



## FINANCE, LICENSING & REGULATION COMMITTEE

TUESDAY, APRIL 2, 2019 – 6:00 PM

CITY HALL, CONFERENCE ROOM 2A

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

### AGENDA

1. Call to Order by Chairperson Howell
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 Regular Finance, Licensing and Regulation Committee Meeting minutes of March 19, 2019, as prepared and distributed
5. **Licenses & Permits**
  - a. 2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet
  - b. Discussion/Recommendation regarding an Event Permit Application filed by the Downtown Business Improvement District for the event of Lake Geneva Oktoberfest to be held October 12, 2019 and October 13, 2019 from 5:00 a.m. to 8:00 p.m. at the 200 Block of Broad Street, half of the 700 and 800 Block of Geneva Street along with Flat Iron Park
  - c. Discussion/Recommendation regarding an application for a Class “B” Fermented Malt Beverage License and a “Class C” Wine License filed by MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Pizza, Agent, David Burns located at 281 N. Edwards Blvd, Lake Geneva, WI
6. Discussion/Recommendation regarding amending the City of Lake Geneva Snow/Ice Removal Policy to modify the Central Downtown Business time to remove snow from sidewalks from 24 hours to 12 hours and to outline the responsibility of the property owner to clear cross walks to the gutter line
7. Discussion/Recommendation regarding **Resolution 19-R28** authorizing the write off of 2013-2016 delinquent personal property taxes in the amount of \$1,056.05 deemed uncollectible
8. Discussion regarding City of Lake Geneva Current Cycle of Accounts Payable and Bill Payment Process
9. **Presentation of Accounts**
  - a. Prepaid Bills in the amount of \$168,735.56
  - b. Regular Bills in the amount of \$235,049.51
10. **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.*

cc: Committee Members, Mayor, Council, Administrator, Attorney

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, MARCH 19, 2019 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

Meeting was called to order at 6:18 p.m. by Chairperson Howell.

**Roll Call**

**Present:** Howell, Proksa, Skates, Halverson, and Hedlund

**Absent:** None

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

Jim Connors of 320 Oakwood Lane, Lake Geneva spoke on agenda item twelve (12). Expressed his belief that the new meters should be hard wired instead of using solar panels. Also encouraged the committee not to rush the selection process.

**Approve the Regular Finance, License and Regulation Committee Meeting minutes of February 19, 2019, as prepared and distributed**

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 5-0.

**Licenses & Permits**

**2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet**

Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding an Event Permit Application filed by the Downtown Business Improvement District for the event of Mother's Day Wine Walk to be held Sunday, May 12, 2019 from 1:00 p.m. to 4:00 p.m. at various businesses in the downtown (as listed in packet)**

Motion by Proksa to approve, seconded by Hedlund. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License Application filed by Side by Side for the event of Mother's Day Wine Walk to be held April 12, 2019 (1:00 p.m. to 4:00 p.m.) at various businesses in the downtown (as listed in packet)**

Motion by Hedlund to approve, seconded by Proksa. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding Resolution 19-R19 a resolution approving the assigned fund balance for the Police Department donations account as of 12/31/18**

Motion by Halverson to approve, seconded by Hedlund. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding Resolution 19-R20 a resolution approving the assigned fund balance for the Police Department State seizures account as of 12/31/18**

Motion by Proksa to approve, seconded by Hedlund. No discussion. Motion carried 5-0.

**Discussion/Recommendation regarding Resolution 19-R21 a resolution approving the assigned fund balance for the Police Department uniform allowance account as of 12/31/18**

Motion by Hedlund to approve, seconded by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Resolution 19-R22 a resolution approving the assigned fund balance for the Fire Department EMS-Act 102 account as of 12/31/18

Motion by Hedlund to approve, seconded by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Resolution 19-R23 a resolution approving the assigned fund balance for the Fire Department CPR account as of 12/31/18

Motion by Skates to approve, seconded by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Resolution 19-R24 a resolution approving the assigned fund balance for the Fire Department Donations account as of 12/31/18

Motion by Hedlund to approve, seconded by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding purchase of sixty-six (66) Cale CWT Touch Screen Parking Meters

Motion by Hedlund to table, seconded by Halverson. No discussion. Motion carried 5-0.

Discussion regarding February 2019 Treasurer's Report and Budget Versus Actual Report

Motion to accept the February 2019 Treasurer's Report and Budget Versus Actual Report, Halverson seconded. No discussion. Motion carried 5-0.

### **Presentation of Accounts**

Prepaid Bills in the amount of \$36,472.12

Motion by Hedlund to approve, second by Halverson. No discussion Motion carried 5-0.

Regular Bills in the amount of \$262,455.85

Motion by Skates to approve, second by Proksa. No discussion, Motion carried 5-0.

### **Adjournment**

Motion by Hedlund to adjourn second by Skates. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 6:38 p.m.

**Original License:**

Alyssa Peluso  
Shannon Maquire  
Maria Suarez  
Maureen Frost  
Jennifer Bartlett  
Tyler Brewster  
Jason Humghrey  
Katherine Johnston  
Denise Priester  
Kayla Harrison  
Katharyn Lathe

**Renewal Operator:**

# CITY OF LAKE GENEVA

## EVENT PERMIT APPLICATION



Please fill in all blanks completely, as incomplete applications will be rejected.  
Applications must be submitted **AT LEAST 10 WEEKS** prior to the proposed event date(s).

### Section I - What type of Permit(s) will your event require?

- Parade Permit.** Required for any parade on public property.
  - Map or description of the requested route to be traveled.
- Public Assembly Permit.** Required for any public gathering on public property. No fee required.
- Street Use Permit.** Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
  - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
  - Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter.
  - Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit.** Required for reserving the use of the beach.

### Section II - Applicant Information

1. Applicant Name: Bridget Leech Date of Application: 03/6/2019
2. Organization Name: Lake Geneva Business Improvement District
3. Organization Type:  For Profit  Non-Profit (501(c)\_\_\_\_) Tax ID: .
4. Mailing Address: \_\_\_\_\_
5. City, State, Zip: \_\_\_\_\_
6. Phone: ( \_\_\_\_\_ ) E-mail: \_\_\_\_\_
7. Applicant's Drivers License #: \_\_\_\_\_ State license issued: WI
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

### Section III - Event Information

1. Title of Event: Lake Geneva Oktoberfest
2. Date(s) of Event: October 12th & 13th
3. Location(s) of Event: 200 Block of Broad, half of the 700 and 800 block of Geneva St. & Flat Iron Park
4. Hours: 5am October 12th- 8pm October 13th

5. Event Chair/Contact Person: Ashley Zittlow Phone: \_\_\_\_\_

6. Day of Event Contact Name: Ashley Zittlow Phone \_\_\_\_\_

7. Is the event open to the public?  Yes  No

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 15,000

10. Basis for Estimate: Previous years attendance

11. Will you be setting up a tent?  Yes  No

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

30x50 tent, provided by Arena Rentals, will be placed on the 700 block of Geneva St. (in front of Line Honors). Tent is weighted with water barrels.

12. Will there be any animals?  Yes  No

*If yes, what type and how many:* 4 small ponies for kids pony rides. Ponies will be placed in the middle of 100 Block Broad

13. Detailed description of proposed event with map of exact location of the event and/or route.  
We have changed the layout of Oktoberfest! See attached document for more details.

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

Staff will monitor garbage receptacles on the 200 block of broad, empty and replace them as needed, and discard into dumpster that is provided for the event. Dumpster will be dropped off Friday, prior to event and removed on Monday, following the event.

15. Description of plan for providing event security (if applicable):

Two (2) people will be provided as staff bouncers for the beer tent. No other security will be provided.

16. Will there be fireworks or pyrotechnics at your event?  Yes  No

*If yes, please attach a fireworks display permit or application.*

17. Will your event include the sale of beer and/or wine?  Yes  No

*If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.*

18. Will you or any other vendors be selling food or merchandise?  Yes  No

*If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.*

**Section IV – Street Use**

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:  
*Road closures must include rental of barricades.*  
There will be a closure of the 200 block of broad from Main Street to Wisconsin St from 5am October 12th to 9pm October 13th. See attached map for more details.

2. Will any parking stalls be used or blocked during the event?     Yes     No  
Date(s) of use: Saturday October 12th- Sunday October 13th  
Total Number of Stalls Request: 5  
Stall Number(s) and Location: Behind Champs: handicap, 923, 933 Lower Center St Lot: 989, 990  
  
Additional Information:  
Stalls will need to be cleared by 7am on Saturday October 12th. They will be used for dumpster placement and vendor parking

3. Description of signage to be used during event:  
*If requesting City banner poles, please include a Street Banner Display Application.*  
Downtown city street banner poles  
BID provided signage on site during event

**Anticipated Services**

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

- Electricity                      Explain: Power to poles on Broad St. and near Geneva and Main intersecti
- Water                              Explain: \_\_\_\_\_
- Traffic Control                Explain: \_\_\_\_\_
- Police Services                Explain: \_\_\_\_\_
- Fire/EMS Services          Explain: EMS on site for First Aid
- Other                              Explain: 12 picnic tables on Geneva St. and 6 on Broad St. Barricade pick-up/delivery/set up

**Section V- Fees**

Application and Permit Fees		Unit Fee			Applicable Fee
<b>Parade Permit</b>					
Application Fee		\$25.00			_____
<b>Street Use Permit</b>					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
<b>Parking Stall Bag Request</b>					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
<b>Park Reservation Permit</b>					
Application Fee		\$25.00			_____
<b>Security Deposit</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
<b>Non-Resident</b>					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
<b>Park Reservation Fees - Per Location, Per Day</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
<b>Non-Resident</b>					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
<b>Brunk Pavilion Rental Permit</b>					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00	x	_____	x _____ =	_____
Non-Resident	\$500.00	x	_____	x _____ =	_____
<b>Additional Park Amenities</b>					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each		x _____ +	\$50.00 =	_____
Barricades	\$5.00 each		x _____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each		x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					<b>Subtotal: \$</b> _____

Application and Permit Fees	Unit Fee	Applicable Fee
<b>Beach Reservation Permit</b>		
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>		
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>		
Application Fee	\$25.00	_____
Security Deposit		
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors &amp; Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors &amp; Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	x _____ = _____
50-149 Attendees	\$55.00	x _____ = _____
150 or more Attendees	\$105.00	x _____ = _____
Non-Resident		
49 Attendees or Less	\$75.00	x _____ = _____
50-149 Attendees	\$125.00	x _____ = _____
150 or more Attendees	\$225.00	x _____ = _____
		Subtotal: \$ _____
		+ Subtotal from Page 4: \$ _____

**Total PAID with Application: \$ \_\_\_\_\_**

*Accepted by cash, credit card or checks (payable to the City of Lake Geneva)*

**Section VI – Signature of Applicant**

“The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional City services are requested or determined to be impacted, an additional fee will be charged for those services. I agree to comply with all applicable state, federal and municipal regulations and ordinances.”

