hire date.

Table 5.1

YEARS OF SERVICE	ANNUAL PTO ELIGIBILITY	MAXIMUM BANK LIMIT
< 1 year	64 hours (8 days*)	64 hours (8 days*)
1-5 years	152 hours (19 days*)	176 hours (22 days*)
6-10 years	192 hours (24 days*)	216 hours (27 days*)
11-15 years	232 hours (29 days*)	256 hours (32 days*)
16 or more years	248 hours (31 days*)	272 hours (34 days*)

*=for illustrative purposes only; for the purpose of this table, “day” is defined as an eight-hour shift.

A maximum of 24 PTO hours may be carried forward from one year to the next. PTO hours that have been carried forward will be paid at the employee’s wage from the prior year.

During the first ninety (90) days of employment, an eligible employee will bank PTO but shall not be eligible to use it.

Regular year-round part-time employees who work 23 hours or more per week will receive a pro-rated portion of PTO based on the expected number of hours worked per week or the number of hours worked in the prior year. To calculate the bank for regular part-time employees, hours worked are divided by 40; multiplied by hours of PTO benefit per years of continuous service.

502.5 REQUESTS FOR AND USAGE OF PTO

1. PTO is a benefit to be used by every regular full-time and eligible part-time employee. However, the scheduling of time off is dependent upon the judgment and discretion of the employee's Department Head or his/her designee. This includes surgery or other treatment for medical conditions covered by the FMLA policy that can be scheduled in advance, vacations, personal days, etc.

2. Employees are strongly encouraged to take forty (40) consecutive hours annually, but in any event must use a minimum of forty (40) nonconsecutive hours during the course of the year. New employees having worked for the City for less than a year will not be subject to this requirement.

3. PTO can be requested to be taken in fifteen (15) minute increments, half-hour increments, hourly increments, or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. All PTO will be paid at the employee's regular rate of pay.

4. An employee will continue to bank PTO during a leave of absence as long as the leave is with pay. An employee in an unpaid leave status shall not bank PTO.

5. If an employee's banked PTO days have been exhausted, additional time off, if granted, will be unpaid. Negative balances are not permitted.

6. Employees shall submit a request for use of PTO to their immediate supervisor no less than forty-eight (48) hours (2 working days) in advance of the desired date of time off. Employees are not required to provide the reason for the use of <u>scheduled</u> PTO.

502.6 UNSCHEDULED LEAVE

1. Unscheduled leave/absences are defined as unscheduled time off that has not been approved in advance by the Department Head or designee.

2. When absences due to sudden illness are necessary, the employee shall notify their respective Department Head or designee of their illness or their immediate family member's illness prior to the beginning of his/her scheduled reporting time within the time period designated by the Department Head. Failure to do so without a bona fide reason may result in the employee being considered absent without leave and subject to disciplinary action, up to and including termination.

3. A Department Head or designee may grant approval of a PTO request less than two (2) day notice, if the employee's absence does not negatively affect departmental workload, project completion, and sufficient staffing levels exists except for leaves covered by FMLA.

502.7 ACCUMULATION

PTO Bank Maximums are capped annually at the numbers set forth in Table 5.1. If the cap is exceeded, the excess PTO hours automatically will be transferred into the employee's Medical Leave Bank; a minimum of forty (40) PTO hours must be taken as time off annually and cannot be transferred to the Medical Leave Bank.

502.8 REIMBURSEMENT OF ACCUMULATED PTO LEAVE

1. Upon retirement or resignation in good standing from City service, employees who have worked at least one (1) year shall be paid for all banked but unused PTO leave (excluding Medical Leave Bank hours) upon separation with the City.

2. Employees may not utilize PTO to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period.

3. Employees who are discharged for cause or who quit without a minimum of two (2) weeks' notice shall forfeit their banked PTO pay out.

502.9 MEDICAL LEAVE BANK (MLB)

The other portion of the PTO program for employees is the Medical Leave Bank (MLB). The

purpose of the MLB is to address the longer medical needs for an employee's personal illness or the personal illness of an eligible family member. Using the MLB requires an FMLA-eligible event or other extended illness, injury, disability, or hospitalization with more than 3 days absence with appropriate documentation provided. The first 3 days of a qualifying absence shall be taken from the employee's PTO bank with the 4th and following days being used from their MLB.

1. USES.
   a. In the event the MLB is exhausted for qualifying events, the employee can use PTO. Negative balances are not permitted.

   b. Employees who have a covered event that will require the employee to be absent for longer than 3 working days, are required to inform their Department Head or designee.

   c. Using the MLB for intermittent leave may be allowed upon approval by the City Administrator or designee under certain circumstances such as prolonged therapies necessitating multiple appointments, travel requirements or symptomatic absences due to treatments.

   d. The MLB may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.

   e. The employer reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of the MLB may result in loss of pay for the duration of the absence and may be considered grounds for disciplinary action.

   f. The employer may require the employee to provide a certificate of recovery before the employee returns to work from a registered physician as named either by the employee or the employer.

g. Employees may accumulate up to a maximum of 480 hours in their MLB. Once an employee's MLB reaches a maximum of 480 hours, no more hours can be credited to their MLB until the accumulated hours fall below the 480 hour maximum.

h. Employees (hired prior to January 1, 2014) are eligible to convert any or all accumulated sick leave hours up to a maximum of 800 hours into the MLB. Any use of hours above 480 hours cannot be replenished with unused PTO hours until the MLB complies with the above paragraph.

i. Upon an employee's separation from City service, for whatever reason, any remaining MLB balance shall be extinguished. Under no circumstance will the unused balance in an employee's MLB be payable in any form.

2. INCREASING MEDICAL LEAVE BANK ACCOUNT HOURS.

a. Employees may build hours in their account by rolling hours from their unused PTO into their MLB at year-end. There are two ways to accomplish this:

i. To the extent that the PTO balance exceeds the Bank Maximum, those hours will be transferred to the MLB.

ii. Prior to December 15 of each year, employees can elect to transfer PTO hours to their MLB; although a minimum of forty (40) PTO hours must be taken as time off annually and cannot be transferred to the Medical Leave Bank.

b. The City will match up to 24 hours of PTO transferred to the MLB per year up to the maximum allowable MLB balance.

503. Holidays

The City of Lake Geneva will grant holiday time off to all eligible employees on the holidays listed below:

New Year's Day (January 1)

Spring Holiday (Friday before Easter)

Memorial Day (last Monday of May)

Independence Day (July 4)

Labor Day (first Monday of September)

Thanksgiving Day (fourth Thursday of November)

The Friday after Thanksgiving Day

Christmas Eve (December 24)

Christmas (December 25)

New Year's Eve (December 31)

The City will grant paid holiday time off on the above days to all eligible full-time employees who have worked at least 30 days at the City and who have worked the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday, unless the employee has been previously authorized to use vacation, compensatory or personal leave for those days. Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday, multiplied by eight hours.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday.

Due to business needs, some employees may be required to work on holidays observed by the City. If an eligible non-exempt employee works on a recognized holiday, he or she will receive holiday pay plus straight-time wages for the hours worked on the holiday (double pay).

504. Compensatory Time

The Employer and non-exempt employees may agree to take compensatory time off in lieu of overtime payment, limited to ~~forty~~ eighty (~~40~~80) hours banked at any one time. Compensatory time will accrue at the rate for which it is earned, and must be used during the calendar year in which it was earned. Compensatory time not scheduled off by December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay. Any planned use of compensatory time off must be scheduled with the employee's supervisor no less than two (2) days in advance.

Exempt employees are not eligible to receive compensatory time per se; however, the City recognizes that the nature of the work performed by these employees often requires additional work hours above and beyond normal business hours. As such, exempt employees will be permitted to take time off as authorized by the City Administrator.

505. Retirement

All regular full-time, statutorily required, and eligible part-time employees shall be covered under the Wisconsin Retirement System (WRS), and shall have the required employee share of contributions deducted from their biweekly payroll in accordance with state law.

The City of Lake Geneva also provides an opportunity to contribute to two 457(b) retirement savings plans and two Roth plans for full-time employees who have completed any mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions. Interested employees can request a full copy of the plan summary description from the Department of Employee Trust Funds, Wisconsin Deferred Compensation Program, P.O. Box 7931, Madison, WI 53707-7931 or Security Benefit, P.O. Box 750560, Topeka, KS 66675-0560.

If a regular full-time employee hired before January 1, 2014 has been employed for twenty (20) years or more with the City and retires under the provisions of the Wisconsin Retirement System at age fifty-five (55) through age sixty-four (64), the City will pay fifty percent (50%) of the health insurance premium until the retiree reaches age 65.

506. Health, Vision, Dental & Life Plans

The City of Lake Geneva offers medical, vision, dental, and life insurance plans for eligible employees, and the City bears a substantial portion of the costs for these plans for each employee. The City expressly reserves the right to add, amend, modify or terminate any employee benefit plans or programs. The employee should refer to information from the insurance provider for any details on eligibility or coverage, or may contact the City Comptroller.

~~For regular full-time and eligible part-time employees, the City shall pay for one (1) unit of life insurance for the employee and one (1) unit of basic spouse/dependant life insurance. An~~

~~eligible employee may purchase up to four (4) more additional units for themselves and one additional unit of spouse/dependent coverage through payroll deduction; however, part-time employees shall not be eligible to purchase any additional life insurance units. The employee should refer to information from the insurance provider for any details on eligibility or coverage, or may contact the City Comptroller.~~

507. Disability Insurance

The City provides disability insurance to full-time employees and pays the full premiums for long term disability insurance. The long-disability payments commence after six (6) months of employment and will, if necessary, be paid to the employee until the employee reaches age sixty-five (65). Said Long Term Disability policies shall guarantee a payment to employees of no less than sixty-six percent (66%) of their salary. Employees who are eligible for and utilizing the long-term disability insurance shall not be eligible for payment of ~~sick leave~~medical leave bank benefits. Employees should refer to the specific plan documents for further explanation of this benefit and any tax implications, or contact the City Comptroller.

508. Workers Compensation

The City provides insurance to compensate for any illness of injury an employee might suffer while working on City premises, traveling on official City business or attending an activity officially sponsored by the City. Employees who become ill or injured while working on City premises or during the conduct of City business should seek medical attention immediately. Every injury – regardless of seriousness – must be reported by the employee to their supervisor as soon as practicable to keep the coverage in force and to receive any benefits or other compensation to which the employee may be entitled. When an employee receives Worker's Compensation wage pay, he/she will only receive the insurance benefit pay which is tax-free per IRS regulations. The Medical Leave Bank may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.

509. Benefit Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) extends, to employees and their qualified beneficiaries, the opportunity to continue health insurance coverage under the City's group insurance plan when a "qualifying event" would normally result in the loss of eligibility. If an employee is terminated for any reason, other than gross misconduct, or

otherwise leaves employment with the City, the employee and his or her dependents may have the right to continue or convert coverage as set forth in the rules of the plan. The employee will receive written notification of his or her right to continue coverage within two (2) weeks of their termination date. Questions about continued coverage under COBRA should be directed to the City Administrator.

510. Education~~al Assistance~~ and Training

The City of Lake Geneva recognizes that the skills and knowledge of its employees are critical to the success of the organization. Employees are encouraged to actively seek and pursue opportunities to improve their knowledge, skills and abilities to grow and develop in their careers.

510.1 EMPLOYEE TRAINING

Employees may desire to attend or be asked to attend job-related conferences, workshops, seminars or credit courses offered by various educational institutions or by other organizations. Registration fees will be paid for employees who attend seminars, classes, meetings, conferences, training sessions and other such functions with the prior approval of the supervisor and the availability of budgeted funds for this purpose.

510.2 TUITION REIMBURSEMENT PROGRAM

The City offers a tuition reimbursement program for associate and bachelor degree coursework relating to the employee's position with the City. The coursework must maintain or improve skills required by the employee's present position with the City, or be expressly required as a condition of retaining the employee's present position. For the purposes of this policy, an employee shall be eligible when he or she is a regular full-time employee that has been employed with the City for a minimum of one year.

A written request to participate in the tuition reimbursement program must be submitted to and approved by the City Administrator prior to approval of the budget for the year in which the coursework is to be taken.

Tuition reimbursement shall not exceed the rate established by the University of Wisconsin-Whitewater (in-state rate) per semester hour (credit) and two hundred dollars ($200.00) is the maximum allowable materials costs per class.

Upon satisfactory completion of an approved course, the employee must submit a receipt indicating proof of payment, a grade report, and a Check Request Form to the City Administrator, who will process the payment request.

The rate of reimbursement will be based on the following schedule:

- Grade "A" - 100%
- Grade "B" - 75%
- Grade "C" - 50%

Employees who participate in the tuition/materials reimbursement program and leave the City's employment within three (3) years after receiving reimbursement shall reimburse the City on the following schedule:

- 0 - 12 months - 100%
- 13 - 24 months - 75%
- 25 - 36 months - 50%

Reimbursement will be made in three equal, annual, installments; the first installment due one (1) year after the date the employee resigned.

511. Business & Travel Expenses

Employees will be reimbursed for all reasonable and necessary expenses incurred while traveling on City business. For the purposes of this policy, “reasonable and necessary expenses” may include meals, lodging, and mileage; however, any expenses related to the purchase of alcohol or personal entertainment shall not be reimbursed by the City. Travel reimbursement for City-related business shall be provided at the IRS rate for mileage in effect at the time the travel occurred. Meal reimbursements for City-related business shall be limited by the per diem meal rate provided by the U.S. General Services Administration (GSA) in effect at the time and

location of the meal. Employees are advised to use discretion and keep any costs related to travel and/or lodging as minimal as possible.

Employees should contact their supervisor to make any necessary travel arrangements. All travel and business activities must be recorded on the City's Expense Report Form and submitted to the City Comptroller. Requests must include receipts for all payments for which the employee is seeking reimbursement. The City reserves the right to deny any request for reimbursement if adequate information is not provided.

512. Employee Assistance Program (EAP)

The City of Lake Geneva offers an Employee Assistance Program, which offers an opportunity for every employee to seek assistance, anonymously, for matters such as alcohol or other chemical dependency, family and marital problems, personal and work-related stress situations, anxiety disorders and financial and legal consultations. Additional information is available by contacting the City Administrator.

513. Clothing Allowance

Full-time non-exempt Street Department employees who have successfully completed their probationary period will receive an annual allotment set by resolution of the Common Council for the purchase of prescription safety glasses, work clothes and reinforced safety-toed shoes.

Dispatch employees will receive an annual allotment set by resolution of the Common Council for the purchase of uniforms.

Clothing allowances will be provided in the first pay period of the year. Employees who separate from the City will have a prorated amount of the annual clothing allowance deducted from their final paycheck.

WORK SCHEDULES & COMMUNICATIONS

601. Work Hours & Schedules

The City of Lake Geneva follows a work schedule of forty (40) hours per week. The City's normal working hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m.; however, work schedules for individual employees may vary throughout the organization depending upon staffing needs and operational demands. Supervisors will be responsible for advising their employees of individual work schedules.

~~An~~ A Street Department employee who is called out to return to work outside of their scheduled shift will be compensated for a minimum of two hours at the regular pay rate (unless the employee exceeds 40 hours worked in that week).

Flextime scheduling may be available in some cases to allow employees to vary their starting and ending times each day within established limits, with prior supervisor approval.

602. Attendance & Punctuality

The City places great emphasis on its employees maintaining a record of good attendance. Absences or tardiness places an extra burden upon coworkers and undermines the efficient operations of the organization. Regular attendance is therefore expected of every City employee. Each employee has a responsibility to be on the job, on time each workday, and fully able and prepared to work. Employees are expected to arrive at work on time, return from scheduled rest breaks and meal breaks on time.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before his or her shift begins. Two or more unexcused tardiness incidents shall constitute habitual tardiness or a pattern of tardiness, and will be considered excessive. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the employer reviews each employee for wage changes or promotion.

The City of Lake Geneva is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor, the City Administrator, or any designee thereof. Inclement weather conditions may prevent employees from getting to work or cause them to arrive late; however, employees are expected to make every reasonable effort to report to work. When severe weather conditions exist, it will be the responsibility of the employee to contact his or her supervisor before the scheduled start of the employee's shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use paid time off or compensatory time, but in the event of severe weather or other extreme circumstance as determined by the employer, the City's need for the employee's attendance to perform his or her duties will prevail.

603. Overtime

Because of the nature of work, employees may occasionally be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests. Overtime compensation is paid to all non-exempt employees at one and one-half times the employee's straight time rate for all hours worked in excess of forty (40) hours per week. Non-exempt City employees must receive authorization from their supervisors before working any overtime. After an employee has worked approved overtime, it must be recorded on a timesheet for the period it was worked.

Overtime pay is based on actual hours worked and holidays; therefore, any time taken for breaks or meals will not be included as time worked for the purposes of calculating overtime hours. Time off due to PTO, Medical Leave Bank, compensatory time or any leave of absence will not be factored into hours worked when calculating overtime.

604. Pay Schedule

Employees will be paid on a biweekly basis, with each pay-week's timesheet reflecting all work performed from Monday through Sunday. Compensation for employee salary and wages shall be administered through direct deposit of funds to the banking account(s) specified by each employee; no individual paychecks will be issued by the City. Each employee is responsible, upon hire, for providing the City Comptroller with the banking information required to establish this direct deposit arrangement. During the course of employment with the City, each

employee shall be responsible for notifying the City Comptroller of any changes to this information as soon as possible.

