



FINANCE, LICENSE & REGULATION COMMITTEE

TUESDAY, MAY 8, 2018 – 6:00 PM

CITY HALL, MEETING 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, License and Regulation Committee Meeting minutes of April 17, 2018, as prepared and distributed
5. **Licenses & Permits**
 - a. 2018-2019 Operator (Bartender) License applications filed by various applicants listed in packet
 - b. Temporary Class “B”/ “Class B” Retailer’s License Application made by Lake Geneva Fresh Air Association (Holiday Home Camp) for the event of Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI
 - c. Temporary Operator License Application made by Karin Bennett to be used at the event Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI
 - d. Street Use Permit Application made by the American Lung Association for the event of Fight for Air Ride to be held June 9, 2018
 - e. Park Reservation Permit Application made by the SC Walworth Soccer Club for the event of SCW Walworth Tryouts to be held on June 11, 2018 and June 18, 2018 at the two soccer fields on the north side of Veterans Park (*YMCA representatives confirmed the availability of fields for the two dates*)
 - f. Fireworks Permit Application made by Spielbauer Fireworks Co for an event in conjunction with the Riviera Ballroom to be held on May 19, 2018 at 9pm; fireworks display to be launched from a boat within the Geneva Lake (*Application currently under review by Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski, and the GLEA; license approval contingent upon favorable review from all staff and agencies*)
 - g. Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Linda Chirouis on behalf of Hogs & Kisses to be used at 149 Broad St, Lake Geneva, WI

- h. Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Dana Trilla on behalf of Flat Iron Tap to be used at 150 Center St, Lake Geneva, WI (*Approval contingent upon favorable review from the City of Lake Geneva Public Works Director*)
- i. Beach Reservation Permit Application made by Ice Castles LLC for the period of October 2018 through April 2019 (Open to the Public December 2018 through February 2019) to display an Ice Castle at Riviera Beach or Seminary Park (*Piers, Harbors, and Lakefronts approved the use of Riviera Beach for the display on April 18, 2018 and Park Board Commissioners approved the use of Seminary Park for the display on April 25, 2018; \$20,000 for fees and cost of staff time to be paid by the Tourism Commission*)
- j. Park Reservation Permit Application made by Buffalo Grove High School for the event of a Cheerleading Camp to be held June 13, 2018 through June 15, 2018 in Flat Iron Park (*Park Board Commission recommended approval at April 25, 2018 meeting*)
- k. Park Reservation Permit Application made by Kevin Hoff for the event of Hoff Wedding Party Picnic to be held on July 4, 2018 from 10am through 10pm at the Sam Donian Wetland Park (*Park Board Commission recommended approval at April 25, 2018 meeting*)

6. Recommendations from the May 8, 2018 Personnel Committee meeting

- a. Discussion/ Recommendation on Employee Health Benefits costs and programs including:
 - i. Claims Paid 6 Month Rolling Average
 - b. Discussion/Recommendation City of Lake Geneva Employee Handbook change in Section 603 for Overtime pay when working on Saturdays and Sundays (*Requested by Public Works Committee and Utilities Commission*)- page 46 of Employee Handbook
- 7. Discussion/Recommendation of **Resolution 18-R35** Designating Insurance Proceeds on damaged Veterans Park Playground Equipment to fund 11 00-00-3441, Designated Fund Balance-Parks, in the amount of \$15,471.00
 - 8. Discussion/Recommendation of **Resolution 18-R36** a resolution to write off delinquent personal property taxes deemed uncollectable from the years 2011 through 2015 in the amount of \$2,783.52
 - 9. Discussion regarding establishment of criteria and creation of a Reserve Liquor License Issuance Policy
 - 10. Discussion/Recommendation on Glen Fern Construction Payment Request No. 3 for \$53,773.67 for Visitors Center Project from Capital Projects

12. Presentation of Accounts

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$29,415.06
- c. Regular Bills in the amount of \$285,344.90

13. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: Jim Flower, Code Enforcement Officer / Assistant Building Inspector

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

15. 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.

Posted 5/4/2018 4:00 pm

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

FINANCE, LICENSE & REGULATION COMMITTEE - MINUTES
TUESDAY, APRIL 17, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

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

Call to Order

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

Clerk Kropf called the roll and noted that Howell, Skates, Halverson, and Hedlund were present with Proksa being absent and excused. Others present included Mayor Hartz, City Administrator Oborn, Alderperson Flower, Finance Director Hall, Clerk Kropf, Parking Manager Mullally, and Police Chief Rasmussen

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

David Wingate; Spoke in favor of the Reserve Liquor License being issued to Flat Iron Tap.

Sean Payne; Spoke in favor of the waiver of parking fees for the Farmers Market.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of April 3, 2018, as prepared and distributed

Motion by Skates to approve the minutes of the April 3, 2018 Finance, License, and Regulation Committee Meeting, second by Hedlund. Motion carried 4-0.

Licenses & Permits

2018-2019 Operator (Bartender) License applications filed by Zachary Belanus, Michael Fryar, Kelly Hagren, Robert Peters, Rachael Englehardt, Annette Rude, Johnathon Steltenpohl, David Stinebrink, Timothy Stinebrink, Edward Vogt, Nicholas Grimme, and Cynthia Wisniewski

Motion by Halverson to approve, second by Skates. No discussion. Motion carried 4-0.

Discussion/Recommendation of Street Banner Permit Application made by VISIT Lake Geneva for the event of Restaurant Week; Banners to be displayed May 1, 2018 through June 11, 2018 (City Administrator to approve banner display; Applicant is requesting waiver of all fees)

Motion by Skates to approve, second by Howell. Hedlund questioned if the City always waived the fees for the banner display for restaurant week. He added that the City should recoup some costs to pay for the labor involved with the set-up and take down of the banners.

Motion failed 1-3, with Howell, Halverson, and Hedlund voting no.

Motion by Hedlund to approve with the applicant paying \$10 per pole for set-up and takedown of the banners, second by Skates.

Halverson feels that the waiver of fees needs to be more consistent. Skates concurred and noted that the City does retain records of what has been paid in the past and would like to see those as a reference point. Motion carried 4-0.

Discussion/Recommendation of Street Banner Permit Application made by VISIT Lake Geneva for the event of Winterfest 2019; Banners to be displayed January 1, 2019 through February 4, 2019 (City Administrator to approve banner display; Applicant is requesting waiver of all fees)

Skates noted that he would like to continue this item to a future meeting. He would like staff to determine the actual costs associated with the setup and take down of the banners.

Motion by Skates to continue the item and direct staff to determine actual costs of setup and take down costs, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of Event Permit Application made by the American Legion Auxiliary for the event of Fourth of July Children's Public Parade to be held on July 4, 2018, Parade route starting at Eastview School and ending at American Legion Post (Requesting waiver of all fees)

Motion by Skates to approve contingent upon payment of the \$25 application fee, second by Halverson. Skates directed staff to collect the application fee, per the ordinance. Motion carried 4-0.

Discussion/Recommendation of Temporary Class "B"/ "Class B" Retailer's License Application (Beer Only) made by the Geneva Lake Arts Foundation for the event of Lake Geneva Arts Festival to be held on May 5, 2018 at 223 Broad Street

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 4-0.

Discussion/Recommendation of Event Permit Application made by Cindy Forster Fueredi for the event of Maple Park Homeowners Block Party to be held June 30, 2018 at 1005- 1010 Geneva St

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation of Parking Stall Bag request filed by Lake Geneva Farmers Market to use 13 stalls on the west side of Broad Street on Thursdays from May 3, 2018 to October 25, 2018 (24 days) from 7:00 am to 2:00 pm with waiver of all parking stall bag fees

Motion by Hedlund to approve, second by Skates. Halverson noted that he is favor of the event, but needs to evaluate how fees get waived and who is eligible. Motion carried 4-0.

Discussion/Recommendation regarding an original application for a Reserve "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverage license by D&D Restaurant Group, INC d/b/a Flat Iron Tap, Agent, Edward Muisenga, located at 150 Center St, Lake Geneva, WI (Quota license with only one available in the City)

Motion by Hedlund to continue this item until criteria of how these types of licenses are issued, second by Skates. Skates added that he would like to see criteria established and would like to have that in the near future to help guide applicants. Motion carried 4-0.

Discussion/Recommendation of Collection Agency Agreement between the Stark Collection Agency and the City of Lake Geneva

Motion by Skates to approve, second by Halverson. Finance Director Hall noted that the City has used Stark for a number of years, but a new signed agreement had not been executed. She added that City Attorney Draper had reviewed the agreement and approved it to form. She further noted that there is no change in fee or cost for the agreement. Motion carried 4-0.

Discussion/Recommendation of Pay Request No. 3 for \$3,150.00 for the City of Lake Geneva White River Disc Golf Course Pedestrian Bridge replacement project

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 4-0.

Discussion/Recommendation on Glen Fern Construction Payment Request No. 2 for \$77,854.65 for Visitors Center Project from Capital Projects

Motion by Hedlund to approve, second by Halverson. Hedlund added that this is paying in full by the City, but then the City will bill the Visitors Center for their portion of the work. Motion carried 4-0.

Discussion/Recommendation on Glen Fern Construction Change Order Request No. 6 for \$1,466.30 for Flat Iron Park and Visitors Center Project from Capital Projects

Motion by Hedlund to approve, second by Skates. Hedlund noted that this came as the meter boxes needed to be split and moved to comply with state code. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R31** Updating the Fee Schedule for the Fire Department

Motion by Hedlund to approve, second by Halverson. City Administrator noted that these changes were approved by the Police & Fire Commission and are necessary as the City now offers paramedic services. Motion carried 4-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$15,714.57

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of \$280,259.07

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 4-0.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to Room Tax Voluntary Collection Agreement with AIRBNB, INC

Motion by Hedlund to convene the Finance, License, and Regulation Committee into closed session and to include all elected officials and city staff , second by Halverson. Motion carried on a roll call vote 4-0. The Committee convened into closed session at 6:31 p.m.

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

Motion by Howell to reconvene the Finance, License, and Regulation Committee into open session, second by Hedlund. Motion carried on a roll call vote 4-0. The committee reconvened into open session at 6:53 p.m.

Motion by Howell to not take action on the item discussed in closed session, second by Hedlund. Motion carried 4-0. No action taken.

Adjournment

Motion by Howell to adjourn the April 17, 2018 meeting of the Finance, License, and Regulation Committee, second by Skates. Motion carried 4-0. The meeting adjourned at 6:54 p.m.

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



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Anderson Christine Lynn
Last First Middle

Maiden Name: Anderson Date of Birth: _____

Address (Physical) _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop n Go

Address: 896 Wells Street Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Lake Geneva WI 53147

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Christine Anderson DATE: 4/20/18

For Office Use Only

Date Filed: April 23, 2018 Verified: Stark MSI
Receipt No: C18D423-31
Total Amount: \$50

Forwarded to Police Chief: April 23, 2018
Background Completed: 4/25/18 gt
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA

OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: ARGIROPOULOS DEMETRIUS GEORGE
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: LAKE AIRE RESTAURANT

Address: 804 W. MAIN ST.

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: LAKE AIRE RESTAURANT

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Dan Aguirre

DATE: 4.26.18

For Office Use Only

Date Filed: <u>4/26/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>180426-10</u>	
Total Amount: <u>1500</u>	
Forwarded to Police Chief: <u>4/29/18</u>	
Background Completed: <u>5/1/18</u> <u>gt</u>	
Recommendation: <u><i>[Signature]</i></u>	<u>Approved</u> Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Brewington Wandy C
Last First Middle

Maiden Name: Key Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart

Address: 201 S. Edwards Blvd

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Wendy Brewington DATE: 4.24.18

For Office Use Only

Date Filed: <u>April 27, 2018</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input type="checkbox"/>
Receipt No: <u>C180427-26</u>	
Total Amount: <u>\$50-</u>	
Forwarded to Police Chief: <u>April 27, 2018</u>	
Background Completed: <u>5-1-18</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Cantù Tracy Ann
Last First

Maiden Name: Tracy Ann Herdt Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: STOP N GO

Address: 8916 S. Wells St. Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: STOP N GO, Roddy's wine & spirits & Deli, Lakeside market + Deli, white Hen pantry

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Tracy A. Conner

DATE:

4/21/18

For Office Use Only

Date Filed: <i>April 23, 2018</i>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <i>C18D423-31</i>	
Total Amount: <i>\$50</i>	
Forwarded to Police Chief: <i>April 23, 2018</i>	
Background Completed: <i>4-25-18 97</i>	
Recommendation: <i>[Signature]</i>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Carballo Kathianne M
Last First Middle

Maiden Name: Crisman Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Pizza Hut

Address: 801 Williams St Lake Geneva WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Katharine M. Call DATE: 4/26/18

For Office Use Only

Date Filed: <u>4-26-18</u>	Verified: Stark <input checked="" type="checkbox"/> MSJ <input checked="" type="checkbox"/>
Receipt No: <u>C180426-2</u>	
Total Amount: <u>50⁰⁰ CA</u>	
Forwarded to Police Chief: <u>4/26/18</u>	
Background Completed: <u>5-1-18 g7</u>	
Recommendation: <u>[Signature]</u>	<u>Approved</u> Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

- Original Application
 Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: CARLS RICHARD DENNIS
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: FAT CAT'S

Address: 104 BROAD STREET

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: LAKE GENEVA

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Richard D. Carls DATE: 4/23/18

For Office Use Only

Date Filed: <u>4/23/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180423-9</u>	
Total Amount: <u>\$150.00</u>	
Forwarded to Police Chief: _____	
Background Completed: <u>4-25/18</u> <u>97</u>	
Recommendation: <u>Approved</u>	Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	

Expires 2019

CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR. FEE OF \$50.00 IS DUE UPON APPLICATION.

APPLICANT INFORMATION

Name: CLINE CHRISTOPHER SCOTT
 Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: BRUNO'S LIQUORS

Address: 524 BROAD ST.

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?
 ORIGINAL RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: BRUNO'S LIQUORS LAKE GENEVA, WI.