**APPLICANT SIGNATURE:**



DATE: 3/8/16

*For Office Use Only*

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Date Filed with Clerk: \_\_\_\_\_ Payment with Application: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**Departmental review (all that apply):**

Police Chief:     Approved     Denied    Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Fire Chief:     Approved     Denied    Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Street Dept.:     Approved     Denied    Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Parking Dept.:     Approved     Denied    Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Piers, Harbors & Lakefront:     Approved     Denied    Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

**Committee/Council review (all that apply):**

Park Board:    Meeting Date(s): \_\_\_\_\_     Approved     Denied

Reasons/Conditions: \_\_\_\_\_

Finance, License & Regulation: Meeting Date(s): \_\_\_\_\_     Approved     Denied

Reasons/Conditions: \_\_\_\_\_

Council:    Meeting Date(s): \_\_\_\_\_     Approved     Denied

Reasons/Conditions: \_\_\_\_\_

**Clerk's Office Completion:**

Total Add'l fee/deposit to be collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

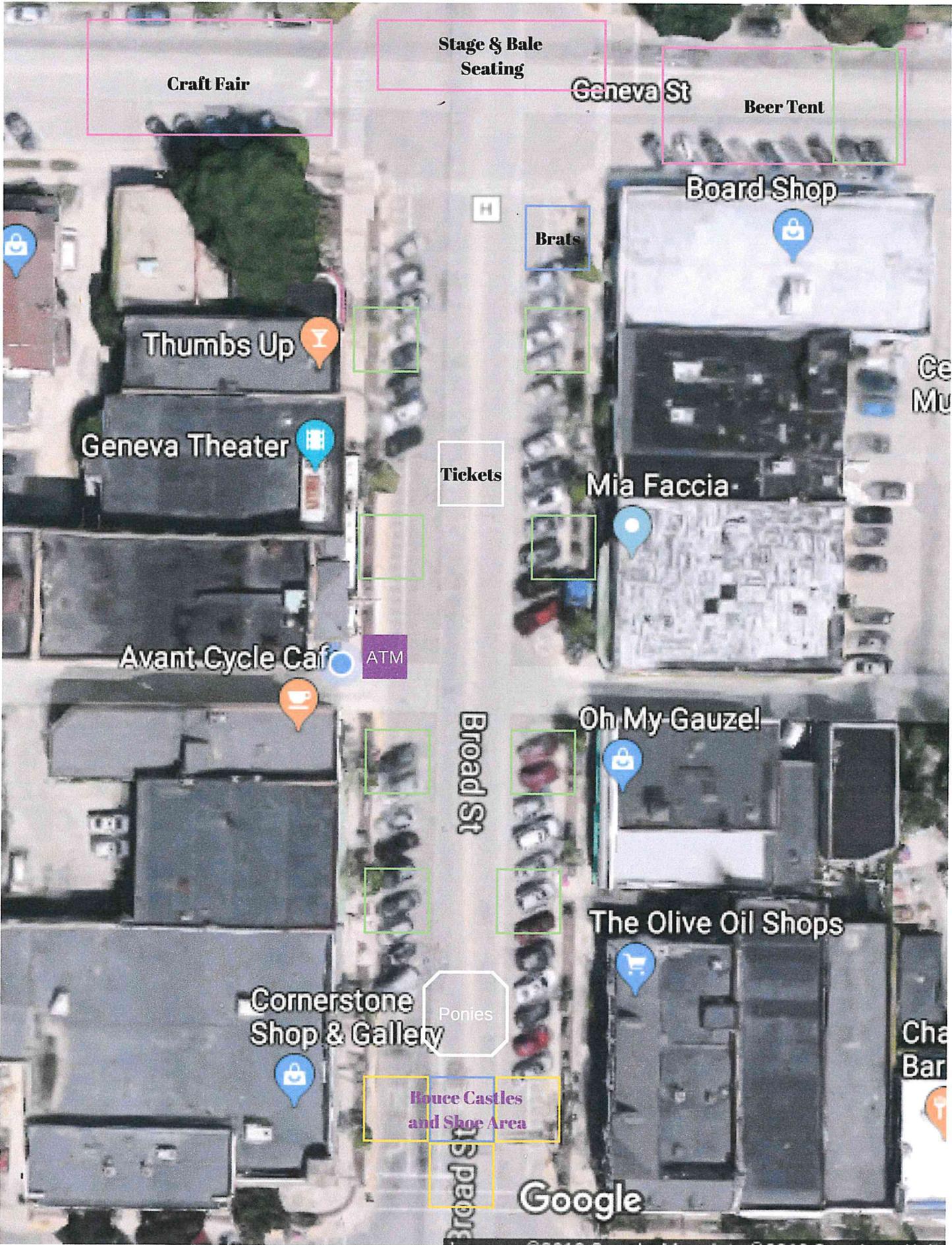
Permit(s) issued:     Parade/PA     Street Use     Park Permit

Date of issue: \_\_\_\_\_ Deposit Returned: \$ \_\_\_\_\_ Deposit withheld: \$ \_\_\_\_\_

Reason withheld: \_\_\_\_\_

### **Lake Geneva Oktoberfest**

- The craft fair will be located on the 800 block of Geneva St. (between Franks and the church)
- The entertainment stage will be located at the intersection of Geneva St. and Broad St.
- The beer tent will be placed on the 700 block of Geneva St, (near Line Honors)
- Bounce houses will remain on Broad St., near Main St.
- Ponies will be directly outside of the bounce house area
- Food vendors will be located on Broad St., in similar locations to all previous years
- Knockerball will be located in Flat Iron Park
- Use of downtown sidewalks for vendors
- Use of alleys on the 200 block of Broad Street (vendor load/unload, bathrooms, dumpsters, food storage etc.)
- Closing of the 200 block of Broad Street and Geneva St. from parking lots behind Geneva Theater to entrance of lot behind Champs
- Parking spots in lot behind Champs and in lot behind Geneva Theater.
- See attached map for details



Craft Fair

Stage & Bale Seating

Geneva St

Beer Tent

Board Shop

Brats

Thumbs Up

Geneva Theater

Tickets

Mia Faccia

Avant Cycle Caf

ATM

Broad St

Oh My-Gauzel!

Cornerstone Shop & Gallery

Ponies

House Castles and Shoe Area

The Olive Oil Shops

Cha Bar

Google

For Office Use Only

Date Filed with Clerk: \_\_\_\_\_ Payment with Application: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

\*Circulation required to the following Departments:

Department:	Date:	Circulated:
City Clerk/Administrator Notes: _____		<input type="checkbox"/>
Police Chief Notes: _____		<input type="checkbox"/>
Fire Chief Notes: _____		<input type="checkbox"/>
Street Dept Notes: _____		<input type="checkbox"/>
Parking Dept Notes: _____		<input type="checkbox"/>
Piers, Harbors & Lakefront Notes: _____		<input type="checkbox"/>
FL&R: Meeting Date: _____		<input type="checkbox"/>
Council: Meeting Date: _____		<input type="checkbox"/>

456-1029252019-02

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Applicant's WI Seller's Permit No.: FEIN Number
81-2562202
LICENSE REQUESTED
TYPE FEE
Class A beer \$
Class B beer \$ 100-
Class C wine \$ 100-
Class A liquor \$
Class A liquor (cider only) \$ N/A
Class B liquor \$
Reserve Class B liquor \$
Class B (wine only) winery \$
Publication fee \$ 25-
TOTAL FEE \$ 225-

Submit to municipal clerk.

For the license period beginning 20 ending June 30 20 20

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

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

- 1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MOD Super Fast Pizza (Wisconsin), LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Table with columns: Title, Name, Home Address, Post Office & Zip Code. Rows include President/Member Paul Twohig, Vice President/Member MOD Super Fast Pizza, LLC, Secretary/Member CFO, Treas., Sec. & Manager Robert Barton, Treasurer/Member CEO & Manager Scott Svenson, Agent David Burns, Directors/Managers Chief Operating Officer John Maguire.

3. Trade Name MOD Pizza Business Phone Number TBD
4. Address of Premises 281 N. Edwards Blvd. Post Office & Zip Code Lake Geneva, WI 53147

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 04/25/16 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) See Attached

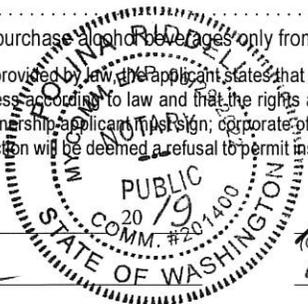
10. Legal description (omit if street address is given above): N/A
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?
(b) If yes, under what name was license issued?

- 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business?
13. Does the applicant understand they must hold a Wisconsin Seller's Permit?
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 6th day of February
Polina Riddell (Clerk/Notary Public)



Signature of Paul Twohig, President & Manager
Signature of Robert Barton, CFO, Treas., Sec. & Manager

My commission expires 06/29/2022

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

TO BE COMPLETED BY CLERK

Table with 4 columns: Date received and filed with municipal clerk, Date reported to council/board, Date provisional license issued, Signature of Clerk / Deputy Clerk. Includes date 3/25/19.

Exhibit A  
MOD Super Fast Pizza (Wisconsin), LLC  
Application for Class C Wine License and Class B Beer License

7. Does any other alcohol beverage retail licensee have an interest in or control of this business?

Yes – MOD Super Fast Pizza (Wisconsin), LLC holds retail beer and wine licenses in other Wisconsin towns, including Madison, New Berlin, Fitchburg, Pleasant Prairie, Oak Creek, Oconomowoc, Wauwatosa and Shorewood. It does NOT hold any interest in a wholesale liquor business.

8(b). Is the applicant a subsidiary of another company?

Yes – MOD Super Fast Pizza, LLC

8(c). Does the corporation, or any officer or agent hold any interest in any other alcohol beverage or license in Wisconsin?

Yes – MOD Super Fast Pizza (Wisconsin), LLC holds retail beer and wine licenses in other Wisconsin towns, including Madison, New Berlin, Fitchburg, Pleasant Prairie, Oak Creek, Oconomowoc, Wauwatosa and Shorewood. It does NOT hold any interest in a wholesale liquor business.

#9

MOD Super Fast Pizza (Wisconsin), LLC  
Written Description of Premises for  
MOD Super Fast Pizza  
281 N. Edwards Blvd.  
Lake Geneva, WI 53147

The building is a one story building. Food and alcoholic beverages will be sold and consumed throughout the restaurant public area and adjacent outdoor seating patio area. The alcohol will be stored in a controlled and locked storeroom located in the storage area at the back of the store as marked on the attached floor plan. See the attached floor plan depicting the entire restaurant, including the interior and outdoor seating areas.





205 SUN CT W  
Spartanburg, SC 29576  
803.535.1111

**INTERPLANE**

ARCHITECTURE  
ENGINEERING  
INTERIOR DESIGN  
PROJECT MANAGEMENT

ONE SOUTH PARK BLVD. SUITE 100  
CHARLOTTE, NC 28203  
TEL: 704.375.2339  
PROJECT NO. 2018062

THIS DOCUMENT IS NOT  
FOR REGULATORY  
APPROVAL, PERMITTING,  
OR CONSTRUCTION.

# LAKE GENEVA

281 N EDWARDS BLVD.  
LAKE GENEVA, WI 53147

DATE: 12.03.18

PROJECT SET

12.03.18

**A-002**

SHEET NO.

DATE: 12.03.18

## SHEET NOTES

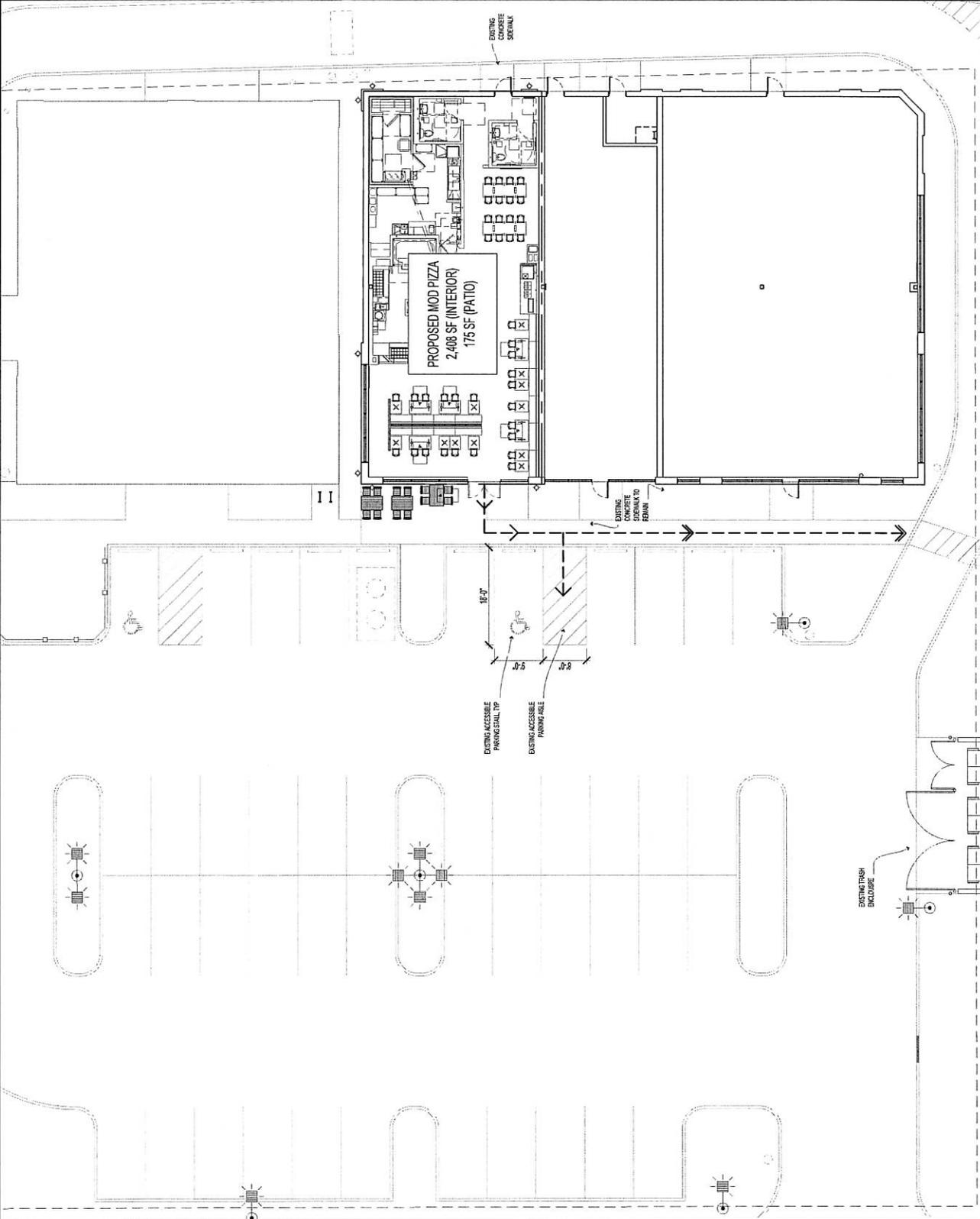
1. ACCESSIBLE ROUTE TO PUBLIC RIGHT OF WAY'S CURB.
2. ACCESSIBLE ROUTE TO LEASE LINE TO ACCESSIBLE PARKING EXISTING.
3. REFER TO A-011 FOR DEMOLITION SCOPE RELATED TO NEW CONCRETE PATIO AND SIGNALL.