605. Timekeeping

Each non-exempt employee is responsible for and required to accurately record his or her work times and break times for each workday, including any use of paid time off. Each employee will be held accountable for any failure to completely and accurately record his or her time. Each employee will be required to verify the completeness and accuracy of hours documented on his or her time card by signing it, and must immediately report any errors. Tampering with, falsifying or altering time cards, or punching or altering another employee's time card will result in disciplinary action, up to and including discharge. Failure to record time worked may also result in disciplinary action. All timesheets must be signed by the employee's supervisor.

606. Bulletin Boards

Bulletin boards are provided as a means of informing employees of important developments from the employer that will affect the employee or his or her job and to post notices as required by law. Because work-related notices of interest and importance will be posted on the bulletin boards, the City requests that its employees check the bulletin boards at regular intervals. Employees must secure prior authorization before posting any notices on the bulletin boards. Posting of unauthorized notices, photographs, or other printed or written materials is prohibited.

607. Solicitation

The solicitation of employees or distribution of materials to employees can often interfere with normal operation of the City, reduce employee efficiency, and pose threats to security. For these reasons, the City limits solicitation and distribution on the premises.

Individuals who are not employees of the City are prohibited from soliciting employees or distributing materials to employees on the premises. This prohibition shall include, but not necessarily be limited to: soliciting funds or signatures; conducting membership drives; distributing literature or gifts; offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the City); or any other similar activity. All

visitors are strictly prohibited from entering non-public areas of City facilities unless granted permission by a supervisor.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises; provided, however, that solicitation or distribution of materials is prohibited during the working time of either employee making or receiving the solicitation or distribution. For the purposes of this policy, "working time" does not include any authorized meal or rest period of the employee.

608. Association Activities

The City of Lake Geneva recognizes that employees shall be free to join or refrain from joining employee associations or unions. Employees shall conduct association or union business off duty, unless otherwise granted permission by the City Administrator.

609. Lactation Breaks

(Lexipol policy 1035)

609.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

609.2 POLICY

It is the policy of this City to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her infant nursing child for up to one year after the child's birth (29 USC § 207).

609.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Lactation breaks,

if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled break time will be considered unpaid. Employees desiring to take a lactation break shall notify a supervisor prior to taking a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

609.4 PRIVATE LOCATION

The City will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be a location other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207). Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

609.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the City shall clearly label it as such and shall remove it when the employee ends her shift.

LEAVE

701. Family Medical Leave (FMLA)

Employees are eligible for family and medical leave if they have worked for the City of Lake Geneva for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period before the leave is to begin.

An eligible employee is entitled to take up to twelve (12) work weeks of unpaid leave for any of the following reasons:

- To attend to the birth, adoption, or foster care placement of the employee's child
- To attend to the serious health condition of the employee's child, spouse or parent
- To receive care for the employee's own serious health condition

A serious health condition means an illness, injury, impairment, or physical or mental condition during which the employee is incapable of working that involves either:

- Treatment requiring inpatient care in a hospital, hospice or residential care facility; or
- Continuing treatment by a health care provider for a condition that lasts more than three (3) consecutive days, or for pregnancy or prenatal care for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make the employee incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

An employee may use Medical Leave Bank in the event of an FMLA-qualifying event. The first 3 days of a qualifying absence shall be taken from the employee's PTO bank with the 4th and following days being used from their Medical Leave Bank. If the request for FMLA leave is due to the employee's own serious health condition, the employee must first exhaust all accrued Medical Leave Bank before any PTO or compensatory time is to be used. Total FMLA leave time, may not exceed twelve (12) weeks. The City has the right to designate such leaves as running concurrently with FMLA leave.

Leave due to the birth or placement of a child in the employee's home for adoption or foster care must be taken in one continuous 12-week segment, and must be taken within twelve (12) months of the birth or placement of the child. Leave taken for an employee's own or an employee family member's serious health condition may be taken: in one continuous 12-week segment; in an intermittent schedule, such as one day off each week; or in a reduced schedule, such as beginning two hours late twice a week.

If the need for leave is foreseeable, the employee must give thirty (30) days prior notice, if possible. Failure to provide such notice may result in the leave being delayed for up to thirty (30) days. If the need for leave is due to a planned medical treatment, the employee should make every attempt to schedule treatments so as not to unduly disrupt the work of his or her department. If the need for leave is not foreseeable, the employee must request it as soon as practicable, but no later than two (2) business days after the need for leave arises.

If leave is requested due to the employee's own or an employee family member's serious health condition, the employee must provide medical certification from an appropriate health care provider. Said medical certification must include the date on which the condition began and its probable duration. Failure to provide satisfactory certification may result in denial of the requested leave. The City may also require a second opinion or third opinion regarding certification of a serious health condition, at the expense of the City.

An employee will not be permitted to work for outside employers while on family and medical leave with the City.

If an employee's leave is due to his or her own medical condition, the employee is required to provide medical certification that he or she is able to resume work before returning to the job. Both the employee and his or her health care provider must complete a Return to Work Medical Certification. Upon returning to work, the employee will ordinarily be entitled to be restored to his or her former position or to an equivalent position with the same employment benefits and pay, if possible. Failure to return to work at the end of the leave or to notify the City of the employee's status may result in termination.

Taking FMLA leave will not cause the forfeiture of any employment benefits accrued prior to the first day of the leave period. The leave period will be treated as continued service for the purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

The City will maintain the employee's insurance benefits while he or she is on leave. In the event the employee does not return to work after the leave, the employee may be asked to reimburse the City for the cost of maintaining insurance coverage during the period of leave. This provision will not apply in cases where the employee's inability to return is through no fault of his or her own (e.g., at the end of the leave, the employee remains physically unable to return to work due to his or her own serious health condition).

If an employee intentionally misrepresents the reasons for requesting FMLA leave, he or she may be terminated.

702. Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the City of Lake Geneva prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated

by the President in time of war or emergency. Regular full-time employees are entitled to up to four (4) years of unpaid leave for military duty or training.

703. Bereavement Leave

Regular full-time employees of the City are eligible for bereavement leave, constituting up to three (3) consecutive days of paid time off to attend the funeral of an immediate family member. For the purposes of this policy, "immediate family member" shall include a spouse, parents, spouse's parents, grandparents, children, grandchildren, brothers, sisters, spouse's brothers, or spouse's sisters.

An employee must receive approval of his or her supervisor for the use of any bereavement time. The supervisor may request verification of the facts surrounding the leave and grant or deny the request as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

704. Jury Duty

The City of Lake Geneva supports its employees in fulfilling their civic responsibilities by serving jury duty when required, and fully compensates them for time served. The employee will receive his or her regular wages from the City; however, he or she must sign over any payment received from the County for juror service. An employee must inform his or her supervisor of any jury summons as soon as possible so that arrangements can be made to accommodate the employee's absence. Employees will be expected to report for work during jury service whenever the court schedule permits. If an employee is summoned for jury duty but is not selected to serve as a juror, the employee is required to return to work and complete the balance of all scheduled shifts. Insurance benefits will remain in effect and unchanged for the full term of an employee's absence for jury duty.

705. Time Off in Connection with Court Cases

The City recognizes that an employee may be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. An employee called to testify will be paid for the time away from work if the case involves an offense against the City of Lake Geneva or an incident that occurred during employment. If called for other types of legal proceedings, an employee

may use available PTO or compensatory time to cover any time away from work. An employee will not be terminated due to absence from work as a result of participating in a court case; however, the employee is responsible for notifying his or her supervisor as soon as possible.

SAFETY & SECURITY

801. Safety

The City of Lake Geneva is committed to maintaining a safe and healthy environment for all employees. It is incumbent upon employees to act in a safe manner and practice good safety procedures at all times. Likewise, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Any accidents, hazards or potentially unsafe conditions of equipment are to be reported by the employee to his or her supervisor immediately. If an unsafe condition can be corrected immediately so as to avoid any additional hazard, the employee should implement the corrective action.

The City complies with the federal Occupational Safety and Health Act (OSHA), which requires maintaining records of all illnesses and accidents that occur on the job. The Act also provides for an employee's right to know about any health hazards which might be present at his or her job.

802. Security

The City of Lake Geneva is committed to ensuring the security of its employees. To that end, all premises are equipped with fire alarm systems and security alarms that are active outside working hours. Employees may be issued identification cards to be displayed by the employee while conducting City businesses, either on or off premises. Upon separation from employment with the City, an employee will be required to surrender his or her identification card, as well as any City keys or fobs that have been issued to him or her. Employees should direct any questions or concerns about security to their supervisor or to the City Administrator.

STANDARDS OF CONDUCT & DISCIPLINE

901. Employee Conduct & Work Rules

Public service as an employee of the City of Lake Geneva is a privilege and not a right. The City desires to employ individuals who serve the public, who protect and further the trust and confidence the public has placed in its servants, who serve their fellow servants as a team member, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy or general expectations of professional conduct is forbidden, and will subject any offending employee to discipline up to and including discharge.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee; however, the City believes that certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of PTO, Medical

Leave Bank or other designated leave, misrepresenting work time ~~or~~, failing to accurately record work time or falsifying time sheets

- Soliciting gifts, tips or bribes
- Failing to completely and accurately document relevant information
- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damaging or defacing City property or the property of others
- Misuse or unauthorized use of City property
- Possession, use or being under the influence of drugs or alcohol while on duty
- Engaging in illegal or immoral conduct
- Unauthorized possession of weapons or firearms during work time or on City premises or property
- Absence of two (2) work days without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while absent
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job
- Misuse of licenses, patents or copyrights while on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazards
- Failure to report work-related injury or accidents immediately
- Violations of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output

- Failure to complete assignments promptly and accurately
- Smoking in unauthorized areas or during work time
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting personal business on City time or property, including promoting or selling any item or soliciting
- Failing to fully comply with City policies
- Failing to comply with expectations of conduct communicated to the employee
- Failing to report a possible violation of the rules or policy through the chain of command

The City reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

902. Public Communication

(Lexipol policy 1058)

902.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balance of employee speech and expression with the needs of the City.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising

from the application or potential application of this policy.

902.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.

902.2 POLICY

Public employees occupy a trusted position in the community, and thus their statements have the potential to contravene the policies and performance of the City. Due to the nature of the work and influence associated with the profession, it is necessary that employees of the City be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the City of Lake Geneva will carefully balance the individual employee's rights against the organization's needs and interests when exercising a reasonable degree of control over employee speech and expression.

902.3 SAFETY

Employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of City of Lake Geneva employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, employee's family or associates.

902.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the City's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked, to or related to, the City of Lake Geneva and tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the City.

(e) Use or disclosure through whatever means of any information, photograph, video or other recording obtained or accessible as a result of employment with the City for financial or personal gain, or any disclosure of such materials without the express authorization of the City Administrator or the authorized designee.

(f) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of City logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the City of Lake Geneva on any personal or social networking or other website or web page without the express authorization of the City Administrator.

(g) Accessing websites for unauthorized purposes, or use of any personal communication device, game device or media device, whether personally or City-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., informing family of extended hours)

2. During authorized breaks; such usage should be limited as much as practicable to areas out of the sight and sound of the public and shall not be disruptive to the work environment

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

902.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, employees may not represent the City of Lake Geneva or identify themselves in any way that could be reasonably perceived as representing the City of Lake Geneva in order to do any of the following, unless specifically authorized by the City Administrator:

(a) Endorse, support, oppose or contradict any political campaign or initiative
(b) Endorse, support, oppose or contradict any social issue, cause or religion
(c) Endorse, support, or oppose any product, service, company or other commercial entity
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with the City, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the City of Lake Geneva.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

904.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, Twitter) that is accessed, transmitted, received or reviewed on any department technology system.

The City reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the City, including the City e-mail system, computer network or any information placed into storage on any City system or device.
This includes records of all key strokes or web-browsing history made at any City computer or over any City network. The fact that access to a database, service or website requires a user name or password does not create an expectation of privacy if it is accessed through City computers or networks.

903. City-Owned Property and Vehicles

(Lexipol policy 700)

903.1 PURPOSE AND SCOPE

City employees are expected to properly care for City property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or City property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

903.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the City, all issued equipment shall be returned and documentation of the return signed by a supervisor.

903.2.1 CARE OF CITY PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of City property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of City property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Employees shall promptly report to the Department Head, any loss, damage to or unserviceable condition of any City-issued property or equipment assigned for their use.

1. A Department Head receiving such a report shall conduct an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether the employee followed proper procedures. The Department Head's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

2. A review by the Department Head to determine whether misconduct or negligence was involved should be completed.

(b) The use of damaged or unserviceable City property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable City property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by extreme circumstances, City property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) City property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority ~~or~~ and notifying the Comptroller. Proper authority may include Council approval.

(e) In the event that any City property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

903.3 USE OF PERSONAL PROPERTY

The carrying of personal equipment requires prior written approval by the Department Head. The employee should submit for approval the description of personal property that the employee has requested to carry, the reason for its use, the period of its use and the terms of its use. Personal property of the type routinely carried by persons is excluded from this requirement.

903.3.1 DEFINITIONS

Definitions related to this policy include:

Personal property - Items or equipment owned by, provided by or purchased totally at the expense of the employee.

903.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the Department Head. The Department Head may require a separate written report of the loss or damage.

The Department Head receiving such a report shall make an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition. Upon review by the staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the City Administrator, who will then forward the claim

to the City Clerk. The City will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not reasonably required as a part of work.

903.3.3 REPORTING REQUIREMENT

A verbal report shall be made to the employee's Department Head as soon as circumstances permit. A written report shall be submitted before the employee goes off-duty or within the time frame directed by the Department Head to whom the verbal report is made.

903.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes damage to any real or personal property of another shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

(c) Intentional damage may result in termination.

904. Technology Use

(Lexipol policy 342)

904.1 PURPOSE AND SCOPE

This policy describes the use of City computers, software and systems.

904.1.1 PRIVACY POLICY

Any employee utilizing any computer, electronic storage device or media, Internet service, telephone service, information conduit, system or other wireless service provided by or funded by the City expressly acknowledges and agrees that the use of such service, whether for

business or personal use, shall remove any expectation of privacy that the employee, sender and recipient of any communications utilizing such service might otherwise have, including the content of any such communications. The City also expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

904.2 DEFINITIONS

Definitions related to this policy include:

Computer system - Includes all computers (on-site and portable), hardware, software and resources owned, leased, rented or licensed by the City of Lake Geneva that are provided for official use by employees. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers that is provided by or through the City or City funding.

Hardware - Includes, but is not limited to, computers, computer terminals, emerging technology (tablets, telemetry, GPS), printers/scanners, network equipment, modems or any other tangible computer device generally understood to
comprise hardware.

Software - Includes, but is not limited to, all computer programs and applications, including shareware. This does not include files created by the individual user.

File - Includes any electronic document, information or data residing or located, in whole or in part, on the system, including but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

904.3 SYSTEM INSPECTION OR REVIEW

There is no expectation of privacy regarding files contained in or on City computers or systems. A Department Head or the authorized designee has the express authority to inspect or review the system, any and all temporary or permanent files and related electronic systems or devices

and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

When requested by a Department Head, or during the course of regular duties requiring such information, the City's IT specialist may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the system.

Reasons for inspection or review may include, but are not limited to, system malfunctions, problems or general system failure, a lawsuit against the agency involving the employee or related to the employee's duties, an alleged or suspected violation of any City policy, request for disclosure of data or a need to perform or provide a City service.

904.4 CITY PROPERTY

All information, data, documents, communications, and other entries initiated on, sent to or from, or accessed on any City computer, or through the City computer system on any other computer, whether downloaded or transferred from the original City computer, shall remain the exclusive property of the City and shall not be available for personal or non-City use without the express written authorization of an employee's supervisor.

904.5 UNAUTHORIZED DUPLICATION OF SOFTWARE

Employees shall not copy or duplicate any copyrighted and/or licensed software except for a single copy for backup purposes. To reduce the risk of a computer virus, employees are not permitted to install personal copies of any software onto the computers owned or operated by the City. If an employee must copy data onto a removable storage media and download it on a non-City computer, the employee shall scan the removable storage media for viruses before loading the data on a City computer system.

No employee shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the City while on City premises or on a City computer system. The City and individuals ~~can be~~are subject to civil damages per title copied, along with criminal penalties, including fines and imprisonment.

904.6 PROHIBITED AND INAPPROPRIATE USE

Access to City technology resources, including Internet access provided by, or through, the City, shall be strictly limited to City-related business activities.

An Internet site containing information that is not appropriate or applicable to City use and that shall not be intentionally accessed includes, but is not limited to, adult forums, pornography, chat rooms and similar or related websites.

Downloaded information shall be limited to messages, mail and data files, which shall be subject to audit and review by the City without notice. No copyrighted and/or unlicensed software program files may be downloaded. Employees shall report any unauthorized access to the system or suspected intrusion from outside sources (including the Internet) to a supervisor.

904.7 PROTECTION OF CITY SYSTEMS AND FILES

All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system. It is expressly prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason.

904.8 ELECTRIC COMMUNICATIONS TOOLS

The City provides some of its employees with electronic communication tools such as email, voicemail, cellular phones, text messaging, pagers, computers, radios and other communication tools and devices so they may better perform their job-related duties. The City's electronic communications system includes all messages sent through the City's computer network either externally via the internet or internally and through City-issued communications devices and networks. Electronic communications should be sent only to those individuals who have a legitimate reason to receive them.