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Christine S. Chais

DATE: 04/06/2018

For Office Use Only

Date Filed: April 17, 2018

Receipt No: C180417-1

Total Amount: \$50.00

Forwarded to Police Chief: April 17, 2018

Background Completed: 4-18-18 - JF

Recommendation: *[Signature]* Approved Denied

FLR Approval: _____

License Issued: _____

Council Approval: _____

License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Dopke Christopher Anthony
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: _____

Address: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: fall geneva - walmart

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Christopher Dopke DATE: 04/24/2018

For Office Use Only

Date Filed: April 27, 2018 Verified: Stark MSI
Receipt No: C180427-26
Total Amount: \$50-

Forwarded to Police Chief: April 27, 2018
Background Completed: 5/15/18
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: FRITZ CHARLES ANDREW
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: BAKER HOUSE & MAXWELL MANSION

Address: 327 WRIGLEY DR 421 BAKER ST

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: LAKEGENEVA, WISCONSIN

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Handwritten Signature]

DATE:

4/25/18

For Office Use Only

Date Filed: *4/27/18* Verified: Stark MSI
Receipt No: *C180427*
Total Amount: *\$50.00*

Forwarded to Police Chief: _____

Background Completed: *5/18/18*

Recommendation: *[Signature]*

Approved

Denied

FLR Approval: _____

License Issued On: _____

Council Approval: _____

License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Georgalas James C
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Fuscan Tavern & Grill

Address: 430 Broad St Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Fuscan Tavern & Grill

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

James Smith DATE: 4/21/18

For Office Use Only

Date Filed: 4/24/18 Verified: Stark MSI
Receipt No: C180424-11
Total Amount: 50.00

Forwarded to Police Chief: _____
Background Completed: 4-25-18
Recommendation: Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Hancock Dawn Deonna
Last First Middle

Maiden Name: Heim Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart

Address: 201 S. Edwards Blvd. Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

James Alexander

DATE: 4-21-18

For Office Use Only

Date Filed: <u>April 27, 2018</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180427-26</u>	
Total Amount: <u>\$50-</u>	
Forwarded to Police Chief: <u>April 27, 2018</u>	
Background Completed: <u>5/1/18 97</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: LURGENSEN BETH LINDLEY
Last First Middle

Maiden Name: LINDLEY Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Champs Sports Bar

Address: 747 W. Main St. Lake Geneva

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Beth Lindley Jurgensen DATE: 4/28/18
For Office Use Only

Date Filed: April 30, 2018 Verified: Stark MSI
Receipt No: C180430-13
Total Amount: \$50-

Forwarded to Police Chief: April 30, 2018
Background Completed: 5-1-18 gjt
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Juchens Ryder Arnold
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers I _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Champs Sports bar

Address: 747 W main street Lake Geneva

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature]

DATE: 4/23/18

For Office Use Only

Date Filed: April 27, 2018
Receipt No: C180427-10
Total Amount: \$50-

Verified: Stark MSI

Forwarded to Police Chief: April 27, 2018
Background Completed: [Signature]
Recommendation: [Signature]

Approved Denied

FLR Approval: _____
Council Approval: _____

License Issued On: _____
License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Kasten Kimberly J.
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop N Go

Address: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Lake Geneva, Delavan, WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?
YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?
YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE
Kimberly J. Kasten DATE: 4-20-18

For Office Use Only

Date Filed: April 23, 2018 Verified: Stark MSI
Receipt No: C180423-31
Total Amount: \$50-

Forwarded to Police Chief: _____
Background Completed: 4-25-18 JK
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: KENDALL LOWELL LE ROY
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: HOGS AND RISSES

Address: 149 BROAD ST, Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: HOGS + RISSES

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

James LeRoy Sewell DATE: 4/23/18

For Office Use Only

Date Filed: <u>4/23/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>0180423-3</u>	
Total Amount: <u>950.00</u>	
Forwarded to Police Chief: _____	
Background Completed: <u>4/23/18 97</u>	
Recommendation: <u><i>[Signature]</i></u>	<input checked="" type="radio"/> Approved <input type="radio"/> Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Don J 198 DATE: 04-23-2018

For Office Use Only

Date Filed: 4/30/18 Verified: Stark MSI

Receipt No: C180430-18

Total Amount: \$50.00

Forwarded to Police Chief: _____

Background Completed: 5-1-18 gja

Recommendation: _____ Approved Denied

FLR Approval: _____ License Issued On: _____

Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

- Original Application
 Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Lehr Billie Nichol
Last First Middle

Maiden Name: Robers Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Fat Cats

Address: Lake Geneva

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Fat Cats, Thumbs Up

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Billie Rehr

DATE: 4.20.18

For Office Use Only

Date Filed: <u>4/30/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180430-1</u>	
Total Amount: <u>\$50.00</u>	
Forwarded to Police Chief: <u>4/30/18</u>	
Background Completed: <u>5/1/18</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Lopresto Laura Lee
Last First Middle

Maiden Name: Lopresto Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart store #910

Address: 201 S. Edwards Blvd. Lake Geneva, WI
53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Jana Lopez DATE: 4/20/18

For Office Use Only

Date Filed: <u>April 27, 2018</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180427-20</u>	
Total Amount: <u>\$50</u>	
Forwarded to Police Chief: <u>April 27, 2018</u>	
Background Completed: <u>5-1-18 97</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="radio"/> Denied <input type="radio"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Loranger melissa Ann
Last First Middle

Maiden Name: — Date of Birth: —

Address (Physical): —

Mailing Address (if different): —

City, State, Zip: —

Phone: —

Email: —

Drivers License #: —

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop n Go

Address: 896 Wells Street Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Burlington, WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Melissa Lorenz

DATE: 4-22-18

For Office Use Only

Date Filed: <u>April 23, 2018</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>0180423-31</u>	
Total Amount: <u>\$00</u>	
Forwarded to Police Chief: <u>April 23, 2018</u>	
Background Completed: <u>MLA 23-18-18</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



VALIDATE ONLINE AT SERVINGALCOHOL.COM

ONLINE TRAINING

SERVING ALCOHOL INC
UNITED STATES OF AMERICA
team@servingalcohol.com

CODE: IXK2IQX1R2



Melissa Loranger

has completed the Serving Alcohol Inc. approved course
Wisconsin Alcohol Seller-Server

June 16, 2016

APPROVED BY THE STATE OF WISCONSIN SS-125.04

PROVIDER TRAINING IN COMPLIANCE WITH SS-134.66

STUDENT ACKNOWLEDGED UNDERSTANDING OF SS-134.88:

Restrictions on sale or gift of cigarettes or tobacco products; that state law prohibits selling tobacco products to any person under the age of 18; and failure to comply with these restrictions may result in a citation.

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES:

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATIONS
- * DETERMINE THAT PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION AS TO THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Miller Sheila Foye
Last First Middle

Maiden Name: BYRD Date of Birth: / /

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart

Address: 201 S. Edwards Blvd. Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Sheila F. Miller DATE: 4/24/18

For Office Use Only

Date Filed: April 27, 2018 Verified: Stark MSI
Receipt No: C180427-26
Total Amount: \$50-

Forwarded to Police Chief: April 27, 2018
Background Completed: 5/18/18
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

- Original Application
 Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Miskie Adam Scott
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Baker House / Historic Mansions of Lake Geneva

Address: Lake Geneva, WI, 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Supra, Madusa, Baker House

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Be S. H.

DATE: 4/27/18

For Office Use Only

Date Filed: <u>4/30/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180430-19</u>	
Total Amount: <u>\$5000</u>	
Forwarded to Police Chief: _____	
Background Completed: <u>MSH-18 g</u>	
Recommendation: _____	Approved <input checked="" type="radio"/> Denied <input type="radio"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Monroe Dawn Marie
Last First Middle

Maiden Name: Sojka Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Sabai Sabai

Address: 306 Center St Lake Geneva

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Lake Geneva

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Dawn Monroe DATE: 4/20/2018

For Office Use Only

Date Filed: April 20, 2018 Verified: Stark MSI
Receipt No: C180420-20
Total Amount: \$50

Forwarded to Police Chief: April 20, 2018
Background Completed: 4-25-18 JT
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Morris Barbara Lynn
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop-N-Go

Address: 896 Wells St. Lake Geneva WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Lake Geneva, Delavan, Pewaukee, Hartland, Hartford, Fort Atkinson, Waukesha

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?
YES YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?
YES YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Barbara Morris DATE: 4-20-18

For Office Use Only

Date Filed: <u>4/20/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180420-7</u>	
Total Amount: <u>\$150.00</u>	
Forwarded to Police Chief: <u>4/20/18</u>	
Background Completed: <u>4-24-18 - gt</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA

OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Neitzel Samantha J
Last First Middle

Maiden Name: Steinhoff Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Sprechers

Address: 111 center st Lake Geneva WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

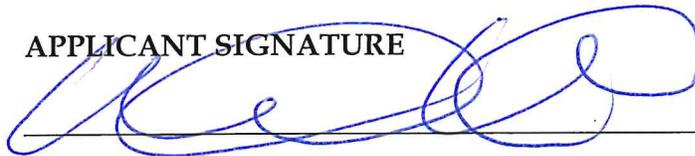
YES

NO

If Yes, please provide charge, date and disposition: _____

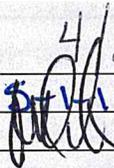
I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE



DATE: 4-27-18

For Office Use Only

Date Filed: 4/27/18	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: C180427-2	
Total Amount: \$50.00	
Forwarded to Police Chief: 4/27/18	
Background Completed: 5/1/18	
Recommendation: 	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	

CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE



Please Check:

Original Application

Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR. FEE OF \$50.00 IS DUE UPON APPLICATION.

APPLICANT INFORMATION

Name: Norton Darlene Mae
Last First Middle

Maiden Name: Norton Date of Birth: / /

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop N Go

Address: 896 S. Wells St Lake Geneva WI 53144

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Carlene Afferton

DATE: 4/20/2018

For Office Use Only

Date Filed: 4/20/18
 Receipt No: C180420-7
 Total Amount: \$80.00

Forwarded to Police Chief: [Signature] 4/20/18
 Background Completed: 4-20-18 gt
 Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued: _____
 Council Approval: _____ License Number: _____

MAIL TO: Individual _____
 Establishment _____

WISCONSIN

SELLER / SERVER CERTIFICATION

Trainee Name: Darlene Norton

School Name: 360training.com, Inc.

Date of Completion: 04/18/2018

Certification #: WI-77420

I,  _____

**Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.**

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17,134.66



Corporate Headquarters
6801 N Capital of Texas Hwy, Suite 150
Austin, TX 78731
P: 877.881.2235



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Odegaard Jennifer Mae
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Sprecher's Restaurant & Pub

Address: 111 Center St. Lake Geneva WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Handwritten Signature]

DATE:

4/24/2018

For Office Use Only

Date Filed: <u>4/24/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180424-14</u>	
Total Amount: <u>\$50.00</u>	
Forwarded to Police Chief: _____	
Background Completed: <u>4-25-18</u>	
Recommendation: <u><i>[Signature]</i></u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Plaza Barbara Ann
Last First Middle

Maiden Name: Weber Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart

Address: 201 S. Edwards Blvd. Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Barbara Ann Plaza DATE: 4-26-18

For Office Use Only

Date Filed: April 27, 2018 Verified: Stark MSI
Receipt No: C180427-26
Total Amount: 100

Forwarded to Police Chief: April 27, 2018
Background Completed: 5-1-18 97
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

- Original Application
 Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: CARLS RICHARD DENNIS
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: FAT CAT'S

Address: 104 BROAD STREET

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: LAKE GENEVA

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Richard D. Carls DATE: 4/23/18

For Office Use Only

Date Filed: <u>4/23/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180423-9</u>	
Total Amount: <u>\$150.00</u>	
Forwarded to Police Chief: _____	
Background Completed: _____	
Recommendation: _____	Approved Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Schroeder Daniel Benjamin
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Gino's East

Address: 300 Wrigley Dr.

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Gino's, Mac's Roadhouse

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Daniel B. Achon

DATE:

4/25/18

For Office Use Only

Date Filed: <u>4/25/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180425-18</u>	
Total Amount: <u>850.00</u>	
Forwarded to Police Chief: _____	
Background Completed: <u>5-1-18 87</u>	
Recommendation: <u>[Signature]</u>	<u>Approved</u> Denied
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	

Expires 2019

CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.
ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR.
FEE OF \$50.00 IS DUE UPON APPLICATION.

APPLICANT INFORMATION

Name: Sharkie Calley Ellotte
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical) _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Drivers License # _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Bruno's Liquors

Address: 524 Broad St

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?
ORIGINAL RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: WI



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Smith Samantha Nicole
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical) _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walmart Lake Geneva

Address: 261 Edwards Blvd. Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Samantha Smith

DATE: 04/27/2018

For Office Use Only

Date Filed: <u>April 27, 2018</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>0180427-210</u>	
Total Amount: <u>00</u>	
Forwarded to Police Chief: <u>April 27, 2018</u>	
Background Completed: <u>Stark 97</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Stevens Brandon Scott
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Sprecher's Restaurant & Pub

Address: 111 Center St. Lake Geneva, WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: WISCONSIN, Lake Geneva; State of Washington

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

RE [Signature]

DATE: 4-23-18

For Office Use Only

Date Filed: 4/23/18

Verified: Stark MSL

Receipt No: 2180423-2

Total Amount: \$50.00 CASH

Forwarded to Police Chief: _____

Background Completed: _____

Recommendation: _____ Approved Denied

FLR Approval: _____

License Issued On: _____

Council Approval: _____

License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Tisa Shane E
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Oakfire

Address: 831 Wrigley Dr, Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Shane Tisc

DATE: *4-24-18*

For Office Use Only

Date Filed: <i>4/24/18</i>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <i>C180424-5</i>	
Total Amount: <i>\$50.00</i>	
Forwarded to Police Chief: <i>4/24/18</i>	
Background Completed: <i>4/25-18 97</i>	
Recommendation: _____	Approved <input checked="" type="radio"/> Denied <input type="radio"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: TRILLA DANA M
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: FLAT IRON TAP

Address: 150 CENTER STREET

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI & IL

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Handwritten Signature]

DATE: 4/19/18

For Office Use Only

Date Filed: April 20, 2018 Verified: Stark MSI

Receipt No: C180428-31

Total Amount: \$50-

Forwarded to Police Chief: April 20, 2018

Background Completed: 4-25-18 *[Signature]*

Recommendation: *[Signature]* Approved Denied

FLR Approval: _____ License Issued On: _____

Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: TRILLA THOMAS W.
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: BARRIQUE BISTRO & WINE BAR

Address: 805 WRIGLEY DR., LAKE GENEVA, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WISCONSIN

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature] DATE: 4-31-18

For Office Use Only

Date Filed: 4/24/18 Verified: Stark MSI
Receipt No: 2180424-16
Total Amount: \$ 50.00

Forwarded to Police Chief: _____
Background Completed: 4-25-18 gt
Recommendation: *[Signature]* Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment

CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE



Please Check:

- Original Application
- Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.
ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR.
FEE OF \$50.00 IS DUE UPON APPLICATION.