## LEGAL DESCRIPTION

PARCEL NUMBER: Z82100001

## SHEET SYMBOLS

- ACCESSIBLE ROUTE
- ACCESSIBLE ROUTE TO PUBLIC RIGHT OF WAY

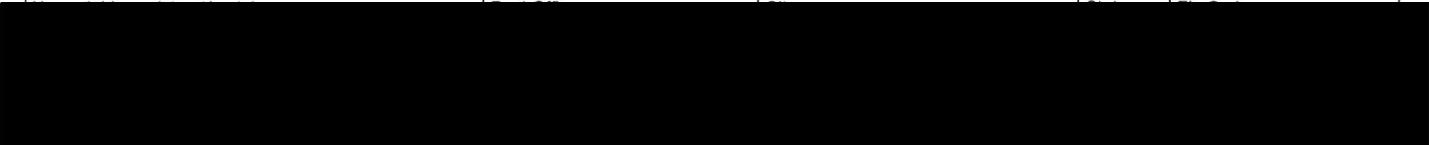




# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)	(last name)	(first name)	(middle name)
	Svenson	Scott	T.



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

- Applying for an alcohol beverage license as an **individual**.
  - A member of a **partnership** which is making application for an alcohol beverage license.
  - CEO & Manager of MOD Super Fast Pizza (Wisconsin), LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

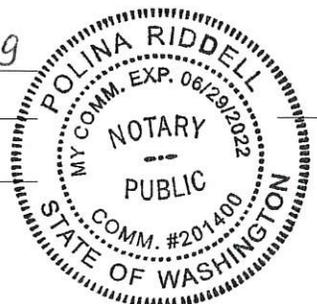
1. How long have you continuously resided in Wisconsin prior to this date? Not a Wisconsin resident
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. MOD Super Fast Pizza, LLC / MOD Super Fast Pizza (California), LLC  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
MOD Super Fast Pizza	2035 158th Court NE, Bellevue, WA	11/2012	Present
The Sienna Group	2035 158th Court NE, Bellevue, WA	2003	Present

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

Subscribed and sworn to before me

this 31<sup>ST</sup> day of January, 2019  
Polina Riddell  
(Clerk/Notary Public)



[Signature]  
(Signature of Named Individual)

My commission expires 06/29/2022



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)	(last name)	(first name)	(middle name)
	Barton	Robert	Alan

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

- Applying for an alcohol beverage license as an **individual**.
  - A member of a **partnership** which is making application for an alcohol beverage license.
  - Manager, CFO, Treasurer & Secretary** of MOD Super Fast Pizza (Wisconsin), LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? Not a Wisconsin resident
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. MOD Super Fast Pizza, LLC / MOD Super Fast Pizza (California), LLC  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name MOD Super Fast Pizza	Employer's Address 2035 158th Court NE, Bellevue, WA	Employed From 02/01/2016	To Present
Employer's Name Porch, Inc.	Employer's Address 2200 1st Avenue South, Seattle, WA	Employed From 05/01/2015	To 01/31/2016

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

Subscribed and sworn to before me

this 6<sup>th</sup> day of February, 2019

Polina Riddell  
(Clerk/Notary Public)

My commission expires 06/29/2022



[Signature]  
(Signature of Named Individual)



# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)	(last name)	(first name)	(middle name)
	Twohig	Paul	Edward

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- President and Manager of MOD Super Fast Pizza (Wisconsin), LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? Not a Wisconsin resident
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify: MOD Super Fast Pizza, LLC / MOD Super Fast Pizza (California), LLC/ Rolling Dough, LLC (MOD Pizza Franchisee)  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

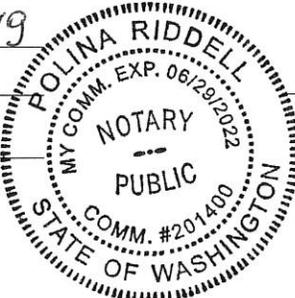
Employer's Name	Employer's Address	Employed From	To
Dunkin' Donuts	130 Royal Street, Canton, MA 02021	10/05/2009	04/01/2017
Starbucks	2401 Utah Avenue S, Seattle, WA 98134	01/05/2005	03/15/2009

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

Subscribed and sworn to before me

this 31<sup>st</sup> day of January, 2019

Polina Riddell  
(Clerk/Notary Public)



[Signature]  
(Signature of Named Individual)

My commission expires 06/29/2022



Printed on Recycled Paper

**PAUL TWOHIG**

***License History***

<b>License Number</b>	<b>Business Name</b>	<b>State</b>	<b>Last Year Held</b>
320760351	N Charleston	South Carolina	2017
320760360	K&C	South Carolina	2017
320760342	West Ash	South Carolina	2017
320760333	South Myrtle	South Carolina	2017
320760477	Woodhill	South Carolina	2017
320759096	NE Columbia	South Carolina	2017
320760388	Carolina Forest	South Carolina	2017
320760397	North Myrtle	South Carolina	2017

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)	(first name)	(middle name)
Maguire	John	Michael

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Chief Operating Officer/Manager** of MOD Super Fast Pizza (Wisconsin), LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? Not a Wisconsin resident.
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
See Attached
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. MOD Super Fast Pizza, LLC; MOD Super Fast Pizza (Wisconsin), LLC; MOD Super Fast Pizza (California), LLC  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

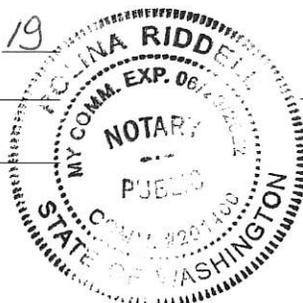
Employer's Name <b>Friendly's Ice Cream</b>	Employer's Address 1855 Boston Road, Wilbraham, MA 01095	Employed From <b>05/12</b>	To <b>10/18</b>
Employer's Name <b>Panera Bread</b>	Employer's Address 120 Highland Avenue, Needham, MA 02459	Employed From <b>04/93</b>	To <b>05/12</b>

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

Subscribed and sworn to before me

this 30<sup>th</sup> day of January, 20 19

Polina Riddell  
(Clerk/Notary Public)



[Signature]  
(Signature of Named Individual)

My commission expires 06/29/2022



Printed on Recycled Paper

## ATTACHMENT FOR JOHN MAGUIRE

Type of Offense	Date	Location	Penalty/Resolution
Speeding	08/16/2015	Ludlow, MA	Paid a fine. Fully Resolved
Failed to obey sign	06/15/2012	Westborough, MA	Paid a fine. Fully Resolved
Speeding	06/03/2010		Paid a fine. Fully Resolved
Inspection/Sticker No.	04/05/2006	Hanover, MA	Paid a fine. Fully Resolved
DUI (Misdemeanor)	04/08/1988	Clinton, MA	Probation/License Suspension. Paid a fine. Fully Resolved.
Speeding	11/29/1987	Canton, MA	Paid a fine. Fully Resolved
Speeding	10/25/1987	Wayland, MA	Paid a fine. Fully Resolved
Speeding	07/21/1987	Weymouth, MA	Paid a fine. Fully Resolved

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of MOD Super Fast Pizza (Wisconsin), LLC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as  
MOD Pizza  
(trade name)

located at 281 N. Edwards Blvd., Lake Geneva, WI 53147

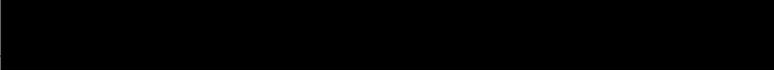
appoints David A Burns  
  
(home address of appointed agent)

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

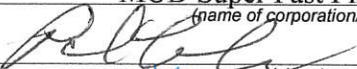
Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

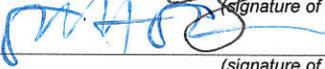
Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 50 yrs

Place of residence last year 

For: MOD Super Fast Pizza (Wisconsin), LLC  
(name of corporation/organization/limited liability company)

By:   
(signature of Officer/Member/Manager)

And:   
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

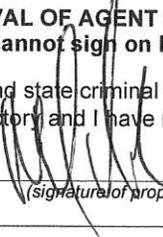
I, David A Burns  
(print/type agent's name), hereby accept this appointment as agent for the

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

David A Burns 2/20/19 Agent's age   


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

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

Approved on 3-26-19 by   
(date) (signature of proper local official) Title Police Chief  
(town chair, village president, police chief)

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)	(last name)	(first name)	(middle name)
	Burns	David	Andrew

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

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Agent of MOD Super Fast Pizza (Wisconsin), LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? 50 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

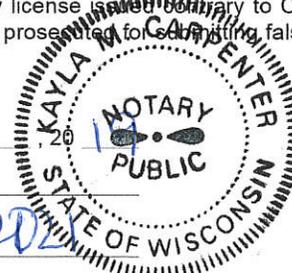
6. Named individual must list in chronological order last two employers.

Employer's Name Roaring Fork (Qdoba)	Employer's Address 241 N Broadway St, Ste 501, Milwaukee, WI	Employed From 11/2015	To 12/2018
Employer's Name H+K Partners (KFC)	Employer's Address 7840 W Hicks St, West Allis, WI 53219	Employed From 08/2013	To 11/2015

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

Subscribed and sworn to before me

this 21 day of Feb  
Kayla M. Campbell  
(Clerk/Notary Public)



[Signature]  
(Signature of Named Individual)

My commission expires 01/22/2025



# Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

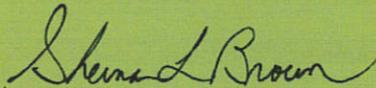
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions

**ServSafe**  
National Restaurant Association

ID # 16543216  
CARD # 17411785

**ServSafe Alcohol® CERTIFICATE**

DAVE BURNS

NAME \_\_\_\_\_  
2/5/2019

DATE OF EXAMINATION \_\_\_\_\_  
Card expires three years from the date of examination. Local laws apply.

\_\_\_\_\_

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17110801 v.1711

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

**NOTE:** You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.

NATIONAL  
RESTAURANT  
ASSOCIATION

233 South Wacker Drive  
Suite 3600  
Chicago, IL 60606-6383  
1.800.SERVSAFE  
312.715.1010 In the Chicago area  
ServSafe.com

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17110801 v.1711



March 20, 2019

City of Lake Geneva  
Office of the City Clerk – Licensing Division  
626 Geneva Street  
Lake Geneva, WI 53147

Re: MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza

Dear City of Lake Geneva:

Our office represents MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza in connection with its application for a Class B Beer and Class C Wine License for its new restaurant located at 626 Geneva Street, Lake Geneva, WI 53147. Enclosed herein for filing, please find the following:

1. Original Alcohol Beverage Retail License Application with attached Exhibit A;
2. Written Description of Premises;
3. Floor Plan;
4. Auxiliary Questionnaire for Officer Scott Svenson;
5. Auxiliary Questionnaire for Officer Robert Barton;
6. Auxiliary Questionnaire for Officer Paul Twohig;
7. Auxiliary Questionnaire for Officer John Maguire;
8. Schedule for Appointment of Agent by Corporation;
9. Auxiliary Questionnaire for Agent David Burns;
10. Agent David Burns' Wisconsin Driver's License;
11. Agent David Burns' ServSafe Certificate; and
12. Check in the amount of \$200 for the license fee and check in the amount of \$25 for the publication fee made payable to the "City of Lake Geneva".

If you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,

BECKER LAW FIRM, P.A.



Katherine E. Becker  
Enclosures



## **3.4 SNOW & ICE CONTROL**

### **I. PURPOSE**

To provide policy to ensure Lake Geneva roadways are safe and passable for the motoring public and for public service vehicles.

### **II. DEPARTMENT RESPONSIBLE**

The Street Department is responsible for snow and ice control.

