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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, DECEMBER 23, 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 December 9, 2013 meeting as distributed.

5. LICENSES & PERMITS

A. Original 2013-2014 Operator (Bartender) License applications filed by Lynette Bychowski and Timothy Battisti

6. Presentation of Accounts

A. Purchase Orders. None
B. Prepaid Bills in the amount of $2,650.24
C. Regular Bills in the amount of $216,330.84
D. Treasurer's Report for September 2013

7. 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.

12/20/13 5:00pm
cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney, Treasurer

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

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, DECEMBER 9, 2013 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. Call to Order
Chairwoman Hill called the meeting to order at 6:05pm.

2. Roll Call
Present: Hill, Hougen, Mott, Kupsik, Lyon
Also present: City Administrator Jordan, Comptroller Pollitt, Clerk Neubeck, Director of Public Works Winkler

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
None

4. Approve the Finance, License and Regulation Committee Meeting minutes of November 25, 2013 meeting as distributed.
Chairwoman Hill said she would like to alter Item 6 in the November 25, 2013 minutes saying Alderman Wall said the rates have not changed in a few years as the rates were increased 5% the year prior.

***Motion* #1**: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of November 25, 2013 meeting as distributed with an alteration being under Item 6 with Alderman Wall saying the rates have increased five percent the year prior, Alderman Lyon seconded, and the motion passed unanimously.

5. LICENSES & PERMITS
A. Original 2013-2014 Operator (Bartender) License applications filed by Christopher McAnally, Lacey Weyland, Jonathan Schubert and Jeffrey Hartke, II.
Motion #2: Alderman Kupsik moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Christopher McAnally, Lacey Weyland, Jonathan Schubert and Jeffrey Hartke, II; the motion was seconded by Alderman Hougen; and the motion passed unanimously.

6. Discussion/Recommendation on Replacement of Public Works Vehicle #20
Director Winkler bid out a replacement for Vehicle #20 as recommended by the Public Works Committee, five bids were received, and the winner went to Ewald Ford. He said it is staff's recommendation to go with Ewald Ford at $27,681.

Motion #2: Alderman Mott moved to recommend the City Council approve the purchase of a 2014 Ford F-150 from Ewald Ford of Hartford, WI in the amount of $27,681, Alderman Kupsik seconded, and the motion passed unanimously.

Alderman Kupsik asked when the truck will be delivered.

Director Winkler said it may take up to two months as it is a new model.

7. Discussion/Recommendation on Riviera clay paver installation as funded by the Beautification Committee of Lake Geneva

Director Winkler said this item was discussed last month, and the Beautification Committee offered to pay for the brickwork in its entirety on top of the sidewalk replacement. There is no net cost, but the Finance Committee and Council should give its blessing for it.

Motion #3: Alderman Kupsik moved to recommend the City Council approve Riviera clay paver installation as funded by the Beautification Committee of Lake Geneva, Chairwoman Hill seconded, and the motion passed unanimously.

8. Discussion/ Recommendation on an Event Permit Application for Erin Thornburgh for the Geneva Lake Area Chamber of Commerce's Winterfest Amended Application

Chairwoman Hill said there are a number of questions regarding the permit with regard to the increases to Winterfest.

Alderman Kupsik said it can be approved, as a verbal agreement was reached contingent on necessary fees and a traffic flow plan.

Chairwoman Hill said she was under the understanding the Park Board was going to approve it.

Administrator Jordan informed the Committee that staff and the Winterfest planners are working on it.

Motion #4: Chairwoman Hill moved to suspend the rules to ask Erin Thornburgh & Tom Hartz questions regarding the Winterfest Amended Application, Alderman Kupsik seconded, and the motion passed unanimously.

Tom Hartz said he was told the Chief of Police and Director of Public Works will be working with them in order to plan the parking of the event.

Alderman Kupsik said the helicopter rides will not extend to the second weekend per the direction of the Park Board.

Erin Thornburgh said Winterfest is adding a week of festivities and ran through the list.

Mayor Connors said the initial application was in April, 2013, but there was not a full plan for the additional week, and Police and Fire Chiefs and DPW Winkler will coordinate with Winterfest as a contingency.

Administrator Jordan said staff will coordinate the efforts.

Motion #5: Chairwoman Hill moved to recommend the City Council approve an Event Permit Application for Erin Thornburgh for the Geneva Lake Area Chamber of Commerce's Winterfest Amended Application contingent on working with the City Administrator, Director of Public Works, and Public Safety staff on a traffic plan and payment of the necessary fees, Alderman Kupsik seconded, and the motion passed unanimously.

9. Discussion/Recommendation on Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of $108.57

Motion #6: Alderman Hougen moved to recommend the City Council approve Prepaid Bills in the amount of $108.57, Alderman Mott seconded, and the motion passed unanimously.

C. Regular Bills in the amount of $293,671.04

Comptroller Pollitt said the items over five thousand dollars are for storm tunnel work, library book purchases, and leaf disposal.

Alderman Kupsik asked if the storm tunnel work is completed and inspected.

Director Winkler said it is pretty much all wrapped up.

Motion #7: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of $293,671.04, Alderman Mott seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for July & August 2013

Motion #8: Alderman Lyon moved to recommend the City Council accept the Monthly Treasurer's Report for July & August 2013, Alderman Kupsik seconded, and the motion passed unanimously.

10. Adjournment

Motion #9: Alderman Hougen moved to adjourn, Alderman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 6:28pm.

_____

Tim Neubeck, City Clerk

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

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

REGULAR CITY COUNCIL MEETING

MONDAY, DECEMBER 23, 2013 – 7:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Connors calls the meeting to order

2. Pledge of Allegiance – Alderman Hill

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 December 9 and December 16, 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 2013-2014 Operator (Bartender) License applications filed by Lynette Bychowski and Timothy Battisti

10. Items removed from the Consent Agenda

11. First Reading of Ordinance 14-01 – an Ordinance to amend Chapter 2, ADMINISTRATION, Article V, BOARDS AND COMMISSIONS, Division 5, CEMETERY COMMISSION

12. Discussion/Action on Resolution 13-R73 adopting an Employee Handbook for certain City Employees

13. Plan Commission Recommendations – Alderman Hougen

A. Resolution 13-R74, authorizing the issuance of a Conditional Use Permit to Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 on behalf of Frank Sottrel / Antoinette Sottrel Trust, 5N501 Curling Pond Road, Wayne, IL 60184, for a second story addition and first floor remodeling to an existing single family residence in the ER-1 Zoning District using the setback and height requirements of the SR-4 Zoning District, located at 927 Bayview Drive, Tax Key No. ZGB 00002

B. Resolution 13-R75, authorizing the issuance of a Conditional Use Permit to Scott & Milisa O'Sullivan, 513 Monroe Ave, Fox Lake, IL 60020 on behalf of Roman Gabriel LLC to install a four foot high fence in the

street yard of the property along Sage Street and Walworth Street, to meet the State of Wisconsin Requirements for Day Care Facilities, located at 601 Walworth Street, Tax Key No. ZGC 00089.

14. Presentation of Accounts – Alderman Hill

A. Purchase Orders

B. Prepaid Bills in the amount of $2,650.24

C. Regular Bills in the amount of $216,330.84

D. Acceptance of Monthly Treasurer's Report for September 2013

15. Mayoral Appointments – Mayor Connors

16. Closed Session

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

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

18. 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.

12/20/13 5:00PM
cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

.

Lake Geneva-Genoa City Union High School

BADGER HIGH SCHOOL

220 South Street
Lake Geneva, WI 53147
262-348-2000 262-248-6178 (fax)

Robert Kopydlowski.....Principal
Michael Giovingo....Associate Principal
Jennifer Straus.....Associate Principal

James Gottinger
District Administrator

Warren Flitcroft
Director of Business Services

Janice Eckola
Director or Curriculum & Instruction

Donna Jaeger
Director of Student Services

November 21, 2013

To Whom It May Concern,

The police liaison program is in its twentieth year at Badger High School. Of course, this year was a significant transition from Officer Braden, who had been with us for nineteen years, to Officer Richardson. I am pleased to let you know that the transition has been a smooth one for all parties involved.

There is no question Officer Richardson stepped into a unique situation. Officer Braden was indeed a part of Badger just like any of our outstanding teachers who are with us for a significant amount of time. With any change like this there is concern. The concern has disappeared almost since the first day Officer Richardson joined us. She is professional and devoted to her job. She also has a knack for knowing exactly how to deal with students depending on the situation. She has quickly gained the trust of our parents and most importantly, the students and staff who are in the building every day.

Officer Richardson is comfortable working with students one on one as well as speaking in front of entire classes. She has handled the mundane work, like truancy and parking, with the same enthusiasm she handles all the rest of her duties. Like with any new employee there have been some adjustments in "how things are done" by both Kara and our staff. Those adjustments have been minor and communication has been wonderful about any issues that might arise.