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used

for drafting any other written form of communication. All electronic communications are unavoidably attributed to the City; therefore, when composing these communications, employees must bear in mind that personal comments may be perceived as comments made on behalf of the City.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.); therefore, employees should never assume that deleting a personal electronic communication will remove all incidents of its existence. If there is a review of the information or an investigation, litigation or other proceeding that requires or makes desirable the review or production of City records, it is likely that electronic communications will be requested and possibly disclosed. Moreover, employees should not delete any communications that are considered records under Wisconsin's Public Records Law.

If an internal communication is confidential, it should be distributed personally or by a confidential routing envelope, and not via email. Employees should not presume that an electronic communication sent via the internet is confidential unless it has been encrypted by the City. Participating in listservs should be limited to those used for business purposes, and employees must understand and comply with the guidelines and protocols of each listserv to which they subscribe.

Electronic signatures should be used on all external messages, and should clearly identify the originator of the message, including full name, title, employer name, email address, and phone number.

If an employee has any question about whether a particular use or electronic communication is appropriate, he or she should first consult with the employee's supervisor or the City Administrator before making such communication.

905. Personal Appearance

Employees of the City of Lake Geneva are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the City, the perceptions of the public, vendors and fellow employees and leaders. All employees must be well-groomed, as an unkempt

appearance can offset many other fine qualities and negatively reflect on the City's image. Department supervisors may establish specific dress code requirements for each department that are designed to reflect the professionalism of the workplace. All protective clothing must be worn during activities when required and removed when leaving the designated work area.

Employees who fail to dress in a professional manner will be expected to immediately change their appearance, which may include returning home to change clothing or groom and which shall be without compensation.

906. Smoking

(Lexipol policy 1018)

906.1 PURPOSE AND SCOPE

This policy establishes limitations on the use of tobacco products by employees and others while on-duty or while in City of Lake Geneva facilities or vehicles.

906.2 POLICY

The City of Lake Geneva recognizes that tobacco use is a health risk and can be offensive to other employees and to the public. It is the policy of the City of Lake Geneva to prohibit the use of tobacco by employees while on-duty or at any time the employee is acting in an official capacity for the City.

906.3 EMPLOYEE USE

Tobacco use by employees is prohibited anytime employees are in public view representing the City. Smoking and the use of other tobacco products is not permitted inside any City facility, office or vehicle. It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

906.4 ADDITIONAL PROHIBITIONS

Department Heads or the authorized designees shall make reasonable efforts to prohibit smoking in City locations where smoking is prohibited, including, but not limited to (Wis. Stat. § 101.123(2)(a)8r; Wis. Stat. § 101.123(2)(e)3; Wis. Stat. § 101.123(2m)(c);

Wis. Stat. § 101.123(2m)(e)):

(a) Posting signs that prohibit smoking (Wis. Stat. § 101.123(2m)(c)1)

(b) Asking a person who is smoking to refrain or to leave if the person refuses (Wis. Stat. § 101.123(2m)(c)3)

(c) Enforcing the Wisconsin Clean Indoor Air Act (Wis. Stat. § 101.123(2m)(d))

(d) Taking other actions as reasonably necessary to prevent persons from being exposed to others who are smoking (Wis. Stat. § 101.123(2m)(e))

907. Drug & Alcohol Use and Testing

(Lexipol policy 1012)

907.1 PURPOSE AND SCOPE

The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any employee or member of the public. The City of Lake Geneva discourages alcohol and drug abuse and strives to achieve a workforce free from the influence of drugs and alcohol.

907.2 GENERAL GUIDELINES

The consumption of illegal drugs and alcohol is strictly prohibited at work. Employees who have consumed an amount of an alcoholic beverage or taken any medication that would tend to adversely affect their mental or physical abilities shall not report for work. The affected employee shall notify the supervisor as soon as the employee is aware that he/she will not be able to report to work. If the employee is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner.

907.2.1 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON-DUTY

City employees shall not purchase or possess alcohol or other controlled substances on City property, at work. City employees shall not illegally manufacture any alcohol or drugs while on-duty, on City property or at any other time.

907.2.2 USE OF PRESCRIBED MEDICATIONS

City employees who are medically required to take prescription medication during work hours shall not allow such medication to impair his/her ability to perform his/her work. Any employee who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor.

No employee shall be permitted to work on or drive a vehicle owned or leased by the City while taking such potentially impairing medication without a written release from his/her physician.

907.3 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary Employee Assistance Program (EAP) to assist employees who wish to seek help for alcohol and drug problems. There may also be available a variety of insurance coverages which provide treatment for drug and alcohol abuse. Employees may contact the City Administrator, his/her insurance provider or an EAP for additional information. Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an EAP or his/her insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

907.4 WORK RESTRICTIONS

If an employee informs a supervisor that he/she has consumed any alcohol, drug or medication which could interfere with the safe and efficient performance of his/her duties, the employee may be required to obtain clearance from his/her physician before he/she continues to work.
If a supervisor reasonably believes, based upon objective facts, that an employee's ability to perform his/her duties safely and efficiently may be impaired by the consumption of alcohol or other drugs, the supervisor may ask the employee whether he/she has consumed any alcohol or

other drugs and, if so the amount and type of alcohol or other drugs consumed and the time of consumption, and the name of the person who prescribed the controlled substance.

If the supervisor reasonably believes, based upon objective facts, that an employee is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the employee from continuing work and shall transport him/her or cause him/her to be transported safely away from the City and shall take any other appropriate action.

907.5 REQUESTING SCREENING TESTS

The City may request an employee to submit to a screening test if the City:

(a) Reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs which are impairing his/her ability to perform duties safely and efficiently.

(b) Informs the employee of the specific facts supporting its belief and prepares a written record of those facts, and:

1. Informs the employee in writing whether the test will be for alcohol or drugs, or both.

2. Informs the employee that the result of the test is not admissible in any criminal proceeding against him/her.

3. Informs the employee that he/she may refuse the test, but that his/her refusal may result in dismissal or other disciplinary action.

907.5.2 SCREENING TEST REFUSAL

An employee is subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested by his/her appointing authority, that he/she took the controlled substance as directed pursuant to a current and lawful prescription issued in his/her name.

907.6 CONFIDENTIALITY

The City recognizes the confidentiality and privacy due employees. Disclosure of any information relating to chemical abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the employee involved or pursuant to lawful process. The written results of any screening test may be provided to the employee but will remain confidential and separate from the employee's other personnel files.

908. Zero Tolerance for Workplace Violence

The City of Lake Geneva prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment or coercion, which involve or affect personnel or property or which occur on City property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or multiple employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved
- All threats or acts of violence occurring off City premises involving someone who is acting in the capacity of a representative of the City

Examples of conduct that may be considered threats or acts of violence in violation of this policy include, but are not limited to, the following:

- Hitting, touching, or physically harming an individual
- Threatening an individual or his or her family, friends, associates, or property with harm

- Damaging or threatening to harm City property or the property of others
- Making harassing or threatening communications
- Harassing surveillance or stalking
- Unauthorized possession or inappropriate use of firearms or weapons

Prohibition against threats and acts of violence applies to all persons, including individuals not employed by the City. Every employee is required to report any incident of workplace threat or acts of physical violence or damage of property to his or her supervisor or another member of City management immediately.

Weapons & Firearms

The City of Lake Geneva prohibits all employees from bringing weapons of any kind onto City premises or to City functions. Any employee suspected of possessing a weapon will be subject to search at the City's discretion, and such search may include, but not necessarily be limited to, the employee's personal effects, desk and workspace. The only exception to this policy is for sworn law enforcement officers, security guards, or other persons acting in the interest of the City who have the legal authority to carry a weapon.

909. Progressive Discipline

The City of Lake Geneva treats all violations of policy, rules of conduct and general expectations of professional conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The City's system of progressive discipline is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct. Employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuing nature of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and the City reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive

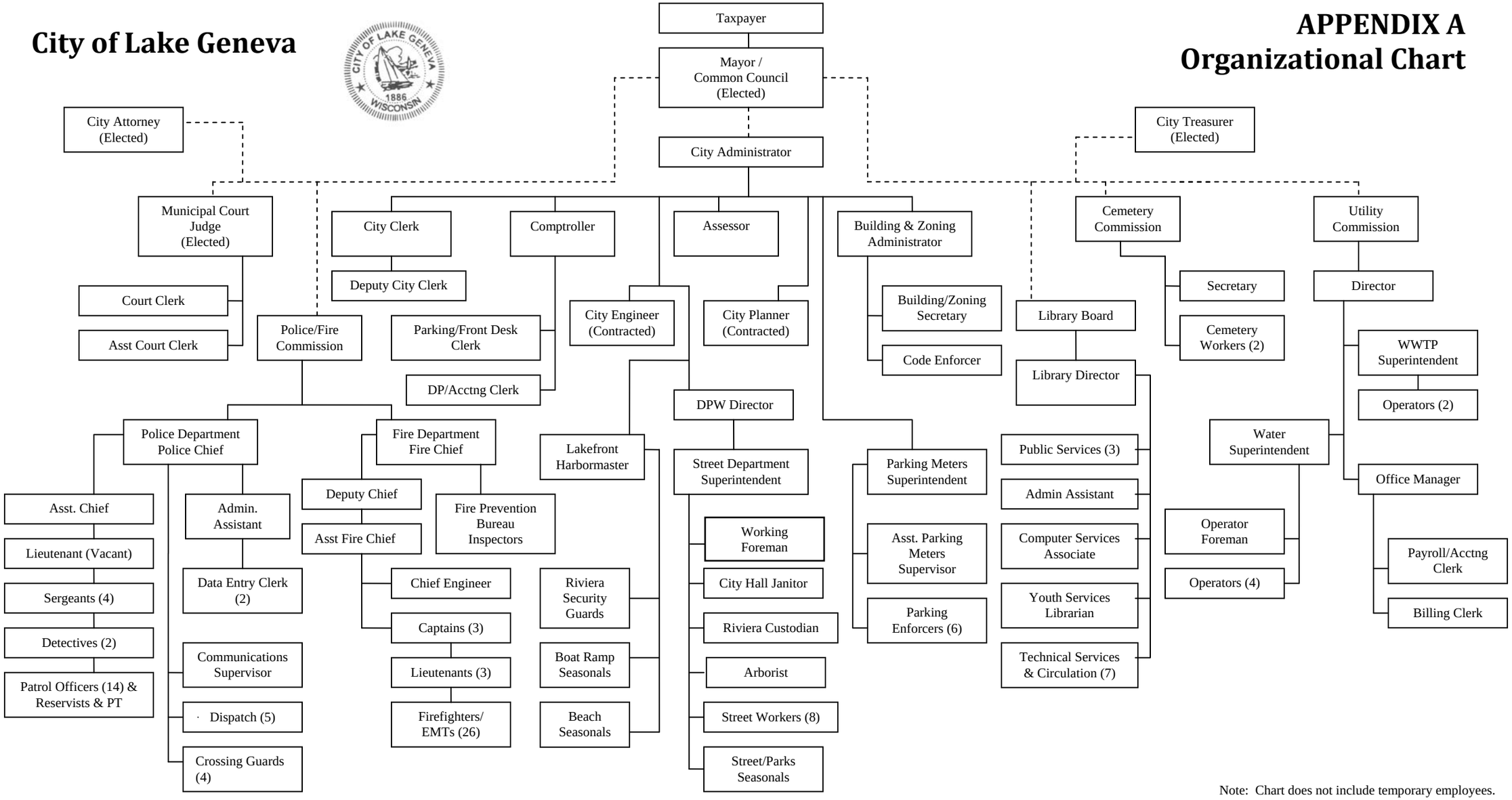
discipline process. The City's use of any form of progressive discipline does not change any employee's status as an at-will employee, or create any additional contractual rights.

910. Grievance Procedure

The City of Lake Geneva encourages all employees to bring concerns, problems and grievances to the attention of management at any time. To that end, a formal grievance procedure has been adopted by the Common Council which delineates the steps to be taken by employees and supervisors in the reporting, investigating and resolution of any grievance. See Appendix B for a copy of the grievance procedure.

City of Lake Geneva

APPENDIX A
Organizational Chart



Note: Chart does not include temporary employees.
Council approved April 9, 2012

APPENDIX B

CITY OF LAKE GENEVA

EMPLOYEE GRIEVANCE PROCEDURE

Purpose

The City of Lake Geneva adopts this Employee Grievance Procedure as required by Section 66.0509, Wis. Stats., providing a grievance procedure for the timely and orderly review of issues pertaining to workplace safety, employee discipline, and employee termination. Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the City of Lake Geneva, as the City reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the City.

Policy

It is the policy of the City of Lake Geneva to treat all employees fairly and equitably.

An employee has the right to bring a grievance to the City's attention without fear of reprisal. Filing a grievance will not reflect unfavorably on an employee's loyalty or adversely affect an employee's employment status.

Nothing in this section abrogates any legal means of redress available to an employee, including the right to seek redress in a court of law.

Definitions

For the purposes of this policy, the following definitions shall apply:

(1) *Discipline*

Any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions, and terminations. "Discipline" does not include: verbal notices or reminders; written reprimands; performance evaluations; documentation of employee acts and/or omissions in an employment file; non-disciplinary demotions; non-disciplinary adjustments to compensation or benefits; actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigations; or other personnel actions taken by the employer for non-disciplinary reasons.

(2) *Dismissal*

A separation from employment, but does not include job loss resulting from a reduction in force.

(3) *Employee*
Employees shall not include employees subject to a collective bargaining agreement addressing employee termination, discipline or work place safety, statutorily appointed individuals identified specifically in statutes as serving at the pleasure of an appointing authority, elected officials, and independent contractors

(4) *Grievance*
A complaint regarding suspension, termination, or workplace safety.

(5) *Arbitrary and capricious*
Characterization of a decision or action taken by an employer meaning willful and unreasonable action without consideration, in disregard of facts, or without determining principle.

(6) *Preponderance of the evidence*
The greater weight of the evidence; superior evidentiary weight that, though not sufficient to free the mind wholly from doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other.

(7) *Suspension*
The employer's temporary withdrawal without pay of an employee from employment.

(8) *Termination*
A separation of employment, but does not include job loss resulting from a reduction in workforce.

(9) *Workplace safety*
A condition of employment related to the physical health and safety of an employee. "Workplace safety" including, but is not limited to: the safety of the physical work environment; provision of protective equipment; safety training; the safe operation of workplace equipment and tools; and accident risk and workplace violence prevention. It does not include conditions of employment related to general working conditions that are unrelated to physical health or safety, such as compensation, performance reviews, work schedules, hours of work, breaks, overtime, sick leave, family or medical leave, or vacation scheduling.

Limitations

A. A grievance that may be brought by or on behalf of a police or fire employee using the procedure specified in Section 62.13(5), Wis. Stats., may not be brought under this section.

B. A grievance that may be brought by or on behalf of an employee under a grievance procedure that is contained in a collective bargaining agreement may not be brought under this section.

C. An employee may not file a grievance outside of the time limits set forth in this policy. If the employee fails to meet the deadlines specified herein, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date.

D. An employee must process his or her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time, etc.) in order to be paid for time spent processing his or her grievance through the various steps of the grievance procedure.

E. Any grievance filed regarding workplace safety must relate to issues personal to the employee filing the grievance, and may not relate to, without limitation by enumeration, safety of property or third parties. A grievance filed regarding work place safety must be filed by the Employee claiming he or she has been personally affected by the alleged work place safety violation.

Administration

A. The Personnel Committee shall supervise and administer the grievance process.

B. Department heads and supervisors shall keep the Personnel Committee informed of the status of all grievances.

Procedure

A. An employee's grievance should be handled following the procedure specified in this section.

B. A grievance that results from disciplinary actions issued by a department head or supervisor may be initiated as a written grievance.

C. Every effort should be made to resolve a grievance as quickly as possible and as early in the process as is practicable.

D. The employee has the right to representation by a person of the employee's choosing, and at the expense of the employee.

Oral Grievance

A. An employee must first discuss a grievance with his or her supervisor within 10 (ten) calendar days of the action or event that gives rise to the grievance.

B. The supervisor shall meet with the employee to discuss the grievance and attempt to resolve the grievance.

C. The supervisor shall promptly notify the Personnel Committee and the department head, if applicable, of any oral grievance, provide the name of the employee and the nature of the grievance, and keep the Personnel Committee and the department head informed of the status of the grievance.

D. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a written grievance.

Written Grievance

A. If a grievance is not resolved to the satisfaction of the employee within ten (10) calendar days after it is first discussed with his or her immediate supervisor, the employee may submit the grievance in writing to the employee's department head. A written grievance may be filed no later than twenty (20) calendar days after it is first discussed with the employee's immediate supervisor.

B. The written grievance must contain a statement explaining the reason for the grievance, provide any information that the employee wants the department head to consider in connection with the grievance, and describe the remedy being sought.

C. The department head shall, within ten (10) calendar days of receipt of a written grievance, meet with the employee to discuss the grievance and attempt to resolve the grievance whenever possible.

D. The department head shall promptly notify the Personnel Committee of any written grievance, provide a copy of any written materials received in connection with the grievance, and keep the Personnel Committee informed of the status of the grievance.

E. The department head shall provide a written reply to the employee within ten (10) calendar days following the meeting and shall provide a copy of said written reply to the Personnel Committee at the time it is provided to the employee.