### **III. COMMITTEE OVERSIGHT**

The Common Council will oversee any changes to this policy.

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011

## SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

### **Introduction**

Lake Geneva is a progressive and rapidly growing community of approximately 7,689 people, located forty-five miles southwest of Milwaukee. Highways 120 and 12 intersect at Lake Geneva. The City is recognized as one of the premier vacation destinations in Wisconsin and attracts world-wide visitors. Area resorts capitalize on rolling acres of pristine landscapes that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also makes it a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible.

### **Background**

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's 40 plus miles of city streets following snow and ice storms lies with the Public Works Department.

### **Purpose**

The purpose of a good snow and ice removal policy is to make the roadways safe and passable for the motoring public and for public service vehicles; however, there is a general awareness that the chlorides have a negative environmental impact on nearby soils, vegetation, waterways, and vehicles. There is also damage to the pavement itself. Every effort shall be made to minimize salt usage and still provide safe travel ways. The City shall use sand-salt mix of which salt comprises 18% to 20% (per ordinance) to keep the sand from freezing solid in the stockpile and be effective when applied to roadways.

### **Goal**

The City's overall goal is to clear all of its roadways curb to curb, from arterial and collector streets, to local residential street and alleys, of snow accumulation within twelve (12) hours after the snow has stopped in a Class "B" Storm. The first action in fighting any storm is spreading the sand/salt mixture on arterial streets, major collector streets, hills, and stopping areas that abut these major collector streets as well as hills and intersections

with stop sign control on local streets. It is necessary to apply sand and rock salt before the snow packs to enable the snow plows to clean the pavement. The lesser traveled roadways and the constant mixing and grinding of the sand/salt particles enables the chemical action to penetrate deeper and melt ice and snow more effectively. Where traffic volume is low, the particles are pushed to the roadside and are much less effective.

## SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

### **Publication of Notice**

A public notice detailing the City's snow and ice control policies shall be published on or about the first of November each year. A draft notice is attached hereto under Exhibit A.

### **Snow Emergency Declaration**

*PER MUNICIPAL CODE:*

SECTION 74-10(a). DECLARATION. "The Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany rescue squads and ambulance both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk and in the Utility Commission waiting area.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist."

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. “For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed.”

SECTION 74-60(b). PENALTY FOR VIOLATION. “The Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection.”

### **Sidewalks**

If sidewalks are not cleared within 24 hours, the following procedure will be employed in accordance with Section 62-223:

- 1) written warning will be delivered to property owner by the Police Department, Public Works, or Code Enforcer within 24 hours from the date and time of the warning (Exhibit “F”). The exception to this notice is any business located in the downtown business district. The City may schedule removal of snow anytime after the 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- 2) the sidewalk shall be inspected upon expiration of the warning time and forfeiture levied of not less than \$20 or more than \$30 for the first offense, and not less than \$30 or more than \$50 for any subsequent offense. Each 24 hour period shall cause a separate offense.
- 3) the sidewalk shall be cleared by the City crews or a City hired contractor. Contractor shall provide before and after photographs to the City for documentation purposes.
- 4) twice the City cost of removal shall normally be charged to the property owner in accordance with City Ordinance.
- 5) deposit of snow in streets prohibited in accordance with Section 62-221, “No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street...”



## SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

### **Public Works Department**

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Street Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report, Exhibit "D") and the continual observation of ice and snow operations are all part of these responsibilities. Although the Street Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

### **Lake Geneva Police Department**

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to the Street Department particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides "the Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection." It shall be the policy of the City that vehicles found in violation will be ticketed and towed by the Police Department after two consecutive tickets, in a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as public parking lot or the Street Department on Carey Street.

### **Water, Wastewater & Cemetery Departments**

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of Street Department personnel, inability to get to work, or extended storm fighting conditions. Water Department employees shall ensure that substations, wells, towers, and hydrants are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

## **Street Department—Repair Shop**

The function of the Street Department Repair Shop in Lake Geneva’s Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. The street worker mechanic may also be called upon to assist in plowing operations during Class “B” and Class “C” Snow Alerts. Included are repairs to any equipment that breaks down during any class storm either in the shop or at snow zone location. Preventative maintenance is also done on the trucks, loaders, tractors, spreaders, and blower. Whenever possible, an additional employee is assigned to the street worker mechanic to assist with two-man repairs to broken equipment.

### SECTION 4: STORM CLASSIFICATIONS

#### **Class “A” Storm (Less than 2 inches total accumulation)**

This is a snow storm with an accumulation of less than 2 inches in depth and involves only a sanding operation with salt/sand mixture. Plow trucks with spreader are dispatched to work each of the four zones treating the arterial and collector streets, including the approaching intersections as well as the hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Station, and schools. However, during a freezing rain when extremely dangerous slippery conditions exist, straight salt may be used instead of a salt/salt mixture.

After normal working hours and weekends, only one or two drivers will be called to work depending upon conditions. The overtime Street Department employee will always be called per the ongoing overtime call-in list. The Street Superintendent shall determine the need to call in other employees to assist if he/she feels the conditions require additional help. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in additional labor. It then will be their decision whether to upgrade to a Class “B” storm or continue with a Class “A” alert.

#### **Class “B” Storm (2” To 8” Inches total accumulation)**

This storm is a snowfall of two (2) inches to eight (8) inches in depth and involves a full plowing and sand/salting operation. A snow emergency will be declared during a Class “B” Storm if conditions continue to deteriorate and accumulations significantly increase.

Under a Class “B” Storm alert, the Street Department begins to plow routes by dispatching plow trucks to each of the four zones. The plow trucks with spreaders first plow and spread sand on the arterial and collector streets before beginning to clear residential streets. Two plow trucks begin windrowing the snow downtown. Windrow streets include Main, Wrigley, Cook, Center, Broad, Williams, Dodge, and Geneva. During normal business hours downtown the plows may have to plow the snow to the backs of parked cars if there isn’t enough room on the roadway. In this event, employees will be called in during early morning of the next day to bring this snow to the center of the road. Some parking places are blocked off in this type of operation. As soon as possible after the snow has been windrowed, the blower and a minimum of two plow trucks with snow boxes, either street trucks or contractor, are dispatched to downtown to start removing the windrows. Every effort is made to keep open as many parking places as possible. When the blower has started picking up windrows this operation will continue until all snow has been removed from the downtown area.

After all the windrows have been picked up downtown, the plow trucks are sent to assist the drivers with the ongoing clean up in the four zones. The blower operator returns the blower to the garage and then takes the bobcat, snow bully or other required equipment and begins to clear parking lots and sidewalks.

During an early call-in, an employee will take a one-ton truck to clear alleys and a loader to clear parking lots. This shall be done before cars start using them for parking to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the situation dictates. The 4-wheel drive pickup with plow may assist in the operations depending upon availability of drivers.

Residential streets will always be the last to be plowed. As drivers clear their zones they are instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets. Drivers shall rotate the beginning location of their zones from storm to storm; one storm they shall start in sub-zone “A” and the next storm start first clearing sub-zone “B.” If a driver starts on the north side of his sub-zone on a snow storm, he/she is to start on the south side on the next storm. This will reduce complaints that certain streets are always the last to be plowed.

Drivers are furnished with a color coded map of the zone they have been assigned. The arterial and collector streets are highlighted. Drivers are instructed to plow and sand their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a driver to keep arterial and residential streets clear. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol to watch out for build up on different areas. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed. Employees from other Departments may also be called in as needed.

A Class “B” Storm should be able to be handled by City of Lake Geneva employees, but if the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class “B” Storm. During storms of this class some employees may be sent home to rest with directions to return at a set time to clear downtown windrows, parking lots, and alleys. In this case, two drivers may be kept back after normal hours to keep arterial and collector streets open and sanded. These employees will then come in the next day at their normal time. Every attempt will be made to make sure for safety purposes that no employee works more than sixteen (16) consecutive hours without eight (8) hours rest. If needed, employees from other Departments may be called in to supplement Street Department employees.

### **Class “C” Storm (8” or more total accumulation)**

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded. When existing conditions and weather forecasts indicate a Class “C” Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with drivers and Police Department. The Street Superintendent or Director of Public Works may arrange for outside contractors to assist City Employees.

## SECTION 5: SNOW REMOVAL PRIORITIES

### **Snow Zones**

Zones have been established to divide the City into approximately four equally sized snow removal routes. These geographic areas have been chosen to provide a balance between mileage and travel time. Each zone in turn is further divided into an "A" and the next storm start in sub-zone shall be given alternate priority by snow storm. For example a plowing crew will start in sub-zone "B." Before the zones are entered, arterial and collector streets are cleared from end to end, sometimes using two trucks running in tandem. Equipment and staffing issues are addressed later in this policy.

### **Appropriate Level of Service**

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Alleys and parking lots. Alleys and parking lots may be cleared during regular working hours.
- 6) Sidewalks in front of City property

The extreme cost and negative environmental impacts of a "bare pavement" policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be sanded during the plowing operation (except maybe certain intersections) but will receive a sand/salt mixture during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and stop sign intersections will receive a sand/salt mixture in each of the Class A, B, or C Storm. Straight salt will only be spread during a severe ice storm to break the bond between the ice and the pavement. When this bond has been broken, the remaining ice will be plowed off the pavement. Snow and Ice Control Plan flow charts for Class "A" and Class "B" Storms appear in Exhibit "E" because frequency and duration storms occur during morning, daytime, and evening hours.

## **Cul-de-sacs and Dead Ends**

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

## **Parking Lots and Alleys**

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, shoppers, and employees to park their vehicles off-street. This operation is completed by using the front end loader with “snow bully” bucket. The half-ton four wheel drive pickup may also be used in the smaller parking lots. The parking lot plow list is as follows:

- 1) Fire House
- 2) City Lot in 700 block of Geneva Street
- 3) City Hall
- 4) City Lot in 800 block of Geneva Street
- 5) Center Street (2 Lots)
- 6) Chamber of Commerce
- 7) Riviera Lot
- 8) Sage Street Lots by Museum
- 9) Dunn Field Parking Lot (If City agrees to assist the School District)

## **Sidewalks**

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. After the City parking lots and alleys are plowed, a Street Department employee will transfer from a front end loader to either tractor with the broom or the bob-cat tractor with the front mount snow blower to clear sidewalks. The tractor selected will depend upon the depth and the wetness of the snow. Priorities are as follows:

- 1) Fire Station
- 2) City Hall
- 3) Library Park
- 4) Riviera Ballroom
- 5) Select/School Cross-walk Corners
- 6) Bridges
- 7) Moss Park
- 8) Dodge Street Cemetery
- 9) Flat Iron Park

- 10) Seminary Park
- 11) Designated Bike Trail Routes
- 12) City sidewalk snow removal plan are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorized the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the sidewalk surface for a period in excess of 24 hours after the termination of the storm. The procedure is set forth under the Public Notice section of the policy.

NOTE: In any storm event, sidewalks will not be done until all streets are passable.

### **Private Streets**

Snow removal from private streets shall not be provided unless an agreement between the adjoining property owners and the City has been executed. The agreement shall provide for the reimbursement to the City for all costs associated with the snow and ice control services. Said costs may include: labor and fringe benefits; equipment rental (based on rates established by the state); sand, salt, and other supplies; fleet, property, and liability insurance; etc.

Private Streets Currently Being Plowed:

- 1) Ceylon Court
- 2) Knoll Lane N.
- 3) Knoll Lane S.
- 4) LaGrange Drive
- 5) Maytag Drive
- 6) Shore Acres (1121 S. Lake Shore Dr.)
- 7) Windsor (Somerset)

## **SECTION 6: SAFETY AND TRAINING PROCEDURES**

### **Purpose**

The purpose of Safety and Training Procedures is to protect and provide safe conditions for city personnel, motorists, and pedestrians. To that extent, City operations shall do the following:

- 1) Always check the equipment before entering the vehicle.
- 2) Report all mechanical problems to the Supervisor immediately.

- 3) Obey all traffic laws. Do not use excessive speed and be certain to stop for all stop signs and traffic signals.
- 4) Be as courteous as possible to those who are stranded or stuck in the snow. Notify the Police Department by radio for assistance. Do not get involved unless somebody is injured or it is otherwise a dangerous situation.
- 5) As a matter of policy, Street Department plowing operators shall not work longer than sixteen (16) hours in a twenty-four (24) hour period without having at least eight (8) hours off for rest.
- 6) All employees shall be familiar with the City Safety Manual and adhere to its guidelines.