APPLICANT INFORMATION

Name: Williard Deiona Gail
Last First Middle

Maiden Name: Giernoth Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop N GO

Address: 896 Wells St Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Lake Geneva

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Deiona Villiano DATE: 4-20-2018

For Office Use Only

Date Filed: <u>4/20/18</u>	
Receipt No: <u>C180420-7</u>	<input checked="" type="checkbox"/> MSJ
Total Amount: <u>\$50.00</u>	<input checked="" type="checkbox"/> STARK
Forwarded to Police Chief: <u>4/20/18</u>	
Background Completed: <u>4-24-18</u>	<u>gt</u>
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="radio"/> Denied <input type="radio"/>
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Whaples Christopher Clayton
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Stop n Go

Address: 896 Wells Street Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: _____

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

DATE: 4-23-2018

For Office Use Only

Date Filed: April 23, 2018 Verified: Stark MSI

Receipt No: C180423-31

Total Amount: \$50

Forwarded to Police Chief: April 23, 2018

Background Completed: 4/25/18 ST

Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____

Council Approval: _____ License Number: _____

MAIL TO: Individual _____
Establishment _____

WISCONSIN

SELLER / SERVER CERTIFICATION

Trainee Name: Christopher Whaples

School Name: 360training.com, Inc.

Date of Completion: 04/23/2018

Certification #: WI-77693

I,  _____

Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters
6801 N Capital of Texas Hwy, Suite 150
Austin, TX 78731
P: 877.881.2235



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: WINGATE DAVID J
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: FLAT IRON TAP

Address: 150 CENTER ST.

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature] DATE: _____

For Office Use Only

Date Filed: 4/24/18 Verified: Stark MSI

Receipt No: C180424-8

Total Amount: \$150.00

Forwarded to Police Chief: 4/24/18

Background Completed: 4/25/18 ga

Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____

Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Zwijacz Jean Marie
Last First Middle

Maiden Name: WERRA Date of Birth: _____

Address (Physical): _____

Mailing Address (if different...): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License # _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walgreens

Address: Edwards Blvd. Lake Geneva WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

~~NO~~

If Yes, please state where: Walgreens Lake Geneva WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Jan Zujewski

DATE: 4/24/18

For Office Use Only

Date Filed: <u>4/30/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180430-3</u>	
Total Amount: <u>\$50.00</u>	
Forwarded to Police Chief: <u>4/30/18</u>	
Background Completed: <u>5/1/18</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="radio"/> Denied <input type="radio"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Fischer Samuel Joseph
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walgreens Pharmacy

Address: 351 N. Edwards Blvd Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Walgreens Pharmacy, Lake Geneva

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

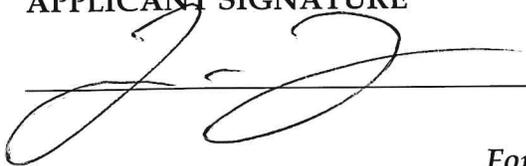
YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE



DATE: 05/02/18

For Office Use Only

Date Filed: <u>5/2/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>C180502</u>	
Total Amount: <u>\$50.00</u>	
Forwarded to Police Chief: <u>5/2/18</u>	
Background Completed: <u>5/7/18 97</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Forestier Rolan Omar Joel
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical) _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Walgreens

Address: 351 N. Edwards Blvd Lake Geneva, WI 53147

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Lake Geneva

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Coman J. ...

DATE: 5-3-18

For Office Use Only

Date Filed: 5/3/18
Receipt No: C180503-11
Total Amount: \$50.00

Verified: Stark MSI

Forwarded to Police Chief: _____

Background Completed: _____

Recommendation: _____ Approved Denied

FLR Approval: _____

License Issued On: _____

Council Approval: _____

License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: HARRIS-Young LAUREL Flemming
Last First Middle

Maiden Name: LAUREL HARRIS Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: FAT Cats

Address: 104 Broad St. LAKE GENEVA, WI

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Fat Cats

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature] DATE: 5-1-18

For Office Use Only

Date Filed: <u>5/2/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>0180502-4</u>	
Total Amount: <u>\$150.00</u>	
Forwarded to Police Chief: <u>5/10/18</u>	
Background Completed: <u>5/3/18</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual	
Establishment	



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Hill Carrie Ann
Last First Middle

Maiden Name: Hill Date of Birth: _____

Address (Physical) _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Aldi

Address: 200 N Edwards Blvd, Lake Geneva

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License? YES NO

If Yes, please state where: Aldi, Geneva Inn

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES

NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Carrie A. Hill

DATE:

4/13/18

For Office Use Only

Date Filed: *May 2, 2018*

Verified: Stark MSI

Receipt No: *C180502-11*

Total Amount: *\$50 cash*

Forwarded to Police Chief: *May 2, 2018*

Background Completed: *5-3-18*

Recommendation: _____

Approved

Denied

FLR Approval: _____

License Issued On: _____

Council Approval: _____

License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: KAZIMIER KEVIN R
Last First Middle

Maiden Name: _____ Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: LAKE AIR Restaurant

Address: 804 MAIN Street

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: LAKE AIR

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

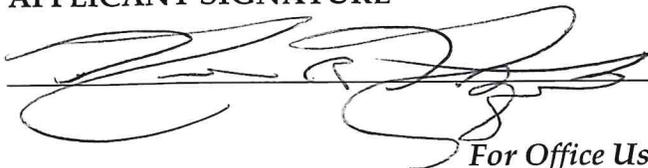
4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

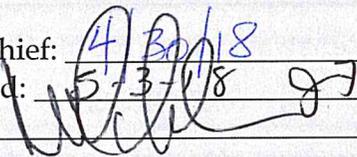
APPLICANT SIGNATURE



DATE: 4/25/18

For Office Use Only

Date Filed: 4-30-18 Verified: Stark MSI
Receipt No: C190430-22
Total Amount: 50⁰⁰ CA

Forwarded to Police Chief: 4/30/18
Background Completed: 5-3-18
Recommendation:  Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Kobernick John Joseph
Last First Middle

Maiden Name: John Kobernick Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Aldi foods

Address: 200 N. Edwards Blvd.

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

~~NO~~

If Yes, please state where: Burlington, WI

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

John Kolawick DATE: 5/2/18

For Office Use Only

Date Filed: C180502-14 Verified: Stark MSI
 Receipt No: 5-2-18
 Total Amount: 50⁰⁰ CA
 Forwarded to Police Chief: 5/2/18
 Background Completed: 5/3/18 g7
 Recommendation: _____ Approved Denied
 FLR Approval: _____ License Issued On: _____
 Council Approval: _____ License Number: _____
 MAIL TO: Individual
 Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: Lorenzi Heav Alexander
Last First Middle

Maiden Name: N/A Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: Celebration On Wells, Bella Vista Suites
Address: 422 S wells St. 335 Wrigley Dr

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: Celebration On Wells

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Ken Liu DATE: 5/2/18

For Office Use Only

Date Filed: <u>5/2/18</u>	Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>
Receipt No: <u>0180502-19</u>	
Total Amount: <u>50.00</u>	
Forwarded to Police Chief: <u>5/3/18</u>	
Background Completed: <u>5/3/18</u> <u>87</u>	
Recommendation: <u>[Signature]</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
FLR Approval: _____	License Issued On: _____
Council Approval: _____	License Number: _____
MAIL TO: Individual <input type="checkbox"/>	
Establishment <input type="checkbox"/>	

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state? YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state? YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature] DATE: 4-24-18

For Office Use Only

Date Filed: April 30, 2018 Verified: Stark MSI
Receipt No: 180501-2
Total Amount: \$50-

Forwarded to Police Chief: 4 May 1, 2018
Background Completed: 5-7-18
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment



CITY OF LAKE GENEVA OPERATOR (BARTENDER) LICENSE

Please Check:

Original Application

Renew Current License

\$50.00 License Fee

Annual License Expires June 30th each year

Please fill in all blanks completely,
as incomplete applications will be rejected.

APPLICANT INFORMATION

Name: SILVESTRI ANTHONY ROBERT
Last First Middle

Maiden Name: _____ Date of Birth: _____

Changed → Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: _____

Phone: _____

Email: _____

Drivers License #: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: CHAMPS

Address: 747 W MAIN ST

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Is this an Original License or a Renewal License for the City of Lake Geneva?

ORIGINAL

RENEWAL

If this is an Original License, you must attach your certificate of completion of the Responsible Beverage Servers Course.

2. Have you ever had an Operator (Bartender) License?

YES

NO

If Yes, please state where: CHAMPS

3. Have you ever been convicted of a violation of any law or ordinance pertaining to the sale of beer or intoxicating liquors in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

4. Have you ever been convicted of a felony in Wisconsin or in any other state?

YES NO

If Yes, please provide charge, date and disposition: _____

I hereby agree to display and/or surrender my operator's license to any police officer or any official of the City of Lake Geneva or the State of Wisconsin for verification while I am working and further agree to abide by the State Statutes and local ordinances governing the sale of beer and intoxicating liquors. I hereby acknowledge being given and having read a copy of Wis. Stat. 125.32 (2) and (3). Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

[Signature] DATE: 5/3/18

For Office Use Only

Date Filed: 5-3-18 Verified: Stark MSI
Receipt No: C180503-7
Total Amount: \$50.00 CA

Forwarded to Police Chief: 5/4/18
Background Completed: 5/3/18 gt
Recommendation: [Signature] Approved Denied

FLR Approval: _____ License Issued On: _____
Council Approval: _____ License Number: _____

MAIL TO: Individual
Establishment

**SUPPLEMENTAL APPLICATION FORM
TEMPORARY CLASS "B" / "CLASS B" RETAILER'S LICENSE
CITY OF LAKE GENEVA**

This form needs to be submitted as an attachment to the Application for Temporary Class "B" / "Class B" Retailer's License Form (Form AT-315) and returned to the City Clerk.

Applicant Organization: Lake Geneva Fresh Air Assoc.

Name of Event: Kibkoff Girls Night Out

Date of Event: June 15th

Time of Event: 4:00 pm (Beginning) 9:00 pm (Ending)

Event Contact Person: Karin Bennett

Contact Phone: _____

Contact Email: _____

Will a Licensed Operator be serving or supervising the service of alcohol?

***This includes Temporary Operator's who have completed the Responsible Beverage Servers class.**

Yes

No

**PLEASE FILL ALL BLANKS COMPLETELY.
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR
TEMPORARY RETAILER'S LICENSE APPLICATION.**

For Office Use Only

Date Filed: <u>April 23, 2018</u>	Receipt No: <u>C180423-33</u>
Total Amount: <u>\$10-</u>	
Forwarded to Police Chief: <u>April 23, 2018</u>	
Recommendation: <u>[Signature]</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: <u>yes - [Signature]</u>	
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
MAILTO: _____	License Expires: _____
Organization	

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

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

FEE \$ 10.00

Application Date: 4/13/18

Town Village City of Lake Geneva

County of Walworth

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

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

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

at the premises described below during a special event beginning 6/15/18 and ending 6/15/18 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(a) Name Lake Geneva Fresh Air Association aka: Holiday Home Camp

(b) Address po 10 williams bay, wisconsin, 53191

(Street)

Town Village City

(c) Date organized 1887

(d) If corporation, give date of incorporation 1887

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

(f) Names and addresses of all officers:

President Molly Keller

Vice President Bill Heron

Secretary Liz Ring

Treasurer Andy Sterkowitz

(g) Name and address of manager or person in charge of affair: Bradley Cripe

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

(a) Street number 214 Broad Street, LAKE GENEVA, WI 53147

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? ALL

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

3. Name of Event

(a) List name of the event Girls Night Out

(b) Dates of event JUNE 15th 2018

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Lake Geneva Fresh Air Association aka: Holiday Home Camp
(Name of Organization)

Officer _____
(Signature/date)

Officer [Signature] 4-12-2018
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk April 23, 2018

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

**SUPPLEMENTAL APPLICATION FORM
TEMPORARY CLASS "B" / "CLASS B" RETAILER'S LICENSE
CITY OF LAKE GENEVA**

This form needs to be submitted as an attachment to the Application for Temporary Class "B" / "Class B" Retailer's License Form (Form AT-315) and returned to the City Clerk.

Applicant Organization: Lake Geneva Fresh Air Assoc.