Overall, we at Badger could not be more pleased with the program as a whole, and with the selection of Officer Richardson as our police liaison. Thank you for your time and for your support of Badger High School.

Sincerely,

Bob Kopydlowski
Principal

Lake Geneva Middle School

600 Bloomfield Road
Lake Geneva, WI 53147
PHONE (262)348-3000
FAX (262)348-3092

Anne Heck
Principal

Colin Nugent
Assistant Principal

November 27, 2013

To Whom It May Concern,

I am writing this as a request from Assistant Chief Mike Reuss in regards to Officer Theon Ward's work as one of the school liaison officers at Lake Geneva Middle School. It is nice having Officer Ward in the building as he works well with students, staff, and administration. He has been helpful in a number if incidences and is available as a resource at all times.

We are happy to have Officer Ward at LGMS the time he is available to be here. He is able to assist in discipline matters, walk the halls, visit the cafeteria and playground, as well as be visible at arrival and dismissal. He relates well to the students and is another positive influence on them.

Both Officer Ward and Officer Richardson are student-center, dedicated, and collaborative. They communicate and work well with each other as well as the building administration in the district. It is a seamless transition if Theon is not in the building and Kara needs to be called.

We are very appreciative of having both Officer Richardson and Officer Ward working in our schools as well as our great working relationship with Lake Geneva Police Department.

Sincerely,

Colin Nugent

Asst. Chief Reuss

From: Drew Halbesma [drew.halbesma@badger.k12.wi.us]
Sent: Friday, November 15, 2013 11:28 AM
To: mreuss@genevaonline.com
Subject: PD at Eastview

Chief Reuss,

I just wanted to write you today to let you know how the police liasion position is working out here at Eastview. In my eyes, the current system is very adequate for our current needs. Officer Ward is at bus drop off in the mornings, is at lunches and recess at times, and is at bus pick up at the end of the day. He is establishing positive relatonships with our kids during those times. He has also been very helpful and open to asking me if I need his assistance with any disciplinary needs on a regular basis.

If you need any further information, please let me know.

Have a great day!

--

Drew Halbesma
Principal
Eastview Elementary School
535 Sage Street
Lake Geneva, WI 53147
262-348-6000

Asst. Chief Reuss

From: Betsy Schroeder [betsy.schroeder@badger.k12.wi.us]
Sent: Monday, November 18, 2013 12:21 PM
To: mreuss@genevaonline.com
Subject: Paragraph re: Officer Ward

Dear Assistant Chief Reuss,

Here is a brief synopsis of Officer Ward's involvement at Central-Denison. Let me know if you need anything else.

Officer Theon Ward is a visible presence at Central-Denison. He assists with our morning drop off and afternoon pick up of students on Cook Street. Officer Ward's help with traffic and parents is appreciated by the school staff. He can also often be found on our playground at recess, establishing positive relationships and rapport with our students. I have also called on Officer Ward this fall to help with home visits and truancy investigations. He is visible at schoolwide events and concerts. Officer Ward checks in at our school office and is always sure to ask if we need his help. We appreciate his assistance and support as we ensure the safety of 700 students, 75 staff, and families.

Thank you for visiting us on Friday to follow up.

Betsy
Betsy Schroeder, EdD
Principal
Central-Denison Elementary School
900 Wisconsin Street
Lake Geneva, WI 53147
262.348.4050

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

REGULAR CITY COUNCIL MEETING

MONDAY, DECEMBER 9, 2013 – 7:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Mayor Connors called the meeting to order at 7:01pm**

2. **Pledge of Allegiance – Alderman Mott**

3. **Roll Call**
   Present: Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart, Lyon
   Also Present: City Administrator Jordan, Clerk Neubeck, Comptroller Pollitt, Director of Public Works Winkler

4. **Awards, Presentations, and Proclamations**
   None

5. **Re-consider business from previous meeting**
   None

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.**
   Terry O'Neil, 954 George Street, said his quote in the November 25, 2013 was false and he said the resolution does not bind the hands of future Councils. He added he is skeptical of the City taking over the Cemetery Commission with regard to the comingling of funds.

   Mary Jo Fesenmaier, 955 George Street, said she would like the minutes altered so that the Plan Commission staff report she read should be in its entirety. She added the City taking over the Cemetery Commission is an unneeded burden. She also questioned the recent staff resignations.

7. **Acknowledgement of Correspondence**
   None

8. **Approve Regular City Council Meeting minutes of November 25, 2013, as prepared and distributed**
   Motion #1: Alderman Hougen moved to approve the Regular City Council Meeting minutes of November 25, 2013, as prepared and distributed with alterations being Mr. O'Neil saying Resolution 13-R69 does not bind future Councils to spending plans made by the current Council and Ms. Fesenmaier's reading of the entire staff report. The motion was seconded by Alderman Lyon and approved unanimously.

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 2013-2014 Operator (Bartender) License applications filed by Christopher McAnally, Lacey Weyland, Jonathan Schubert and Jeffrey Hartke, II.

Motion #2: Alderman Kupsik moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Christopher McAnally, Lacey Weyland, Jonathan Schubert and Jeffrey Hartke, II; the motion was seconded by Alderman Wall; and the motion was approved unanimously.

10. Items removed from the Consent Agenda

None

11. Discussion/Action on Cemetery Commission Reorganization

Mayor Connors informed the Council he distributed an amended copy from what was in the packet and read through the changes.

Administrator Jordan said the City provides 79% of the Cemetery's funding with the rest from the sale of plots and investments. He added their perpetual care fund has between $300,000 and $400,000 which is not enough to manage day to day operation.

Mayor Connors said the proposal does not intend to raid the perpetual care fund.

Alderman Hougen asked about staffing as well as how booking for plots would work.

Administrator Jordan replied the two workers will remain and plots can be purchased either at the Cemetery or City Hall.

Alderman Wall suggested the Cemetery Board serve without compensation.

Alderman Kupsik asked if the Cemetery Board or the Public Works Director would set the day to day operation.

Mayor Connors replied it would be both.

Alderman Taggart added current Cemetery employees should remain as they are high quality and the workload is high, especially during the summer.

Alderman Hougen said he feels a duplication of vehicles and equipment as well as manpower may be unnecessary as both departments can be combined. He added up-to-date record keeping needs to be done in order to maintain who is in which plot as well as the need for some specialized record-keeping software.

Alderman Hill asked if the Council would approve a fee schedule along with other fees.

Mayor Connors replied it would.

Alderman Mott asked if Director Winkler would be willing to take on this added responsibility.

Director Winkler replied the Street Department has been working with them for years and sees both entities to be able to work together as they have done so repeatedly in the past.

Alderman Taggart said due to understaffing, the current Cemetery Commission has control of the work; however, it must contract out much of the work as a result.

Motion #3: Alderman Hill moved to direct the City Attorney to proceed with an Ordinance for Cemetery Commission Reorganization as provided by Mayor Connors with an alteration that Commissioners not be paid, Alderman Wall seconded, and the motion passed unanimously.

12. Discussion/Action on Resolution 13-R72 to appoint Election Inspectors for 2014-2015

Motion #4: Alderman Kupsik moved to approve Resolution 13-R72 to appoint Election Inspectors for 2014-2015, Alderman Taggart seconded, and the motion passed unanimously.

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

A. Discussion/Action on Replacement of Public Works Vehicle #20

Motion #5: Alderman Hill moved to approve the purchase of a 2014 Ford F-150 from Ewald Ford of Hartford, WI in the amount of $27,681, Alderman Mott seconded, and the motion passed unanimously.

B. Discussion/Action on Riviera clay paver installation as funded by the Beautification Committee of Lake Geneva

Motion #6: Alderman Hill moved to approve Riviera clay paver installation as funded by the Beautification Committee of Lake Geneva, and Alderman Kupsik seconded.

Alderman Hill explained Director Winkler worked with the Beautification Committee to organize the work to be done, and the work will not cost the City.

The motion passed unanimously.

C. Discussion/Action on an Event Permit Application for Erin Thornburgh for the Geneva Lake Area Chamber of Commerce's Winterfest Amended Application

Motion #7: Alderman Hill moved to approve an Event Permit Application for Erin Thornburgh for the Geneva Lake Area Chamber of Commerce's Winterfest Amended Application contingent on working with the City Administrator, Director of Public Works, and Public Safety staff on a traffic plan and payment of the necessary fees; and Alderman Hougen seconded.

Alderman Hill explained the Geneva Lake Area Chamber of Commerce formed a special Winterfest Committee, and it plans on extending the event for fundraising and other community events.

The motion passed unanimously.

14. Personnel Committee Recommendations – Alderman Kupsik

A. Discussion/Action on hiring a Building and Zoning Administrative Assistant

Alderman Kupsik said the Committee chose Jacqui Gregoles after much discussion.

Motion #8: Alderman Kupsik moved to approve hiring Jacqui Gregoles for the position of Building and Zoning Administrative Assistant, and Alderman Lyon seconded.