### **Personnel Training**

At the direction of the Street Superintendent, a four (4) hour training session may be scheduled during the months of the October or November for the snow removal crews. The training session will emphasize the following:

- 1) Route and Zone changes (additions and/or deletions)
- 2) Supervisor's Role
- 3) Operator's Role
- 4) Updates on new equipment
- 5) Preparation of snow equipment (plow hook-up, maintenance check, maintenance repairs, etc.)
- 6) Vehicle run of routes and zones.
- 7) Feedback from drivers on conditions of route, ideas and suggestions

It will be the policy of the Street Department that all personnel should take a snow fighting course or a refresher course at least once every five (5) years. No new personnel will be allowed to operate a vehicle until they are qualified and have been adequately trained to the satisfaction of the Street Superintendent.

All drivers are instructed to drive their assigned routes prior to the first snowstorm to look for obstructions like raised manholes and water shut off boxes. These obstructions shall be repaired as soon as possible, but if an early storm hits, the drivers will proceed cautiously in these areas. New employees are trained in plowing operations and proper snow fighting techniques. They shall also initially be given less critical routes and zones. A more experienced driver will ride with the newer employee on their preseason drive. The newer driver will be instructed on proper snow fighting techniques and what obstructions to watch for during emergency snow plowing operations.

Drivers are instructed to respect private property. They are to plow around any stranded or disabled vehicles and then radio their location to the Police Dispatcher. Any driver finding a vehicle completely blocking a street will radio the Police Dispatcher or Street Superintendent for immediate removal. Drivers are instructed to continue plowing their routes or zone until they are sure that all roads are passable. Drivers shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Drivers shall not plow or sand any private property unless assisting ambulance or fire department response personnel. Drivers are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. Drivers shall not stop to clear any sidewalks.

## SECTION 7: MATERIALS AND EQUIPMENT

### **Preparation of Equipment**

Each year during the month of September, the Street Department staff will inspect all snow removal equipment and accessories and prepare them for installation on the vehicles during the month of October and early November. Spreaders shall be attached to the trucks and tested no later than November 1 of each year. Plows shall be positioned in the Street Department garage so as to allow the rapid connection of the plow to the truck in the event of a snow storm not later than November 15. Once all the equipment has been mounted, tested, and presumably ready for operation, the operators assigned to the vehicle should make a trial run over their routes. All equipment should be tested on dry runs during good weather. Any mechanical failures shall be reported immediately to the Street Superintendent who will arrange for immediate repair or replacement.

Annually, not later than November 1, each spreader shall be calibrated by the assigned employee and a listing of the calibration be prepared for each unit. A copy of this listing should be placed inside the truck for the driver's reference during snow operations. The Director of Public Works or Street Superintendent will report to the City Administrator when all equipment is ready for snow fighting operations. The overtime call-in list will be updated by October 31 to show updated phone numbers of all City Employees involved in snow removal.

## **Calibration of Spreaders**

The Street Department repair shop shall, prior to the start of each season, adjust the spreader settings to the same application rate, at 20 M.P.H. to spread a uniform width of twelve (12) feet. This pattern will typically be offset from the vehicle centerline by two feet (2) toward the driver's side. All of the city's snow removal trucks shall be equipped with spreaders.

## **Winter Street Sweeping**

The street sweeper may be sent out whenever "above freezing temperature" opportunities allow removal of accumulated sand and salt on bare pavement streets.

## **Operator Check List**

Before leaving the Street Garage for a snow fighting assignment, each piece of equipment shall be thoroughly inspected by the assigned operator. The operator is responsible for its condition and should report any items which are broken or may break to the Street Superintendent. Arrangements can then be made to repair or replace the piece of equipment. The operator, each time he/she leaves the truck or equipment, for lunch, a rest period, or at the end of a day, shall walk around the truck and do an exterior inspection. The operator shall also check all fluid levels and lights each time he/she enters the vehicle. During snow and ice control, the following inspections shall be made prior to the start of a shift and as required:

- 1) Inspect the condition of the mold board and cutting edge of all snow plows. Inspect plow blades frequently. If blade wear reaches back plate, it will be very costly to replace. Any blades which are wearing to this critical point shall be reported immediately so the proper repairs can be made.
- 2) Inspect snow plow hoists. Check all air and hydraulic hoses and other crucial parts of the power units.
- 3) Inspect all vehicle lighting and warning lights.
- 4) Check all spreaders, hoses, and fittings. Check the spinners, augers, controls, and attachments to see that all are functioning properly. All plow assemblies, shoes and shoe assemblies should also be checked on a frequent basis.
- 5) Check all brakes, steering, clutches, transmissions, and engines so that all are in proper working condition.
- 6) Check operation of the vehicle's heater, windshield wipers, window washer, head lights; both high and low beams; plow lights, and marker lights.
- 7) Check all safety equipment, fire extinguishers, flashing lights, radio and First Aid Kits in the trucks and other equipment.

## **Use of Abrasives**

Abrasives do not prevent nor do they remove build up of snow pack. They can be an advantage instead of chemicals where traffic is light or where temperatures are extremely low. However, they must be mixed with rock salt in about 5:1 ratio in the salt shed to prevent stockpile caking and freezing. This material shall be cleaned from the streets and storm sewers in the winter as time allows and in the spring.

## **Calcium Chloride**

Studies have shown that a straight salt or salt treated with calcium chloride is more economical to use, with better results than abrasives. Abrasives can damage vehicles because of “sand blasting” effect as the sand is thrown up off the tires onto the body of the vehicle. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. Several Wisconsin counties are using this combination, and consideration should be given to this product application in the future. Until then, the Street Crews will continue to generally apply a sand/salt mixture.

## **SECTION 8: ACCIDENTS**

There will be times during snow emergencies when an employee will be involved in an accident. If, while driving a City vehicle, an employee is involved in an accident, the employee shall initiate the following procedure:

- 1) The Police Department shall be immediately contacted by radio.
- 2) The Police shall be given the location of the accident and whether an ambulance is needed.
- 3) Make sure that, if injuries have occurred, all persons are comfortable until the emergency personnel arrive. Do not make any statement to anybody until the Police, Street Superintendent or Public Works Director arrives. A complete accident report must be filed, as well as an in-house report to the Director of Public Works which outlines the circumstances under which the accident occurred. Any time parked cars are struck, the same procedure shall apply.
- 4) Contact the Director of Public Works or Street Superintendent. The Director of Public Works or Street Superintendent will make an immediate investigation of the accident.

## **Property Damage**

If garbage cans, mailboxes, or other such small items are damaged by plow or snow rolled from the plow blade, you should notify Police Dispatch and the Street Superintendent immediately, via radio, with the address, when and where the damage occurred. A notation of the incident must be recorded and turned into the supervisor by the end of the storm.

If questioned by a property owner about damage to mailboxes, the City will by policy pay the property owner \$50.00 to replace damaged mailboxes if the plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Requirements (see Exhibit C) or because it was damaged by snow from a plow, then repairs will be the responsibility of the property owner.

## **On the Job Injuries**

Injuries must be immediately reported to the Street Superintendent who will assist the employee with completing an Accident Investigation Report and also report the incident to City Administration for filing of an Accident Insurance Claim.

**RESOLUTION OF THE COMMON COUNCIL**

Resolution authorizing the write off of 2013-2016 delinquent personal property taxes in the amount of \$1,056.05 deemed uncollectible.

Committee: Finance considered on April 2, 2019

Fiscal Impact: N/A

File Number: **19-R28**

Date:

April 8, 2019

**Whereas**, the Lake Geneva Common Council approved the 2019 operating budget for the General fund, and

**Whereas**, it has been determined that certain delinquent personal property tax accounts from 2013-2016 have balances that should be written off with the agreement of the City Administrator,

**Whereas**, it is the desire to have the City's accounts be current to properly reflect the financial status of the city in accordance with Generally Accepted Accounting Principles,

**Now Therefore be it Resolved** that the Lake Geneva Common Council approve this resolution to write off \$1,056.05 in the fiscal year 2019 for the delinquent personal property taxes as included in the attached schedule.

Granted by action of the Common Council of the City of Lake Geneva this 8<sup>th</sup> day of April, 2019.

**Council Action:**     **Adopted**         **Failed**        **Vote** \_\_\_\_\_

**Mayoral Action:**     **Accept**         **Veto**

\_\_\_\_\_  
Thomas Hartz, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Lana Kropf, City Clerk

<b>DELINQUENT PERSONAL PROPERTY TAXES</b>		Year	Amount
<b>11-00-00-1232</b>			
Geneva Java		2013	\$ 127.61
Aerial Adventures		2016	\$ 12.76
Automotive Guru		2016	\$ 234.08
Body Logic Fitness		2016	\$ 105.78
Chase Equipment/JP Morgan Chase		2016	\$ 21.65
Dairy Queen		2016	\$ 0.54
Doodlebugs/Kids		2016	\$ 17.88
Germaines		2016	\$ 41.70
Good Vibes		2016	\$ 54.15
In All Her Glory		2016	\$ 11.37
Jim's Gym & Rumpus Room		2016	\$ 54.15
LUBB Inc. dba It's a Chic Thing		2016	\$ 43.32
MDH Lake Geneva Inc.		2016	\$ 214.45
NuCO2 Supply LLC		2016	\$ 80.86
Refined Rustic		2016	\$ 3.25
Seattle Suttons Healthy Eating		2016	\$ 5.42
Tracy Smith Photography		2016	\$ 27.08
Totals			<u>\$ 1,056.05</u>

# Memo

**To:** Dave Nord, Administrator, FLR Committee Members  
**From:** Karen Hall, Finance Director/Comptroller  
**Date:** March 29, 2019  
**Re:** Current Cycle of Accounts Payable and Bill Payment Process

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Following is a summary of how our current accounts payable/bill payment process works:

1. Invoices are received in the mail and distributed to Department Heads.
2. Invoices (supported with the required documentation; e.g. packing slips) are stamped, approved, and coded to general ledger accounts by Department Heads or other permitted department employees.
3. Information is entered from the approved invoices, by the Front Desk Clerk, using assigned batches, into the accounts payable system.
4. Unpaid invoice reports are run and reviewed by the Front Desk Clerk and Treasurer for accuracy (date, invoice #, account, period, amount, accuracy, etc.)
5. Every Friday, unpaid invoice reports are generated by the Treasurer and are reviewed and approved by the Finance Director/Comptroller before being updated to the general ledger.
6. Accounts payable batches are updated and posted to the general ledger.
7. Invoices are reviewed and approved by the City Administrator for amounts between \$500 and \$5,000.
8. Invoices are reviewed by the Mayor for amounts over \$5,000.
9. Payment approval reports and fund summary reports are run and distributed to the FLR Committee.
10. All invoices are available for review at the FLR Committee meeting.
11. Invoices are reviewed by the FLR Committee, approved and signed.

12. After one week, the bills are approved by the City Council on Monday and paid on Tuesday.

Note: Prepaid bills (e.g. utilities, credit cards, expense reimbursements) are paid every Wednesday and posted to the general ledger on the same day.

A few years ago, the FLR Committee met directly before the City Council. The bills were approved simultaneously and paid the next day. The FLR meeting time was changed to the opposite week, so that all items on the agenda could be completed and reviewed before the next Council meeting.

Since this change, City Staff has noticed that our bills are not being paid in a timely manner. There is often a 30-60 day time lag from when invoices are received to when they are paid. Staff is recommending that invoices be paid after approval by the FLR Committee. The Council would receive a monthly check register report with totals approved by the FLR Committee. City Staff believes there are already (6) levels of review and approval in place. These approvals are adequate internal controls in the City's accounts payable system.