F. An employee may, within ten (10) calendar days of receipt of the department head's reply, appeal the grievance to the Personnel Committee.

G. The Personnel Committee shall review the facts giving rise to the grievance and inform the employee of its decision, if possible within ten (10) calendar days of receipt of the appeal.

H. In the event a grievance involves the department head, the employee may initially file the grievance with the Personnel Committee, which shall review the facts giving rise to the grievance and inform the employee of its decision within ten (10) calendar days of receipt of the grievance.

Impartial Hearing

A. An employee may, within ten (10) calendar days of receipt of the decision of the Personnel Committee, request a hearing before an impartial hearing examiner by filing a written hearing request with the Personnel Committee.

B. The City will provide an examiner who shall not be an employee of the City of Lake Geneva, and may not have any prior knowledge of the grievance.

C. A hearing will be scheduled as soon as practicable, but not less than thirty (30) calendar days from the date of receipt of the hearing request. The hearing examiner may reschedule the hearing with the mutual consent of the parties involved.

D. The hearing examiner may, with consent of the parties, use his or her best efforts to mediate the grievance.

E. The employee has the right to be represented at the hearing, at the employee's expense, by a person of his or her choosing.

F. The City shall have the burden of proof in a suspension or termination grievance to show arbitrary and capricious for its action. The employee shall have the burden of proof in a workplace safety grievance. The standard required of the party with the burden of proof in all cases is a preponderance of the evidence.

G. The hearing examiner has the authority to overturn the determination of the department head or the Personnel Committee, if applicable, and to order back pay or reinstatement, or both.

H. The hearing examiner shall provide a written decision within thirty (30) calendar days following the close of the record. The written decision should include: a case caption; the parties and appearances; a statement of the issue(s); findings of fact; any necessary conclusions of law; the final decision and order; and any other information the hearing examiner may deem appropriate.

Appeal to the Common Council

A. The decision of the hearing examiner shall be final unless the employee, within ten (10) calendar days of receipt of such decision, requests for the decision to be reviewed by the Common Council by filing a written notice of appeal with the City Clerk.

B. The written notice of appeal must contain a statement explaining the reason for the appeal, include a copy of the written grievance filed with the department director, and include a copy of the decision of the hearing examiner. The notice of appeal may include a copy of the hearing transcripts or exhibits, or both, but may not contain any information that was not admitted into evidence at the hearing.

C. The employee may submit written arguments in support of the appeal with the notice of appeal, or at any time up to seven (7) calendar days prior to the Common Council meeting at which the appeal is scheduled to be heard.

D. An employee will bear the entire cost of any appeal to the Common Council. Consequently, the employee must provide a copy of the notice of appeal, any transcript, exhibits, and other documents for each alderman and the City Clerk.

E. The appeal will be placed on the agenda for the first Common Council meeting that is held at least ten (10) calendar days after the City Clerk receives written notice of appeal. The appeal will be noticed for consideration in closed session pursuant to Section 19.85(1)(b), Wis. Stats., pertaining to the dismissal, demotion, licensing, or suspension of a public employee. The City Clerk will provide a copy of the meeting agenda to the employee, and the employee may request that an open session be held.

F. The employee and his or her representative may attend the closed session. The employee or his or her representative may address the Common

Council. The employee and his or her representative will, however, be excluded from any closed session during which the Common Council discusses or deliberates on the appeal.

G. The consideration of the appeal by the Common Council will be limited to a review of the record and any oral or written arguments to determine whether there was any procedural error or any abuse of discretion.

H. The Common Council shall decide the matter by a majority vote and may reverse the decision of the hearing examiner, remand the decision for further proceedings, or substitute a lesser discipline.

I. The Mayor shall prepare and sign a written determination reflecting the decision of the Common Council. The Mayor may enlist the assistance of the City Clerk or City Attorney, or both, in preparing the determination. A copy of the determination shall be provided to the employee within ten (10) calendar days following the decision of the Common Council.

J. The decision of the Common Council shall be final, and may not be appealed.

MISCELLANEOUS PROVISIONS

A. An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date.

B. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure Employee's meetings and hearings will be held during Employee's off-duty hours. Time spent in grievance meetings and hearings will not be considered as compensable work time.

RESOLUTION NO: 13-R57

WHEREAS, the Common Council approved the 2013 Tax Increment District #4 Fund budget and the Capital Projects budget for the City of Lake Geneva for spending to occur during 2013, and

WHEREAS, the TID #4 adopted 2013 Budget included $2,646,200 for Discretionary Funding which can fund proposed projects as the Common Council deems appropriate, and

WHEREAS, there are surplus Capital Project Fund monies from projects that have come in under budget and these monies could be used to fund projects/equipment that the Common Council deems appropriate, and

WHEREAS, the Common Council on September 23, 2013 approved the quote from Miller-Bradford Inc to purchase a 2013 Case front-end loader at a price of $124,900.00 to be split evenly between TID #4 and the Capital Projects Fund,

BE IT THEREFORE RESOLVED, that the Common Council amend the 2013 TID Fund Budget and 2013 Capital Projects Fund budget as follows:

Increase Acct # 34-30-00-1218, 2013 Front-end Loader, by $62,450.00 and
Decrease Acct # 34-30-00-1211, Discretionary Funding, by $62,450.00
Increase Acct # 41-32-10-1312, 2013 Front-end Loader, by $62,450.00
Decrease Acct # 41-00-00-4910, Application of Prior Yr Appropriations, by $62,450.00

Adopted this 14th day of October, 2013.

APPROVED: _____
James R. Connors, Mayor

ATTEST: _____
Artis Roenspies, Deputy City Clerk

RESOLUTION NO: 13-R58

WHEREAS, the Common Council approved the 2013 Tax Increment District #4 Fund budget for the City of Lake Geneva on May 13, 2013, for projects to occur during 2013, and

WHEREAS, the TID #4 adopted 2013 Budget included $2,646,200 for Discretionary Funding which can fund proposed projects as the Common Council deems appropriate, and

WHEREAS, the Common Council on September 9, 2013 approved the Globe Contractors Inc. bid for the Main Street Waterway Enclosure project for $221,400 with a 3% contingency, and

WHEREAS, the Common Council on September 23, 2013 approved the Crispell-Snyder quote for engineering services for the Main Street Waterway Enclosure project to provide construction administration services for $22,900,

WHEREAS, the Common Council had previously approved (1/28/13 & 4/22/13) Crispell-Snyder providing Phase 1 & 2 analysis and design services on this project for $37,000,

BE IT THEREFORE RESOLVED, that the Common Council amend the 2013 TID Fund Budget approving the Main Street Waterway Enclosure Rehabilitation Project noted below as follows:

Increase Acct # 34-30-00-1217, Main Street Waterway Enclosure Project, by $287,942.00 and
Decrease Acct # 34-30-00-1211, Discretionary Funding, by $287,942.00

Adopted this 14th day of October, 2013.

APPROVED: _____
James R. Connors, Mayor

ATTEST: _____
Artis Roenspies, Deputy City Clerk

RESOLUTION 13-R59

A Resolution Establishing the 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates

BE IT RESOLVED that the Common Council for the City of Lake Geneva does hereby adopt the following schedule of rates for the West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack for 2014:

	West End Pier - 24' Slip	West End Pier - 26' Slip	Lagoon Slip & Buoy Rates	Dingy and Kayak Rates
RESIDENT				
Rate	$ 1,492.89	$ 1,741.71	$ 641.94	$ 109.48
Sales Tax (5.5%)	82.11	95.79	35.31	6.02
Total	$ 1,575.00	$ 1,837.50	$ 677.25	$ 115.50
NON-RESIDENT PROPERTY OWNER				
Rate	$ 2,239.34	$ 2,537.91	$ 1,069.91	$ 159.24
Sales Tax (5.5%)	123.16	139.59	58.84	8.76
Total	$ 2,362.50	$ 2,677.50	$ 1,128.75	$ 168.00
NON-RESIDENT				
Rate	$ 2,985.78	$ 3,234.60	$ 1,492.89	$ 218.96
Sales Tax (5.5%)	164.22	177.90	82.11	12.04
Total	$ 3,150.00	$ 3,412.50	$ 1,575.00	$ 231.00

Approved this 14th day of October, 2013

James R. Connors, Mayor

Attest:

Artis Roenspies, Deputy City Clerk

EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF LAKE GENEVA AND PEGGY POLLITT FOR SERVICES AS CITY COMPTROLLER, CITY OF LAKE GENEVA

This Agreement made and entered into this 14th day of October 2013, by and between the City of Lake Geneva, State of Wisconsin, a municipal corporation, hereinafter called "Employer", as party of the first part, and Peggy Pollitt, hereinafter called "Employee", as party of the second part, both of whom understand as follows:

WHEREAS, Employer desires to continue to employ the services of Peggy Pollitt as City Comptroller of the City of Lake Geneva, County of Walworth

WHEREAS, it is the desire of the Common Council, hereinafter called "Council", to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES

Employer hereby agrees to employ said Peggy Pollitt as City Comptroller of said Employer to perform the functions and duties specified in the job description and as amended from time to time by the Common Council.

SECTION 2. SALARY

Effective January 1, 2014 the salary shall be $68,000 annually. Further, each year, the Council shall set Employee's salary by resolution. This position is a "professional exempt position." "Professional exempt position" is defined as a full time salaried position where an employee is not entitled to collect overtime.

SECTION 3. PERFORMANCE EVALUATION

The City Administrator and the Personnel Committee of the City shall review and evaluate the performance of the Employee annually.

SECTION 4. HOURS OF WORK

It is recognized the Professional exempt employees may devote time outside the normal office hours to business of the Employer, and to that end Employee will be allowed to take administrative time off as shall be appropriate during said normal office hours.

SECTION 5. PAID TIME OFF

Employee shall be entitled to 216 PTO hours each year. These benefits may be increased or decreased from time to time. Any adjustments to this schedule should be submitted in writing and reviewed on an annual basis. Employee shall be entitled to accrue and carry forward of a maximum of 40 unused PTO hours with approval of City Administrator. At no time will accrued PTO hours carried forward exceed 40 hours.

SECTION 6. HOLIDAY AND FUNERAL LEAVE

The Employee shall be provided Holiday, and Funeral Leave benefits as provided for in the City of Lake Geneva Employee Handbook.

SECTION 7. HEALTH, LIFE, DENTAL AND DISABILITY INSURANCE

The Employee will receive health, life, dental and disability insurance benefits at the coverage in force for all non-represented employees, and Employer agrees to pay the premiums thereon. These benefits may be increased or decreased from time to time as they are increased or decreased for all other non-represented employees of the City.

SECTION 8. INSURANCE AFTER RETIREMENT

The Employee shall be eligible to continue on the City's health plan, at her cost, when retired from the City of Lake Geneva when eligible as defined by WRS (Wisconsin Retirement System) until the Employee is eligible for Medicare.

SECTION 9. WISCONSIN RETIREMENT SYSTEM

It is understood that the City of Lake Geneva is a member of the Wisconsin Public Employees Retirement Fund and thereby extends coverage to Employee and shall pay Employers share of the contribution as required by laws and regulations of the Wisconsin Retirement System (WRS.)

SECTION 10. EDUCATIONAL INCENTIVE

Employee shall be eligible for reimbursement of tuition and books through the City of Lake Geneva Educational Assistance Program. It is understood this incentive is meant only for courses directly related to her position, and shall be deemed approved when appropriated and approved in the annual operating budget.

SECTION 11. PROFESSIONAL DEVELOPMENT

Employer, subject to annual appropriations, hereby agrees to pay the travel, food and lodging expenses of Employee for professional and office travel, meetings, seminars, dues, subscriptions, and continuing educational classes.

SECTION 12. DURATION OF AGREEMENT

This contract shall run year to year and be reviewed on an annual basis. Any changes to this contract shall be submitted in writing for approval by Employee and Employer. Employee may be removed by the Council for cause or at the Council's pleasure pursuant to Sec. 17.12, Wis. Stats.

IN WITNESS WHEREOF, THE City Council of the City of Lake Geneva has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its Administrator, and the Employee has signed and executed this agreement, both in duplicate, on the dates as noted below.

CITY OF LAKE GENEVA	**EMPLOYEE**
_____	_____
Mayor Jim Connors	Peggy Pollitt
_____	_____
Administrator, Dennis Jordan	Date

LAKE GENEVA UTILITY COMMISSION

Daniel S. Winkler, P.E.
Director of Public Works & Utilities

MEMBER OF AMERICAN WATER WORKS ASSOCIATION

Birdell Brellenthin
Utility Commission President

Kent Wiedenhoeft
Water Superintendent

Scott Tesmer
Wastewater Superintendent

361 Main Street • P.O. Box 187 • Lake Geneva, WI 53147 • Phone (262) 248-2311 • Fax (262) 248-0589

DATE: October 10, 2013

MEMORANDUM

TO: Chairman Bill Mott & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E.
Director of Public Works & Utilities

SUBJECT: 2013 Joint & Crack Cleaning & Sealing Bids

Background
Bids were opened for the above project. This memorandum discusses the bids.

Discussion
The above subject work was bid on March 27th. The results are:

Contractor	Address	Locations
Asphalt Services	**Rochester, WI**	**All 1-12 plus $600 credit**
Fahrner Asphalt	Waunakee, WI	1-4, 6
Asphalt Seal & Repair	Depere, WI	No Bid
Wolf Paving Co., Inc.	Oconomowoc, WI	No Bid
I.S.C.	Waukesha, WI	No Bid
Patriot Pavement Mainteance	Des Plaines, IL	No Bid

Six contractors took out bid packets and Asphalt Services of Rochester, WII provided the highest number of streets crack sealed for the $20,000 budget. This firm hasn't performed work here before but has worked for Elkhorn and Delavan. The price is tremendous and staff will find another street to do, probably Lake Geneva Boulevard, for the $600 balance remaining.

Recommendation
It is recommended to 2013 Crack Sealing contract to Asphalt Service of Rochester, WI in the amount of $20,000.

Budget & Staffing Impact
The project will be funded from the Capital Improvements budget.

Cc: File

2013 Joint & Crack Cleaning & Sealing
Proposal

CITY OF LAKE GENEVA
PROPOSAL
2013 JOINT & CRACK CLEANING & SEALING

Bid opening date: **Thursday, October 10, 2013 at 11:00 A.M.**

City of Lake Geneva
City Clerk, City Hall
626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673

City Clerk:

We recognize the City of Lake Geneva will expend the lump sum amount of **$20,000.00** to clean and seal joints and cracks, in accordance with City of Lake Geneva specifications. We have reviewed the following list and attached map, taking all necessary field measurements, and have **placed a √ check mark in front of the streets that we will perform a combination of Class I and Class II joint and crack cleaning and sealing as follows:**

JOINT & CRACK CLEANING & SEALING-CLASS I & CLASS II

	√	Street Name	From	To
1.	✓	Stone Ridge Subdivision (See Map)		
2.	✓	Meadowlands Subdivision (See Map)		
3.	✓	Forest Street	Main Street	Dodge Street
4.	✓	Campbell Street	South Lakeshore Dr	Wells Street
5.	✓	Broad Street	Main Street	Geneva Street
6.	✓	Broad Street	Geneva Street	North Street
7.	✓	Geneva Street	Cook Street	Maxwell Street
8.	✓	Pond View Lane	Dodge Street	Cul-de-sac
9.	✓	Main Street	Wells Street	Center Street
10.	✓	North Street	Madison Street	Cook Street
11.	✓	LaSalle Street	Maxwell Street	Carey Street

12. ✓ Wheeler Street Madison Street CTH H

It is the intent that the checked list follows in priority order, but the size of some of the listed streets may necessitate skipping a street near the bottom of the list in favor of a lesser cost street.

If all streets are checked to be done for the budgeted amount, indicate the balance if any, of City funding remaining to be allocated to additional City street crack filling. $ 600.00.

Work started within 5 days of award.

City of Lake Geneva will pay within (30) days of completion of job.

Completion date if different than **November 15, 2013** _____

Guarantee/warranty (be specific): 3 years, As Stated in Contract

Product literature included? ☑ Yes ☐ No

Comments: _____

We recognize the City will award this contract to the vendor whos proposal is deemed most advantageous to the City.