Alderman Wall said all finalists were great.

Alderman Hougen asked the rate of pay.

Administrator Jordan replied it is an hourly rate of $15.

The motion passed unanimously.

15. Police and Fire Committee – Alderman Lyon

A. Discussion/Action on an Emergency Services Agreement between Town of Geneva and City of Lake Geneva

Alderman Lyon said the Agreement was approved by the Police and Fire Committee and is almost a carbon copy of previous contracts with the exception of pay rates.

Motion #9: Alderman Lyon moved to approve an Emergency Services Agreement between Town of Geneva and City of Lake Geneva, Alderman Wall seconded, and the motion passed unanimously.

16. Presentation of Accounts – Alderman Hill

A. Purchase Orders

None

B. Prepaid Bills in the amount of $108.57

Motion #10: Alderman Hill moved to approve Prepaid Bills in the amount of $108.57, Alderman Hougen seconded, and the motion passed unanimously.

C. Regular Bills in the amount of $293,671.04

Alderman Hill informed the Council of the following bills in excess of $5,000:

- Globe Contractors, Inc. for storm tunnel work in the amount of $210,330.00
- Baker & Taylor for Library book purchases in the amount of $11,854.20
- Compost Management, Inc. for leaf disposal in the amount of $5,200

Motion #11: Alderman Hill moved to approve Regular Bills in the amount of $293,671.04, Alderman Hougen seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for July & August 2013

Motion #12: Alderman Hill moved to accept the Treasurer's Report of July and August, 2013, Alderman Mott seconded, and the motion passed unanimously.

17. Mayoral Appointments – Mayor Connors

None

18. Closed Session

Motion #13: Alderman Kupsik moved 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) and pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility concerning the resignation of Streets Superintendent Ron Carstensen; Alderman Lyon seconded; and the motion passed unanimously.

The meeting went into closed session at 7:47

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

The meeting returned from closed session at 8:13pm.

Motion #14: Alderman Hill moved to instruct the City Administrator to decline the Police union's offer and to negotiate on the City's behalf, Alderman Mott seconded, and the motion passed unanimously.

Motion #15: Alderman Kupsik moved to accept Ron Carstensen's resignation, pay him until December 13, 2013, and pay out his accumulated sick time; Alderman Wall seconded; and the motion passed unanimously.

20. Adjournment

Motion #16: Alderman Mott moved to adjourn, Alderman Hill seconded, and the motion passed 7-1 with Alderman Hougen voting No.

The meeting adjourned at 8:17pm

_____

Tim Neubeck, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

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

SPECIAL CITY COUNCIL MEETING

MONDAY, DECEMBER 16, 2013 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Mayor Connors calls the meeting to order at 6:00pm**

2. **Pledge of Allegiance – Alderman Kehoe**

3. **Roll Call**
   Present: Hougen, Mott, Kehoe, Kupsik, Taggart, Lyon
   Not Present: Hill & Wall
   Also Present: City Administrator Jordan, Clerk Neubeck

4. **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

5. **Personnel Committee Recommendation – Alderman Kupsik**
   Alderman Kupsik explained the Personnel Committee interviewed several great candidates, and decided on Christina Oster who had previous public sector experience. She was recommended with a 3-1 vote from the Personnel Committee.

   Administrator Jordan said all references were checked too and came back positive.

   A. **Discussion and Approval of hiring a Parking Clerk**
   Motion #1: Alderman Kupsik moved to hire Christina Oster for the position of Parking Clerk at a rate of $16.00 per hour, and Alderman Kehoe seconded

   Alderman Lyon said the position reports to the Comptroller and asked if it will eventually report to the Parking Manager.

   Administrator Jordan replied it will not as the Parking Clerk is separate from the Parking Department

   The motion passed 6-0.

6. **Adjournment**
   Motion #2: Alderman Mott moved to adjourn, Alderman Kehoe seconded, and the motion passed unanimously.

   The meeting adjourned at 6:07pm.

   _____
   Tim Neubeck, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

City of Lake Geneva

Licenses Issued between 12/23/2013 and 12/23/2013

Date: 12/20/2013
Time: 3:03 PM

Operator's Regular

Issued	License No	Customer	Address		Total
12/23/2013	2013- 314	Timothy S. Battisti	W1524 Harvard Place	Genoa City, WI 53	50.00
	Employer:	Walgreen's #5600	351 N. Edwards Blvd.	Lake Geneva, WI 53147	
12/23/2013	2013- 313	Lynette M. Bychowski	424 Cardinal Circle, #11	Burlington, WI 53	50.00
	Employer:	Walgreen's #5600	351 N. Edwards Blvd.	Lake Geneva, WI 53147	

Operator's Regular **Count:** 2 **Totals for this Type:** 100.00

ORDINANCE NO. 14-01

AN ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, ARTICLE V, BOARDS AND COMMISSIONS, DIVISION 5, CEMETERY COMMISSION

1. That Section 2-301 through 2-308 of Chapter 2, ADMINISTRATION, Article V, BOARDS AND COMMISSIONS, Division 5, CEMETERY COMMISSION of the Lake Geneva Municipal Code is hereby amended to read as follows:

Sec. 2-301. - Composition.

a. Size. The Cemetery Board shall consist of five members who shall be appointed by the mayor, and such appointment shall be confirmed by the Common Council. All appointees shall be residents of the city. At least one member may be a Common Council representative.

b. Term. The terms of all members of the Cemetery Board shall be for two years. For the term beginning on May 1, 2014, two citizen member terms shall expire April 30, 2015, and two members' terms shall expire April 30, 2016. Any member of the Common Council on the Cemetery Board shall be appointed annually in May each year.

c. Eligibility of city electors. Any elector of the city, whether or not he/she holds a public office, shall be eligible to be appointed as a member of the Cemetery Board. No more than two members of the Common Council shall be a member of the Cemetery Board at any one time.

Sec. 2-302. - Officers.

a. Officers of the Cemetery Board shall be elected annually in May.

b. Officers of the Cemetery Board shall be elected by the appointive members of the Cemetery Board. The Cemetery Board shall select a president, vice-president and secretary.

Sec. 2-303. - Authority; duties.

The Cemetery Board shall have the following authority and duties:

1. Serve in an advisory capacity to the Common Council on all cemetery related issues;

2. Cooperate with the Director of Public Works, subject to final authority by the Common Council, in allocating labor and machine work necessary to landscape and maintain the cemetery grounds in accordance with rules and regulations of the cemetery;

3. Recommend, in cooperation with the Comptroller and Administrator, to the Common Council, from time to time, as to the investment and handling of cemetery accounts and funds.

4. Communicate with the public, in cooperation with the Comptroller and Administrator, as to the funding needs of the cemetery, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering gifting or bequesting monies to the cemetery.

5. All meetings shall be held at City Hall.

Sec. 2-304. - Authority of the Common Council.

a. Final authority. The Common Council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the cemetery. The Common Council may not take action on such issues or decisions until after review and recommendation by the Cemetery Board. However, the Common Council may direct any specific issue to the Cemetery Board for review, whereby the Cemetery Board shall have 60 days to complete a review and report a recommendation to the City Clerk. If the Cemetery Board fails to report within such 60-day period, the Common Council may act without recommendation, unless more time is specifically granted to the Cemetery Board by resolution of the Common Council. This authority shall cover, but not be limited to, the following issues:

1. Accepting or conveying personal property with a fair market value of greater than $1,000.00;

2. Borrowing or lending funds;

3. Cemetery employee labor relations and negotiations;

4. Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than $1,000.00 in any one-year period.

b. Exclusive authority. The Common Council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the Cemetery Board, over the following issues:

1. Accepting or conveying any interest in real estate, other than for the sale of burial lots or individual grave site easements.

2. Investment and control of all cemetery accounts and funds, including, but not limited to, the investment and control of all gifts, memorials or bequests from estates. The Administrator and/or the Comptroller may be directed by the Common Council to act as representative of the Common Council for the purpose of carrying out the Common Council's authority under this subsection.

Sec. 2-305. - Authority of Comptroller

a. The Comptroller shall be responsible for the administration of all cemetery accounts and funds, and is subject to the direction and authority of the Common Council as provided in subsection 2-304(b)(2). This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to the cemetery.

b. The Comptroller shall annually report to the Common Council as to the status of all cemetery accounts and funds. Annual reports shall include, but not be limited to, the following:

1. An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts;

2. An accounting of all gifts received, income from gifts deposited in accounts not accounted for under subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period;

3. The name of any financial institution or other location of funds at the close of the reporting period.

Sec. 2-306. - Review and reporting.