**City of Lake Geneva  
Finance, License, & Regulation Committee  
April 2, 2019**

**Prepaid Checks  
3/18/19 - 3/28/19**

**Total:  
\$168,735.56**

**Checks over \$5,000:**

**\$ 140,044.00 R&R Insurance - Workers Comp & Liability Insurance**

*(Approved at 3/19/19 FLR - paid w/Prepays due to Canceled Council Meeting 3/25/19)*

## Report Criteria:

Report type: Summary

[Report].Check Issue Date = 03/20/2019,03/27/2019

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
03/20/2019	70079	2024	ADVANTAGE POLICE SUPPLY INC	3,827.49
03/20/2019	70080	2046	ALLIANT ENERGY	2,964.09
03/20/2019	70081	2217	BROOKS TRACTOR INC	3,198.57
03/20/2019	70082	4918	TIME WARNER CABLE	79.10
03/20/2019	70083	5001	VERIZON WIRELESS	1,991.87
03/27/2019	70120	2056	AMAZON	128.87
03/27/2019	70121	2346	CRISMAN, DEANNA	306.32
03/27/2019	70122	4865	HENRICKSEN	1,077.04
03/27/2019	70123	2987	MICHAEL MILLS	51.00
03/27/2019	70124	2996	MINUTEMAN PRESS	127.45
03/27/2019	70125	3124	PETTY CASH - POLICE DEPT	65.57
03/27/2019	70126	3159	PNC BANK	4,674.00
03/27/2019	70127	3199	R&R INSURANCE SERVICES INC	140,044.00
03/27/2019	70128	241	REGISTRATION FEE TRUST	74.50
03/27/2019	70129	5376	SWANSON, SARA	34.80
03/27/2019	70130	4851	SWWBIA C/O JIM DELUCA	120.00
03/27/2019	70131	4918	TIME WARNER CABLE	59.72
03/27/2019	70132	4973	US BANK	2,102.04
03/27/2019	70133	4975	US CELLULAR	534.98
03/27/2019	70134	5042	WALLING, FRED	138.56
03/27/2019	70135	5071	WE ENERGIES	332.00
03/27/2019	70136	5443	WISNIEWSKI, JOSEPH	45.00
03/27/2019	70137	2056	AMAZON	1,412.12
03/27/2019	70138	5071	WE ENERGIES	5,346.47
Grand Totals:				168,735.56

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	993.51	160,557.14-	159,563.63-
11-10-10-55120	65,579.00	.00	65,579.00
11-10-10-55160	74,465.00	.00	74,465.00
11-12-00-53300	126.32	.00	126.32
11-12-00-53310	180.00	.00	180.00
11-14-30-53110	115.96	.00	115.96
11-16-10-52210	340.03	.00	340.03
11-16-10-52240	.00	44.53-	44.53-
11-21-00-51380	67.52	.00	67.52
11-21-00-52210	1,582.23	.00	1,582.23
11-21-00-52220	23.05	.00	23.05
11-21-00-53100	127.45	.00	127.45
11-21-00-53120	39.84	.00	39.84
11-21-00-53310	819.41	854.50-	35.09-

GL Account	Debit	Credit	Proof
11-21-00-53420	5,680.13	.00	5,680.13
11-21-00-53990	274.80	85.06-	189.74
11-21-00-54100	1,175.00	.00	1,175.00
11-22-00-52210	369.63	.00	369.63
11-22-00-52240	998.45	.00	998.45
11-22-00-53990	51.00	.00	51.00
11-24-00-52620	20.97	.00	20.97
11-24-00-53300	97.44	.00	97.44
11-24-00-53310	51.12	.00	51.12
11-24-00-53320	110.00	.00	110.00
11-29-00-52210	40.01	.00	40.01
11-29-00-52220	16.94	.00	16.94
11-32-10-52210	75.17	.00	75.17
11-32-10-52220	935.70	.00	935.70
11-32-10-52240	2,125.18	.00	2,125.18
11-32-10-53400	74.50	.00	74.50
11-32-14-52200	3,198.57	.00	3,198.57
11-34-10-52220	39.50	.00	39.50
11-34-10-52230	321.60	.00	321.60
11-51-10-52240	930.43	.00	930.43
11-51-10-52400	22.33	9.42-	12.91
11-52-00-52220	329.72	.00	329.72
11-52-01-52240	153.14	.00	153.14
20-00-00-21100	.00	4,674.00-	4,674.00-
20-81-00-56580	4,674.00	.00	4,674.00
40-00-00-21100	.00	2,344.19-	2,344.19-
40-54-10-52210	10.99	.00	10.99
40-54-10-52220	1,297.58	.00	1,297.58
40-55-10-52210	10.99	.00	10.99
40-55-10-52240	1,024.63	.00	1,024.63
42-00-00-21100	.00	125.56-	125.56-
42-34-50-52210	125.56	.00	125.56
47-00-00-21100	.00	79.10-	79.10-
47-70-00-57150	79.10	.00	79.10
48-00-00-21100	.00	170.16-	170.16-
48-00-00-52210	10.99	.00	10.99
48-00-00-52240	159.17	.00	159.17
99-00-00-21100	.00	1,778.92-	1,778.92-
99-00-00-52110	56.94	.00	56.94
99-00-00-52220	332.00	.00	332.00
99-00-00-52500	41.73	.00	41.73
99-00-00-53320	34.80	.00	34.80
99-00-00-53500	23.49	.00	23.49
99-00-00-54100	281.72	.00	281.72
99-00-00-54140	924.68	.00	924.68
99-00-00-55120	59.98	.00	59.98
99-00-00-55140	23.58	.00	23.58
Grand Totals:	170,722.58	170,722.58-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: Summary

[Report].Check Issue Date = 03/20/2019,03/27/2019

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

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**City of Lake Geneva**  
**Finance, License, & Regulation Committee**  
**April 2, 2019**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 147,320.20
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 24,435.69
5. Capital Projects	43,52	\$ 2,870.50
6. Parking	42	\$ 9,331.48
7. Cemetery	48,49	\$ 90.00
8. Equipment Replacement	50	\$ 48,051.46
9. Library Fund	99	\$ 2,950.18
10. Impact Fees	45	\$ -
11. Tourism Commission	47	\$ -
12. Use of Building Funds-Library	98	\$ -
<b>Total All Funds</b>		<b><u><u>\$235,049.51</u></u></b>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE  
4/2/2019**

**TOTAL UNPAID ACCOUNTS PAYABLE** **\$ 235,049.51**

**ITEMS > \$5,000**

Walworth County Public Works - Jan/Feb Salt	\$ 45,022.50
Jefferson Fire & Safety - Turnout Gear	\$ 25,507.49
Provident Agency - 2019 Death/Disability Insurance (Fire Dept)	\$ 24,521.00
General Communications, Inc - EMS Radios/Mics (Fire Dept); Radio Console Upgrade (Police Dept)	\$ 23,632.00
Kapur - March Engineering Services	\$ 23,106.03
Gage Marine - West End "L" Pier; East Swim Pier Repairs	\$ 17,708.21
Vandewalle & Associates - Feb/March Planning Services	\$ 14,384.78
Grays, Inc - Snow Plow Blades	\$ 5,207.36
T2Systems - February/March Luke Contracts	\$ 5,088.00

Balance of Other Items \$ 50,872.14

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Batch = "190408","190409","F90408","F90409","P90408","P90409","L90408"  
Invoice Detail.GL account (2 Characters) = {<>} "61"  
Invoice Detail.GL account (2 Characters) = {<>} "62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>5 ALARM FIRE &amp; SAFETY EQUIP</b>				
184304-1	02/18/2019	FLOOR GAS SENSOR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	303.44
Total 5 ALARM FIRE & SAFETY EQUIP:				303.44
<b>ACL SERVICES LLC</b>				
X670-201902-0	02/28/2019	BLOOD DRAWS	11-21-00-53800 PD SPECIAL INVESTIGATIONS	42.63
Total ACL SERVICES LLC:				42.63
<b>AMERICAN TEST CENTER</b>				
2190446	03/08/2019	ANNUAL LADDER INSPECTION	11-22-00-58200 STATE MANDATED EQUIP TESTING	1,295.00
Total AMERICAN TEST CENTER:				1,295.00
<b>AMY'S SHIPPING EMPORIUM</b>				
26465	02/28/2019	UPS-TASER RETURNS	11-21-00-53120 PD POSTAGE	24.06
26516	02/28/2019	UPS-SHIPPING	11-22-00-53120 POSTAGE EXPENSE	4.20
27533	03/13/2019	UPS-SHIPPING	11-22-00-53120 POSTAGE EXPENSE	12.40
27721	03/25/2019	UPS-UNITED PUBLIC SAFETY E	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	11.95
Total AMY'S SHIPPING EMPORIUM:				52.61
<b>ARROW PEST CONTROL INC</b>				
77972	03/22/2019	PEST CONTROL-MAR	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	55.00
Total ARROW PEST CONTROL INC:				55.00
<b>AURORA HEALTH CARE</b>				
1627187	03/17/2019	BLOOD TESTS	11-22-00-55100 EMS TRAINING PAY	64.00
1627187	03/17/2019	BLOOD TESTS	11-22-00-58400 PRE-EMPLOYMENT TESTING	295.00
Total AURORA HEALTH CARE:				359.00
<b>AUTOMATIC ENTRANCES OF WI INC</b>				
1980501	12/28/2018	CH FRONT DOOR REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	1,230.97
Total AUTOMATIC ENTRANCES OF WI INC:				1,230.97
<b>BADGER STATE INDUSTRIES</b>				
306-178105	02/12/2019	PAPER TOWELS,TP,CAN LINER	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	237.59
Total BADGER STATE INDUSTRIES:				237.59
<b>BIO AQUATIC SERVICES LLC</b>				
440	03/15/2019	2019 WEED SPRAYING CONTR	40-54-10-52640 LAKE SPRAYING	4,950.00
Total BIO AQUATIC SERVICES LLC:				4,950.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>BOTTS WELDING &amp; TRK SERV INC</b>				
644191	03/01/2019	BUSHINGS,CASTER RPR-AMB	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	449.90
Total BOTTS WELDING & TRK SERV INC:				449.90
<b>BOUND TREE MEDICAL LLC</b>				
83127723	03/01/2019	EKG PAPER,GLOVES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	123.43
83133361	03/07/2019	ELECTRODE ADAPTERS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	113.97
83134922	03/08/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	271.68
83141143	03/14/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	230.25
83143939	03/18/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	45.87
83143940	03/18/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	45.87
Total BOUND TREE MEDICAL LLC:				831.07
<b>BUMPER TO BUMPER AUTO PARTS</b>				
662-404012	02/22/2019	WIRE,CLAMP,BLADE FUSE	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	8.37
662-404172	02/26/2019	OIL DRI	11-22-00-53990 FIRE MISCELLANEOUS EXP	97.50
662405264	03/20/2019	LIGHT BULB-PARKING TRK	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	1.79
662-405419	03/25/2019	WIPER BLADES,WASHER SOLV	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	108.55
662-405474	03/23/2019	TIE DOWNS,OCTANE BOOST	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	31.67
662-405480	03/23/2019	TRANSOM TIE DOWNS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	17.19
662-405480	03/23/2019	TRANSOM TIE DOWNS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	17.49
Total BUMPER TO BUMPER AUTO PARTS:				247.58
<b>CDW GOVERNMENT INC</b>				
RDV6929	02/19/2019	DESKTOP BATTERIES,BATTER	11-21-00-53050 DATA PROCESSING	556.58
RFT3172	02/22/2019	AUTO ADAPTER	11-21-00-53420 PD SPECIAL EQUIPMENT	140.77
Total CDW GOVERNMENT INC:				697.35
<b>CES</b>				
LKG/054320	03/25/2019	BLADES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	11.99
Total CES:				11.99
<b>CLIA LABORATORY PROGRAM</b>				
52D0991096	03/01/2019	CERT FEE 2019-2021	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	180.00
Total CLIA LABORATORY PROGRAM:				180.00
<b>COMPLETE OFFICE OF WISCONSIN</b>				
50015	02/27/2019	MARKERS,DESK SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	17.78
59168	03/08/2019	FLASH DRIVE,PAPER CLIP HOL	11-21-00-53100 PD OFFICE SUPPLIES	26.66
Total COMPLETE OFFICE OF WISCONSIN:				44.44
<b>D &amp; K SERVICES</b>				
2019077	03/19/2019	SEWER RODDING-RIV MENS R	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	550.00
2019077	03/19/2019	SEWER RODDING-MENS WEST	11-52-00-52410 BLDG MAINT&REPAIR-PARKS	250.00
Total D & K SERVICES:				800.00
<b>DATA EQUIPMENT SERVICES</b>				
1155	03/19/2019	MODEM SVC-MAR	42-34-50-52210 TELEPHONE EXPENSE	990.00
1155	03/19/2019	MODEM SVC-MAR	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DATA EQUIPMENT SERVICES:				1,035.00
<b>DEMCO</b>				
6562705	03/05/2019	PROTECTORS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	88.53
Total DEMCO:				88.53
<b>DOUSMAN TRANSPORT CO</b>				
45-001546	03/01/2019	SHUTTLE-2/2,2/3	42-34-50-53990 PARKING MISC EXPENSES	3,056.69
Total DOUSMAN TRANSPORT CO:				3,056.69
<b>DUNN LUMBER &amp; TRUE VALUE</b>				
741751	11/03/2018	TAPE,HOSE,NOZZLE	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	56.33
750994	02/21/2019	GLUE	99-00-00-53500 LIBRARY MAINT SUPPLIES	15.98
751702	03/01/2019	WATER SOFTENER SALT	99-00-00-53500 LIBRARY MAINT SUPPLIES	58.32
752355	03/08/2019	OFFICE KEY	11-22-00-53100 OFFICE SUPPLIES	1.99
752427	03/11/2019	KIOSK LUBRICANT	42-34-50-52500 KIOSK REPAIRS/SUPPLIES	113.88
752826	03/14/2019	PROPANE-POTHOLE	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	37.98
753002	03/16/2019	SQUAD KEYS	11-21-00-53420 PD SPECIAL EQUIPMENT	6.98
753004	03/16/2019	KEY,PICTURE HANGER	11-21-00-53420 PD SPECIAL EQUIPMENT	3.78
753034	03/18/2019	AIR EXCHANGE FILTER	11-52-01-53500 BLDG MAINT & REPAIR	9.98
753124	03/18/2019	CLEANING SUPPLIES	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	11.48
753151	03/19/2019	BATTERIES	40-55-20-52400 LOWER RIVIERA REPAIRS	44.16
753210	03/19/2019	PAINT ROLLERS,TRAY LINERS	11-52-00-53520 GROUNDS MAINT SUPPLIES	25.12
753283	03/19/2019	FILTERS	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	44.93
753373	03/20/2019	PAINT,ROLLER COVER-BENCH	11-52-00-53520 GROUNDS MAINT SUPPLIES	34.95
753722	03/25/2019	PIPE,COUPLING	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	23.96
753772	03/25/2019	PROPANE EXCHANGE	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	19.99
753772	03/25/2019	SUBFLOOR ADHESIVE	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	5.49
753794	03/25/2019	LIGHT BULB-LIONS DEN	11-52-01-53500 BLDG MAINT & REPAIR	6.99
753956	03/27/2019	PROPANE-PATCHER	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	8.98
K53672	03/29/2019	BOAT WIRING,SNAPS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	11.07
Total DUNN LUMBER & TRUE VALUE:				542.34
<b>ELKHORN CHEMICAL CO INC</b>				
608548	02/25/2019	SOAP,CLEANSERS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	167.28
608548-1	03/01/2019	DISINFECTANT	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	57.24
608548-2	03/05/2019	DISINFECTANT	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	57.90
609290	03/21/2019	FOAM WASH	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	60.00
Total ELKHORN CHEMICAL CO INC:				342.42
<b>ELKHORN NAPA AUTO PARTS</b>				
149271	03/18/2019	OIL FILTERS,HOSE CLAMP	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	40.61
Total ELKHORN NAPA AUTO PARTS:				40.61
<b>ELLENA ENGINEERING CONSULTANTS</b>				
1830	03/19/2019	BRIDGE REVIEW-DISC GOLF	11-30-00-52160 CITY ENGINEERING FEES	712.50
Total ELLENA ENGINEERING CONSULTANTS:				712.50
<b>FASTENAL COMPANY</b>				
WIELK151632	03/06/2019	HITCH PINS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	25.53