Payment Terms:

100 % 15 days

Net 15 days

Date: 10-9-13

Respectfully Submitted,

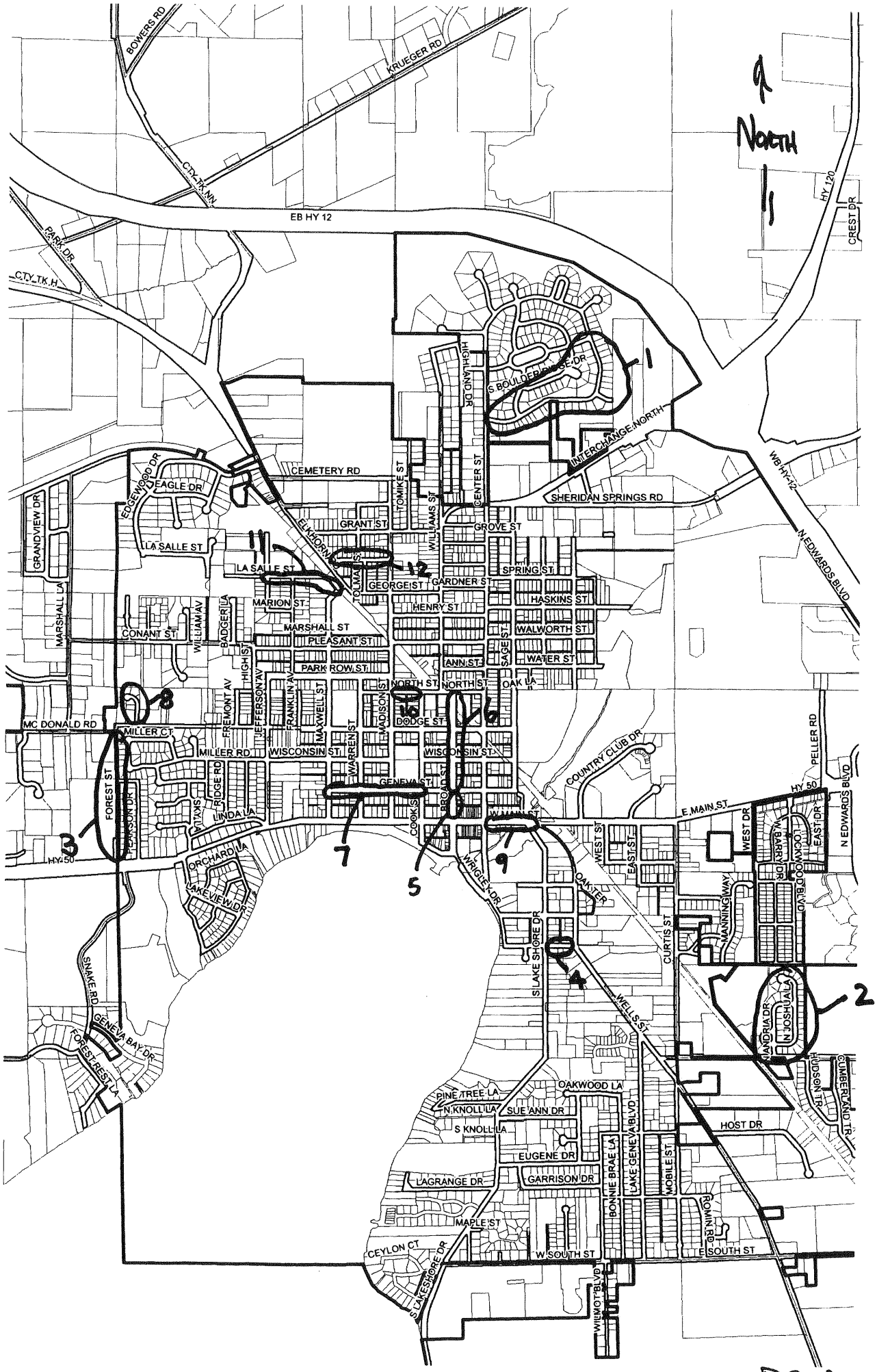
Firm: Asphalt Services

Signature: [signature]

Address: PO Box 281

Rochester, WI 53167

Phone: 262-534-7703 Fax: 262-514-3127



CRACKFILLING MAP

DSW
9/17/13

City of Lake Geneva
Council Meeting
October 14, 2013

Prepaid Checks
9/21/13 through 10/8/13

$20,190.81

ACCOUNTS PAYABLE PREPAID ITEMS OVER $5,000

COUNCIL MEETING DATE OF: 10/15/2013

TOTAL PREPAID ACCOUNTS PAYABLE - 9/21/13 THROUGH 10/8/13	**$20,190.81**
<u>ITEMS > $5,000</u>	
Walworth County Treasurer - Tax payment made to city in error	11,844.65
BALANCE OF OTHER ITEMS	**$ 8,346.16**

FROM 09/25/2013 TO 10/08/2013

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AT&T81	AT&T								
	262248040309			09/13/13		56665	10/04/13	1,117.32	136.26
	01	262 248-0403 367 7-POLICE MAIN	1121005221						136.26
	262248226409			09/13/13		56665	10/04/13	1,117.32	197.73
	01	262 248-2264 368 9-FIRE DEPT	1122005221						197.73
	262248456709			09/13/13		56665	10/04/13	1,117.32	167.14
	01	262 248-4567 367 1-POL MODEM	1121005221						167.14
	262248471509			09/13/13		56665	10/04/13	1,117.32	166.61
	01	262 248-4715 125 4-CITY HALL	1116105221						166.61
	262248491309			09/13/13		56665	10/04/13	1,117.32	103.87
	01	262 248-4913 601 4-STR FAX/DSL	1132105221						103.87
	262249529909			09/16/13		56665	10/04/13	1,117.32	345.71
	01	262 249-5299 313 5-6 LIB LINES	9900005221						83.39
	02	262 249-5299 313 5-1 STR LINE	1132105221						16.02
	03	262 249-5299 313 5-COURT FAX	1112005221						12.34
	04	262 249-52993135-2 ALARM LINES	1116105221						24.68
	05	262 249-5299 313 5-CEM 2 LINES	1170105221						28.66
	06	262 249-52993135-LOW RIV-1LINE	4055205221						12.34
	07	262 249-52993135-UP RIV-2 LINE	4055105221						25.66
	08	262 249-5299 313 5-FIRE 2 LINE	1122005221						41.57
	09	262 249-5299 313 5-POL 3 LINES	1121005221						42.11
	10	262 249-52993135-POL REM DIAL	1121005221						58.94
							VENDOR TOTAL:		1,117.32
DEFEN	DEFENSIVE EDGE TRAINING								
	REG-10/13			10/03/13		56666	10/04/13	375.00	375.00
	01	WEAPONS CLASS REG FEE-NELSON	1121005410						375.00
							VENDOR TOTAL:		375.00
GREET	AARON GREETHAM								
	REIMB-10/13			10/02/13		56667	10/04/13	117.12	117.12
	01	MEALS,MILEAGE-POLICE ACADEMY	1121005330						117.12
							VENDOR TOTAL:		117.12
MGIA	MGIA								
	REG FEE-10/13			10/03/13		56668	10/04/13	30.00	30.00
	01	TCG TRAINING REG-WARD	1121005410						30.00
							VENDOR TOTAL:		30.00

FROM 09/25/2013 TO 10/08/2013

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NEWMA	AMELIA NEWMAN							
	REIMB-10/13		10/02/13		56669	10/04/13	613.87	613.87
	01 MEALS,MILEAGE-POLICE ACADEMY	1121005330						613.87
						VENDOR TOTAL:		613.87
PCP	PETTY CASH - POLICE DEPT							
	9/13		09/23/13		56659	09/26/13	119.73	119.73
	01 USPS-VARIOUS MAILINGS	1121005316						91.97
	02 WALMART-CAR WASH	1121005361						18.58
	03 HOME DEPOT-TUBE REPAIR,KNIFE	1121005399						3.99
	04 TARGET-DISH SOAP	1121005399						5.19
						VENDOR TOTAL:		119.73
PHILI	PHILIPS MEDICAL CAPITAL							
	19292737		09/07/13		56664	09/30/13	700.16	700.16
	01 MONITOR/DEFIBS-SEPT	1122005830						700.16
						VENDOR TOTAL:		700.16
T0000769	BRANDON INDUSTRIES INC							
	88544		09/20/13		56660	09/26/13	403.00	403.00
	01 HIST SIGN POLE,BASE,FINIAL	1170005720						403.00
						VENDOR TOTAL:		403.00
USBANK	US BANK							
	3341-9/13		09/12/13		56661	09/26/13	4,183.55	4,183.55
	01 OFFICEMAX-RETURN REPT COVERS	1121005310						-42.16
	02 ROCK RIVER ARMS-UNIF-GRITZNER	1121005138						1,198.50
	03 WALMART-GATORADE,WATER	1121005399						42.34
	04 HAZELDEN-COUNTERACT SUPPLIES	1121005316						2,079.00
	05 WALMART-STACKER BOXES	1121005399						23.94
	06 WALMART-TAPE,STACKER BOXES	1121005399						42.12
	07 BITTNERS-RETIREMENT CAKES	1121005399						64.80
	08 OFFICEMAX-REPORT COVERS	1121005310						52.70
	09 HOME DEPOT-BOX FAN	1121005399						35.79
	10 TRACTOR SUPPLY-GUN SAFE-CARSTN	1121005138						632.99
	11 OFFICEMAX-REPORT COVERS	1121005310						10.54
	12 PIGGLY WIGGLY-RETIREMENT CAKE	1121005399						42.99
						VENDOR TOTAL:		4,183.55
VERIZON	VERIZON WIRELESS							
	9710978348		09/03/13		56662	09/26/13	361.07	361.07

FROM 09/25/2013 TO 10/08/2013

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9710978348		09/03/13		56662	09/26/13	361.07	361.07
	01 AIR CARDS-AUG	1121005221						361.07
						VENDOR TOTAL:		361.07
WALCOT	WALWORTH COUNTY TREASURER							
	TAX-9/13		09/24/13		56663	09/26/13	11,844.65	11,844.65
	01 CC TAX PAYMENT-ZOP00410A	1100001210						11,844.65
						VENDOR TOTAL:		11,844.65
WALMA	WALMART COMMUNITY							
	6368-8/13		09/16/13		56670	10/04/13	225.34	225.34
	01 GLUCOSE STRIPS	1122005810						35.88
	02 WEED KILLER,FEBREEZE	1122005350						24.41
	03 BANDAIDS	1122005810						5.31
	04 TABLE,LED LIGHTS,BATTERIES	1129005340						78.99
	05 CHAIRS,WATER	1129005340						44.99
	06 LATCH TOTE-VENETIAN SUPPLIES	1129005340						35.76
						VENDOR TOTAL:		225.34
WCCPA	WALWORTH COUNTY CHIEFS							
	DUES-2013/2014		10/06/13		56671	10/04/13	100.00	100.00
	01 2013/2014 DUES	1121005399						100.00
						VENDOR TOTAL:		100.00
						TOTAL --- ALL INVOICES:		20,190.81

City of Lake Geneva
Council Meeting
October 15, 2013

Accounts Payable Checks - through 10/8/2013

	Fund #	
1. General Fund	11	$ 307,068.03
2. Debt Service	20	$ -
3. TID #4	34	$ 63,361.94
4. Lakefront	40	$ 78,117.66
5. Capital Projects	41	$ 36,590.50
6. Parking Meter	42	$ 14,240.58
7. Library Fund	99	$ 8,701.11
8. Impact Fees	45	$ 1,894.00
9. Tax Agency Fund	89	$ -
Total All Funds		**$509,973.82**

CITY OF LAKE GENEVA
ACCOUNTS PAYABLE UNPAID ITEMS OVER $5,000

COUNCIL MEETING DATE OF: 10/15/2013

TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 8/9/13	**$ 509,973.82**

ITEMS > $5,000

R&R Insurance - Workers Comp, Liability, Property Insurance & Crime Policy	179,899.00
Lake Geneva Utility Commission - 3rd Qtr Water Bills, Sewer Impact Fees	68,393.54
Gage Marine Corp - Install 10 New Slips, Buoy and Pier Fixes	59,829.23
Gilbank Construction Inc - Dunn Field Restroom Draw 2	54,900.00
Ewald Hartford - Street Dept 2014 F350 Truck	33,221.00
Jerry Willkomm Inc - Sept Gasoline	10,544.80
Digital Payment Technologies - Oct & Nov EMS Fees	5,647.50

Balance of Other Items	**$ 97,538.75**

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
A+ A+ GRAPHICS & PRINTING							
3839	08/29/13	01	PHOTOS-ENLARGE/GRAYSCALE	1121005399		10/15/13	55.15
						INVOICE TOTAL:	55.15
3846	09/03/13	01	OLD TIME NEWSLETTER	1170005720		10/15/13	60.00
						INVOICE TOTAL:	60.00
4032	10/03/13	01	OLD TIME NEWSLETTER	1170005720		10/15/13	60.00
						INVOICE TOTAL:	60.00
						VENDOR TOTAL:	175.15
ADVAND ADVANCED DISPOSAL SERVICES							
A40000004645	09/15/13	01	LANDFILL USEAGE-7 TONS	1136005296		10/15/13	376.72
						INVOICE TOTAL:	376.72
						VENDOR TOTAL:	376.72
AMAZO AMAZON							
8932-9/13	09/10/13	01	CHILDRENS DVDS	9900005411		10/15/13	137.61
		02	DVDS	9900005414			167.31
		03	DOOR CHIME	9900005211			42.00
		04	REFUND SALES TAX	9900005310			-20.53
						INVOICE TOTAL:	326.39
						VENDOR TOTAL:	326.39
AMYS AMY'S SHIPPING EMPORIUM							
130121	09/11/13	01	POSTAGE-SOMAR	1121005312		10/15/13	9.20
						INVOICE TOTAL:	9.20
						VENDOR TOTAL:	9.20
ANTAE ANTAEUS LLC							
0001-91	10/01/13	01	OCT ONLINE PROCESSING	9900005211		10/15/13	5.00

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ANTAE ANTAEUS LLC							
0001-91	10/01/13	02	OCT ONLINE PROCESSING	4055105216		10/15/13	95.00
		03	OCT ONLINE PROCESSING	4234505216			200.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
AT&TG AT&T GLOBAL SERVICES INC							
SB769412	09/18/13	01	CABLE FIX-POS 1 DISPATCH	1121005221		10/15/13	260.00
						INVOICE TOTAL:	260.00
						VENDOR TOTAL:	260.00
AUROH AURORA HEALTH CARE							
1787738	09/15/13	01	ROBERS PHYSICAL	1124005399		10/15/13	96.00
						INVOICE TOTAL:	96.00
						VENDOR TOTAL:	96.00
AUTOM AUTOMATED PARKING TECHNOLOGIES							
131466	09/12/13	01	LUKE RECEIPT PAPER	4234505250		10/15/13	847.94
						INVOICE TOTAL:	847.94
131531	09/30/13	01	BATTERY WIRE HARNESSES	4234505250		10/15/13	260.00
						INVOICE TOTAL:	260.00
						VENDOR TOTAL:	1,107.94
AUTOT AUTO TECH CENTERS INC							
247698	09/24/13	01	WHEELS-TRAILERS	1132105250		10/15/13	1,032.12
						INVOICE TOTAL:	1,032.12
						VENDOR TOTAL:	1,032.12
AUTOW AUTOWORKS PLUS							
14750	09/17/13	01	MOUNT TIRES-GIANT VAC	1132105250		10/15/13	41.20
						INVOICE TOTAL:	41.20

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AUTOW AUTOWORKS PLUS							
14884	09/30/13	01	MOUNT TIRES-GIANT VAC	1132145430		10/15/13	97.85
						INVOICE TOTAL:	97.85
						VENDOR TOTAL:	139.05
BAKER BAKER & TAYLOR							
75022386-8/13	08/31/13	01	M20607710-2 ITEMS	9900005414		10/15/13	28.78
						INVOICE TOTAL:	28.78
L3367102-8/13	08/31/13	01	2028429801-4 ITEMS	9900005410		10/15/13	43.55
		02	2028429802-2 ITEMS	9900005410			14.45
		03	2028429803-5 ITEMS	9900005410			76.63
		04	2028429804-1 ITEM	9900005410			15.19
		05	2028429805-1 ITEM	9900005410			0.55
		06	2028429807-2 ITEMS	9900005410			61.14
		07	2028436939-42 ITEMS	9900005410			587.68
		08	2028436940-1 ITEM	9900005410			17.34
		09	2028436941-1 ITEM	9900005410			6.90
		10	2028449928-11 ITEMS	9900005410			166.10
		11	2028457253-24 ITEMS	9900005410			348.92
		12	2028472176-5 ITEMS	9900005410			60.37
		13	2028483097-29 ITEMS	9900005410			247.23
		14	2028499157-16 ITEMS	9900005410			213.64
		15	2028505372-30 ITEMS	9900005410			725.09
						INVOICE TOTAL:	2,584.78
L3367362-8/13	08/31/13	01	2028431778-1 ITEM	9900005410		10/15/13	16.20
		02	2028431779-2 ITEMS	9900005410			29.60
		03	2028467948-2 ITEMS	9900005410			14.88
		04	2028467949-1 ITEM	9900005410			16.20
		05	2028495693-1 ITEM	9900005410			24.49
						INVOICE TOTAL:	101.37
L3367512-8/13	08/31/13	01	2028421738-1 ITEM	9900005411		10/15/13	5.59

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BAKER BAKER & TAYLOR							
L3367512-8/13	08/31/13	02	2028421739-1 ITEM	9900005411		10/15/13	7.25
		03	2028421740-7 ITEMS	9900005411			99.29
		04	2028444392-1 ITEM	9900005411			10.06
		05	2028444393-1 ITEM	9900005411			12.30
		06	2028444394-4 ITEMS	9900005411			57.72
		07	2028444395-8 ITEMS	9900005411			77.84
		08	2028472802-2 ITEMS	9900005411			20.68
		09	2028472803-2 ITEMS	9900005411			14.54
		10	2028472804-11 ITEMS	9900005411			128.31
		11	2028497035-1 ITEM	9900005411			5.66
		12	2028497036-2 ITEMS	9900005411			20.12
		13	2028497037-4 ITEMS	9900005411			40.78
		14	2028497038-50 ITEMS	9900005411			570.49
		15	2028497039-3 ITEMS	9900005411			27.53
						INVOICE TOTAL:	1,098.16
L4013232-8/13	08/31/13	01	CREDIT 2464582-1 ITEM	9900005414		10/15/13	-10.99
		02	2028484349-1 ITEM	9900005414			19.22
						INVOICE TOTAL:	8.23
						VENDOR TOTAL:	3,821.32
BIO BIO-AQUATIC SERVICES LLC							
2401	03/13/13	01	LAKE WEED SPRAYING	4054105264		10/15/13	4,665.00
						INVOICE TOTAL:	4,665.00
						VENDOR TOTAL:	4,665.00
BOUND BOUND TREE MEDICAL LLC							
81194055	09/05/13	01	EMS SUPPLIES	1122005810		10/15/13	163.43
						INVOICE TOTAL:	163.43
						VENDOR TOTAL:	163.43
BREEZY BREEZY HILL NURSERY							