The Cemetery Board, under its normal meeting procedures, shall review and prepare a recommendation for the Common Council on all cemetery related issues, with the exception of those issues falling under the Common Council's exclusive authority as designated in subsection 2-304(b). The Common Council may also direct the Cemetery Board to review and prepare a recommendation on any cemetery related issue, as the Common Council deems appropriate. The Cemetery Board shall then report in writing to the City Clerk all such issues that have been acted upon by the Cemetery Board. The Comptroller shall place all such reported issues on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. If necessary, the Administrator may request for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the Common Council may choose to take an issue off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate. The Cemetery Board, in so reporting such issues to the City Clerk, shall provide a background summary of the issue and a specific recommendation to the Common Council as to action or approval.

Sec. 2-307. - Sexton.

The Cemetery Board shall hire a sexton, subject to the approval of a majority of the Common Council, whose salary shall be paid from funds as specified by the Common Council. The sexton shall be responsible for the day-to-day operations of the cemetery, subject to the direction of the Director of Public Works and final authority of the Common Council. The sexton may attend Cemetery Board and/or Common Council meetings, but is not required to and will not be paid for such attendance unless specifically directed to attend by affirmative vote of the Cemetery Board or the Common Council. The specific duties of the sexton shall include:

1. Administration and enforcement of the rules and regulations of the cemetery as established in section 2-308(b);

2. Serving as an advisor to and representative of the Cemetery Board as directed by the Cemetery Board.

Sec. 2-308. - Cemetery rules and regulations; fee schedules.

a. Cemetery Board's procedural rules. The Cemetery Board shall adopt its own procedural rules for the operation of its meetings and for other purposes, as needed.

b. Establishment and review. The Cemetery Board shall establish and at least annually review rules and regulations for the cemetery, as well as a fee schedule for all cemetery-related fees, easement prices, and the like. A copy of such rules and regulations and fee schedule shall be kept and made available to the public at the City Clerk's and the Comptroller's office. The Cemetery Board shall report in writing to the City Clerk and Comptroller any proposed change, repeal or amendment to the rules and regulations and fee schedule as the Cemetery Board has deemed appropriate by affirmative vote. The City Clerk shall then place such proposals on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. Any member of the Common Council may choose to take a proposal off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate.

2. 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 ___th day of January, 2014.

_____

ATTEST: James R. Connors, Mayor

_____

Tim Neubeck, City Clerk

First Reading: 12/23/13
Second Reading:
Adopted:
Published:

Resolution 13-R73

A RESOLUTION ADOPTING AN EMPLOYEE HANDBOOK
FOR CERTAIN CITY EMPLOYEES

WHEREAS, the City of Lake Geneva desires to adopt a comprehensive handbook and a revised grievance procedure as required by Section 66.0509; and

WHEREAS, the City of Lake Geneva, Walworth County, Wisconsin, has given thoughtful consideration to the preparation and composition of the contents of the employee handbook and the corresponding grievance procedure; and

WHEREAS, the employees should have a comprehensive understanding of their rights, duties, responsibilities and obligations as employees of the City of Lake Geneva;

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, hereby adopts THE CITY OF LAKE GENEVA EMPLOYEE HANDBOOK including the revised CITY OF LAKE GENEVA EMPLOYEE GRIEVANCE PROCEDURE which is appended to the handbook all copies of which are annexed hereto and incorporated herein by reference.

Approved this 23rd day of December, 2013

_____
James R. Connors, Mayor

Attest:

_____
Tim Neubeck, City Clerk

Draft 12-20-13

CITY OF LAKE GENEVA

EMPLOYEE HANDBOOK

Adopted _____, 2013

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, public safety and library employees whose employment shall be guided by their own departmental personnel policies, to the extent those policies differ from this handbook.

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, with or without notice.

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 shouldbe 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 participationshall 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 should 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 based on the requirements of the Fair Labor Standards Act. 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 areemployed "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. 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.

204. Access to Personnel Records

(Lexipol policy 1026)

204.1 PURPOSE AND SCOPE

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

204.2 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)).

204.3 PERSONNEL FILES DEFINED

Definitions related to this policy include:

Personnel file - Any file, including a City, department, 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 of an employee.

204.4 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.

204.4.1 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.

204.5 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)).

204.6 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 will 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)).

204.6.1 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.

204.7 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.

204.8 PURGING OF FILES

Data in personnel files not related to pending claimsor 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.

205. 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 orbenefits. 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.

206. 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.

207. 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 processincludes 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 from a consumer reporting agency, 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.

208. 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.

209. Outside Employment

(Lexipol policy 1040)

209.1 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 shallbe at the discretion of the City Administrator in accordance with the provisions of this policy.

209.1.1 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.

209.2 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.

209.2.1 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.

209.2.2 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.

209.3 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.

209.4 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.

209.4.1 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.

209.5 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.

209.6 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.

210. 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.

211. 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.

212. 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 advisethe 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 forviolating 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 terminatedfor 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 areduction 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 shouldnotify 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 generally 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, theindividual 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 shouldcontact 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 ofthe 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 whoare 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 (biological, 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 personneldecisions 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 CityAdministrator. 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 personalvoluntary 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 OR SERVICE	ANNUAL PTO ELIGIBILITY	MAXIMUM BANK LIMIT
< 1 year	64 hours (8 days*)	64 hour s (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 scheduled 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 shouldnotify 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). Thepurpose 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 should 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 eighty (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.

507. Disability Insurance

The City provides disability insurance to full-time employees and pays the full premiums for longterm disability insurance. The long-term 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 medical leave bank benefits. Employees should refer to the specific plan documents for further explanation of this benefit and any tax implications, or contact theCity Comptroller.

508. Workers Compensation

The City provides insurance to compensate for any illness orinjury an employee might sufferwhile 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 employeesand 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, orotherwise 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 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 he 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 onthe 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 andlocation 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.
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, and 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 regular 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 unpaid 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, eachemployee 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 worktimes 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 developmentsfrom 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 withnormal 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. Allvisitors 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 joiningemployee 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.

610. *FLSA SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES*

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

Our Good Faith Commitment

The City is committed to complying with the pay practices governed by the Fair Labor Standards Act. If you have questions about this Policy or the regulations defining this Policy, please see the Administrator. The City will work with you to help you understand how the regulations affect you.

Permissible Salary Deductions

Being an exempt employee means you are not entitled to receive overtime pay regardless of how many hours you work each week. Exempt status also means you are guaranteed a salary of a "predetermined

amount" and the amount cannot be reduced because of variations in the quality or quantity of work that you perform.

There are certain instances when the employer is allowed to deduct wages from an exempt employee's salary. These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year;
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long Term Disability, and the employee has no vacation or personal time off remaining for the year;
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment;
- To offset any amounts received as payment for jury fees, witness fees, or military pay;
- Penalties imposed in good faith for violating safety rules of "major significance;"
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or any other violations as stated in this Manual;
- Unpaid leave taken under the Family and Medical Leave Act; and
- As otherwise permitted by law.

<u>Actual Practice</u>

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an "actual practice" of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made
- For employees in the same job classifications
- Working for the same managers responsible for the actual improper deductions

Factors that may suggest an actual practice of improper salary deductions include:

- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Filing a Complaint

Improper deductions are a serious violation of this Safe Harbor Policy. If you feel improper deductions have been made from your paycheck, please contact the Clerk immediately. Once notified, the City will work with you to resolve the issue and reimburse you if an improper deduction had in fact been made. If you feel the resolution offered by the City is unsatisfactory or unlawful, then you may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

LEAVE

701. Family Medical Leave (FMLA)

Federal FMLA

Eligibility for Leave

Employees are eligible for family and medical leave under federal law 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 (or family member) is incapable of working that involves either:
- Treatment requiring inpatient care in a hospital, hospice or residential care facility; or
- Continuing treatment by or under the supervision of a health care provider.
  - "Continuing Treatment by a healthcare provider includes:
    - a period of incapacity ofmore than three (3) consecutive full days,
    - a period of incapacity for pregnancy or prenatal care,
    - a period of incapacity 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.

- a period of incapacity that ispermanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer, or
- a period of absences due to multipletreatments 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 eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member or veteran who is recovering from a serious illness or injury sustained or aggravated in the line of duty on active duty is entitled to up to 26 weeks of leave in a single twelve (12)-month period to care for the service member. This military caregiver leave is available during a single twelve (12)-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

An eligible employee who is the spouse, son, daughter or parent of an individual being on or called up for active overseas duty in the Armed Forces shall be entitled to up to 12 weeks per rolling 12-month period of “qualifying exigency” leave. “Qualifying exigency” is defined as short-notice deployment, military events and related activities, childcare and school activities, parental care, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.

The City will determine the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

<u>Substitution of Paid Leave</u>

An employee may use Medical Leave Bank in the event of an FMLA-qualifying event. The first 3 days of a qualifying absence covered only by the federal FMLA 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 shouldfirst 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. Paid leaves, including workers compensation leave,runs concurrently with FMLA leave.

Intermittent 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 employee is taking intermittent leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City as to the schedule for leave before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the intermittent leave is medically necessary. The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Procedure for Requesting Leave

If the need for leave is foreseeable, the employee needs togive 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.