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total FASTENAL COMPANY:				25.53
<b>FIRE-RESCUE SUPPLY LLC</b>				
8074	03/14/2019	SCBA QUALITY TEST KIT	11-22-00-58200 STATE MANDATED EQUIP TESTING	452.00
Total FIRE-RESCUE SUPPLY LLC:				452.00
<b>FIRST SUPPLY LLC</b>				
1844413-00	03/12/2019	TOILET,SEAT COVER,BOLTS	40-55-20-52400 LOWER RIVIERA REPAIRS	127.91
Total FIRST SUPPLY LLC:				127.91
<b>FORD OF LAKE GENEVA</b>				
67507	02/25/2019	BATTERY-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	131.46
67583	03/02/2019	TIRE REPAIR-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.95
67603	03/04/2019	OIL CHG-#203	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.09
67872	03/26/2019	OIL CHANGE-RANGER	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	46.17
Total FORD OF LAKE GENEVA:				238.67
<b>GAGE MARINE CORP</b>				
555350	03/15/2019	WEST END L PIER REPAIR	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	16,989.69
555353	03/15/2019	EAST SWIM PIER REPAIR	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	718.52
Total GAGE MARINE CORP:				17,708.21
<b>GALLS LLC</b>				
012046029	02/22/2019	SHIRT-BAUMANN	11-22-00-51380 FIRE DEPT UNIFORMS	85.06
012071275	02/26/2019	SHIRTS-WOLFF	11-22-00-51380 FIRE DEPT UNIFORMS	154.64
012165402	03/08/2019	COX-CLASS B PANTS	11-22-00-51380 FIRE DEPT UNIFORMS	92.68
012165403	03/08/2019	BAUMANN-CLASS B PANTS	11-22-00-51380 FIRE DEPT UNIFORMS	89.98
012192107	03/12/2019	HUGHES-CLASS B SHIRT	11-22-00-51380 FIRE DEPT UNIFORMS	57.43
012213519	03/14/2019	HUGHES-CLASS B SHIRT	11-22-00-51380 FIRE DEPT UNIFORMS	56.08
012213533	03/14/2019	DROHNER-CLASS B SHIRT	11-22-00-51380 FIRE DEPT UNIFORMS	57.43
Total GALLS LLC:				593.30
<b>GATEWAY TECHNICAL COLLEGE</b>				
24122	12/18/2018	TUITION/TESTING	11-22-00-56100 CPR CLASS PAY	90.10
24122	12/18/2018	TUITION/TESTING	11-22-00-54100 FIRE TRAINING PAY	160.00
Total GATEWAY TECHNICAL COLLEGE:				250.10
<b>GEAR WASH LLC</b>				
14962	02/25/2019	TURNOUT GEAR INSP	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	317.61
14963	02/25/2019	TURNOUT GEAR REPAIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	1,611.31
Total GEAR WASH LLC:				1,928.92
<b>GENERAL COMMUNICATIONS INC</b>				
266322	02/26/2019	EMS PORTABLE RADIOS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	1,365.00
266382	02/27/2019	RADIO CONSOLE UPGRADE	50-21-00-58000 POLICE EQUIPMENT PURCHASES	21,065.00
666556	03/01/2019	PORTABLE MICS	11-22-00-52620 FD-COMMUNICATION SYS MAINT FEE	1,202.00
Total GENERAL COMMUNICATIONS INC:				23,632.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>GENEVA ONLINE INC</b>				
1078497	03/01/2019	EMAIL SVC-MAR	11-21-00-52210 PD TELEPHONE EXPENSE	39.00
Total GENEVA ONLINE INC:				39.00
<b>GRAYS INC</b>				
35392	03/11/2019	PLOW BLADES,CARBIDES	11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE	3,948.60
35450	03/22/2019	PLOW BLADES	11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE	1,258.76
Total GRAYS INC:				5,207.36
<b>HILLARD, CECILIA</b>				
3/18/19	03/18/2019	SCIENCE OF CBD-ADULT PGR	99-00-00-54150 LIBRARY PROGRAMS	75.00
Total HILLARD, CECILIA:				75.00
<b>HYDRA SEAL, INC</b>				
62292	03/05/2019	HYDRAULIC REPAIR-LOADER #	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	614.76
62373	03/14/2019	HYDRAULIC REPAIR-LOADER	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	323.64
Total HYDRA SEAL, INC:				938.40
<b>INITIAL DESIGNS</b>				
7352	02/19/2019	RESPONDER JACKETS	11-22-00-58300 ACT 102 EXPENSES	300.00
7369	02/28/2019	SHIRTS,BADGES,NAME PLATE	11-22-00-51380 FIRE DEPT UNIFORMS	384.32
Total INITIAL DESIGNS:				684.32
<b>ITU ABSORB TECH INC</b>				
7207724	03/22/2019	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	98.52
7207726	03/22/2019	MATS,MOPS,FRAGRANCE	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	1,890.41
M000044377	03/14/2019	MATS-CREDIT	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	1,800.00
Total ITU ABSORB TECH INC:				188.93
<b>JAMES IMAGING SYSTEMS INC</b>				
891959	03/18/2019	TOSH ES3555C-MAR	11-21-00-55310 COPY MACHINE & SHREDDING SVC	149.82
891960	03/18/2019	TOSH ES357-MAR	11-21-00-55310 COPY MACHINE & SHREDDING SVC	28.11
Total JAMES IMAGING SYSTEMS INC:				177.93
<b>JANI-KING OF MILWAUKEE</b>				
MIL03190369	03/01/2019	CLEANING-MAR	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	1,203.00
Total JANI-KING OF MILWAUKEE:				1,203.00
<b>JEFFERSON FIRE &amp; SAFETY INC</b>				
IN103324	02/27/2019	5" HOSE ADAPTER	50-22-00-58000 FIRE EQUIPMENT PURCHASES	145.94
IN103780	02/28/2019	TURNOUT GEAR	50-22-00-58000 FIRE EQUIPMENT PURCHASES	25,361.55
Total JEFFERSON FIRE & SAFETY INC:				25,507.49
<b>JERRY WILLKOMM INC</b>				
245810	03/15/2019	1505 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	3,640.60
386619	03/07/2019	HYDRAULIC FLUID-SWEEPER	11-32-10-53410 VEHICLE-FUEL & OIL	111.95

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total JERRY WILLKOMM INC:				3,752.55
<b>JFTCO INC</b>				
C 236190	03/19/2019	HOSE,FITTINGS-BACKHOE	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	163.85
Total JFTCO INC:				163.85
<b>JUREWICZ, JUDY</b>				
4772	03/20/2019	GENERATOR REPAIR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	10.17
Total JUREWICZ, JUDY:				10.17
<b>KAPUR &amp; ASSOCIATES INC</b>				
97369	03/15/2019	ENG-LG PLAZA	11-00-00-13910 A/R BILL OUTS	111.00
97371	03/15/2019	ENG-2019 STREETS	43-32-10-17010 2018/2019 STREET IMP PROGRAM	76.00
97373	03/15/2019	ENG-FAIRFIELD INN	11-00-00-13910 A/R BILL OUTS	7,965.31
97383	03/19/2019	ENG-N1886 HWY 120	11-00-00-13910 A/R BILL OUTS	98.00
97385	03/15/2019	ENG-GIS FEB	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	494.00
97392	03/18/2019	ENG-ANAGNOS PROP	11-00-00-13910 A/R BILL OUTS	255.00
97396	03/19/2019	ENG-SUMMERHAVEN	11-00-00-13910 A/R BILL OUTS	1,614.30
97397	03/19/2019	ENG-FAIRFIELD INN	11-00-00-13910 A/R BILL OUTS	6,341.42
97404	03/19/2019	ENG-715 LAGRANGE DR	11-00-00-13910 A/R BILL OUTS	57.50
97407	03/19/2019	ENG-STONERIDGE PHASE II	11-00-00-13910 A/R BILL OUTS	1,380.00
97414	03/19/2019	ENG-N891 HWY 120	11-00-00-13910 A/R BILL OUTS	98.00
97415	03/19/2019	ENG-CHESTNUT ACRES	11-00-00-13910 A/R BILL OUTS	196.00
97416	03/19/2019	ENG-101 CANDENCE CIRCLE	11-00-00-13910 A/R BILL OUTS	245.00
97445	03/20/2019	ENG-LG PLAZA	11-00-00-13910 A/R BILL OUTS	1,265.00
97446	03/20/2019	ENG-727 GENEVA ST	11-00-00-13910 A/R BILL OUTS	115.00
97449	03/20/2019	ENG-2019 PAVING	43-32-10-17010 2018/2019 STREET IMP PROGRAM	2,794.50
Total KAPUR & ASSOCIATES INC:				23,106.03
<b>LAKE GENEVA REGIONAL NEWS</b>				
1282178	02/07/2019	LN-CUP 715 LAGRANGE DR	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	49.85
1282181	02/07/2019	LN-PIP MCMURR II,LLC	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	50.06
1283836	02/21/2019	LN-ORD 19-1 TOURIST ROOMIN	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	232.95
1283861	02/21/2019	LN-ORD 19-2 PARKING	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	113.25
1283865	02/21/2019	LN-ORD 19-3 PARKING	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	69.90
1283866	02/21/2019	LN-COUNCIL MINS 1/14	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	183.51
1283867	02/21/2019	LN-COUNCIL MINS 1/28	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	239.09
1284271	02/28/2019	LN-ABSENTEE VOTING APR 20	11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE	13.88
1284271	02/28/2019	LN-ABSENTEE VOTING APR 20	11-00-00-13910 A/R BILL OUTS	111.28
Total LAKE GENEVA REGIONAL NEWS:				1,063.77
<b>LAKESHORES LIBRARY SYSTEM</b>				
2085	03/08/2019	TECH SVCS	99-00-00-55160 LIBRARY IT CONSULTING SERVICES	67.50
Total LAKESHORES LIBRARY SYSTEM:				67.50
<b>LANGE ENTERPRISES INC</b>				
68396	12/17/2018	TRAFFIC CONTROL SIGNS	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	3,167.15
Total LANGE ENTERPRISES INC:				3,167.15