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BREEZY BREEZY HILL NURSERY							
I-170300	09/24/13	01	PLANTING MAINT-SEPT	4234505220		10/15/13	3,975.50
						INVOICE TOTAL:	3,975.50
						VENDOR TOTAL:	3,975.50
BRODA BRODART CO							
323247	09/26/13	01	DVD CASES	9900005512		10/15/13	132.79
						INVOICE TOTAL:	132.79
						VENDOR TOTAL:	132.79
BRUCE BRUCE MUNICIPAL EQUIPMENT INC							
SB13321	10/04/13	01	GUIDE BUSHING-SWEEPER 28	1132105250		10/15/13	391.92
						INVOICE TOTAL:	391.92
SB13322	10/04/13	01	MOTORS FIX-SWEEPER 32	1132105250		10/15/13	110.40
						INVOICE TOTAL:	110.40
						VENDOR TOTAL:	502.32
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-273488	08/28/13	01	OIL DRI	1122005340		10/15/13	42.45
						INVOICE TOTAL:	42.45
662-273786	09/03/13	01	OIL	1121005361		10/15/13	20.53
						INVOICE TOTAL:	20.53
662-273823	09/03/13	01	LIGHT BULBS-ENG 1	1122005240		10/15/13	6.10
						INVOICE TOTAL:	6.10
662-274175	09/09/13	01	OIL-IMPOUND CARS	1121005361		10/15/13	9.38
						INVOICE TOTAL:	9.38
662-274415	09/12/13	01	BACKUP LIGHTS-ENG 1	1122005240		10/15/13	23.40
						INVOICE TOTAL:	23.40

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-275758	10/01/13	01	CLAMPS-TK 19	1132105351		10/15/13	3.09
						INVOICE TOTAL:	3.09
						VENDOR TOTAL:	104.95
CDW CDW GOVERNMENT INC							
FJ14108	08/23/13	01	WALL MOUNT-MONITOR	1121005262		10/15/13	288.73
						INVOICE TOTAL:	288.73
						VENDOR TOTAL:	288.73
CENTE CENTEGRA HEALTH SYSTEM							
CPR COURSE-9/13	09/19/13	01	CPR INSTRUCTOR COURSE-FISCHER	1122005610		10/15/13	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
CES CES							
LKG/020450	09/04/13	01	POWER CORD	9900005350		10/15/13	60.00
						INVOICE TOTAL:	60.00
LKG/020522	09/11/13	01	LIGHT BULBS	1152005350		10/15/13	58.83
						INVOICE TOTAL:	58.83
						VENDOR TOTAL:	118.83
CUMMINS CUMMINS NPOWER LLC							
805-14920	07/29/13	01	GENERATOR YRLY MAINT	1116105240		10/15/13	745.00
						INVOICE TOTAL:	745.00
						VENDOR TOTAL:	745.00
D&K D&K SERVICES							
2013625	09/24/13	01	SEWER JETTING-BEACH HOUSE	4054105362		10/15/13	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DEMCO DEMCO							
5088628	09/24/13	01	LABELS,TAPE	9900005512		10/15/13	147.40
						INVOICE TOTAL:	147.40
						VENDOR TOTAL:	147.40
DES DATA EQUIPMENT SERVICES							
50	09/27/13	01	AUG-SEP MODEM SVC	4054105221		10/15/13	90.00
		02	AUG-SEP MODEM SVC	4234505221			900.00
						INVOICE TOTAL:	990.00
						VENDOR TOTAL:	990.00
DIGIT DIGITAL PAYMENT TECHNOLOGIES							
184980	09/24/13	01	OCT EMS FEES	4234505450		10/15/13	2,835.00
		02	OCT EMS FEES	4054105340			135.00
						INVOICE TOTAL:	2,970.00
186727	10/01/13	01	NOV EMS FEES	4234505450		10/15/13	2,835.00
						INVOICE TOTAL:	2,835.00
626742	10/07/13	01	OCT 50% EMS CREDIT	4054105340		10/15/13	-67.50
						INVOICE TOTAL:	-67.50
626743	10/07/13	01	JUL-SEP EMS CREDITS	4054105340		10/15/13	-90.00
						INVOICE TOTAL:	-90.00
						VENDOR TOTAL:	5,647.50
DOUSM DOUSMAN TRANSPORT CO							
45-03,376	09/17/13	01	SHUTTLE 8/10-8/25	4234505399		10/15/13	2,223.40
						INVOICE TOTAL:	2,223.40
						VENDOR TOTAL:	2,223.40
DUNN DUNN LUMBER & TRUE VALUE							

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
535953	09/13/13	01	FURNACE FILTER,BATTERIES	9900005350		10/15/13	38.98
		02	DISCOUNT	1100004819			-3.90
						INVOICE TOTAL:	35.08
536149	09/16/13	01	LIGHT BULBS	9900005350		10/15/13	44.94
		02	DISCOUNT	1100004819			-4.49
						INVOICE TOTAL:	40.45
536614	09/19/13	01	RV CONNECTOR,FUSE HOLDER-TK 17	1132105351		10/15/13	11.24
		02	DISCOUNT	1100004819			-0.56
						INVOICE TOTAL:	10.68
536720	09/19/13	01	WIRE,SLIP JOINT NUT	1132105340		10/15/13	8.93
		02	DISCOUNT	1100004819			-0.45
						INVOICE TOTAL:	8.48
536725	09/19/13	01	BATTERIES,BROOM,LIGHT BULBS	4055205350		10/15/13	39.21
		02	DISCOUNT	1100004819			-1.57
						INVOICE TOTAL:	37.64
536744	09/19/13	01	OIL-CHAIN SAW BAR,NIPPLE,CLAMP	1132135430		10/15/13	124.39
		02	DISCOUNT	1100004819			-0.22
						INVOICE TOTAL:	124.17
537129	09/24/13	01	AIR FILTER-CHAINSAW,KEYS	1132135430		10/15/13	55.44
		02	DISCOUNT	1100004819			-0.30
						INVOICE TOTAL:	55.14
537181	09/24/13	01	FAUCET,HOT WATER ELEMENT	1132105350		10/15/13	82.96
		02	DISCOUNT	1100004819			-3.65
						INVOICE TOTAL:	79.31
537198	09/24/13	01	FAUCET CONNECTOR	1132105350		10/15/13	9.98
		02	DISCOUNT	1100004819			-0.50
						INVOICE TOTAL:	9.48

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
537235	09/24/13	01	FURRING STRIP-LOCKER FIX	1122005350		10/15/13	4.95
						INVOICE TOTAL:	4.95
537358	09/25/13	01	NUTS,BOLTS-LOCKERS	1122005350		10/15/13	2.70
		02	DISCOUNT	1100004819			-0.14
						INVOICE TOTAL:	2.56
537371	09/25/13	01	DRILL BIT-LOCKER FIX	1122005350		10/15/13	7.79
		02	DISCOUNT	1100004819			-0.39
						INVOICE TOTAL:	7.40
537531	09/26/13	01	PACKING TAPE	1121005310		10/15/13	12.98
		02	DISCOUNT	1100004819			-0.65
						INVOICE TOTAL:	12.33
537608	09/27/13	01	DEHUMIDIFIER	9900005350		10/15/13	249.00
						INVOICE TOTAL:	249.00
537983	10/01/13	01	LIGHT BULBS	9900005350		10/15/13	9.99
		02	DISCOUNT	1100004819			-1.00
						INVOICE TOTAL:	8.99
538261	10/02/13	01	ANTIFREEZE-BATHROOMS	1152005350		10/15/13	26.94
						INVOICE TOTAL:	26.94
538346	10/03/13	01	LIGHT BULBS-SEM PK BATHROOMS	1152005350		10/15/13	21.99
		02	DISCOUNT	1100004819			-1.10
						INVOICE TOTAL:	20.89
538353	10/03/13	01	LIGHT BULBS-SEM PK BATHROOMS	1152005350		10/15/13	65.97
		02	DISCOUNT	1100004819			-3.30
						INVOICE TOTAL:	62.67
538668	10/07/13	01	GRINDING WHEEL	1132105351		10/15/13	18.49

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
538668	10/07/13	02	DISCOUNT	1100004819		10/15/13	-0.92
						INVOICE TOTAL:	17.57
538747	10/07/13	01	RELIEF VALVE-WATER HEATER	1132105350		10/15/13	10.99
		02	DISCOUNT	1100004819			-0.55
						INVOICE TOTAL:	10.44
538844	10/08/13	01	WATER SEAL,BRUSHES-BCH TOWER	4054105352		10/15/13	88.41
		02	DISCOUNT	1100004819			-1.62
						INVOICE TOTAL:	86.79
538865	10/08/13	01	ROPE THIMBLE	1132135430		10/15/13	4.17
		02	DISCOUNT	1100004819			-0.21
						INVOICE TOTAL:	3.96
538950	10/09/13	01	SPRAY PAINT-TREES	1132135430		10/15/13	11.97
		02	DISCOUNT	1100004819			-0.60
						INVOICE TOTAL:	11.37
DISC-8/13	08/15/13	01	DISCOUNT	1100004819		10/15/13	-0.04
						INVOICE TOTAL:	-0.04
						VENDOR TOTAL:	926.25
EAM EMERGENCY APPARATUS MAINT							
70060	09/12/13	01	WIRING FIX-ENG 1	1122005240		10/15/13	566.84
						INVOICE TOTAL:	566.84
						VENDOR TOTAL:	566.84
EMS EMS MEDICAL BILLING ASSOCIATES							
8/13	08/31/13	01	COMMISSIONS-AUG	1122005214		10/15/13	855.03
						INVOICE TOTAL:	855.03
						VENDOR TOTAL:	855.03

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
EQUAL EQUAL RIGHTS DIVISION							
250-9/13	09/30/13	01	WORK PERMITS-SEP	1100002422		10/15/13	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
EWALD EWALD HARTFORD LLC							
8576	10/03/13	01	2014 F-350 TRUCK	4132101310	00000076	10/15/13	33,221.00
						INVOICE TOTAL:	33,221.00
						VENDOR TOTAL:	33,221.00
FORD FORD OF LAKE GENEVA							
39279	08/06/13	01	OIL,FILTER CHG,INSP-SQ 20313	1121005361		10/15/13	29.80
						INVOICE TOTAL:	29.80
39624	08/29/13	01	OIL,FILTER CHG,BAL TIRES-20993	1121005361		10/15/13	352.45
						INVOICE TOTAL:	352.45
39636	08/29/13	01	BATTERY-SQ 20313	1121005361		10/15/13	129.95
						INVOICE TOTAL:	129.95
39645	08/30/13	01	RIMS,MOUNT,BAL TIRES-SQ 20413	1121005361		10/15/13	999.04
						INVOICE TOTAL:	999.04
39721	09/05/13	01	OIL,FILTER CHG,INSP-SQ 20313	1121005361		10/15/13	29.80
						INVOICE TOTAL:	29.80
39870	09/18/13	01	OIL,FILTER CHG,ROTATION-20613	1121005361		10/15/13	43.65
						INVOICE TOTAL:	43.65
39878	09/20/13	01	SEAT BELT,BRAKES,OIL CHG-20413	1121005361		10/15/13	492.16
						INVOICE TOTAL:	492.16
39899	09/19/13	01	OIL,FILTER CHG,ROTATION-20213	1121005361		10/15/13	43.65
						INVOICE TOTAL:	43.65

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
FORD FORD OF LAKE GENEVA							
39992	09/25/13	01	OIL CHG,BALANCE,BRAKES-20710	1121005361		10/15/13	394.01
						INVOICE TOTAL:	394.01
40010	09/26/13	01	TIRE FIX-SQ 20613	1121005361		10/15/13	21.00
						INVOICE TOTAL:	21.00
40196	10/09/13	01	OIL,FILTER CHG,INSP-PARKING TK	4234505351		10/15/13	27.10
						INVOICE TOTAL:	27.10
						VENDOR TOTAL:	2,562.61
FOXVA FOX VALLEY TECHNICAL COLLEGE							
TPB195938/FY13-14	09/11/13	01	CLASS REG FEE-BONK	1121005410		10/15/13	325.00
		02	CLASS REG FEE-GRITZNER	1121005410			325.00
						INVOICE TOTAL:	650.00
						VENDOR TOTAL:	650.00
FRS FIRE-RESCUE SUPPLY LLC							
4955	08/27/13	01	SCBA REPAIR-FACE PIECES	1122005240		10/15/13	487.00
						INVOICE TOTAL:	487.00
						VENDOR TOTAL:	487.00
GAGE GAGE MARINE CORP							
978111	09/06/13	01	INSTALL BUOY #16	4052105264		10/15/13	68.00
						INVOICE TOTAL:	68.00
978474	09/18/13	01	INSTALL NEW SLIPS-10	4052105399		10/15/13	58,968.09
						INVOICE TOTAL:	58,968.09
978893	09/30/13	01	INSTALL BUOY 26,FIX BUOY 14	4052105264		10/15/13	114.14
		02	FISHING PIER FIX	4055305264			68.00
		03	RUBRAILS REPLACE-LAUNCH PIER	4052115252			611.00
						INVOICE TOTAL:	793.14
						VENDOR TOTAL:	59,829.23

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GAI GAI CONSULTANTS INC							
2070532	09/25/13	01	STORM TUNNEL DESIGN-SEP	3430001217		10/15/13	4,607.69
						INVOICE TOTAL:	4,607.69
2070570	09/25/13	01	SEPT ENG,COPY FEES	1130005216		10/15/13	367.85
						INVOICE TOTAL:	367.85
						VENDOR TOTAL:	4,975.54
GALLS GALLS LLC							
1016527	09/19/13	01	UNIFORM-REUSS	1121005138		10/15/13	167.40
						INVOICE TOTAL:	167.40
						VENDOR TOTAL:	167.40
GENON GENEVA ON-LINE INC							
975317	09/03/13	01	EMAIL SVC-SEPT	1121005221		10/15/13	39.00
						INVOICE TOTAL:	39.00
976982	10/01/13	01	DSL CHG-OCT	9900005221		10/15/13	60.00
						INVOICE TOTAL:	60.00
977113	10/01/13	01	OCT EMAIL SVC	1112005221		10/15/13	2.00
						INVOICE TOTAL:	2.00
977199	10/01/13	01	EMAIL SVC-OCT	1121005221		10/15/13	39.00
						INVOICE TOTAL:	39.00
						VENDOR TOTAL:	140.00
GENPD GENEVA PAINT STORE							
3531-32546833	08/29/13	01	PAINT,MASKING TAPE-DET OFFICE	1121005342		10/15/13	99.53
						INVOICE TOTAL:	99.53
3531-32557173	09/03/13	01	PAINT-DET OFFICE	1121005342		10/15/13	39.99
						INVOICE TOTAL:	39.99
						VENDOR TOTAL:	139.52

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GILBANK GILBANK CONSTRUCTION INC							
DRAW 2-2013	09/30/13	01	DUNN RESTROOM-DRAW 2	3430001202		10/15/13	54,900.00
						INVOICE TOTAL:	54,900.00
						VENDOR TOTAL:	54,900.00
GLCHA GENEVA LAKE AREA CHAMBER							
TASTE LG-2013	10/07/13	01	TASTE OF LG 9/14 SEC DEP REF	1100002353		10/15/13	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
GLENV GENEVA LAKE ENVIRONMENTAL AGCY							
10/13	10/01/13	01	OCT-MONTHLY PAYMENT	4054105730		10/15/13	1,670.00
						INVOICE TOTAL:	1,670.00
						VENDOR TOTAL:	1,670.00
GLMUS GENEVA LAKE MUSEUM							
10/13	10/01/13	01	OCT-MONTHLY PAYMENT	1151105735		10/15/13	1,100.00
						INVOICE TOTAL:	1,100.00
						VENDOR TOTAL:	1,100.00
HESTA HE STARK AGENCY INC							
6089CRTPRK-9/13	09/30/13	01	SEP INTEREST	1112004811		10/15/13	1.10
		02	SEP COLLECTION FEES	1112005214			2.50
						INVOICE TOTAL:	3.60
608EMS-CUR-9/13	09/25/13	01	STARK SEP COLLECTION FEES	1122005214		10/15/13	48.17
						INVOICE TOTAL:	48.17
						VENDOR TOTAL:	51.77
HUMPH HUMPHREY'S CONTRACTING							
DRAW 11	10/03/13	01	CONCRETE PROJECT	3430001211		10/15/13	3,398.25
						INVOICE TOTAL:	3,398.25
						VENDOR TOTAL:	3,398.25