Name of Event: Kibkoff Girls Night Out

Date of Event: June 15th

Time of Event: 4:00 pm (Beginning) 9:00 pm (Ending)

Event Contact Person: Karin Bennett

Contact Phone: _____

Contact Email: _____

**Will a Licensed Operator be serving or supervising the service of alcohol?
*This includes Temporary Operator's who have completed the
Responsible Beverage Servers class.**

Yes No

**PLEASE FILL ALL BLANKS COMPLETELY.
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR
TEMPORARY RETAILER'S LICENSE APPLICATION.**

For Office Use Only

Date Filed: April 23, 2018 Receipt No: C180423-33

Total Amount: \$10-

Forwarded to Police Chief: April 23, 2018

Recommendation: [Signature] Approved Denied

Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: yes - [Signature]

FLR Approval: _____ License Issued: _____
Council Approval: _____ License Number: _____

MAILTO: Organization _____ License Expires: _____

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

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

FEE \$ 10.00

Application Date: 4/13/18

Town Village City of Lake Geneva

County of Walworth

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

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

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

at the premises described below during a special event beginning 6/15/18 and ending 6/15/18 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) → Bona fide Club Church Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(a) Name Lake Geneva Fresh Air Association aka: Holiday Home Camp

(b) Address po 10 williams bay, wisconsin, 53191

(Street)

Town Village City

(c) Date organized 1887

(d) If corporation, give date of incorporation 1887

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

(f) Names and addresses of all officers:

President Molly Keller

Vice President Bill Heron

Secretary Liz Ring

Treasurer Andy Sterkowitz

(g) Name and address of manager or person in charge of affair: Bradley Cripe

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

(a) Street number 214 Broad Street, LAKE GENEVA, WI 53147

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? ALL

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

3. Name of Event

(a) List name of the event Girls Night Out

(b) Dates of event JUNE 15th 2018

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Lake Geneva Fresh Air Association aka: Holiday Home Camp
(Name of Organization)

Officer _____
(Signature/date)

Officer [Signature] 4-12-2018
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk April 23, 2018

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

APPLICANT INFORMATION

Name: Karin Bennett, Karin M.
Last First Middle

Maiden Name: Sallman Date of Birth: _____

Address (Physical): _____

Mailing Address (if different): _____

City, State, Zip: Lake Geneva WI

Phone: _____ Drivers License #: _____

Email: _____

Is your Certificate of Completion of a Beverage Server Training Course Attached? YES NO

If No, will a Licensed Operator be serving or supervising the service of alcohol? YES NO

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Lake Geneva Fresh Air Assoc. and Holiday Home Camp

Address: 214 Broad Street Lake Geneva WI 53147

Name of Event where licensee will work: RibKoff Trunk Show; Girls Night Out

Date of Event: June 15, 2018

APPLICANT SIGNATURE

[Signature] DATE: 4-13-2018

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Date Filed: April 23, 2018 Receipt No: C180423-33

Total Amount: \$10

Forwarded to Police Chief: April 23, 2018

Background Completed: WJH-25-18 g7

Recommendation: WJH Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant in the current year: _____

FLR Approval: _____ License Issued: _____

Council Approval: _____ License Number: _____

License Expires: _____

MAILTO: Individual, Organization

Serving Alcohol Incorporated

is proud to present this certificate to

Karin Bennett

for successful completion of the online course

Wisconsin Alcohol Seller-Server



PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

Verify online at
servingalcohol.com

Verification Code
GbZBgXPWZQ

Date Issued
Mar 31st, 2018

APPROVED BY THE STATE OF WISCONSIN
STATE STATUTES: 125.04, 125.17, 134.67, 134.88

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Wisconsin Bartender License

Name: Karin Bennett

Certification Date: Mar 31st, 2018

Certificate Code: GbZBgXPWZQ

Verify Online: servingalcohol.com

WI SS: 125.04, 125.17, 134.67, 134.88

SERVING ALCOHOL INC

VALID FOR 2 YEARS

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: Kristen Young Date of Application: 4/17/18
2. Organization Name: American Lung Association
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: 13-1632524
4. Mailing Address: 55 W Wacker, Suite 800
5. City, State, Zip: Chicago, IL 60601
6. Phone _____ E-mail: _____
7. Applicant's Drivers License # _____ State license issued. _____
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: Fight For Air Ride
2. Date(s) of Event: June 9th (setup route signs June 7th, remove June 9th)
3. Location(s) of Event: _____
4. Hours: Start Time: 9:30am; End Time: 3:00pm

5. Event Chair/Contact Person: Kristen Young Phone: _____

6. Day of Event Contact Name: Kristen Young Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 35 riders

10. Basis for Estimate: All riders are required to register and raise funds before permitted to Ride.

11. Will you be setting up a tent? Yes No
If yes, list the location, size, Rental Company, and proof of completion of locates.

12. Will there be any animals? Yes No
If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.
The 33rd Annual Fight For Air Ride will take place June 8, 9 and 10th, inviting 100 cyclists to participate. On Day 1, participants ride from Crystal Lake to Fontana, staying at The Abbey Resort. On Day 2, they ride from the Abbey around the Lake and back. On Day 3, they ride from the Abbey back to Crystal Lake. The event raised more than \$150,000 in support of the American Lung Association.

14. Description of plan for handling refuse collection and after-event clean-up:
There will be multiple SAG vehicles along the route, collecting refuse as needed. At the end, a final vehicle will sweep the route collecting and remaining refuse and removing all route signs from the area.

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

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.
Intersection of H and 120, traveling north to E. South St
Turn Left on E South St
Turn left on S. Lakeshore Dr
Travel south on Lakeshore Dr until Willow Rd
****Will not require any road closures****

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.
Minimal directional arrow signs with wooden stakes (10"x10") at major intersections to direct riders. Signs will be placed using wooden stakes in the ground on Thursday, June 7th and will be removed promptly upon event completion on June 9th.

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: _____
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			25 _____
Permit Fee - Events lasting 2 days or less		\$40.00			40 _____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
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 _____ =	_____
Park Reservation Permit					
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 Park Board</i>			_____
Non-Resident					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	# of Parks _____	x # of Days _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	_____	=	_____
Non-Resident	\$500.00	x	_____	=	_____
Additional Park Amenities					
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>					Subtotal: \$ _____

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<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 & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		# of Days
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: \$ \$65

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: 4/17/18

For Office Use Only

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

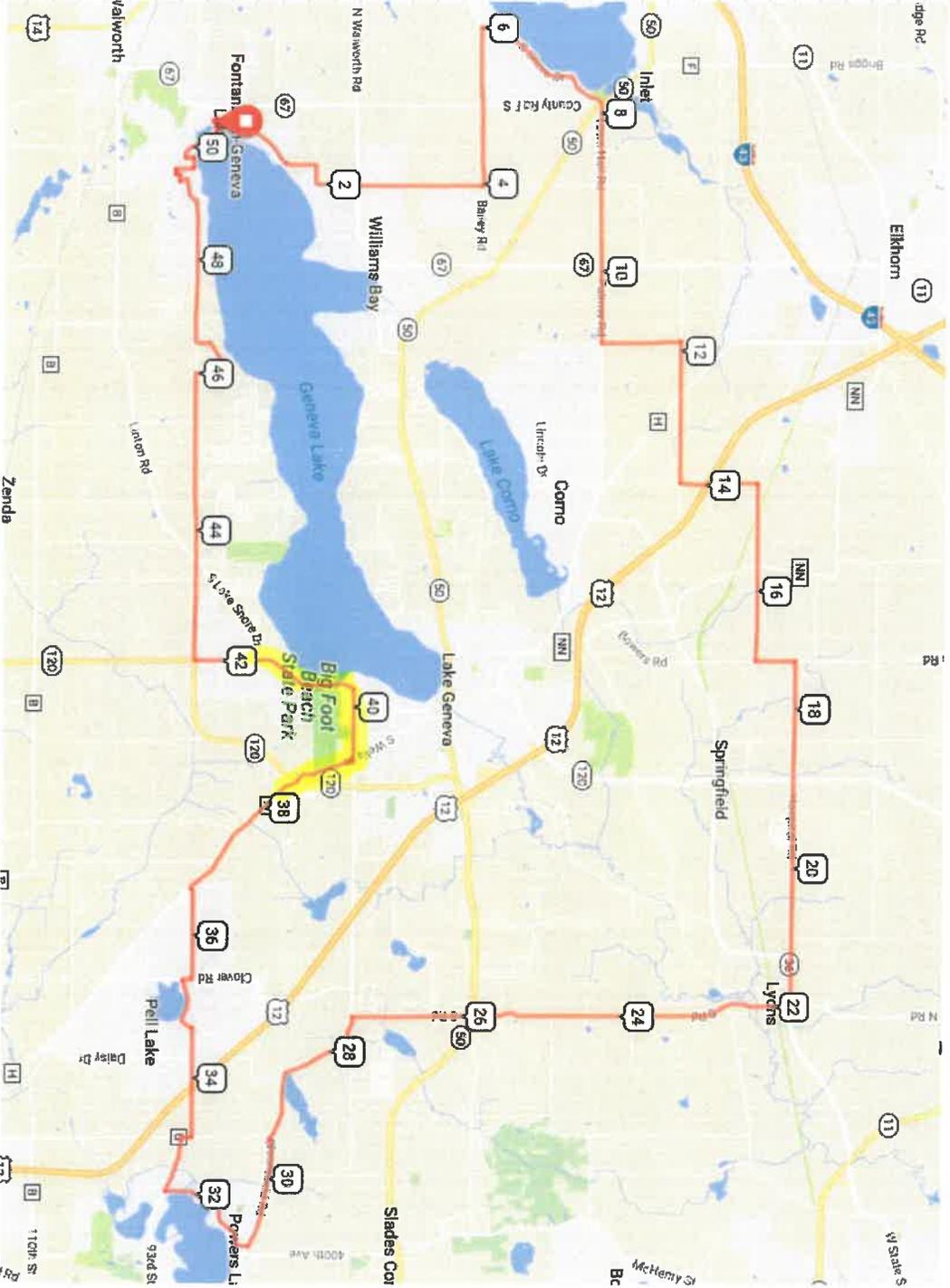
Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____

Reason withheld: _____

American Lung Association – Fight For Air Ride

June 8-10, 2018

Dir	Notes	Total
→	Turn right onto Fontana Blvd	0.1
←	Turn left onto Kinzie Ave	0.3
→	Turn right onto N Lake Shore Dr	0.3
↑	Continue onto Theatre Rd	2.4
←	Turn left onto Bailey Rd	4.0
→	Turn right onto S Shore Dr	6.0
↑	Continue onto Town Hall Rd	7.9
↑	Continue onto Palmer Rd	9.9
←	Turn left onto Perrie Rd	10.9
→	Turn right onto Willow Bend Rd	11.9
←	Turn left onto Como Rd	13.7
←	Turn left onto Bowers Rd	16.9
→	Turn right onto Hospital Rd	17.4
→	Turn left onto WI-36 N	21.2
→	Turn right onto Mill St	21.8
↑	Continue onto S Rd	22.6
↑	Continue onto Lyons Rd	26.9
←	Turn left onto N Bloomfield Rd	27.4
←	Turn left onto Bloomfield Rd	29.5
→	Turn right onto 402nd Ave	30.9
↑	Continue onto 406th Ave	31.2
↑	Continue onto 87th St/Powers Lake Rd	31.4
→	Turn right onto W Powers Lake Rd	32.4
←	Turn left onto Co Hwy U	33.1
←	Turn right onto Pell Lake Dr	33.2
←	Turn left onto Orchard Dr	34.6
↑	Continue straight onto Lakeshore Dr	34.8
→	Turn right onto Clover Rd	35.3
←	Turn left onto Lake Geneva Hwy	35.4
→	Turn right onto Co Hwy H	36.6
↑	Continue onto S Wells St	38.6
←	Turn left onto E South St	39.3
←	Turn left onto S Lake Shore Dr	40.2
←	Turn left onto Pilgram Church Rd	41.5
→	Turn right onto Willow Rd	42.3
↑	Continue onto S Lake Shore Dr	43.6
→	Turn right onto Basswood Dr	46.0
←	Turn left to stay on Basswood Dr	46.3
→	Turn right onto S Lake Shore Dr	47.0
←	Turn left onto Indian Hills Rd	49.1
←	Turn left onto Odessa Way	49.2
←	Turn right onto Nohegan Rd	49.3
→	Turn right onto Aveogon Rd	49.3
→	Turn right onto Nohegan Rd	49.3
→	Nohegan Rd turns right and becomes Geneva Ln	49.4
↑	Continue onto Maple Dr	49.5
←	Maple Dr turns slightly left and becomes Harvard Ave	49.6
←	Harvard Ave turns left and becomes Locust Ave	49.7
→	Turn right onto S Lake Shore Dr	49.8
↑	Continue onto Fontana Blvd	50.4
←	Turn left	50.5



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: Ryan Dover Date of Application: 4/30/18
2. Organization Name: SC Walworth Soccer Club
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 720 High Street
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: _____ E-mail: _____
7. Applicant's Drivers License #: _____ State license issued: _____
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: SCW Walworth Tryouts
2. Date(s) of Event: Monday June 11, Monday June 18
3. Location(s) of Event: Veterans Park
4. Hours: 5:00PM - 8:30PM

Start Time

End Time

5. Event Chair/Contact Person: Ryan Dover Phone: _____

6. Day of Event Contact Name: Ryan Dover Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 35

10. Basis for Estimate: Estimated number of kids for soccer tryout

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.
Tryout for select soccer program. Monday June 11 event will be for U11-U13 boys and girls. Monday June 18 event will be for U15-U19 boys and girls. We would like to reserve TWO SOCCER FIELDS on the north side of the park on Park Drive. The event will include warm ups, drills, and small sided scrimmages. If possible, we would like to have the soccer goals moved to that side of the park.

14. Description of plan for handling refuse collection and after-event clean-up:
We have a small group that will walk over fields, pick up, and remove refuse.

15. Description of plan for providing event security (if applicable):
None.

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.

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

If requesting City banner poles, please include a Street Banner Display Application.

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: _____

Water Explain: _____

Traffic Control Explain: _____

Police Services Explain: _____

Fire/EMS Services Explain: _____

Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			25
Street Use Permit					
Application Fee		\$25.00			
Permit Fee - Events lasting 2 days or less		\$40.00			
Permit Fee - Events lasting more than 2 days		\$100.00			
Parking Stall Bag Request					
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 _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			25
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			
50-149 Attendees		\$100.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Non-Resident					
49 Attendees or Less		\$100.00			
50-149 Attendees		\$150.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	# of Parks 1	# of Days x 2	= 60
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00	x		# of Days x _____ =	_____
Non-Resident	\$500.00	x		x _____ =	_____
Additional Park Amenities					
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>					Subtotal: \$ 110.00

Application and Permit Fees	Unit Fee			Applicable Fee
Beach Reservation Permit				
<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 & Lakefront</i>			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	<i>Determined by Piers, Harbors & 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: \$				<u>110⁻</u>
+ Subtotal from Page 4: \$				<u>110⁻</u>

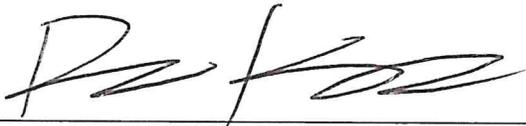
Total PAID with Application: \$ 110⁻

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: 5/1/18

For Office Use Only

Date Filed with Clerk: 5/1/2018 Payment with Application: \$ 110.00 Receipt: C180501-13

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: _____

City Clerk's Office
626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com

CITY OF LAKE GENEVA

FIREWORKS APPLICATION



\$50.00 Fee

Application to possess and use class B(1.3), C(1.4) fireworks in accordance and compliance with Local, State, and NFPA Codes and Requirements

Applicant: Spielbauer Fireworks Co. Phone: _____

Group / Agency sponsoring fireworks display (*An individual cannot be issued a permit*):
Event in conjunction with the Riviera Ballroom

Address of group/agency sponsoring fireworks display (NO P.O. Box):
812 Wrigley Dr. Lake Geneva, WI 53147

Street Address	City	State	Zip
----------------	------	-------	-----

Name of Fireworks Company performing display: Spielbauer Fireworks Co.