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>LARK UNIFORM OUTFITTERS INC</b>				
284723	02/27/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	186.85
284726	02/27/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	201.90
284746	02/28/2019	UNIFORM-SPOTZ	11-21-00-51380 PD UNIFORM ALLOWANCE	30.50
284931	03/01/2019	INITIAL ISSUE-SPRINGHORN	11-21-00-51380 PD UNIFORM ALLOWANCE	148.70
285052	03/04/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	70.00
285124	03/05/2019	UNIFORM-SPOTZ	11-21-00-51380 PD UNIFORM ALLOWANCE	34.95
285377	03/11/2019	INITIAL ISSUE-SPRINGHORN	11-21-00-51380 PD UNIFORM ALLOWANCE	737.60
285378	03/11/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	170.90
285663	03/14/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	291.90
285714	03/15/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	12.00
285835	03/19/2019	DEPT PATCHES	11-21-00-51390 PART TIME UNIFORM EXPENSE	685.00
285836	03/19/2019	UNIFORM-NETTESHEIM	11-21-00-51380 PD UNIFORM ALLOWANCE	221.75
Total LARK UNIFORM OUTFITTERS INC:				2,792.05
<b>LOGAN, ROBERT</b>				
REFUND 3/20/	03/20/2019	EXCESS PMT CITATION #22355	11-12-00-45130 PARKING CITATION COLLECTIONS	25.00
Total LOGAN, ROBERT:				25.00
<b>LONZE, SHAWN M</b>				
RESTITUTION	03/15/2019	RESTITUTION CN80FXHJT4	11-12-00-45100 COURT PENALTIES & FINES	50.00
Total LONZE, SHAWN M:				50.00
<b>MARED MECHANICAL</b>				
112366	02/28/2019	PUMP VALVE REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	250.00
Total MARED MECHANICAL:				250.00
<b>MARTIN GROUP</b>				
1247341	03/20/2019	KONICA 20-MAR	11-21-00-55310 COPY MACHINE & SHREDDING SVC	16.30
Total MARTIN GROUP:				16.30
<b>MAYER REPAIR</b>				
12621M	02/13/2019	FIRE TRK REPAIRS	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	765.66
Total MAYER REPAIR:				765.66
<b>MEDIA SEPARATIONS</b>				
4817	03/01/2019	GIBBS OIL-12 CASES	11-21-00-54100 PD TRAINING EXPENSES	298.50
Total MEDIA SEPARATIONS:				298.50
<b>MEISEL, RYAN</b>				
3/8/19	03/08/2019	HAND DRUM PROGRAM 4/7	99-00-00-54150 LIBRARY PROGRAMS	125.00
Total MEISEL, RYAN:				125.00
<b>MIDWAY USA</b>				
39817293	03/13/2019	EARMUFFS	11-21-00-53420 PD SPECIAL EQUIPMENT	100.16
Total MIDWAY USA:				100.16

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>NEWSBANK INC</b>				
544609	03/19/2019	DATABASE SUBSCRIPTION 201	99-00-00-54120 LIBRARY MAGAZINES & NEWSPAPER	1,290.00
Total NEWSBANK INC:				1,290.00
<b>OAK CREEK POLICE DEPT</b>				
3/20/19	03/20/2019	HONOR GUARD TRNG-WISNIE	11-21-00-54100 PD TRAINING EXPENSES	275.00
Total OAK CREEK POLICE DEPT:				275.00
<b>OFFICE DEPOT</b>				
220503488001	10/18/2018	SDHC CARDS	11-21-00-53100 PD OFFICE SUPPLIES	46.74
280671020001	02/28/2019	CORK BOARD	11-22-00-53100 OFFICE SUPPLIES	21.24
280671975001	02/28/2019	FOLDERS,TAPE,STAPLER	11-22-00-53100 OFFICE SUPPLIES	246.30
280671976001	02/28/2019	STAPLE REMOVER	11-22-00-53100 OFFICE SUPPLIES	3.39
285353220001	03/08/2019	BIZ CARD HOLDER,FILE FOLDE	11-15-10-53100 ACCTG OFFICE SUPPLIES	10.47
285353220001	03/08/2019	PACKING TAPE	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	7.67
287088241001	03/12/2019	LABELS,PENCILS,STAPLES,FO	11-22-00-53100 OFFICE SUPPLIES	38.23
288346094001	03/15/2019	KEYBOARD-DETKOWSKI	11-22-00-53100 OFFICE SUPPLIES	50.99
288374136001	03/15/2019	LAMINATOR	11-22-00-53100 OFFICE SUPPLIES	178.49
288374137001	03/15/2019	LAMINATING POUCHES	11-22-00-53100 OFFICE SUPPLIES	17.67
Total OFFICE DEPOT:				621.19
<b>PAL STEEL COMPANY INC</b>				
60180	03/04/2019	"NO PARKING" SIGN HOLDERS	11-21-00-53420 PD SPECIAL EQUIPMENT	129.55
Total PAL STEEL COMPANY INC:				129.55
<b>PATS SERVICES INC</b>				
A-174978	01/29/2019	PORT A POTTY SVC-FEB	48-00-00-52260 CEM WATER/SEWER EXP	90.00
Total PATS SERVICES INC:				90.00
<b>PHILS ELECTRIC DRAIN SVC LLC</b>				
236792	03/19/2019	KITCHEN SINK RODDING	11-22-00-52410 FIREHOUSE REPAIRS	125.00
Total PHILS ELECTRIC DRAIN SVC LLC:				125.00
<b>POTTERS INDUSTRIES LLC</b>				
91210369	03/21/2019	CROSSWALK MARKING SPHER	11-34-10-53700 MARKING PAINT	726.00
Total POTTERS INDUSTRIES LLC:				726.00
<b>PROVIDENT AGENCY INC</b>				
19421	03/13/2019	2019 DEATH/DISABILITY INS	11-22-00-51340 FD WORKMEN DISABILITY INS	24,521.00
Total PROVIDENT AGENCY INC:				24,521.00
<b>PUBLIC SAFETY TRAINING CONSULTANTS</b>				
21318	03/13/2019	WOJTAS-TRAINING	11-21-00-54100 PD TRAINING EXPENSES	199.00
Total PUBLIC SAFETY TRAINING CONSULTANTS:				199.00
<b>QUILL CORPORATION</b>				
5646857	03/07/2019	STAPLER	11-21-00-53100 PD OFFICE SUPPLIES	16.67
5649922	03/07/2019	POST-ITS,STAPLER,TRASH CA	11-21-00-53100 PD OFFICE SUPPLIES	78.86

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
5894838	03/18/2019	BLUE PAPER,PLANNER,WALL F	11-21-00-53100 PD OFFICE SUPPLIES	172.42
Total QUILL CORPORATION:				267.95
<b>RITTER, DAWN</b>				
REFUND 3/23/	03/25/2019	RITTER-SEC DEP 3/23/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 3/23/	03/25/2019	RITTER-SEC GRD-3/23/19	40-55-10-46740 UPPER RIVIERA REVENUE	80.00-
Total RITTER, DAWN:				920.00
<b>RNOW INC</b>				
2019-55341	03/19/2019	TRAINING-MONSOON SWEEPE	11-32-10-53310 MEALS/LODGING	1,025.86
Total RNOW INC:				1,025.86
<b>ROLLCALL SYSTEMS INC</b>				
AAA11204	03/27/2019	ROLL CALL SUPPORT-2019	11-11-00-53990 COUNCIL MISCELLANEOUS EXPENSE	720.00
Total ROLLCALL SYSTEMS INC:				720.00
<b>ROTE OIL COMPANY</b>				
1907400408	03/15/2019	276.5 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	721.39
1907400409	03/15/2019	109.101 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	250.82
1908000415	03/21/2019	132 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	344.39
Total ROTE OIL COMPANY:				1,316.60
<b>RUSSO POWER EQUIPMENT</b>				
5738409	03/18/2019	HELMET KIT	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	149.99
Total RUSSO POWER EQUIPMENT:				149.99
<b>SHERWIN-WILLIAMS COMPANY</b>				
1997-9	03/26/2019	CROSSWALK,STALL PAINT	11-34-10-53700 MARKING PAINT	3,894.43
Total SHERWIN-WILLIAMS COMPANY:				3,894.43
<b>SHRED-IT</b>				
8126917329	03/22/2019	SHREDDING SVC-MAR	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	16.05
8126918029	03/22/2019	SHREDDING SVC-MAR	11-21-00-55310 COPY MACHINE & SHREDDING SVC	37.45
Total SHRED-IT:				53.50
<b>SIGNATURE SIGNS LLC</b>				
5319	02/27/2019	LETTERING-#203	11-21-00-53610 PD EQUIP MAINT SERV COSTS	330.00
Total SIGNATURE SIGNS LLC:				330.00
<b>SOMAR TEK LLC/SOMAR ENTERPRISE</b>				
101373	03/01/2019	RADIO HOLDER	11-21-00-58100 EQUIPMENT OUTLAY	226.40
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				226.40
<b>T2 SYSTEMS CANADA INC</b>				
IRIS000005130	02/26/2019	IRIS FEES-FEB	42-34-50-54500 SUPPORT CONTRACTS	2,544.00
IRIS000005130	02/26/2019	IRIS FEES-FEB	40-54-10-53400 LUKE OPERATING AND CC EXP	119.25
IRIS000005189	02/26/2019	IRIS FEES-MAR	42-34-50-54500 SUPPORT CONTRACTS	2,544.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
IRIS000005189	02/26/2019	IRIS FEES-MAR	40-54-10-53400 LUKE OPERATING AND CC EXP	119.25
RTNIRIS00000	03/12/2019	IRIS FEES-FEB	40-54-10-53400 LUKE OPERATING AND CC EXP	119.25-
RTNIRIS00000	03/12/2019	IRIS FEES-MAR	40-54-10-53400 LUKE OPERATING AND CC EXP	119.25-
Total T2 SYSTEMS CANADA INC:				5,088.00
<b>TRACTOR SUPPLY CREDIT PLAN</b>				
100620133	03/11/2019	WHEELS,WRENCH-TRAILER	11-52-01-53400 VETS PARK OPERATING SUPPLIES	82.96
100620133	03/11/2019	WHEEL-DOLLY	11-52-01-53400 VETS PARK OPERATING SUPPLIES	45.99
Total TRACTOR SUPPLY CREDIT PLAN:				128.95
<b>TRANS UNION LLC</b>				
02918158	03/01/2019	BACKGROUND CHECKS	11-21-00-54110 PD APPLICATION PROCESS	31.32
Total TRANS UNION LLC:				31.32
<b>TSI INC</b>				
91079261	02/28/2019	FIT TEST PROBE REFILL KIT	11-22-00-58200 STATE MANDATED EQUIP TESTING	158.58
Total TSI INC:				158.58
<b>UNIQUE MANAGEMENT SERVICES INC</b>				
501598	03/01/2019	COLLECTION FEES-FEB	99-00-00-55100 LIBRARY SIRSI	26.85
Total UNIQUE MANAGEMENT SERVICES INC:				26.85
<b>UNITED OCC MEDICAL SVC LLC</b>				
190-17	02/28/2019	PRE EMP PHY EXAM	11-21-00-54110 PD APPLICATION PROCESS	136.00
Total UNITED OCC MEDICAL SVC LLC:				136.00
<b>UNITED PUBLIC SAFETY INC</b>				
44753	03/14/2019	FRT COST-HANDHELD RPR SHI	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	23.00
Total UNITED PUBLIC SAFETY INC:				23.00
<b>VANDEWALLE &amp; ASSOCIATES INC</b>				
201902034	02/19/2019	PLANNING-THRU 2/19/19	11-00-00-13910 A/R BILL OUTS	3,168.00
201902034	02/19/2019	PLANNING-THRU 2/19/19	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	3,004.80
201903026	03/19/2019	PLANNING SVCS-MAR	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	6,521.50
201903026	03/19/2019	PLANNING SVCS-MAR	11-00-00-13910 A/R BILL OUTS	1,690.48
Total VANDEWALLE & ASSOCIATES INC:				14,384.78
<b>VP PLUS, INC</b>				
9104	03/05/2019	LIGHTING-SERVICE	11-22-00-53600 FIREHOUSE MAINT SERVICE COSTS	758.53
Total VP PLUS, INC:				758.53
<b>WALWORTH COUNTY PUBLIC WORKS</b>				
232	03/11/2019	SALT-JAN/FEB	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	45,022.50
Total WALWORTH COUNTY PUBLIC WORKS:				45,022.50
<b>WS DARLEY &amp; CO</b>				
17355427	03/14/2019	FIRE AXE	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	71.11

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WS DARLEY & CO:				71.11
Grand Totals:				235,049.51

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "190408","190409","F90408","F90409","P90408","P90409","L90408"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"