While on leave, employees may be required to report periodically to the City regarding the status of the medical condition, and their intent to return to work.

Medical Certification

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, which may lead to disciplinary action for unexcused absence. The City may also require a second opinion or third opinion regarding certification of a serious health condition, at the expense of the City.

Return to Work

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.

Benefits

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.

Wisconsin FMLA Leave ("WFMLA")

An employee may be entitled to leave under both the federal FMLA and WFMLA, depending on the circumstances. When both acts apply, the employee will be entitled to leave under the more generous act. Under most circumstances, FMLA leave and WFMLA leave will run concurrently, and the FMLA will provide the more generous benefits. There may be circumstances, however, where only the WFMLA applies or where the WFMLA provides the more generous benefits. This policy summarizes key distinctions in the provisions of the WFMLA.

Eligibility

To qualify to take WFMLA leave, an employee must meet all of the following conditions:

- The employee must have worked for the City at least 52 consecutive weeks. For eligibility purposes, an employee will be considered to have been employed during a week as long as the employee has actually been treated by the City as an employee, in accordance with normal personnel recordkeeping practices, regardless of the number of hours worked that week.
- The employee must have worked or have been on accrued paid leave provided by the City for at least 1,000 hours during the 52-week period immediately preceding the date when the leave would begin.
- The employee must work for an employer in Wisconsin employing at least 50 individuals on a permanent basis.

Types of Leave Covered

The amount of leave an employee may take under the WFMLA varies depending on the reasons for the leave. The different types of leave, and the length of leave available per calendar year for each different type, are described below:

- An employee may take up to 6 weeks of family leave for the birth of the employee's child or the placement of a child with the employee for adoption. This leave must begin after 16 weeks prior to the expected date of birth or placement, or before 16 weeks after the actual date of birth or placement.

- An employee may take up to 2 weeks of family leave to care for the employee's child, spouse, qualifying domestic partner or parent with a serious health condition.
- An employee may take up to 2 weeks of medical leave for the employee's own serious health condition if the employee is unable to perform his or her employment duties.

A "serious health condition" is defined substantially the same as under the FMLA described above. Employees with questions about what conditions are covered under this policy or under the City's sick leave policy are encouraged to consult with the City Administrator.

Substitution of Paid Leave

While an employee is using WFMLA leave, the employee may use accrued PTO, Medical Leave Bank, or any other accrued paid leave.

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 designatedby the President in time of war or emergency.

At the time this handbook was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- The leave did not exceed the maximum total absence of a five years from the City.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:

- Service less than 31 days: The individual must notify the City of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.
- Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
- Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.

- If you receive notice that you will be taking military leave, please contact the City Administrator as soon as possible to discuss that leave.

703. Bereavement Leave

Regular full-time employees of the City are eligible for bereavement leave, constituting up tothree (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 servingjury 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 awitness 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 employeemay 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, includingtheft of work time, excessive time at break periods, misuse of PTO, MedicalLeave Bank or other designated leave, misrepresenting 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 outputcommand
- 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 arisingfrom 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

(h) Conduct or speech that otherwise violates a City rule or policy, including harassment and confidentiality policies.

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 publishedor 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 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.The Employer does not assume liability for the loss, theft or damage of personal property brought to the work place.

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 claimto 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 forbusiness 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 andaudit 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 devicesand 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 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 usedfor 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 representingthe 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 orother drugs, the supervisor may ask the employee whether he/she has consumed any alcohol orother 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.

907.7 NON-DISCRIMINATION

The City maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The City will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the City (which arrest did not lead to a conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the City.

Anyone having questions about this policy should contact his or her supervisor or the City Administrator

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 D 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.

<u>Weapons & Firearms</u>

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 willbe 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.

Weapons for which the employee is licensed or permitted per Wis. Stat. 175.60 may be stored in the employee's own motor vehicle, but only if the vehicle remains locked while the vehicle is parked on City property and while the vehicle is otherwise unattended and unoccupied, and may be stored in the employee's personal vehicle while the employee is traveling and performing duties in the course of his or her employment.

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 progressivediscipline 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 grievancesto 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.

GRIEVANCE PROCEDURE

Pursuant to Wisconsin Statute 66.0509(1m),the City of Lake Geneva has established this Grievance Procedure for an employee to utilize for matters concerning employee discipline, employee termination, or workplace safety covered by this Grievance Procedure. This Procedure provides an employee with the individual opportunity to address concerns regarding employee discipline, employee termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the

An employee shall use the Grievance Procedure for resolving disputes regarding employeetermination, employee discipline or workplace safety issues covered by this Procedure. The City Council expects an employee and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing theGrievance Procedure. An employee subject to a contractual grievance procedure shall follow the contractual dispute or resolution procedures to the extent those procedures cover the matters covered by this Grievance Procedure. An employee subject to statutory dispute or resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by this Grievance Procedure. This Grievance Procedure does not create a legally binding contract.

The City reserves all rights and this procedure does not create a contract of employment. Unless provided otherwise by statute, ordinance or contract, employees of the City are employed at-will and may resign with or without reason. The employee or employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

DEFINITIONS AND LIMITATIONS

"Termination" means a separation from employment by the employer for disciplinary or quality of performance reasons. "Termination" does not include layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction orposition elimination based on failure to meet qualifications, resignation, abandonment, retirement, nonrenewal of contract, death, separation as a

result of disability, action taken pursuant to an ordinance created under s. 19.59(1m), or the end or completion of temporary employment, seasonal employment, contract employment, or assignment.

"Employee discipline" means an employment action that results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. "Employee discipline" does not include counseling, oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performanceevaluations or reviews, documentation of employee acts or omissions, administrative leave or suspensionwith or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under s. 19.59(1m), or other non-material employment actions.

"Employee" means municipal personnel identified in Section 66.0509, Wis. Stats., and shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, personnel subject to rights under Section 62.13, Wis. Stat., and independent contractors.

"Workplace safety" shall be narrowly construed and not construed to include basicconditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. "Workplace safety"does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave,work schedules, breaks, termination, vacation, performance reviews, and compensation.

Individual claim. Any Grievance filed regarding employee discipline, termination or workplace safety must relate to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed by the Grievant claiming he or she has been personally affected by the alleged violation.

Scope and Alternative Process. The scope of a Grievance that is subject to the jurisdiction of a governmental body or specific procedure by other state or federal laws shall be governed by those statutes or regulations and not this Grievance Procedure.The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement or contractual dispute resolution process may not be brought forth under this Grievance Procedure.The scope of a Grievance that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Grievance Procedure.

TIMELINES AND GRIEVANCE FORMAT

Verbal Grievance and Dispute Resolution. Within fifteen (15) calendardaysof the termination, employee discipline or actual or reasonable knowledge of theworkplace safety issue and prior to filing a written Grievance, the Grievant mustdiscuss the dispute with the supervisor who made the decision. The supervisor andemployee must informally attempt to resolve the dispute. The supervisor shall notifythe Administrator of this meeting and the results of the meeting. If the grievance involves a decision by the Council or Administrator, then the Grievant must present the grievance orally to the Administrator and follow this step with the Administrator.

Written Grievance Submission. If the employee wants to challenge his or her termination, employee discipline or workplace safety issue, then the employee must file a written Grievance within five (5) calendar days after meeting with the supervisor to informally resolve the dispute. The Grievance must be in writing and must be filed with the supervisor and with a copy to the Administrator. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor or decision maker should beoverturned, if applicable, and the remedy that should be issued. A Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

Administrative Response. The Administration, composed of management personnel within the discretion of the City, shall meet with the Grievant within fifteen (15) calendar days of receipt of the written Grievance to discuss voluntary resolution of the Grievance. If those discussions do not resolve the Grievance, then the Administration will provide a written response to the Grievance within five (5)

calendar days of the meeting. The written response shall contain a statement of the date the meeting between theAdministration and the Grievant occurred, the decision to sustain or deny the Grievance, and the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer.

Impartial Hearing. The decision of the Administration shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the Clerk and Administrator and within ten (10) calendar days of the Administrative Response. The Impartial Hearing Officer shall file a written report within fifteen (15) calendar days of the close of the hearing.

Appeal for Review

The Administration or employee may file a written request for review by the City Council within ten (10) calendar days of receipt of the Impartial Hearing Officer's written report.

Decision of the City Council. A decision by the City Council will be made within sixty (60) calendar days of the filing ofthe appeal unless the City Council extends this timeframe.

Importance of Timelines and Process. A Grievance will be processed pursuant to the established timelines. A Grievant may advance a Grievance to the next step if a response is not provided within the designated timeframes. A Grievant may not file or advance a Grievance outside of the designated timeframes. If the Grievant fails to meet the timelines set forth this Procedure, then the grievance will be considered resolved. The Administration may advance a Grievance to the next step at the written request of either the Grievant or the Administration. The timelines may be modified by mutual agreement of the Grievant and Administration. The failure of the Grievant to follow the timelines and other requirements in this policy shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate the Grievance Procedure for that Grievance. The Impartial Hearing Officer shall have the authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the City Council.