Address of Firework Company performing display (NO P.O. Box):
1976 Lane Rd. Green Bay WI 54311

Street Address	City	State	Zip
----------------	------	-------	-----

Date/Time of authorized possession and use: 5/19/2018 at 9PM

SPECIFIC LOCAL REQUIREMENTS

1. Application fee - \$50 per event
2. An itemized list of (label name) and quantity of class B(1.3), C(1.4) fireworks attached with application
3. Proof of liability coverage (copy of policy attached with application)
4. Fireworks must be displayed not less than required by NFPA Standards and must be away from spectators, vehicles and other exposures with a minimum of 300 feet for 1.3 G shows
5. All displays will be aimed away from spectators
6. A test shot will be fired into the air at least 1 hour before scheduled display
7. Fireworks that have been wet at any time prior to the display will NOT be used

NOTE: Permit required Class C fireworks cannot be sold to minors or persons restricted from possession of dangerous weapons due to a criminal conviction record. Certain types of class B or C fireworks shoot multiple projectiles at speeds of 1300 feet per second.

RELEASE OF LIABILITY

I, Patrick Spielbauer, am aware of the dangers of fireworks and
(Please Print Name)
am willing to assume full responsibility for any personal or property damage due to the display of fireworks. The applicant/group/agency agrees to indemnify and hold the City of Lake Geneva harmless from any claims or liability, including attorney fees and other defense costs, which may arise from the use, storage, transportation or possession of fireworks.

DATE: 4-30-18

APPLICANT SIGNATURE

For Office Use Only

Amount Paid and Receipt Number \$ _____	Date Received _____
Check Number _____	GLLEA Approval (<i>if applicable</i>) _____
Police Chief Approval _____	Fire Chief Approval _____
Entered into RMS _____	Fire Engine Standby Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Sent to Council _____	Permit Issued by _____
Mayor Signature _____	Date Issued _____



FOR EMERGENCY RESPONSE INFORMATION CALL CHEMTEL
 1-800-255-3924 (N.A.) +01 813 248 0585 (INTL.) CHEMTEL CONTRACT NO. MIS0005871

SPIELBAUER FIREWORKS CO., INC.

FEL# 3-WI-009-51-5A-00049

DISTRIBUTOR & EXHIBITORS

WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Office:

1976 Lane Road
 Green Bay, WI 54311

FEL# 3-WI-009-51-5A-00049

Factory & Warehouses:
 Bellevue

Racks _____

Mortars _____

Cartons _____

**Fireworks For All
 Occasions**

Sold To Jackie Gemein

Ship To Attn: Jackie Gemein

Lake Zurich IL 60047

Ship Info Display

Packed & Magazined _____

Acquisition Date _____

Display Date 5/19/2018

Terms Balance Due

Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
	Fireworks - 1.3G UN0335					

Opening

<input type="checkbox"/>	1	2.5 inch 36 Shot Assorted Ring Box - Lidu	L-LDD217	1.3G	X	2002040 097	1-1-18
<input type="checkbox"/>	2	48 Shot Fresh Mines and Silver Crackling Stars Carpet On Water Cake - Lidu	L-LDA513	1.3G	X	20121110 39	1-1-18

Additional Special Break Shells

3 inch

<input type="checkbox"/>	40	Assorted Import Special Break Shell w/ Rising Tail - Sunny	3S-09AS103A	1.3G	X	2013050 782, 2013080 444, 2012090 664, 20121110 01, 20121105 94	1-15-18
--------------------------	----	--	-------------	------	---	--	---------

Total 40

Midlevel Display

<input type="checkbox"/>	1	150 Shot Fan Flighted Brocade Crown Crossette Box - Lidu	L-LDA222	1.3G	X	2002040 093	1-1-18
<input type="checkbox"/>	1	40 Shot Fan Blue Peony & Brocade Crown Mines Cake - Lidu	L-LDA028	1.3G	X	2002040 093	1-1-18
<input type="checkbox"/>	1	300 Shot Assorted Stars w/ Whistling Crackling Box - Lidu	L-LDC187-300	1.3G	X	2001020 096	1-1-18
<input type="checkbox"/>	1	250 Shot Fan Brocade Crown Box - Lidu	L-LDA079	1.3G	X	2002040 093	1-1-18
<input type="checkbox"/>	1	300 Shot Fan Red, White, Blue Mines & Peony Box - Lidu	L-LDA088	1.3G	X	2002040 093	1-1-18

SPIELBAUER FIREWORKS CO., INC.

Jackie Gemein

Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
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Grand Finale

<input type="checkbox"/>	1	3 inch 25 Shot Blue & Gold Strobe Box - Sunny	S-B117	1.3G	X	2002040 190	3-3-17
<input type="checkbox"/>	1	150 Shot Happy Stars Box - Lidu	L-LDC108-150	1.3G	X	2015070 368	1-1-18
<input type="checkbox"/>	1	200 Shot Flash Flowers Box - Sunny	S-B104	1.3G	X	9001054 -6	2-26-17
<input type="checkbox"/>	1	2 inch 50 Shot Multi Color Peony Finale w/Silver Tail Box - Lidu	L-LDD110	1.3G	X	2002040 097	1-1-18

Firing Equipment

	60	E-Match (15') - MJG	MJG-15J	1.4G	X	20130211 07	4-11-18
--	----	---------------------	---------	------	---	----------------	---------

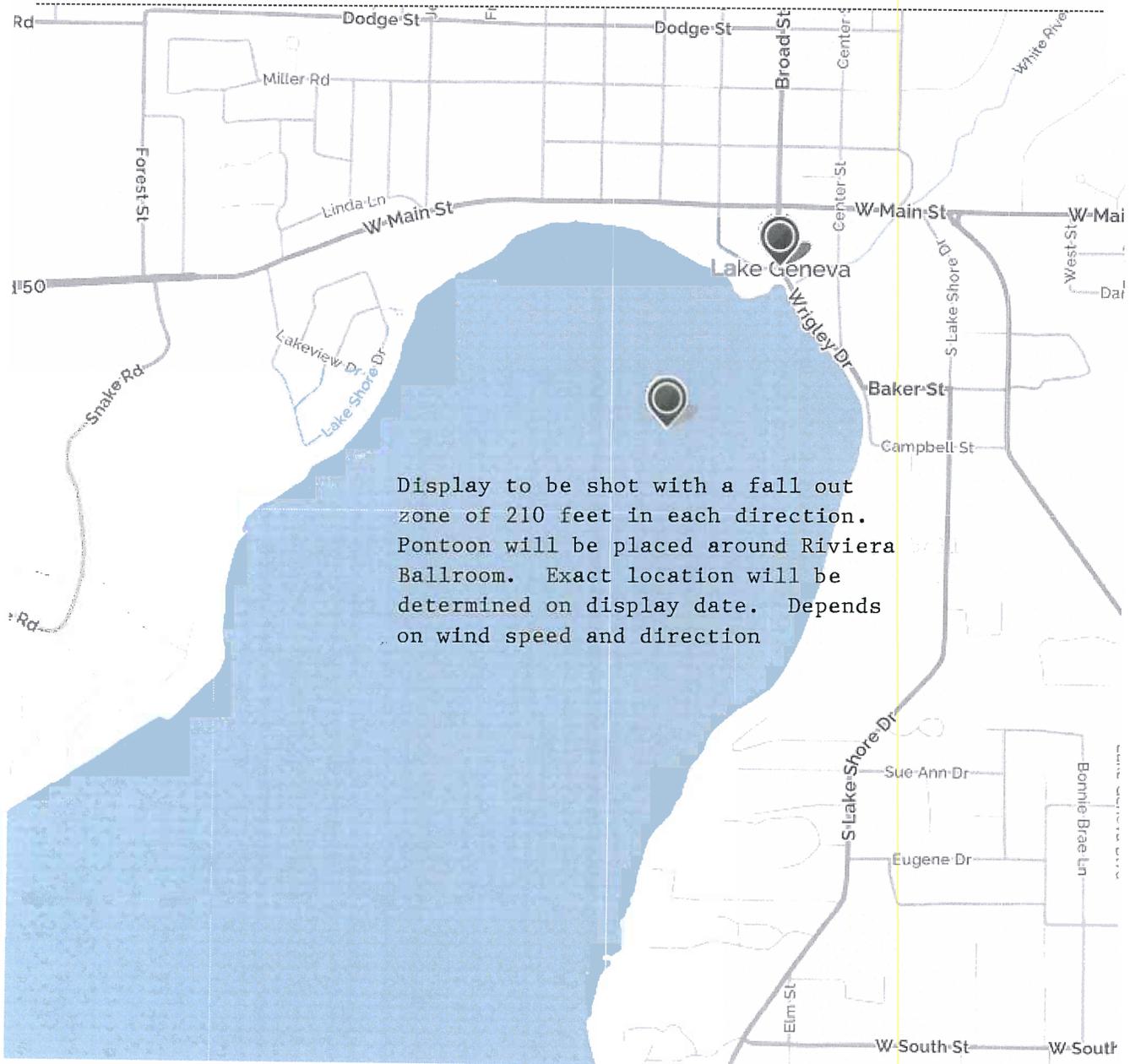
Shot off our Pontoon off of Riviera Ballroom

Search Results for "Lake Geneva, WI"



page 1 of 1

- 1. Lake Geneva
Lake Geneva, WI



Book a hotel tonight and save with some great deals!
(1-877-577-5766)



Car trouble mid-trip? MapQuest Roadside Assistance is here:
(1-888-461-3625)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF License Permit
Correspondence To ATF - Chief, FELC
244 Needy Road
Martinsburg, WV 25405-9431
Number **3-WI-009-51-1A-00049**

Chief, Federal Explosives Licensing Center (FELC)
Christopher R. Reers
Expiration Date **January 1, 2021**

Name
SPIELBAUER FIREWORKS CO., INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**1976 LANE ROAD
GREEN BAY, WI 54311-**

Type of License or Permit
51-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement

Mailing Address (Changes? Notify the FELC of any changes.)

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

**SPIELBAUER FIREWORKS CO, INC
1976 LANE ROAD
GREEN BAY, WI 54811-**

Patrick W. Spielbauer
Licensee/Permittee Responsible Person Signature
Patrick W. Spielbauer

President
Position/Title
1/17/2018
Date

Printed Name

Date

Previous Edition is Obsolete SPIELBAUER FIREWORKS CO., INC:1976 LANE ROAD:54311:3-WI-009-51-1A-00049:January 1, 2021:51-IMPORTER OF EXPLOSIVES

ATF Form 5400 14/5400 15 Part 1
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **SPIELBAUER FIREWORKS CO, INC**

Business Name:

License/Permit Number: **3-WI-009-51-1A-00049**

License/Permit Type: **51-IMPORTER OF EXPLOSIVES**

Expiration: **January 1, 2021**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



CITY OF LAKE GENEVA

SIDEWALK CAFÉ PERMIT APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:



- | | |
|---|--|
| <input checked="" type="checkbox"/> Initial Sidewalk Café Permit with Alcohol | <input type="checkbox"/> Renewal of Sidewalk Café Permit with Alcohol |
| <input type="checkbox"/> Initial Sidewalk Café Permit without Alcohol | <input type="checkbox"/> Renewal of Sidewalk Café Permit without Alcohol |

Application Checklist:

- Certificate of Comprehensive General Liability Insurance naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.
- Scaled diagram which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk café, size and number of tables, seats, bollards (and chains or ropes), planters, umbrellas, location of doorways, tree, signage, parking meters, obstructions (either existing or proposed, within the pedestrian way). Site plan must depict five (5) feet of unobstructed sidewalk for public use.
- Copy of restaurant license issued by the Wisconsin Department of Health and Human Services under Wis. Stat. 254.64.
- Application Fee of \$15.00 per seat: $\frac{10}{\text{(# OF SEATS)}} \text{ seats} \times \$15.00 = \$ \frac{150}{\text{(TOTAL FEE)}}$
- Alcohol License Premises Extension Application. If the applicant wishes to serve alcohol in the sidewalk café area, the applicant must currently hold a valid license to serve alcohol and submit an application requesting the premises description of the license be amended to include the sidewalk café area.

APPLICANT INFORMATION

Applicant Name: Linda Chronis

Establishment Name: Hugs & Kisses

Address: 149 Broad St.

Phone: _____

Do food sales generate more than 50% of gross receipts? Yes No

Are you requesting to serve alcoholic beverages? Yes No

If so, please provide the following information:

Agent Name: Linda Chronis

INDEMNIFICATION STATEMENT

I, Linda Chironis representing Hope Kisses as its
(FULL NAME) (ESTABLISHMENT)

President agree to hold harmless and indemnify the City, its directors,
(TITLE)
officers, employees and agents, from and against any and all liabilities, losses, claims, demands,
damages, fines, penalties, costs and expenses, including, but not limited to, reasonable attorney's
fees and costs of litigation, and all causes of action of any kind or character resulting from my use
of the public sidewalk as a café. I certify that I have read and understand the rules of Section 62-67

(6) Sidewalk Café permits.

Linda Chironis
SIGNATURE OF APPLICANT DATE

For Office Use Only

Date Filed with Clerk:	<u>4/10/18</u>		
Total Amount: \$	<u>150.00</u>	Receipt No.:	<u>C180410-1</u>
Date Forwarded to Police Chief:	<u>4/10/18</u>		
Police Chief Signature:	<u>[Signature]</u>	<input checked="" type="radio"/> Approved	<input type="radio"/> Denied
Date Forwarded to Building Inspector:	<u>4/10/18</u>		
Director of Building Inspector Signature:	_____	<input type="radio"/> Approved	<input type="radio"/> Denied
Date Forwarded to Director of Public Works:	<u>4/10/18</u>		
Director of Public Works Signature:	_____	<input type="radio"/> Approved	<input type="radio"/> Denied
Date of FLR/Council Approval (for alcohol license amendment, if applicable):	<u>4/17/18</u>		
Permit Issue Date:	_____	Permit Number:	_____
Copies Provided to:	Police Chief DPW Director	Fire Chief Zoning Administrator	

Chapter 62. Streets, Sidewalks and Other Public Places

Article III. OBSTRUCTIONS AND ENCROACHMENTS

Sec. 62-67. Exceptions.