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HWYC	HWY C SERVICES INC							
177155		10/03/13	01	WEED TRIMMERS,EXT SPRING	1152005951		10/15/13	552.58
							INVOICE TOTAL:	552.58
							VENDOR TOTAL:	552.58
INITIAL	INITIAL DESIGNS							
3792		09/04/13	01	UNIF DUTY T-SHIRTS-24	1122005138		10/15/13	348.96
							INVOICE TOTAL:	348.96
							VENDOR TOTAL:	348.96
ITU	ITU INC							
5745996		09/27/13	01	MATS	1122005360		10/15/13	124.64
							INVOICE TOTAL:	124.64
5745997		09/27/13	01	MOPS,MATS,FRAGRANCE	1132105350		10/15/13	93.06
							INVOICE TOTAL:	93.06
5745998		09/27/13	01	MATS	1116105360		10/15/13	65.68
							INVOICE TOTAL:	65.68
5752055		10/11/13	01	MATS	1116105360		10/15/13	65.68
							INVOICE TOTAL:	65.68
							VENDOR TOTAL:	349.06
JERRY	JERRY WILLKOMM INC							
201712		09/09/13	01	1505 GALS GAS	1132105341		10/15/13	5,356.30
							INVOICE TOTAL:	5,356.30
201777		09/30/13	01	1500 GALS GAS	1132105341		10/15/13	5,188.50
							INVOICE TOTAL:	5,188.50
							VENDOR TOTAL:	10,544.80
K&J	K & J PAINTING CO							

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
K&J	K & J PAINTING CO							
9/13		09/22/13	01	PAINTING-PD FRONT ENTRANCE	1121005342		10/15/13	180.00
							INVOICE TOTAL:	180.00
							VENDOR TOTAL:	180.00
KENOSC	KENOSHA CIRCUIT COURT							
WARRANT-10/13		10/10/13	01	WARRANT-PATTERSON 13TR4602	1112002428		10/15/13	200.50
							INVOICE TOTAL:	200.50
WARRANT-10/13A		10/10/13	01	WARRANT-FULLERTON 13CT474	1112002428		10/15/13	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	700.50
LAKESI	LAKESIDE INTERNATIONAL TRUCKS							
1025756		09/30/13	01	BOX,TAILGATE,SPREADER FIX-TK26	1132105250		10/15/13	4,713.40
							INVOICE TOTAL:	4,713.40
							VENDOR TOTAL:	4,713.40
LARK	LARK UNIFORM OUTFITTERS INC							
148028		09/07/13	01	UNIFORM-ECKLUND	1121005138		10/15/13	73.94
							INVOICE TOTAL:	73.94
148090		09/09/13	01	UNIFORM-RASMUSSEN	1121005138		10/15/13	147.79
							INVOICE TOTAL:	147.79
149397		09/25/13	01	UNIFORM-BARTON	1121005138		10/15/13	224.35
							INVOICE TOTAL:	224.35
149398		09/25/13	01	UNIFORM-SPOTZ	1121005138		10/15/13	90.40
							INVOICE TOTAL:	90.40
149399		09/25/13	01	UNIFORM-NELSON	1121005138		10/15/13	125.35
							INVOICE TOTAL:	125.35
							VENDOR TOTAL:	661.83

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LARRY LARRY'S TOWING & RECOVERY							
21481	08/25/13	01	TOWING 13-12388	1134105290		10/15/13	145.00
						INVOICE TOTAL:	145.00
						VENDOR TOTAL:	145.00
LASERE LASER ELECTRIC SUPPLY							
1416811-01	09/19/13	01	LIGHT BULBS	1116105350		10/15/13	34.00
		02	DISCOUNT	1100004819			-0.68
						INVOICE TOTAL:	33.32
						VENDOR TOTAL:	33.32
LASERW LASER WORKS UNLIMITED LLC							
799	09/04/13	01	PLAQUE,ENGRAVING-BRADEN	1121005399		10/15/13	54.92
		02	PLAQUE,ENGRAVING-BRADEN	1121005190			31.50
						INVOICE TOTAL:	86.42
						VENDOR TOTAL:	86.42
LGANIM LAKE GENEVA ANIMAL HOSPITAL							
398913	09/12/13	01	PICK-UP/BOARD-STRAY DOGS	1121005291		10/15/13	41.00
						INVOICE TOTAL:	41.00
						VENDOR TOTAL:	41.00
LGHOPE LAKE GENEVA HOPE WALK							
REFUND-2013	10/07/13	01	HOPE WALK 9/28/13 SEC DEP REF	1100002353		10/15/13	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
LGREG LAKE GENEVA REGIONAL NEWS							
1014482	09/05/13	01	LN 8/15 COUNCIL MINUTES	1110005314		10/15/13	30.60
						INVOICE TOTAL:	30.60

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LGREG LAKE GENEVA REGIONAL NEWS							
1014488	09/05/13	01	LN 8/12 COUNCIL MINUTES	1110005314		10/15/13	230.13
						INVOICE TOTAL:	230.13
1014491	09/05/13	01	LN ORD 13-19	1110005314		10/15/13	98.44
						INVOICE TOTAL:	98.44
1014501	09/05/13	01	LN ORD 13-17	1110005314		10/15/13	33.26
						INVOICE TOTAL:	33.26
1015423	09/05/13	01	LN RIV SEAWALL BID	3430001210		10/15/13	228.00
						INVOICE TOTAL:	228.00
1016515	09/19/13	01	LN 8/26 COUNCIL MINUTES	1110005314		10/15/13	249.42
						INVOICE TOTAL:	249.42
1016518	09/19/13	01	LN ORD 13-18	1110005314		10/15/13	33.92
						INVOICE TOTAL:	33.92
1016654	09/12/13	01	LN RIV SEAWALL BID	3430001210		10/15/13	228.00
						INVOICE TOTAL:	228.00
1017598	09/19/13	01	HW AD-CITY CLERK	1114305399		10/15/13	42.20
						INVOICE TOTAL:	42.20
1018425	09/26/13	01	LN CRACKFILLING BID	4132101309		10/15/13	228.00
						INVOICE TOTAL:	228.00
						VENDOR TOTAL:	1,401.97
LGUTI LAKE GENEVA UTILITY COMMISSION							
4356	09/23/13	01	3RD QTR HYD RENT	1122105229		10/15/13	57,122.75
						INVOICE TOTAL:	57,122.75
911 BAYVIEW	09/24/13	01	911 BAYVIEW DR-SEWER IMPACT	4500002453		10/15/13	1,894.00
						INVOICE TOTAL:	1,894.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LGUTI LAKE GENEVA UTILITY COMMISSION							
RE092713	09/05/13	02	11.1999.00 VETS PK STORAGE BLD	1152015226		10/15/13	265.72
		03	11.2000.00 VETS PARK	1152015226			66.84
		04	11.2001.00 VETS CONCESSION	1152015226			178.72
		05	3.0420.00 1070 CAREY	1132105226			28.85
		06	3.0424.00 1065 CAREY	1132105226			88.01
		07	3.0425.00 1055 CAREY	1132105226			39.29
		09	4.0307.00 818 GENEVA	4234505220			12.60
		11	4.0402.00 918 MAIN ST LIB	9900005222			170.64
		12	4.0404.00 COOK & MAIN	1152005226			236.44
		13	4.0466.00 BEACH HOUSE	4054105399			1,304.50
		14	4.0468.00 WRIGLEY DR/TOP	4055105226			1,328.09
		15	4.0469.00 LOWER RIVIERA	4055205226			2,674.27
		17	4.0472.00 W END LIB PK FOUNT	1152005227			851.16
		18	4.0474.00 LIB PK RESTROOM	1152005226			241.36
		19	5.0100.00 626 GENEVA	1116105226			571.78
		20	5.0101.00 626 GENEVA ST PF	1116105226			47.40
		21	5.0114.00 255 MILL/MUSEUM	1151105226			105.64
		22	5.0138.00 720 GENEVA	1152005227			12.60
		24	5.0253.00 FLAT IRON PK RESTRM	1152005226			271.04
		25	5.0255.00 CHAMBER OF COMMERCE	1152005226			28.85
		26	5.0257.00 WRIGLEY DR STATUE	1152005227			205.88
		27	5.0280.00 BAKER/WILLOW SMN PK	1152005226			271.56
		28	5.0300.00 255 MILL ST FP	1151105226			180.63
		29	6.0550.00 WILLIAMS ST PK	1152005227			12.60
		30	7.0415.00 730 MARSHALL	1122005226			140.44
		32	8.0452.00 SAGE ST/DUNN FLD	1152005226			41.88
						INVOICE TOTAL:	9,376.79
						VENDOR TOTAL:	68,393.54
LLS LAKESHORES LIBRARY SYSTEM							
1435	09/10/13	01	TECH SUPPORT-JULY	9900005516		10/15/13	149.80
		02	SOFTWARE-14	9900005515			365.40
						INVOICE TOTAL:	515.20
						VENDOR TOTAL:	515.20

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MAILF MAILFINANCE							
H4217037	09/22/13	01	METER LEASE-NOV	1116105532		10/15/13	376.24
						INVOICE TOTAL:	376.24
						VENDOR TOTAL:	376.24
MALEK MALEK & ASSOCIATES CONSULTANTS							
4949	08/30/13	01	FA REV-R&L SPRING	1122005750		10/15/13	375.00
						INVOICE TOTAL:	375.00
4950	08/30/13	01	FA REV-GREAT CLIPS	1122005750		10/15/13	217.50
						INVOICE TOTAL:	217.50
						VENDOR TOTAL:	592.50
MARTIN MARTIN GROUP							
1144568	09/15/13	01	KONICA C252 SEPT	1121005531		10/15/13	100.10
		02	KONICA C252 OVERAGE-AUG	1121005531			226.41
						INVOICE TOTAL:	326.51
1144811	09/20/13	01	RICOH MP161 OCT-DEC	1112005361		10/15/13	174.24
						INVOICE TOTAL:	174.24
1144812	09/20/13	01	KONICA 600 CONTR-SEPT	1116105531		10/15/13	132.97
						INVOICE TOTAL:	132.97
1144813	09/20/13	01	RICOH SPC410 ANNUAL CONTRACT	1116105531		10/15/13	385.00
						INVOICE TOTAL:	385.00
1145019	09/25/13	01	KONICA C35 SEP	1122005340		10/15/13	27.29
		02	KONICA C35 OVERAGE AUG	1122005340			71.31
						INVOICE TOTAL:	98.60
						VENDOR TOTAL:	1,117.32
MEDIA MEDIA SEPARATIONS							

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MEDIA MEDIA SEPARATIONS							
3279	08/29/13	01	UNIFORM-CARSTENSEN	1121005138		10/15/13	199.00
						INVOICE TOTAL:	199.00
						VENDOR TOTAL:	199.00
MERCYH MERCY HEALTH SYSTEM							
LGPD-0051-8/12	09/05/13	01	BLOOD DRAWS-2	1121005380		10/15/13	70.00
						INVOICE TOTAL:	70.00
						VENDOR TOTAL:	70.00
MLIC MINNESOTA LIFE INSURANCE CO							
RE092713	10/03/13	01	INV 099002-NOV LIFE INS	1112005134		10/15/13	9.01
		02	INV 099002-NOV LIFE INS	1113005134			27.10
		03	INV 099002-NOV LIFE INS	1114305134			25.44
		04	INV 099002-NOV LIFE INS	4234505134			8.57
		05	INV 099002-NOV LIFE INS	1115105134			27.97
		06	INV 099002-NOV LIFE INS	1115305134			6.37
		07	INV 099002-NOV LIFE INS	1124005134			4.06
		09	INV 099002-NOV LIFE INS	4052105134			10.83
		10	INV 099002-NOV LIFE INS	1110005133			21.42
		11	INV 099002-NOV LIFE INS	1100002134			288.00
		12	INV 099009-NOV LIFE INS	1121005134			210.90
		13	INV 099009-NOV LIFE INS	1110005133			35.53
		14	INV 099009-NOV LIFE INS	1100002134			380.77
		15	INV 099010-NOV LIFE INS	1122005133			81.96
		16	INV 099010-NOV LIFE INS	1110005133			14.29
		17	INV 099019-NOV LIFE INS	9900005134			99.44
		18	INV 099019-NOV LIFE INS	1110005133			17.79
		19	INV 099019-NOV LIFE INS	1100002134			30.42
		20	INV 099044-NOV LIFE INS	4234505134			24.56
		21	INV 099044-NOV LIFE INS	1110005133			4.21
		22	INV 099044-NOV LIFE INS	1100002134			22.81
		23	INV 099052-NOV LIFE INS	4055105134			23.20

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MLIC MINNESOTA LIFE INSURANCE CO							
RE092713	10/03/13	24	INV 099052-NOV LIFE INS	1132105134		10/15/13	179.41
		25	INV 099052-NOV LIFE INS	1116105134			19.30
		26	INV 099052-NOV LIFE INS	1110005133			40.53
		27	INV 099052-NOV LIFE INS	1100002134			222.80
						INVOICE TOTAL:	1,836.69
						VENDOR TOTAL:	1,836.69
MUNIC MUNICIPAL SERVICES LLC							
201335	09/10/13	01	SEP SERVICES	1124005219		10/15/13	3,049.50
						INVOICE TOTAL:	3,049.50
						VENDOR TOTAL:	3,049.50
NAPAE ELKHORN NAPA AUTO PARTS							
915131	09/18/13	01	FUSES-TK 17	1132105351		10/15/13	17.44
						INVOICE TOTAL:	17.44
915263	09/19/13	01	FUSES	1132105351		10/15/13	21.80
						INVOICE TOTAL:	21.80
915414	09/20/13	01	OIL,FUEL,AIR FILTERS	1132105351		10/15/13	143.59
						INVOICE TOTAL:	143.59
915806	09/24/13	01	LIGHT BULBS	1132105351		10/15/13	63.42
						INVOICE TOTAL:	63.42
916780	10/01/13	01	DOOR LATCH,HANDLE-TK 56,54	1132105351		10/15/13	51.18
						INVOICE TOTAL:	51.18
917373	10/07/13	01	DOOR HANDLE TOOL	1132105351		10/15/13	6.15
						INVOICE TOTAL:	6.15
						VENDOR TOTAL:	303.58
NORTH NORTHWIND PERENNIAL FARM							

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
NORTH NORTHWIND PERENNIAL FARM							
6019	08/30/13	01	GARDEN CARE-AUG	9900005360		10/15/13	193.50
						INVOICE TOTAL:	193.50
6049	09/23/13	01	GARDEN CARE-SEPT	9900005360		10/15/13	215.00
						INVOICE TOTAL:	215.00
						VENDOR TOTAL:	408.50
OFFIC OFFICE DEPOT							
675349763001	09/12/13	01	POST-ITS,NOTEBOOK,LABELS,PENS	1124005310		10/15/13	49.69
		02	POST-ITS	1116105310			3.39
						INVOICE TOTAL:	53.08
						VENDOR TOTAL:	53.08
OFFICM OFFICEMAX INCORPORATED							
370210	09/25/13	01	TRASH BAGS	9900005350		10/15/13	15.98
		02	HANGING FOLDERS,CALENDAR,TABS	9900005310			27.73
						INVOICE TOTAL:	43.71
724440	08/26/13	01	CREDIT-REBATE	9900005310		10/15/13	-3.88
						INVOICE TOTAL:	-3.88
782529	08/29/13	01	CALENDARS,PAPER,FOLDERS	9900005310		10/15/13	95.33
						INVOICE TOTAL:	95.33
801998	08/29/13	01	CREDIT-REBATE	9900005310		10/15/13	-17.26
						INVOICE TOTAL:	-17.26
808120	08/30/13	01	PAPER	9900005310		10/15/13	249.90
						INVOICE TOTAL:	249.90
						VENDOR TOTAL:	367.80
OTIS OTIS ELEVATOR COMPANY							

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
OTIS	OTIS ELEVATOR COMPANY							
CMM65267A13		09/20/13	01	ELEV CONTR 10/1-11/30/13	4055205360		10/15/13	235.04
							INVOICE TOTAL:	235.04
							VENDOR TOTAL:	235.04
OTTER	OTTER SALES & SERVICE INC							
18178		09/12/13	01	GARBAGE TRK FIX	1132105250		10/15/13	1,291.29
							INVOICE TOTAL:	1,291.29
P139145		09/09/13	01	TIRE-WOODS MOWER	1152005250		10/15/13	130.50
							INVOICE TOTAL:	130.50
							VENDOR TOTAL:	1,421.79
PARAT	PARATECH AMBULANCE SERVICE							
8/13		08/31/13	01	AUG INTERCEPTS	1122005218		10/15/13	51.87
							INVOICE TOTAL:	51.87
							VENDOR TOTAL:	51.87
PCL	PETTY CASH - LIBRARY							
9/13		09/06/13	01	PARKING FINE-SMR CARPET	9900005211		10/15/13	25.00
			02	WALMART-NAPKINS	9900005350			3.67
			03	USPS-BOOK RETURN-NEBRASKA	9900005312			2.92
			04	WALMART-CLEANERS,VINEGAR	9900005350			24.44
			05	PIGGLY WIGGLY-GREETING CARDS	9900005211			4.21
			06	DOLLAR TREE-DISINFECTANT	9900005350			1.06
			07	DOLLAR TREE-GREETING CARD	9900005211			0.52
			08	STARBUCKS-GIFT CARD	9900005211			10.00
							INVOICE TOTAL:	71.82
							VENDOR TOTAL:	71.82
PETER	ANDREA PETERSON							
REIMB-9/13		09/16/13	01	SEPT MILEAGE-42 MILES	9900005211		10/15/13	23.73
							INVOICE TOTAL:	23.73
							VENDOR TOTAL:	23.73