Scheduling. Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings while off duty will not be considered as compensable work time for the grievant.

HEARING PROCEDURE

Selection of Hearing Officer. Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Administration shall provide the name of the person available to serve as an Impartial Hearing Officer. In the event the Administration provides a list of names, then the Administration and Grievant shall select a name from the list. If the parties cannot mutually agree on an Impartial Hearing Officer from the list, then the parties shall strike names from the list with the Grievant striking the first name. The remaining name shall be selected and assigned as the Impartial Hearing Officer if available.

Pre-Hearing Conference and Timelines. The Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date of the appeal. The Impartial Hearing Officer shall assign dates for preliminary matters that may arise prior to the hearing.

Conciliation. Prior to the Hearing, the parties and Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory and shall occur not more than ten calendar days after assignment to the Impartial Hearing Officer. The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing the merits of any Grievance unless all parties agree to replace theImpartial Hearing Officer.

Representation. The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative must not be a material witness to the dispute.

Record of Proceedings. The Impartial Hearing Officer shall conduct the hearing and make a record of the proceedings. Following the issuance of the written report, the record and report shall be provided to the Clerk for preservation.The Impartial Hearing Officer may request oral or written arguments and replies.

Burdens. The Grievant shall bear the burden of production and burden of proof. The rulesof evidence shall not be followed, but no factual conclusions may be based solelyon hearsay evidence. Not less than ten days prior to the hearing, the Grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

Written Response. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written report. The report shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based onthe preponderance of the evidence presented, has the Grievant proven the decision of the Administration was arbitrary or capricious?

Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a report regarding the Grievance. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to thedetermination and authorization of the City Council, and shall beaddressed by the City Council in the event a recommendation for a remedy is made by the Impartial Hearing Officer.

APPEAL TO CITY COUNCIL

Written Appeal. The written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the Grievance, the Administration's response to the Grievance, and the Impartial Hearing Officer's report. The written notice may not include information that was not presented at the Hearing. The request shall be filed with the City CouncilPresident and with a copy to the other party and to the Clerk.

Record of the Hearing. Upon appeal of the response of the Impartial Hearing Officer, a copy of the record shall be provided to the City Council at its meeting to consider the appeal.

Review. The City Council may decide, in each situation whether it will review the record and make a decision, assign an Impartial Hearing Officer to create a recommendation for the City Council's review, or hold a new hearing and make an independent decision. The manner and process of review is the sole choice of the City Council.

Additional Information. The City Council may offer the Grievant and the Administration the opportunity to provide information to the City Council in a meeting duly noticed for closed session or open session discussion. TheCity Council may request written or oral arguments from each party.

Decision. All decisions of the City Council involving the Grievance shall be by simple majority vote and in writing and filed with the Clerk within five days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and the Administration. The City Council's decision is final and is not subject to appeal.

CONDITIONAL USE RESOLUTION 13-R74

A resolution authorizing the issuance of a Conditional Use Permit to filed by Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 on behalf of Frank Sottrel / Antoinette Sottrel Trust, 5N501 Curling Pond Road, Wayne, IL 60184

WHEREAS, the City Plan Commission has considered the application of Kelly C. Frazier of McCormack + Etten / Architects, LLP on behalf of Frank Sottrel/Antoinette Sottrel Trust, and

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on December 16, 2013.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for a second story addition and first floor remodeling to an existing single family residence in the ER-1 Zoning District using the setback and height requirements of the SR-4 Zoning District, located at 927 Bayview Drive, Tax Key No. ZGB 00002.

Granted by action of the Common Council of the City of Lake Geneva this 23rd day of December, 2013.

_____
James R. Connors, Mayor

ATTEST:

_____
Tim Neubeck, City Clerk

CONDITIONAL USE RESOLUTION 13-R75

A resolution authorizing the issuance of a Conditional Use Permit to Scott & Milisa O'Sullivan, 513 Monroe Ave, Fox Lake, IL 60020 on behalf of Roman Gabriel LLC

WHEREAS, the City Plan Commission has considered the application of Scott & Milisa O'Sullivan, on behalf of Roman Gabriel LLC, and

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on December 16, 2013.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit to install a four foot high fence in the street yard of the property along Sage Street and Walworth Street, to meet the State of Wisconsin Requirements for Day Care Facilities, located at 601 Walworth Street, Tax Key No. ZGC 00089.

Granted by action of the Common Council of the City of Lake Geneva this 23rd day of December, 2013.

_____
James R. Connors, Mayor

ATTEST:

_____
Tim Neubeck, City Clerk

City of Lake Geneva
Council Meeting
December 23, 2013

Prepaid Checks
12/6/13 through 12/18/13

$2,650.24

CITY OF LAKE GENEVA
PAID INVOICE LISTING

FROM 12/06/2013 TO 12/09/2013

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
USBANK	US BANK							
	3341-11/13		12/09/13		57050	12/09/13	1,636.23	1,636.23
	01 COMFORT SUITES-LODGING-BONK	1121005330						140.00
	02 COMFORT SUITES-LODGING-GRITZNE	1121005330						140.00
	03 GREAT WOLF-LODGING-WAY	1121005330						70.00
	04 BLAISING FIRE-TACTICAL HOLSTER	1129005340						37.50
	05 BUFFALO WILD WINGS-MEALS	1121005331						34.32
	06 OLIVE GARDEN-MEALS	1121005331						24.91
	07 NAT'L CRIME-MEMO BOOKS	1121005316						519.75
	08 OUTBACK STEAKHOUSE-MEALS	1121005331						39.04
	09 ROXY SUPPER CLUB-MEALS	1121005331						47.98
	10 SOLEA MEXICAN GRILL-MEALS	1121005331						27.50
	11 BLAISING FIRE-TACTICAL HOLSTER	1129005340						37.50
	12 AMERICINN-LODGING-GRITZNER	1121005330						70.00
	13 COUNTRY INN-LODGING-RICHARDSON	1121005330						158.00
	14 GRILL JUNKIES-MEAL	1121005331						13.51
	15 WALMART-CARWASH SOAP,TIRE FOAM	1121005361						53.58
	16 GALLAGHERS PIZZA-MEAL	1121005331						8.05
	17 HOME DEPOT-SLEDGE HAMMER	1121005361						33.88
	18 DUZZIS SPORTS PUB-MEAL	1121005331						14.75
	19 AIRPORT SETTLE-LODGING-HINZPET	1121005330						140.00
	20 FAZOLIS-MEAL	1121005331						8.96
	21 PIONEER PLAZA-5.521 GALS GAS	1121005330						17.00

VENDOR TOTAL: 1,636.23
TOTAL --- ALL INVOICES: 1,636.23

CITY OF LAKE GENEVA
PAID INVOICE LISTING

FROM 12/11/2013 TO 12/18/2013

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VERIZON	VERIZON WIRELESS							
	9715586506		11/23/13		57143	12/13/13	1,014.01	171.07
	01 CELL CHGS-NOV	1122005221						171.07
	9715911885		12/01/13		57143	12/13/13	1,014.01	842.94
	01 CELL CHGS-NOV	1121005221						842.94
						VENDOR TOTAL:		1,014.01
						TOTAL --- ALL INVOICES:		1,014.01

City of Lake Geneva
Council Meeting
December 23, 2013

Accounts Payable Checks - through 12/19/13

	Fund #		
1. General Fund	11	$	139,552.74
2. Debt Service	20	$	94.84
3. TID #4	34	$	38,062.49
4. Lakefront	40	$	23,881.86
5. Capital Projects	41	$	9,573.71
6. Parking	42	$	466.31
7. Library Fund	99	$	926.31
8. Impact Fees	45	$	3,772.58
9. Tax Agency Fund	89	$	-
Total All Funds			**$216,330.84**

CITY OF LAKE GENEVA
ACCOUNTS PAYABLE UNPAID ITEMS OVER $5,000

COUNCIL MEETING DATE OF: 12/23/2013

TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 12/18/13		216,330.84
ITEMS > $5,000		
Lake Geneva Utility Commission-4th qtr hydrant rent, impact fees		60,988.73
Johns Disposal-December refuse & recycling services		36,421.00
Gilbank Construction-Dunn Field Restroom draw 4		30,260.00
Alliant Energy-November electric bills		19,699.26
Gai Consultants-November engineering services		17,657.68
Gage Marine-pier,ramp & fence removal		16,731.80
Balance of Other Items	$	**34,572.37**