[Code 1992, § 8.03(2)]

The prohibitions of Section 62-66 shall not apply to the following:

- (6) Restaurants issued sidewalk cafe permits by the City Clerk for restaurant tables subject to the following conditions: [Added 1-23-2012 by Ord. No. 12-02; 2-11-2013 by Ord. No. 13-04]
 - a. "Restaurant" means an establishment defined in § 254.61(5) Wis. Stats.
 - b. The use of sidewalks for restaurant tables shall only be permitted incidental to the operation of a restaurant which is contiguous to the sidewalk and within the side property lines of the contiguous restaurant under the following conditions:
 1. The restaurant tables and seats shall not be located closer than two feet from the curb of the street as measured by the closest edge of the table or seat with an occupant seated therein to the street.
 2. Bollards shall be strategically located at either end, and along the street edge of the outdoor restaurant seating area. Said bollards shall be temporary and not affixed to the sidewalks. From November 1 to April 30 said bollards, tables, and seats shall be removed each night when the restaurant closes.
 3. All permittees shall ensure that all tables, chairs and bollards are properly secured during closing hours. Permittees shall be responsible for damage caused by their unsecured tables, chairs and bollards, regardless of fault. Damage caused by improperly secured tables, chairs and bollards on more than one occasion may be grounds for revocation of the permit.
 4. The restaurant applicant is able to meet all other existing requirements for the issuance of a permit to place restaurant tables on the public sidewalk.
 5. Signs or other equipment shall not be attached to public amenities such as light poles, trees, planters, benches, street signs, etc.
 6. All forms of heating devices are prohibited within the sidewalk cafe area.
 7. All furnishings such as, but not limited to, bollards, umbrellas, tables, and chairs shall not include signage, logos, or text.
 8. Primary (red, blue, and yellow) colors and fluorescent day glow and/or neon colors shall not be permitted. Where such colors constitute a component of a standardized corporate theme or identity, muted versions of such colors shall be used.
 9. A minimum of one table shall be handicap/wheelchair accessible.
 - c. The application for the permit shall first be reviewed by the Director of Public Works and the Police Department, and no permit shall be issued unless a report is made by the Director of Public Works and the Police Chief that the proposed use will not unreasonably interfere with pedestrian or vehicular traffic.
 1. A detailed, scaled plan of the proposed sidewalk cafe is required with the application.

- d. In no event shall the uses permitted by this exception reduce the open portion of any sidewalk to less than five feet.
- e. Alcohol may be served at or consumed at restaurant tables located on the sidewalk under the following conditions:
 - 1. Bollards shall be connected in such a manner that the area where the restaurant tables are located appears as an enclosed area.
 - 2. The holder of sidewalk cafe permit has properly included the sidewalk area under a properly issued alcohol beverage license. Service of alcoholic beverages in sidewalk cafes shall stop no later than 11:00 p.m. with all alcohol removed or consumed by 11:30 p.m. and the sidewalk cafe closing no later than 12:00 midnight.
 - 3. Signage shall be displayed indicating that alcohol beverages may not be carried outside of the enclosed seating area.
 - 4. Food service shall be required to be available at all times the sidewalk cafe is serving alcohol.
- f. No permit shall be issued pursuant to this exception, unless the applicant furnishes to the City Clerk evidence of public liability insurance naming the City as a party insured insuring the City against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.
- g. Persons issued permits pursuant to this article shall maintain the sidewalk area in a clean, safe, and sanitary condition.
- h. The annual permit fee for a sidewalk cafe permit shall be based upon the number of seats seated at a table. The number of seats at any table will be limited by the application and the permit fee paid. The fee per seat shall be set by resolution.
- i. The permit fee issued hereunder is a privilege and not a right. A restaurant shall not permit tables and chairs to be placed on the sidewalk without a permit. A permit is valid from July 1 to June 30 of the following year. The permit may be revoked at any time for any reason in the sole discretion of the City, and the City is not obligated to return the permit fee will refund prorata a portion of any fee.
 - 1. The permittee must submit an amended application and scaled plan and receive approval from the Director of Public Works and the Police Department prior to changing the layout or adding seats to the sidewalk cafe area.
- (7) Penalties and enforcement. A person or business that violates the provisions of Section **62-67** shall be subject to a forfeiture as established by resolution of the City Council from time to time. Each day a violation continues shall constitute a separate offense. The Code Enforcement Officer or Building Inspector shall have authority to enforce the provisions of this section. The City may also seek equitable relief, including injunctions, to gain compliance. [**Added 6-27-2016 by Ord. No. 16-06**]



DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION

License, Permit or Registration

The person, firm, or corporation shown below has complied with the Wisconsin statutes and is authorized to engage in the activity indicated.

ACTIVITY	EXPIRATION DATE	I.D. NUMBER
Restaurant - Moderate Complexity, Kitchens: 1	30-Jun-2018	HSAT-7QWNXX
LICENSEE MAILING ADDRESS	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS
HOGS & KISSES INC PO BOX 536 LAKE GENEVA WI 53147		HOGS & KISSES 149 BROAD ST LAKE GENEVA WI 53147



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- Request for premises extension to sidewalk café
- Request for temporary (special event) premises extension
- Request for premises extension to permanent outdoor area
- Other request for premises extension

Application Checklist:

- Applicant must currently hold a valid alcohol license
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: LINDA CHIRONIS

Establishment Name: HUGS & KISSES

Address: 149 BROAD ST.

Alcohol License No.: 2017-13 Phone:

Describe area of premises extension:

AREA RUNNING UNDER AWNING ALONG FRONT OF BUILDING WITH 5 TABLES AND 10 SEATS AGAINST FACE OF BUILDING.

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: _____

Date and Time of Event: _____

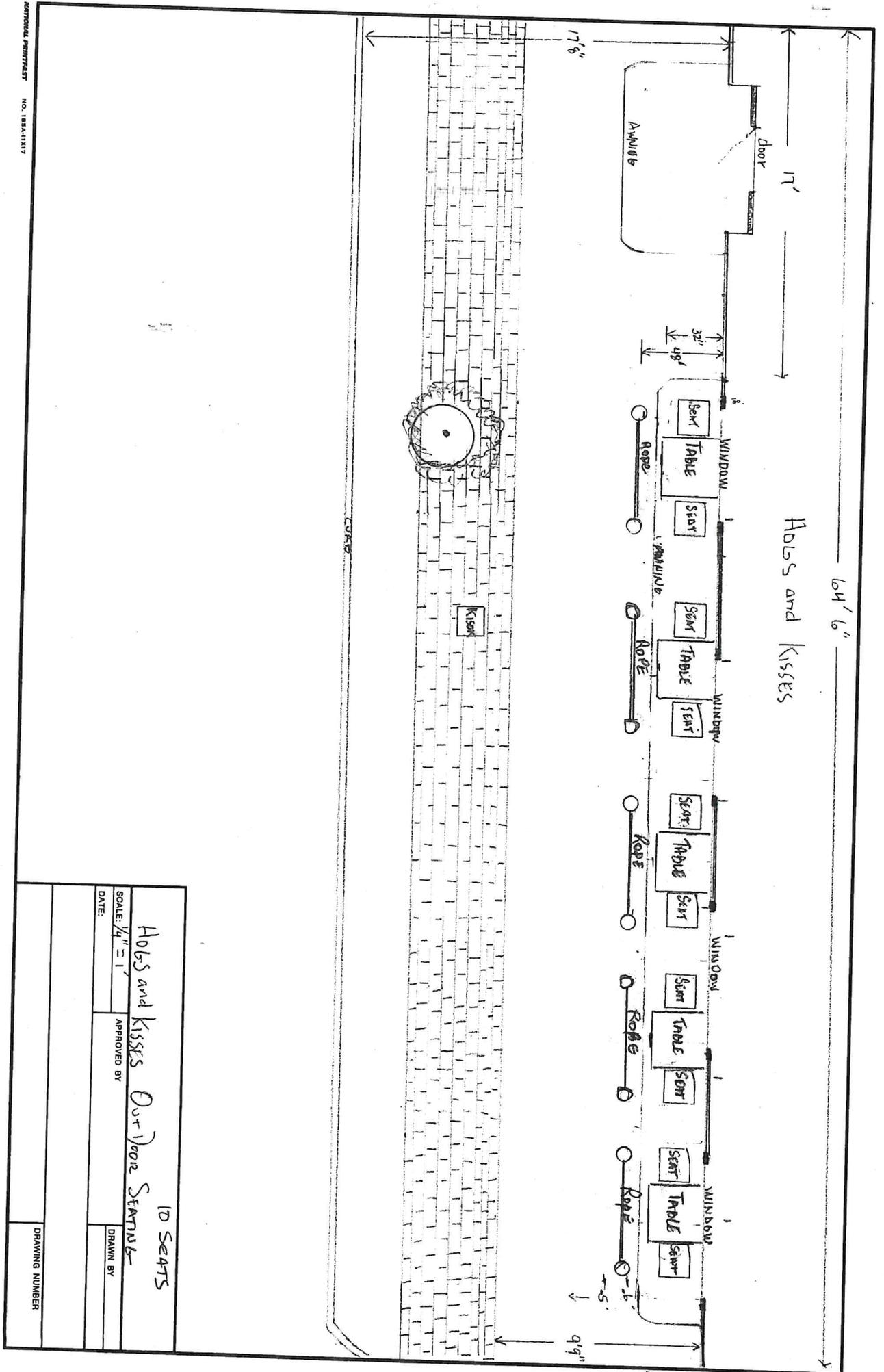
Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? Yes No

Event Description:

Linda Chronis April 9, 2018
SIGNATURE OF APPLICANT DATE

For Office Use Only

Date Filed with Clerk: 4/10/18
Total Amount: \$ N/A Receipt No.: C180410-1
Date Forwarded to Police Chief: 4/10/18
Police Chief Signature: [Signature] Approved Denied
Date Forwarded to Zoning Administrator: 4/10/18 (for non-sidewalk café applications)
Zoning Administrator Signature: [Signature] Approved Denied
Date of FLR/Council Approval: 4/10/18
Copies Provided to: Police Chief



HOLDS and KISSES

64' 6"

17' 8"

17'

door

AMMIB

32"
48"

SEAT

TABLE

SEAT

WINDOW

AMMIB

SEAT

TABLE

SEAT

WINDOW

SEAT

TABLE

SEAT

WINDOW

SEAT

TABLE

SEAT

WINDOW

SEAT

TABLE

SEAT

5'-5"

9' 1/4"

ALLE

10 SEATS

HOLDS and KISSES Outdoor Seating

SCALE: 1/4" = 1'

APPROVED BY

DATE:

DRAWN BY

DRAWING NUMBER



CITY OF LAKE GENEVA

SIDEWALK CAFÉ PERMIT APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Initial Sidewalk Café Permit with Alcohol | <input type="checkbox"/> Renewal of Sidewalk Café Permit with Alcohol |
| <input type="checkbox"/> Initial Sidewalk Café Permit without Alcohol | <input type="checkbox"/> Renewal of Sidewalk Café Permit without Alcohol |

Application Checklist:

- Certificate of Comprehensive General Liability Insurance** naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.
- Scaled diagram** which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk café, size and number of tables, seats, bollards (and chains or ropes), planters, umbrellas, location of doorways, tree, signage, parking meters, obstructions (either existing or proposed, within the pedestrian way). *Site plan must depict five (5) feet of unobstructed sidewalk for public use.*
- Copy of restaurant license issued by the Wisconsin Department of Health and Human Services under Wis. Stat. 254.64.**
- Application Fee** of \$15.00 per seat: 12 seats x \$15.00 = \$ 180.00
(# OF SEATS) (TOTAL FEE)
- Alcohol License Premises Extension Application.** If the applicant wishes to serve alcohol in the sidewalk café area, the applicant must currently hold a valid license to serve alcohol and submit an application requesting the premises description of the license be amended to include the sidewalk café area.

APPLICANT INFORMATION

Applicant Name: DANA TRILLA

Establishment Name: FLAT IRON TAP

Address: 150 CENTER STREET

Phone: _____ E-mail: _____

Do food sales generate more than 50% of gross receipts? Yes No

Are you requesting to serve alcoholic beverages? Yes No

If so, please provide the following information:

Agent Name: EDWARD MUISENGA

Signature of Agent: [Signature] Date: 4/28/18

INDEMNIFICATION STATEMENT

I, Dana Trilla representing Flat Iron Tap as its
(FULL NAME) (ESTABLISHMENT)

Owner agree to hold harmless and indemnify the City, its directors,
(TITLE)
officers, employees and agents, from and against any and all liabilities, losses, claims, demands,
damages, fines, penalties, costs and expenses, including, but not limited to, reasonable attorney's
fees and costs of litigation, and all causes of action of any kind or character resulting from my use
of the public sidewalk as a café. I certify that I have read and understand the rules of Section 62-67
(6) Sidewalk Café permits.