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PFI	PFI FASHIONS INC							
210719		09/06/13	01	UNIFORM-POVISH	1121005138		10/15/13	108.90
							INVOICE TOTAL:	108.90
							VENDOR TOTAL:	108.90
PLUMB	INDUSTRY SERVICES							
REG-10/13		10/09/13	01	CONTINUING ED REG-ROBERS	1124005332		10/15/13	60.00
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	60.00
PRV	JOSEPH A HUNTER							
200310		09/27/13	01	LED LIGHT-AIRBOAT	1122005351		10/15/13	300.00
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00
QUILL	QUILL CORPORATION							
5875114		09/24/13	01	CALENDAR REFILL,INDEX SYSTEM	9900005310		10/15/13	10.28
							INVOICE TOTAL:	10.28
5881097		09/24/13	01	AIR SANITIZER REFILLS	9900005350		10/15/13	38.94
							INVOICE TOTAL:	38.94
							VENDOR TOTAL:	49.22
R&R	R&R INSURANCE SERVICES INC							
1285090		09/26/13	01	W/C INS	1110105516		10/15/13	35,106.50
			02	W/C INS	1100001625			35,106.50
							INVOICE TOTAL:	70,213.00
1285091		09/26/13	01	CRIME POLICY	1110105512		10/15/13	274.50
			02	CRIME POLICY	1100001625			823.50
							INVOICE TOTAL:	1,098.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
R&R R&R INSURANCE SERVICES INC							
1287023	09/30/13	01	PROPERTY INS	1110105512		10/15/13	13,436.25
		02	PROPERTY INS	1100001625			40,308.75
						INVOICE TOTAL:	53,745.00
1287315	10/03/13	01	LIABILITY INS	1110105512		10/15/13	27,421.50
		02	LIABILITY INS	1100001625			27,421.50
						INVOICE TOTAL:	54,843.00
						VENDOR TOTAL:	179,899.00
RACINE RACINE COUNTY OPPORTUNITY CTR							
1799	08/31/13	01	CLEANING SVC-AUG	9900005360		10/15/13	962.50
						INVOICE TOTAL:	962.50
						VENDOR TOTAL:	962.50
RED RED THE UNIFORM TAILOR							
00W55702	08/30/13	01	UNIF PANTS-WINGER,E	1122005138		10/15/13	38.95
						INVOICE TOTAL:	38.95
00W55703	08/30/13	01	UNIF PANTS-WEYRAUCH	1122005415		10/15/13	38.95
						INVOICE TOTAL:	38.95
00W55704	08/30/13	01	UNIF PANTS-URIAS	1122005138		10/15/13	38.95
						INVOICE TOTAL:	38.95
00W55714	08/30/13	01	UNIF PANTS,SHIRT-GOORSKEY	1122005415		10/15/13	126.15
						INVOICE TOTAL:	126.15
00W55715	09/09/13	01	FIX BADGE ENAMEL	1122005138		10/15/13	15.00
						INVOICE TOTAL:	15.00
B175132A	07/12/13	01	UNIF WALLET CLIP-ASST CHIEF	1122005138		10/15/13	10.00
						INVOICE TOTAL:	10.00
						VENDOR TOTAL:	268.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ROBER KEN ROBERS							
MILEAGE-9/13	09/30/13	01	SEPT MILEAGE-149 MILES	1124005330		10/15/13	84.19
						INVOICE TOTAL:	84.19
						VENDOR TOTAL:	84.19
ROENS ARTIS ROENSPIES							
EYEGLASS	09/30/13	01	EYEGLASS REIMB	1114305133		10/15/13	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
ROTE ROTE OIL COMPANY							
301397	09/19/13	01	373.9 GAL DYED DIESEL	1132105341		10/15/13	1,285.08
		02	365.5 GAL CLEAR DIESEL	1132105341			1,369.17
						INVOICE TOTAL:	2,654.25
301482	10/04/13	01	245 GAL DYED DIESEL	1132105341		10/15/13	802.87
		02	293.4 GALS CLEAR DIESEL	1132105341			1,052.13
						INVOICE TOTAL:	1,855.00
						VENDOR TOTAL:	4,509.25
SHERW SHERWIN-WILLIAMS COMPANY							
7432-1	09/24/13	01	PAINT-BEACH FENCE,RAIL	4054105352		10/15/13	96.38
						INVOICE TOTAL:	96.38
7433-9	09/24/13	01	PAINT THINNER,PAIL LINERS	4054105352		10/15/13	11.69
						INVOICE TOTAL:	11.69
						VENDOR TOTAL:	108.07
SHI SHI COMPUTERS							
B01277277	08/22/13	01	DELL TABLET	1121005221		10/15/13	535.18
						INVOICE TOTAL:	535.18
						VENDOR TOTAL:	535.18

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
SIBBI HENRY A SIBBING							
REIMB-9/13	09/20/13	01	MILEAGE-JUDGE SEMINAR	1112005330		10/15/13	134.48
		02	MEALS-JUDGE SEMINAR	1112005331			22.90
						INVOICE TOTAL:	157.38
						VENDOR TOTAL:	157.38
SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
97899	09/06/13	01	UNIFORM-GIOVANNONI	1121005138		10/15/13	61.95
						INVOICE TOTAL:	61.95
						VENDOR TOTAL:	61.95
STANL STANLEY SECURITY SOLUTIONS INC							
902849734	07/25/13	01	REPLACEMENT KEY-CHIEF	1121005399		10/15/13	27.94
						INVOICE TOTAL:	27.94
902964036	09/25/13	01	RE-KEY CORES-SENIOR ROOM	1116105360		10/15/13	126.71
						INVOICE TOTAL:	126.71
						VENDOR TOTAL:	154.65
STARF STARFIRE JEWELRY							
5724	10/02/13	01	RETIREMENT WATCHES-4	1111005399		10/15/13	600.00
						INVOICE TOTAL:	600.00
						VENDOR TOTAL:	600.00
T0000767 DEBRA KESSLER							
REFUND	09/23/13	01	KESSLER SEC DEP 9/21/13	4055102353		10/15/13	1,000.00
		02	KESSLER SETUP/SEC GRD 9/21/13	4055104674			-349.50
						INVOICE TOTAL:	650.50
						VENDOR TOTAL:	650.50
T0000768 TERRY QUINN							

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T0000768 TERRY QUINN							
REFUND	09/23/13	01	QUINN SEC DEP 9/20/13	4055102353		10/15/13	1,000.00
		02	QUINN SETUP/SEC GRD 9/20/13	4055104674			-434.00
						INVOICE TOTAL:	566.00
						VENDOR TOTAL:	566.00
T0000770 ERIC PIERCE							
REFUND	09/24/13	01	BEACH REFUND	4054104673		10/15/13	21.80
		02	BEACH REFUND	1100002421			1.20
						INVOICE TOTAL:	23.00
						VENDOR TOTAL:	23.00
T0000771 TRACY RICE							
REFUND	09/30/13	01	RICE SEC DEP 9/29/13	4055102353		10/15/13	1,000.00
		02	RIC SETUP/SEC GRD 9/29/13	4055104674			-304.00
						INVOICE TOTAL:	696.00
						VENDOR TOTAL:	696.00
T0000772 GEORGE GEORGIAFANDIS							
REFUND	09/29/13	01	GEORGIAFANDIS SEC DEP 9/28/13	4055102353		10/15/13	1,000.00
		02	GEORGIAFANDIS SETUP/SEC GRD	4055104674			-244.00
						INVOICE TOTAL:	756.00
						VENDOR TOTAL:	756.00
T0000773 PATRICIA SCHAEFER							
RESTITUTION	09/24/13	01	RESTITUTION CASE 350309292	1112004510		10/15/13	287.43
						INVOICE TOTAL:	287.43
						VENDOR TOTAL:	287.43
T0000774 MARIBEL DELGADO							
REFUND	10/01/13	01	DELGADO SEC DEP 5/3/14	4055104674		10/15/13	1,000.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0000774 MARIBEL DELGADO							
REFUND	10/01/13	02	DELGADO RIV CANCEL FEE 5/3/14	4055102353		10/15/13	-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
T0000776 JACKIE SWIFT							
REFUND	10/05/13	01	SWIFT 9/28/13 FI-SEC DEP REF	1100002353		10/15/13	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
T0000778 ANDY KERWIN							
REFUND	10/07/13	01	ALZHMR'S WALK 9/21 SEC DEP REF	1100002353		10/15/13	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
T0000779 MARY JO HERMAN							
REFUND	10/05/13	01	HERMAN 9/14 LIB PK SEC DEP REF	1100002353		10/15/13	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
T0000780 DHAVAL KUMAR PATEL							
REFUND	09/16/13	01	PATEL 8/24/13 VETS PK-SD REF	1100002353		10/15/13	100.00
		02	PATEL 8/24/13 BENCHES-SD REF	1100002353			50.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
T0000781 ELIZABETH HOUTS							
REFUND	08/29/13	01	HOUTS 8/24/13 FI PARK-SD REF	1100002353		10/15/13	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0000782 JOHN FALDUTO							
REFUND	10/10/13	01	FALDUTO SEC DEP 10/3/13	4055102353		10/15/13	1,000.00
		02	FALDUTO SETUP/SEC GRD 10/3/13	4055104674			-194.75
		03	FALDUTO NON-PROFIT RATE 10/3	4055104674			-400.00
						INVOICE TOTAL:	405.25
						VENDOR TOTAL:	405.25
T0000783 JACK LIDBETTER							
REFUND	10/10/13	01	LIDBETTER SEC DEP 10/5/13	4055102353		10/15/13	1,000.00
		02	LIDBETTER SETUP/SEC GRD 10/5	4055104674			-369.50
						INVOICE TOTAL:	630.50
						VENDOR TOTAL:	630.50
T0000784 ASHLEY CRUZ							
REFUND	10/10/13	01	CRUZ SEC DEP 10/4/13	4055102353		10/15/13	1,000.00
		02	CRUZ SETUP/SEC GRD 10/4/13	4055104674			-279.50
						INVOICE TOTAL:	720.50
						VENDOR TOTAL:	720.50
TACTI TACTICAL MEDICAL SOLUTIONS INC							
26844	09/04/13	01	BANDAGES	1122005810		10/15/13	59.00
						INVOICE TOTAL:	59.00
						VENDOR TOTAL:	59.00
TIMBER TIMBERLINE SIGN CO INC							
4269	09/21/13	01	HISTORIC SIGNS-3	1170005720		10/15/13	4,515.00
						INVOICE TOTAL:	4,515.00
						VENDOR TOTAL:	4,515.00
TOSHI TOSHIBA FINANCIAL SOLUTIONS							
14264914	09/26/13	01	COPIER LEASE-SEPT	9900005532		10/15/13	310.70
						INVOICE TOTAL:	310.70
						VENDOR TOTAL:	310.70

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
TRANS TRANS UNION LLC							
08324950	08/25/13	01	BACKGROUND CHECK-BLDG INSP	1121005411		10/15/13	25.58
						INVOICE TOTAL:	25.58
						VENDOR TOTAL:	25.58
TSC TRACTOR SUPPLY CREDIT PLAN							
4033-8/13	09/20/13	01	GRASS SEED	1132135430		10/15/13	115.98
						INVOICE TOTAL:	115.98
						VENDOR TOTAL:	115.98
UNEMP UNEMPLOYMENT INSURANCE							
5351183	09/30/13	01	SEP-UE-FIRE	1110005154		10/15/13	248.97
		02	SEP-UE-LIB	1110005154			850.00
						INVOICE TOTAL:	1,098.97
						VENDOR TOTAL:	1,098.97
UNIQU UNIQUE MANAGEMENT SERVICES							
243607	09/01/13	01	COLLECTION FEES-AUG	9900005510		10/15/13	366.95
						INVOICE TOTAL:	366.95
						VENDOR TOTAL:	366.95
UNITOCC UNITED OCC MEDICAL SVC LLC							
9/13	09/26/13	01	EMPLOYEE PHYSICAL	1121005411		10/15/13	440.00
						INVOICE TOTAL:	440.00
						VENDOR TOTAL:	440.00
USCELL US CELLULAR							
RE092713	09/19/13	01	HARBORMASTER CELL-SEPT	4055105221		10/15/13	16.95
		02	MAYOR'S CELL-SEPT	1116105221			3.75
		03	BLDG INSP CELL-SEPT	1124005262			11.83

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
USCELL US CELLULAR							
RE092713	09/19/13	05	CITY ADMIN CELL-SEPT	1116105221		10/15/13	46.27
		07	BEACH CELL-SEPT	4054105221			4.92
		08	PARKING MTR 1 CELL-SEPT	4234505221			18.05
		09	PARKING MTR 2 CELL-SEPT	4234505221			5.27
		10	CITY HALL CELL-SEPT	1116105221			6.65
		12	PARKING SUPERVISOR-SEPT	4234505221			67.59
		13	CEMETERY CELL-SEPT	1100001391			12.68
						INVOICE TOTAL:	193.96
						VENDOR TOTAL:	193.96
USTAN US TANKER FIRE APPARATUS							
1277	09/12/13	01	ELBOW,GASKET,NIPPLES-ENG 1	1122005351		10/15/13	74.25
						INVOICE TOTAL:	74.25
						VENDOR TOTAL:	74.25
VILLGC VILLAGE OF GENOA CITY							
843	09/30/13	01	BEACH TESTING-SEPT	4054105362		10/15/13	60.00
						INVOICE TOTAL:	60.00
						VENDOR TOTAL:	60.00
VON VON BRIESEN & ROPER SC							
8788	09/05/13	01	POLICE LEGAL MATTERS	1121005190		10/15/13	205.00
						INVOICE TOTAL:	205.00
						VENDOR TOTAL:	205.00
VORPA VORPAGEL SERVICE INC							
33729	08/28/13	01	AIR CONDITIONER FIX	1122005241		10/15/13	306.04
						INVOICE TOTAL:	306.04
						VENDOR TOTAL:	306.04
WALCOD WALWORTH CO DRUG ENFORCEMENT							

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
WALCOD WALWORTH CO DRUG ENFORCEMENT							
103	09/20/13	01	THC TEST KITS	1121005380		10/15/13	22.00
						INVOICE TOTAL:	22.00
						VENDOR TOTAL:	22.00
WALCOS WALWORTH COUNTY SHERIFF							
8/13	09/09/13	01	AUG PRISONER CONFINEMENT	1112005290		10/15/13	105.00
						INVOICE TOTAL:	105.00
						VENDOR TOTAL:	105.00
WALCOT WALWORTH COUNTY TREASURER							
64-246-9/13	10/02/13	01	SEP COURT FINES-COUNTY	1112002420		10/15/13	1,686.39
						INVOICE TOTAL:	1,686.39
						VENDOR TOTAL:	1,686.39
WALLA DARCY BREWSTER-WALLACE							
REIMB-9/13	09/27/13	01	SEPT MILEAGE-120 MILES	9900005211		10/15/13	67.80
						INVOICE TOTAL:	67.80
						VENDOR TOTAL:	67.80
WEENE WE ENERGIES							
LIB 9/13	09/30/13	01	INV 3843-358-997	9900005222		10/15/13	105.00
		02	INV 5604-510-433	9900005222			286.00
						INVOICE TOTAL:	391.00
RE092713	10/01/13	01	7891-194-618 SEP GAS BILL	1116105224		10/15/13	346.81
		03	7837-744-963 SEP GAS BILL	1122005224			32.84
		04	0480-524-472 SEP GAS BILL	4055105224			110.89
		06	0847-573-906 SEP GAS BILL	1122005224			12.12
		07	5288-664-956 SEP GAS BILL	1151105224			25.50
		08	8052-439-940 SEP GAS BILL	1132105224			25.63

INVOICES DUE ON/BEFORE 10/15/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
WEENE WE ENERGIES							
RE092713	10/01/13	09	8017-524-022 SEP GAS BILL	1132105224		10/15/13	29.09
		10	6602-046-262 SEP GAS BILL	1132105224			10.23
		11	7283-171-261 SEP GAS BILL	1152015224			8.99
						INVOICE TOTAL:	602.10
						VENDOR TOTAL:	993.10
WFTOA WFTOA							
13-08	09/20/13	01	ANNUAL FTO CONF REG-NETHERY	1121005410		10/15/13	195.00
						INVOICE TOTAL:	195.00
						VENDOR TOTAL:	195.00
WIDOTB WI DEPT OF TRANSPORTATION							
L26385	09/06/13	01	CTY H/WELLS ST REHAB	4132107020		10/15/13	3,141.50
						INVOICE TOTAL:	3,141.50
						VENDOR TOTAL:	3,141.50
WIELEV WI ELEVATOR INSPECTION							
5652	09/19/13	01	ANNUAL ELEV INSP	4055205360		10/15/13	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
WIS&B STATE OF WISCONSIN							
328196	09/24/13	01	ELEVATOR PERMIT FEE	4055205399		10/15/13	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
WISC STATE OF WISCONSIN							
64-246-9/13	10/02/13	01	SEP COURT FINES-STATE	1112002424		10/15/13	4,482.91
						INVOICE TOTAL:	4,482.91
						VENDOR TOTAL:	4,482.91

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
YMCA	YMCA							
10/13		10/01/13	01	OCT-MONTHLY PAYMENT	1170005760		10/15/13	4,000.00
							INVOICE TOTAL:	4,000.00
							VENDOR TOTAL:	4,000.00
							TOTAL ALL INVOICES:	509,973.82