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ADAMS ADAMS ELECTRIC INC							
10673427	11/25/13	01	SERVICE CALL-PWR OUTAGE	1116105360		12/26/13	89.00
						INVOICE TOTAL:	89.00
						VENDOR TOTAL:	89.00
ALLIANT ALLIANT ENERGY							
RE121313	12/18/13	01	INV 101952-010-SNAKE RD/HWY 50	1134105222		12/26/13	9.86
		02	INV 106985-010-STREET LIGHTS	1134105223			7,170.20
		04	INV 124743-010-S LAKE SHORE DR	1152005222			21.14
		05	INV 127818-010-W HWY 50 BLOCK	1134105222			9.86
		06	INV 140837-010-S LAKE SHORE DR	1134105222			7.36
		07	INV 147744-014-1070 CAREY	1132105222			123.07
		08	INV 178856-010-GEORGE ST	1134105222			7.36
		09	INV 184924-010-COBB PARK	1152005222			7.53
		10	INV 188965-013-1065 CAREY	1132105222			610.57
		11	INV 216918-010-CITY HALL	1116105222			2,467.85
		12	INV 239783-010-CENTRAL SCHOOL	1152005222			8.05
		13	INV 243947-013-1055 CAREY	1132105222			148.93
		14	INV 268954-010-FLAT IRON PK	1152005222			189.34
		15	INV 279779-010-918 MAIN ST	9900005222			786.49
		16	INV 292807-010-WELLS ST	1134105222			74.21
		17	INV 302769-011-DUNN BASEBALL	1152005922			575.92
		20	INV 318816-010-HWY 50/HWY 12	1134105222			9.86
		21	INV 335773-010-WELLS ST	1134105222			9.47
		22	INV 336765-010-FLAT IRON PK	1152005222			7.80
		23	INV 355867-010-DODGE ST	1134105222			7.36
		24	INV 375931-010-RIVIERA	4055305222			2,684.52
		25	INV 392817-010-LIBRARY PK	1152005222			37.04
		27	INV 433829-010-FIRE HOUSE	1122005222			683.35
		28	INV 433906-010-HAVENWOOD	1134105222			7.06
		30	INV 489578-003-MUSEUM	1151105222			562.86
		31	INV 492771-003-GENEVA SQ	1134105223			38.94
		32	INV 514311-001-BAKER/SEMINARY	1152005222			10.96
		33	INV 517852-001-SAGE ST/DUNN	1129005222			9.03

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AUROE AURORA EAP							
IN-9817	09/30/13	01	4TH QTR 2013 FEE	1110205135		12/26/13	937.50
						INVOICE TOTAL:	937.50
						VENDOR TOTAL:	937.50
BUMPB BUMPER TO BUMPER AUTO PARTS							
255446	12/04/13	01	HYDRO FITTINGS	1132105340		12/26/13	55.28
						INVOICE TOTAL:	55.28
256170	12/16/13	01	HYDRO FITTINGS	1132105340		12/24/13	87.74
						INVOICE TOTAL:	87.74
256258	12/17/13	01	HYDRO FITTINGS	1132105340		12/24/13	33.00
						INVOICE TOTAL:	33.00
						VENDOR TOTAL:	176.02
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-279883	12/06/13	01	WIPER BLADES	1132105351		12/26/13	27.54
						INVOICE TOTAL:	27.54
662-280382	12/13/13	01	ANTIFREEZE TESTER,WIRE	1132105340		12/26/13	20.94
						INVOICE TOTAL:	20.94
						VENDOR TOTAL:	48.48
CINTAS CINTAS FIRE PROTECTION F36							
0F36547763	12/03/13	01	ANNUAL FIRE EXT INSP	4055205350		12/26/13	295.10
						INVOICE TOTAL:	295.10
0F36547843	12/04/13	01	ANNUAL FIRE EXT INSP	1132105390		12/26/13	1,254.80
						INVOICE TOTAL:	1,254.80
						VENDOR TOTAL:	1,549.90
COMPUT COMPUTER TECHNOLOGIES OF WI							

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
545540	12/05/13	02	DISCOUNT	1100004819		12/26/13	-0.75
						INVOICE TOTAL:	14.22
545545	12/05/13	01	DRILL BITS,CLEANER	1132105340		12/26/13	23.46
		02	DISCOUNT	1100004819			-1.17
						INVOICE TOTAL:	22.29
545717	12/06/13	01	POLY ROPES	1132125340		12/26/13	19.98
		02	DISCOUNT	1100004819			-1.00
						INVOICE TOTAL:	18.98
545723	12/06/13	01	OUTSIDE LIGHT FIX	4055205350		12/26/13	15.95
		02	DISCOUNT	1100004819			-0.80
						INVOICE TOTAL:	15.15
546056	12/09/13	01	DUSTER,BOLTS	1132105350		12/26/13	6.99
		02	DISCOUNT	1100004819			-0.35
						INVOICE TOTAL:	6.64
546433	12/12/13	01	CLEANING SUPPLIES	1132105350		12/26/13	7.48
		02	DISCOUNT	1100004819			-0.37
						INVOICE TOTAL:	7.11
546491	12/13/13	01	SHOP HOOKS	1132105350		12/26/13	25.92
		02	DISCOUNT	1100004819			-1.30
						INVOICE TOTAL:	24.62
547047	12/18/13	01	MASONRY WHEELS	1132105340		12/24/13	14.95
		02	DISCOUNT	1100004819			-0.75
						INVOICE TOTAL:	14.20
547129	12/19/13	01	SPRAYER-2 GALS	1132125351		12/24/13	23.99
		02	DISCOUNT	1100004819			-1.20
						INVOICE TOTAL:	22.79

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GAI	GAI CONSULTANTS INC							
2072542		11/22/13	01	MAPPING	1130005217		12/26/13	459.00
			02	NOV ENG	1130005216			465.00
			03	NOV ENG	1100001391			1,617.00
							INVOICE TOTAL:	2,541.00
2072552		11/22/13	01	COOK ST SIGNAL-NOV ENG	3430009122		12/26/13	4,088.37
							INVOICE TOTAL:	4,088.37
2072554		11/22/13	01	NOV ENG	4132101307		12/26/13	5,948.71
							INVOICE TOTAL:	5,948.71
							VENDOR TOTAL:	17,657.68
GAPPA	GAPPA SECURITY SOLUTIONS LLC							
4510		11/14/13	01	REKEYING MASTER KEYS	4055205360		12/26/13	237.47
			02	REKEYING MASTER KEYS	1152005350			237.48
							INVOICE TOTAL:	474.95
							VENDOR TOTAL:	474.95
GENON	GENEVA ON-LINE INC							
980804		12/02/13	01	DEC EMAIL SVC	1112005221		12/26/13	2.00
							INVOICE TOTAL:	2.00
							VENDOR TOTAL:	2.00
GILBANK	GILBANK CONSTRUCTION INC							
DRAW 4		11/30/13	01	DUNN RESTROOM-DRAW 4	3430001202		12/26/13	30,260.00
							INVOICE TOTAL:	30,260.00
							VENDOR TOTAL:	30,260.00
HESTA	HE STARK AGENCY INC							
6089CRTPRK-11/13		11/27/13	01	NOV COLLECTION FEES	1112005214		12/26/13	2.50
							INVOICE TOTAL:	2.50
							VENDOR TOTAL:	2.50

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
JOHNS JOHNS DISPOSAL SERVICE INC							
1906	12/05/13	01	NOV SVC	1136005294		12/26/13	25,682.25
		02	NOV SVC	1136005297			10,738.75
						INVOICE TOTAL:	36,421.00
						VENDOR TOTAL:	36,421.00
LASERE LASER ELECTRIC SUPPLY							
1420116-00	12/04/13	01	EMER LIGHT BATTERIES	1151105240		12/26/13	73.62
		02	DISCOUNT	1100004819			-1.47
						INVOICE TOTAL:	72.15
						VENDOR TOTAL:	72.15
LASERW LASER WORKS UNLIMITED LLC							
828	12/16/13	01	NAMEPLATE-NEUBECK	1114305310		12/26/13	13.25
						INVOICE TOTAL:	13.25
						VENDOR TOTAL:	13.25
LGREG LAKE GENEVA REGIONAL NEWS							
1024639	11/07/13	01	LN 10/14 COUNCIL MINUTES	1110005314		12/26/13	184.24
						INVOICE TOTAL:	184.24
1024648	11/07/13	01	LN KARVUNIDIS CUP	1110005315		12/26/13	43.57
						INVOICE TOTAL:	43.57
1024679	11/07/13	01	LN NICIA CUP	1110005315		12/26/13	42.38
						INVOICE TOTAL:	42.38
1024925	11/07/13	01	LN KWIK TRIP CUP	1110005315		12/26/13	48.32
						INVOICE TOTAL:	48.32
1025592	11/07/13	01	FD EXHAUST BID NOTICE	4522005962		12/26/13	205.20
						INVOICE TOTAL:	205.20