[Signature] 4/27/18
SIGNATURE OF APPLICANT DATE

For Office Use Only

Date Filed with Clerk: <u>4 May 1, 2018</u>		
Total Amount: \$ <u>180.00</u>	Receipt No.: <u>0180501-16</u>	
Date Forwarded to Police Chief: <u>4 May 1, 2018</u>	Approved	Denied
Police Chief Signature: <u>[Signature]</u>		
Date Forwarded to Building Inspector: <u>4 May 1, 2018</u>	Approved	Denied
Director of Building Inspector Signature: _____		
Date Forwarded to Director of Public Works: <u>4 May 1, 2018</u>	Approved	Denied
Director of Public Works Signature: _____		
Date of FLR/Council Approval (for alcohol license amendment, if applicable): _____		
Permit Issue Date: _____ Permit Number: _____		
Copies Provided to:	Police Chief DPW Director	Fire Chief Zoning Administrator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/30/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Market Financial Group 240 Commerce Drive Crystal Lake IL 60014		CONTACT NAME: Lisa Lakey PHONE (A/C, No, Ext): (815) 459-3300 E-MAIL ADDRESS: llakey@marketfinancialgrp.com FAX (A/C, No): (815) 459-3360	
INSURED D & D Restaurant Group Inc DBA Flat Iron Tap 146 Evergreen Pkwy Crystal Lake IL 60014		INSURER(S) AFFORDING COVERAGE INSURER A: Society Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15261	

COVERAGES **CERTIFICATE NUMBER:** 18-19 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BP17005750	03/06/2018	03/06/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			BP17005750	03/06/2018	03/06/2019	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

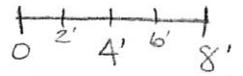
Location: 150 Center St., Lake Geneva, WI, 53147
 City of Lake Geneva is named as an Additional Insured

CERTIFICATE HOLDER		CANCELLATION	
City of Lake Geneva 626 Geneva St Lake Geneva IL 53147		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	

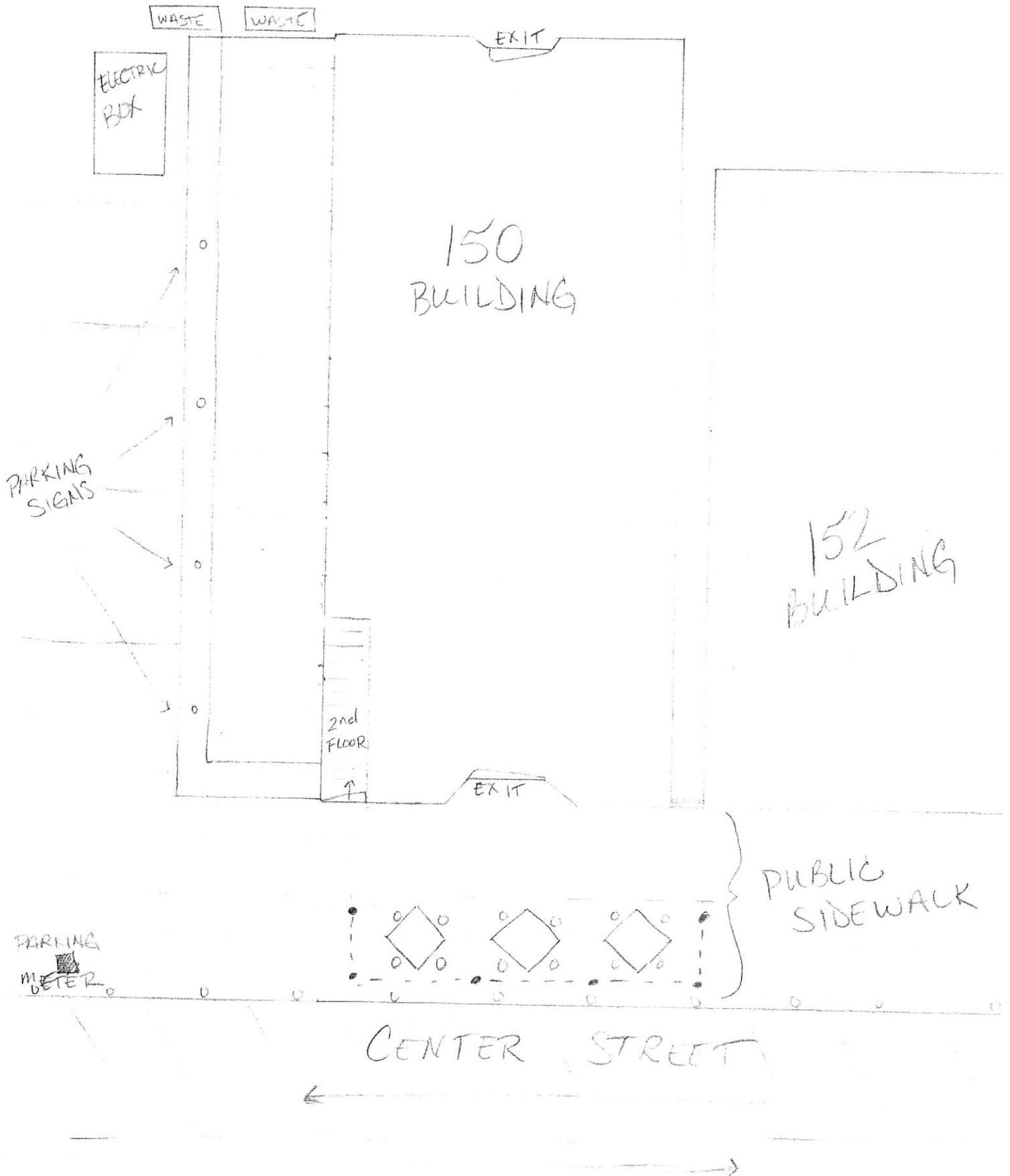
© 1988-2015 ACORD CORPORATION. All rights reserved.

FLAT IRON TAP
150 CENTER ST.

SCALE:



ALLEY





DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION

License, Permit or Registration

The person, firm, or corporation shown below has complied with the Wisconsin statutes and is authorized to engage in the activity indicated.

ACTIVITY	EXPIRATION DATE	I.D. NUMBER
Restaurant - Moderate Complexity, Kitchens: 1	30-Jun-2019	CJEY-AVYMMW
LICENSEE MAILING ADDRESS	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS
D&D RESTAURANT GROUP INC 150 CENTER ST LAKE GENEVA WI 53147		FLAT IRON TAP 150 CENTER ST LAKE GENEVA WI 53147

All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1st or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WDATCP-LICENSE RENEWAL
DRAWER 296
MILWAUKEE, WI 53293-0296
(608)224-4720

* Include the name of your facility and the ID number.



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- Request for premises extension to sidewalk café Request for temporary (special event) premises extension
- Request for premises extension to permanent outdoor area Other request for premises extension

Application Checklist:

- Applicant must currently hold a valid alcohol license
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: DANA TRILLA

Establishment Name: FLAT IRON TAP

Address: 150 CENTER STREET

Alcohol License No.: _____ Phone: _____

Describe area of premises extension:

Cafe seating on sidewalk east of building (3) three tables. There is (6') six foot pedestrian walk way in between building and seating with bollards surrounding tables.

N/A

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: _____

Date and Time of Event: _____

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? Yes No

Event Description:

[Signature] 4/27/18
SIGNATURE OF APPLICANT DATE

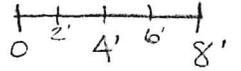
For Office Use Only

Date Filed with Clerk: May 1, 2018
Total Amount: \$ 05 - Receipt No.: 0180501-14
Date Forwarded to Police Chief: May 1, 2018
Police Chief Signature: [Signature] Approved Denied
Date Forwarded to Zoning Administrator: N/A (for non-sidewalk café applications)
Zoning Administrator Signature: _____ Approved Denied
Date of FLR/Council Approval: _____
Copies Provided to: Police Chief

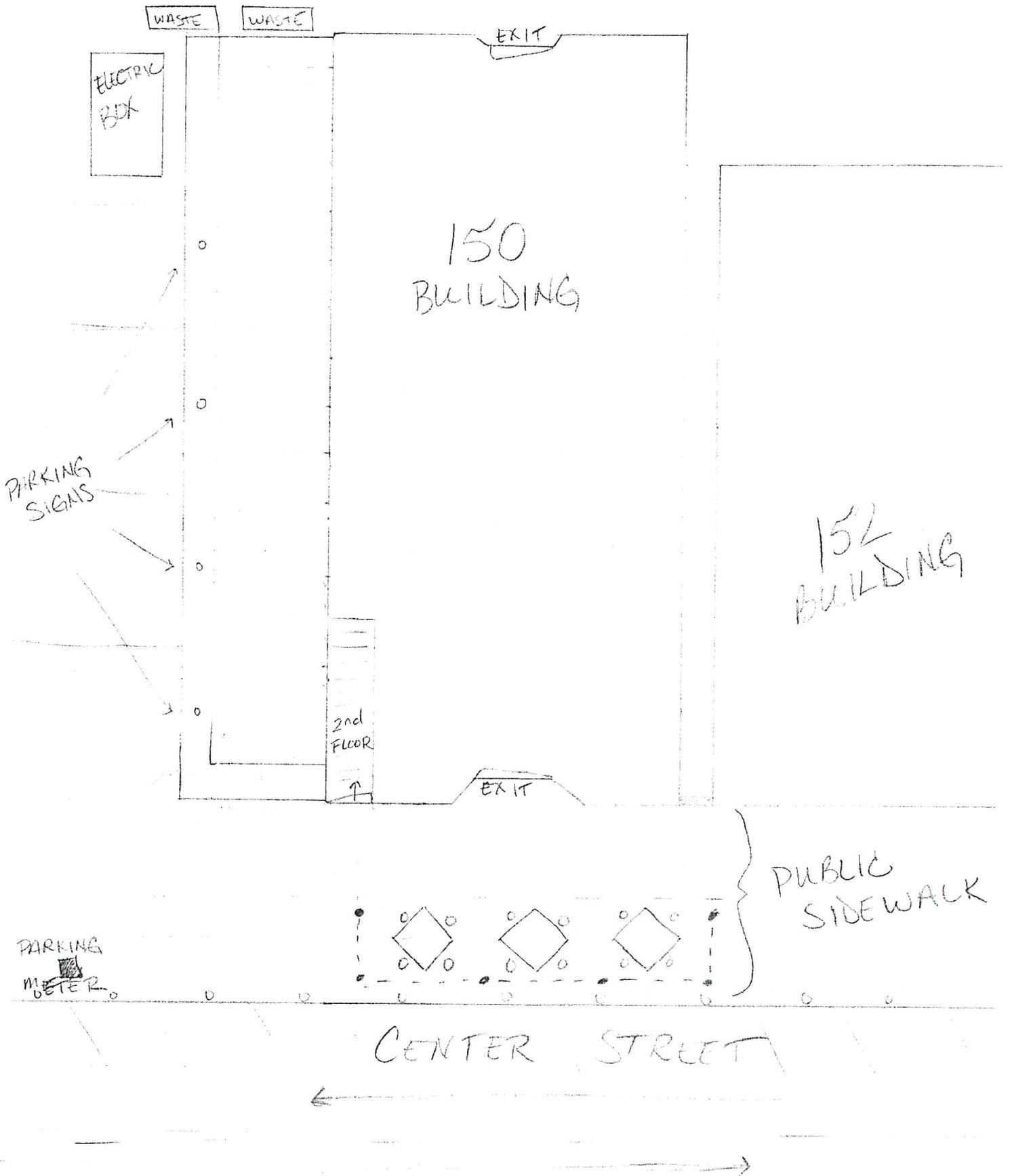
FLAT IRON TAP
150 CENTER ST.



SCALE:



ALLEY



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: Ryan Davis Date of Application: March 23, 2018
2. Organization Name: Ice Castles, LLC
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: 45-3629639
4. Mailing Address: _____
5. City, State, Zip: A
6. Phone: _____ E-mail: _____
7. Applicant's Drivers License #: _____ State license issued: _____
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: Ice Castles at Lake Geneva
2. Date(s) of Event: Occupancy Period Oct - April, Open to Public Dec - Feb.
3. Location(s) of Event: Either Riveria Beach or Seminary Park
4. Hours: Will be occupied all day, every day. Open hours vary by day and based on weather.

5. Event Chair/Contact Person: Ryan Davis Phone: _____

6. Day of Event Contact Name: TO BE DETERMINED Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 55,000

10. Basis for Estimate: Past experience and based on location and size of park.

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.

We will build structures out of ice and charge admission for the public to enter. Guests are invited to not only view the beauty of the structure but also to squeeze, squish and crawl through parts of the stunning Narnia-like display. Favorite photo spots can be found in the throne room, in front of the waterfall and throughout the winding ice maze. Children will enjoy zooming down the ice slide and spelunking through small tunnels. The Ice Castle features millions of icicles that sparkle a glacial blue by day and glow multi-coloured at night with the help of thousands of LED lights embedded in the ice. Every visitor to the Ice Castle will have a unique experience as the ice is always evolving—freezing, melting, and being reshaped by Ice Castles artisans.

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

We will place garbage cans at the entry and near the exit and will dispose of garbage daily. Depending on needs, we may rent larger dumpsters.

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

We will put temporary fencing around the event, if sufficient fencing is not already in place. We will also build ice walls around the perimeter of the event, so that people cannot just walk in. Our employees will be on site every day during the construction of the ice phase. If there is a need for security after hours, we will contract with a local firm or hire additional employees to watch the site at night. Most nights we run water and that discourages entry.

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.
 We will not use any roadways for the event.

2. Will any parking stalls be used or blocked during the event? Yes No
 Date(s) of use: October - April
 Total Number of Stalls Request: Not sure at this point.
 Stall Number(s) and Location: If we are at Seminary Park, we may need a couple stalls for storage of materials.
 Additional Information:
 If we do need parking spaces, it is not likely that we would use more than 3. I think it is unlikely that we will even need spaces, but put yes just in case. This will be sorted out with the City Staff, to the satisfaction of City Staff as we go through the planning process.

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.
 We would request directional signage, as needed.

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: To power lights, tools, and space heaters. 200 Amps +/-
- Water Explain: To make the ice. Typically we connect to a fire hydrant.
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			<u>25</u>
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
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 _____ =	_____
Park Reservation Permit					
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 Park Board</i>			_____
Non-Resident					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			TBD
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	TBD
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	_____	=	_____
Non-Resident	\$500.00	x	_____	=	_____
Additional Park Amenities					
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>					Subtotal: \$ _____

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<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	25
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 & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		# of Days
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: \$ 29,000

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: March 23, 2018

For Office Use Only

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

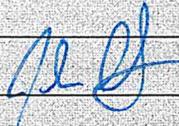
Additional Fees Collected: \$ _____ Receipt # _____

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: _____

COMPANY FACT SHEET

Ice Castles

Brand/Company: Ice Castles

Website: www.icecastles.com

Founded: 2011

Founder: Brent Christensen and Ryan Davis

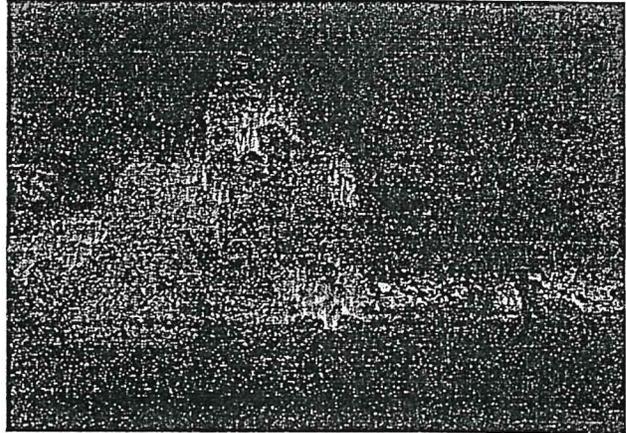
CEO: Ryan Davis

Lead Artist and Architect: Brent Christensen

Locations: Midway, Utah | Lincoln, NH | Edmonton, Alberta | Stillwater, MN | Dillon, Colorado |

Winnipeg, Manitoba

Opening Dates: Weather dependent. Most locations are estimated to open the end of December and remain open through early March.