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LGREG LAKE GENEVA REGIONAL NEWS							
1029507	12/05/13	01	LN 12/5 COUNCIL MINUTES	1110005314		12/26/13	113.74
						INVOICE TOTAL:	113.74
1029510	12/05/13	01	LN 11/18 COUNCIL MINUTES	1110005314		12/26/13	55.87
						INVOICE TOTAL:	55.87
						VENDOR TOTAL:	1,768.19
LGUTI LAKE GENEVA UTILITY COMMISSION							
324 MANNING	12/16/13	01	324 MANNING WAY	4500002452		12/26/13	1,690.00
		02	324 MANNING WAY	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
4450	12/11/13	01	2014 ISA DUES	1100001610		12/26/13	170.00
						INVOICE TOTAL:	170.00
4451	12/11/13	01	US FLAGS-3	1152005350		12/26/13	140.98
						INVOICE TOTAL:	140.98
4454	12/12/13	01	4TH QTR HYD RENT	1122105229		12/26/13	57,122.75
						INVOICE TOTAL:	57,122.75
						VENDOR TOTAL:	60,988.73
MONRO MONROE TRUCK EQUIPMENT							
5254246	12/03/13	01	SANDER AUGER PARTS	1132125351		12/26/13	100.00
						INVOICE TOTAL:	100.00
5255144	12/10/13	01	BOLTS,NUTS-PLOW	1132125250		12/26/13	61.14
						INVOICE TOTAL:	61.14
						VENDOR TOTAL:	161.14
NAPAE ELKHORN NAPA AUTO PARTS							
923956	12/04/13	01	AIR FILTERS	1132105351		12/26/13	25.09
						INVOICE TOTAL:	25.09

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PFI PFI FASHIONS INC							
213073	12/05/13	01	SEW ON PATCHES	4234505138		12/26/13	32.00
						INVOICE TOTAL:	32.00
						VENDOR TOTAL:	32.00
PNC PNC BANK							
0032-12/13	12/09/13	01	CREDIT-FIN CHG-PNC CREDIT CARD	1114205399		12/26/13	-39.00
		02	NPELRA-2014 DUES	1100001610			175.00
		03	ADOBE-REFUND SALES TAX	1114305310			-16.45
						INVOICE TOTAL:	119.55
0437-12/13	12/09/13	01	MENARDS-SHOVEL,FLASHLIGHTS	1116105350		12/26/13	51.99
		02	HOME DEPOT-FLOOR PATCH	1116105350			22.86
		03	HOME DEPOT-BALLASTS,TILE,GLUE	1116105350			78.89
						INVOICE TOTAL:	153.74
0511-12/13	12/09/13	01	ZERO WASTE-DOG WASTE BAGS	1152005352		12/26/13	158.00
		02	TRASHCANS-TRASH CAN LID	1152005352			97.30
						INVOICE TOTAL:	255.30
1831-12/13	12/09/13	01	USPS-POSTAGE-BADGER FIRE	1122005312		12/26/13	5.60
		02	HOME DEPOT-TARPS	1122005340			103.88
						INVOICE TOTAL:	109.48
						VENDOR TOTAL:	638.07
RICH RICH AND ASSOCIATES INC							
6062	11/19/13	01	PARKING STUDY-FINAL	4234505870		12/26/13	315.55
						INVOICE TOTAL:	315.55
						VENDOR TOTAL:	315.55
ROTE ROTE OIL COMPANY							
168669	12/11/13	01	373.7 GAL CLEAR DIESEL	1132105341		12/26/13	1,332.60

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0000807 FRANCIS J SCHMIDT							
REFUND	12/09/13	01	REF BOND-S594845-6,S594846-0	1112004510		12/26/13	142.00
						INVOICE TOTAL:	142.00
						VENDOR TOTAL:	142.00
T0000808 WILLIAM FINLEY							
REFUND	12/15/13	01	FINLEY SEC DEP 12/14/13	4055102353		12/26/13	1,000.00
		02	FINLEY SETUP/SEC GRD	4055104674			-304.00
						INVOICE TOTAL:	696.00
						VENDOR TOTAL:	696.00
T0000809 SARAH MARCEZ							
REFUND	12/16/13	01	MARCEZ SEC DEP 9/19/14	4055102353		12/26/13	1,000.00
		02	MARCEZ RIV CANCEL FEE 9/19/14	4055104674			-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
T0000810 REMINGTON KONARSKI							
REFUND	12/18/13	01	KONARSKI SEC DEP 9/26/14	4055102353		12/26/13	1,000.00
		02	KONARSKI RIV CANCEL FEE 9/26	4055104674			-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
TEAM TEAM REIL INC							
11876P	10/07/13	01	PARK SWINGS-2	1152005352		12/26/13	307.98
						INVOICE TOTAL:	307.98
						VENDOR TOTAL:	307.98
TIMBER TIMBERLINE SIGN CO INC							
4286	12/09/13	01	1898 HISTORIC PLAQUE	1170005723		12/26/13	125.00
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00

INVOICES DUE ON/BEFORE 12/26/2013

INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
WELDE	WELDERS SUPPLY CO							
252093		12/12/13	01	YEARLY TANK RENTAL	1132105340		12/24/13	42.00
							INVOICE TOTAL:	42.00
							VENDOR TOTAL:	42.00
WINTER	WINTER EQUIPMENT COMPANY INC							
IV19838		12/10/13	01	PLOW CURB GUARD	1132125250		12/26/13	185.73
							INVOICE TOTAL:	185.73
							VENDOR TOTAL:	185.73
							TOTAL ALL INVOICES:	216,330.84

City of Lake Geneva
Treasurer's Report as of SEPTEMBER 30, 2013

		Cash Activity			Cash Balances	
WALWORTH STATE BANK	**Type**	**Expenditures**	**Receipts**	**Transfers**	**Aug-13**	**Sep-13**
City Expenses & Collections	General Checking	446,551.62	469,063.31	363,359.00		
City Net Payroll	General Checking	491,293.93				
City Health Claims	General Checking	137,125.66				
General Checking		**1,074,971.21**	**469,063.31**	**363,359.00**	**579,002.82**	**336,453.92**
PNC BANK						
Municipal Justice Trust Account	Municipal Court Checking				718.10	718.10
Savings Account	Police Seizure Account				14,272.98	14,272.98
	TOTALS	**1,074,971.21**	**469,063.31**	**363,359.00**	**593,993.90**	**351,445.00**

		Cash Activity			Cash Balances	
Talmer Bank & Trust	**Type**	**Expenditures**	**Receipts**	**Transfers**	**Aug-13**	**Sep-13**
US Bank	Tax Receipts	3,077,100.00	150.00		3,079,765.43	2,815.43
Talmer Bank	TID #4 Money Market		0.01		148.49	148.50
Talmer Bank	TID #4 Certificate of Deposit				58,675.50	58,675.50
Talmer Bank & Trust	**TOTALS**	**3,077,100.00**	**150.01**	**-**	**3,138,589.42**	**61,639.43**

		Cash Activity			Cash Balances	
Other Banks	**Type**	**Expenditures**	**Receipts**	**Transfers**	**Aug-13**	**Sep-13**
PNC Bank	General Checking	63,364.83	1.74		63,363.09	-
BMO Harris Bank	TID #4 Certificates of Deposit				601,824.51	601,824.51
Community Bank of Delavan	TID #4 Certificates of Deposit				622,168.20	622,168.20
Community Bank of Delavan	TID #4 CDARS				1,200,000.00	1,200,000.00
Community Bank of Delavan	TID #4 Money Market		1,795.13		1,709.07	3,504.20
Hometown Bank	Fire/EMS Billing Revenue				-	-
Other Banks	**TOTALS**	**63,364.83**	**1,796.87**	**-**	**2,489,064.87**	**2,427,496.91**

		Cash Activity			Cash Balances	
Local Govt Investment Pool	**Type**	**Expenditures**	**Receipts**	**Transfers**	**Aug-13**	**Sep-13**
LGIP Acct #1	General		2,340,659.65	(363,359.00)	5,106,473.88	7,083,774.53
LGIP Acct #4	Treasurer	715.39	84.03		715.39	84.03
LGIP Acct #5	Impact Fees-Park		3.15		61,451.93	61,455.08
LGIP Acct #6	Impact Fees-Fire	-	3.48		68,013.87	68,017.35
LGIP Acct #7	TID #4	-	737,530.60		3,728,341.34	4,465,871.94
LGIP Acct #8	Capital Projects	-	16.38		320,015.17	320,031.55
LGIP Acct #9	Public Library		4.65		90,844.06	90,848.71
LGIP Acct #10	Impact Fees-Library	-	8.12		158,704.80	158,712.92
LGIP Acct #11	Capital Projects	-			-	-
Local Govt Investment Pool	**TOTALS**	**715.39**	**3,078,310.06**	**(363,359.00)**	**9,534,560.44**	**12,248,796.11**

GRAND TOTAL ALL BANKS	**4,216,151.43**	**3,549,320.25**	**-**	**15,756,208.63**	**15,089,377.45**

Attest: Susan M Kilian, Treas