Description: Ice Castles is an awe-inspiring, must-see winter phenomenon that brings fairytales to life. Located in six different locations across North America, the ice castles are built entirely by hand using hundreds of thousands of icicles hand placed by professional ice artists. The castles include breathtaking LED-lit sculptures, frozen thrones, ice-carved tunnels, slides, and fountains.

Facts, features and Public Draw:

- **Process:** Each ice castle is built by hand and takes thousands of man-hours to create. The daily process consists of growing 5,000 to 12,000 icicles that are harvested by hand and individually sculpted into existing ice formations. Newly placed icicles are then drenched with water. The blend of icicle placement, temperatures, water volume and wind result in an astonishing and ever-changing variety of ice formations.
- The towering, walk-through structures are made entirely of ice.
- Each castle is approximately one acre in size and takes approximately two months to construct.
- The construction team consists of 20-40 ice artisans.
- Each castle weighs more than 25 million pounds.
- LED lights frozen inside the ice light up and twinkle to music adding a magical ambiance to the breathtaking interactive sculptures.
- All of our Ice Castles are located next to a natural water source so all of our water returns directly into the environment to be used again by wildlife, people and plants.

Age Range: All ages

Ticket prices: vary by location

Company Background: The concept for Ice Castles was created when founder and Utah resident Brent Christensen attempted to build an ice cave for his daughter in the front yard of his home in Alpine, Utah. The project turned into a winter hit drawing crowds of locals to visit and tour his creation. Ice Castles has since turned into an internationally renowned tourist attraction with six locations across North America and growing.

Social Media Links:

Facebook:

<https://www.facebook.com/TheIceCastles/>

<https://www.facebook.com/IceCastlesUT/>

<https://www.facebook.com/IceCastlesNH/>

<https://www.facebook.com/IceCastlesMN/>

<https://www.facebook.com/IceCastlesAB>

<https://www.facebook.com/IceCastlesMB/>

<https://www.facebook.com/IceCastleCO/>

Instagram:

https://www.instagram.com/icecastles_

Twitter:

https://twitter.com/icecastles_

Pinterest:

<https://www.pinterest.com/icecastles1>



**City of Lake Geneva Tourism Commission
Tourism Promotion Grant Application**

Date Submitted: April 8, 2018

Organization: Lake Geneva Business Improvement District and Ice Castles, LLC

Contact Person: Bridget Leech and Ryan Davis

Phone Number: _____

Street Address: P.O. Box 863

City, State, Zip: Lake Geneva, WI 53147

Email Address: _____

Name of Event: Ice Castles at Lake Geneva

Date(s) of Event: Occupancy Period October - April. Open to Public December - February

Location of Event: Riviera Beach

Type of Event: Outdoor Family Fun
(Festival, Cultural, Tour, Sporting, Other)

Estimated Number of Attendees: 55,000

Estimated Number of Overnight Stays: 2,500

Annual Event (Yes/No): Potentially, yes (assuming it is well-recieved in its first year)

Grant Amount Requested: (see municipal funding request)

Provide as attachment the following:

- 1) Event Overview/Description
- 2) Event Budget (Include how grant funds will be used)
- 3) Sample of Marketing Material
- 4) Marketing plan for the event
- 5) Any other helpful information

**Please send the completed application with required
additional information to cityadmin@cityoflakegeneva.com
by the Bi-Annual Application Due Date**

Ice Castles at Lake Geneva Municipal Funding Request

Ice Castles, LLC is a Utah-based entertainment company that specializes in large-scale structures that are handcrafted from ice. Ice Castles are formed using a patented method. Crews grow roughly 10,000 icicles every day and place them throughout the Ice Castle to provide something for the water to freeze to. Over time, the icicles get absorbed into the ice structure.

The ice structure is built and an admission fee is charged for the public to enter. Guests are invited to not only view the beauty of the structure but also to squeeze, squish and crawl through parts of the stunning Narnia-like display. Favorite photo spots can be found in the throne room, in front of the waterfall and throughout the winding ice maze. Children will enjoy zooming down the ice slide and spelunking through small tunnels.

The Ice Castle features millions of icicles that sparkle a glacial blue by day and glow multi-colored at night with the help of thousands of LED lights embedded in the ice. Every visitor to the Ice Castle will have a unique experience as the ice is always evolving—freezing, melting, and being reshaped by Ice Castles artisans.

Ice Castles are currently in operation in the following cities:

- Midway, UT
- Dillon, CO
- Edmonton, Alberta - Canada
- Stillwater, MN
- Winnipeg, Manitoba - Canada
- Lincoln, NE

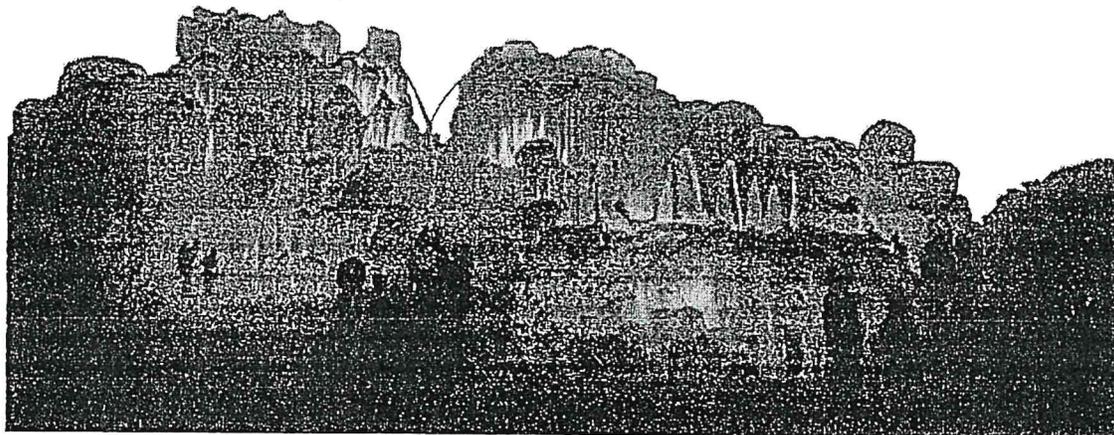
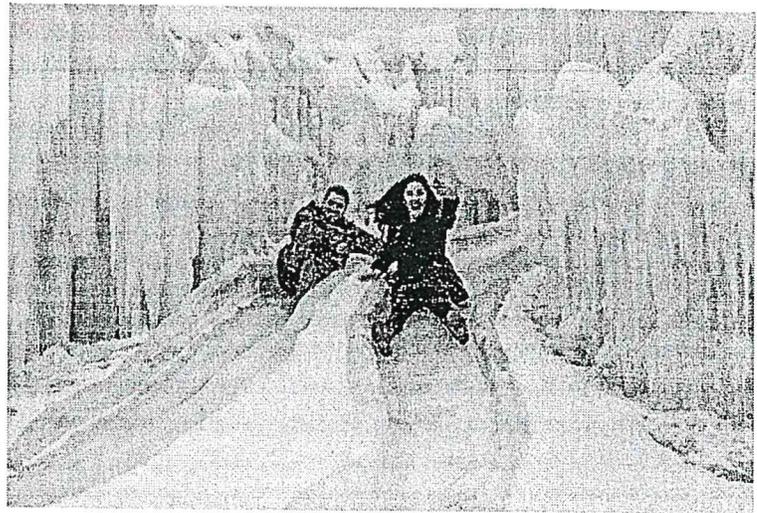
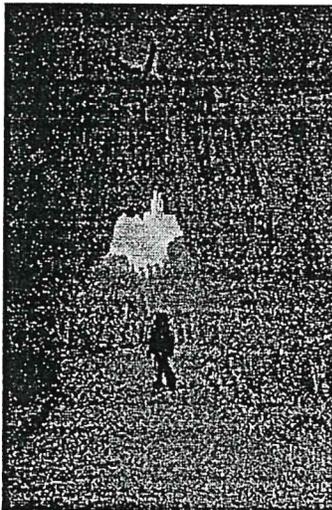
Based on previous experience, it is estimated that approximately 55,000 people will come through Lake Geneva to see the Ice Castles, over a three-month period of time. This will allow for a manageable flow of people through town, rather than an influx all on one weekend.

Ice Castles, LLC and the Lake Geneva Business Improvement District are asking for a total of \$25,000.

After discussions, and a tour, with the owner of Ice Castles LLC, an Ice Castle in Lake Geneva would be best set up on the Riviera Beach. In order to do this, we will need cooperation and time from the City staff. Instead of asking for this to be done complimentary, we are asking the Tourism Commission for money from the Municipal Funding bucket to pay any necessary City staff fees. Ice Castles, LLC would work closely with the necessary City staff to ensure a smooth event setup and maintenance over the months while in Lake Geneva.

The below figures were estimated based on discussions with City Administrator Oborn (and in conjunction with Tom Earle).

City Staff	\$20,000
Water Use	\$5,000
TOTAL	\$25,000



CITY OF LAKE GENEVA

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



Memorandum

Date: April 17, 2018
To: Piers, Harbor, and Lakefront Committee
Parks Board
From: Blaine Oborn, City Administrator
Subject: Discussion/Recommendation on Permits for Ice Castle Inc. winter use of Riviera Beach in Association with the Lake Geneva Downtown Business Improvement District (BID) and the Lake Geneva Tourism Commission

A goal of the new Lake Geneva Tourism Commission is to increase offseason overnight stays. One of the Commissioners was made aware of Ice Castle Inc. with their handcrafted ice structures at one of their six locations in the US and Canada and reached out to them for consideration of Lake Geneva as a location. Ice Castle then toured Lake Geneva visiting ten possible sites. The sites were narrowed down to the Riviera Beach and Seminary Park. The attached application is representative of either location with the final location to be determined.

The Ice Castle will draw a steady amount of visitors in the City's offseason that will benefit City Hotels, Restaurants, and Shops in the winter. Ice Castle is requesting a free location and free water. The Tourism Commission has approved the BID's request for tourism municipal funding in the amount of \$25,000, with \$20,000 for the application fees and City staff time in setting up, taking down, and providing support to the Ice Castle; and \$5,000 to pay for City water usage. The validity of the \$25,000 in funding needs to be verified by the City Attorney (see attached Tourism Application and Fact Sheet).

Ice Castle will charge an admission fee to cover their direct cost of operation, similar to what the carnival rides for the Venetian Festival has done. This will not compete with other businesses and will favorably draw visitors to the downtown, boosting economic development in the off season.

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: Jeff Siegel Date of Application: 4/10/18
2. Organization Name: Buffalo Grove High School
3. Organization Type: For Profit Non-Profit (501(c)___) Tax ID: E9997-7168-07
4. Mailing Address: _____
5. City, State, Zip _____
6. Phone: _____
7. Applicant's Drivers License #: _____
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: Cheerleading Camp
2. Date(s) of Event: June 13 - June 15 2018
3. Location(s) of Event: Flat Iron Park
4. Hours: 9:30 a.m. Start Time 5:30 p.m. End Time

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.

n/a

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

n/a

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.

n/a

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: _____
 - Water Explain: _____
 - Traffic Control Explain: _____
 - Police Services Explain: _____
 - Fire/EMS Services Explain: _____
 - Other Explain: _____
- n/a

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
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 _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			<u>25.00</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			<u>100.00</u>
150 or more Attendees		<i>Determined by Park Board</i>			_____
Non-Resident					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	<u>1</u>	x <u>3</u>	= <u>165.00</u>
150 or more Attendees	\$105.00	x	_____	x _____	= _____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days	x _____ = _____
Non-Resident	\$500.00			x _____	= _____
Additional Park Amenities					
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>					Subtotal: \$ <u>290.00</u>

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<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 & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		# of Days
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: \$ <u>290</u>

Total PAID with Application: \$ 290.00

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:

Jerney Signal DATE: 4/10/18

For Office Use Only

pd

Date Filed with Clerk: 4/18/18 Payment with Application: \$ 290.00 Receipt: C180418-2

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

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: _____

For Office Use Only

pd

Date Filed with Clerk: 4/18/18 Payment with Application: \$ 290.00 Receipt: C180418-2

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: Neil Warner

Additional services needed: Had issue w/ Trash Clean up last year

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: _____

WMA-5179

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: Kevin S. Hoff Date of Application: 4-12-18
2. Organization Name: " "
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: _____
5. City, State, Zip: k _____
6. Phone: _____ nail: _____
7. Applicant's Drivers License #: _____ State license issued: _____
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: Son's wedding party picnic
2. Date(s) of Event: July 4, 2018
3. Location(s) of Event: Sam Donian Weiland Park
4. Hours: 10 am Start Time 10 pm End Time

5. Event Chair/Contact Person: Kevin S. Hoff Phon

6. Day of Event Contact Name: " " Phon

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 30

10. Basis for Estimate: Wedding Party & Families

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

If yes, list the location, size, Rental Company, and proof of completion of locates.
10 x 10 OPCS

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.

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

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

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.

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information: *WE ARE ALL STAYING & PARKING AT THE COURT.*

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.

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: _____
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
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 _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			<u>25</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	\$50.00				50
50-149 Attendees	\$100.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Non-Resident					
49 Attendees or Less	\$100.00				<u>100</u>
50-149 Attendees	\$150.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	<u>1</u>	x _____ =	<u>75</u>
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days	x _____ = _____
Non-Resident	\$500.00			x _____ =	_____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x	<u>3</u> +	\$50.00 =	<u>95</u>
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>					Subtotal: \$ _____

Application and Permit Fees	Unit Fee		Applicable Fee
Beach Reservation Permit			
<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 & Lakefront</i>		_____
Non-Resident			
49 Attendees or Less	\$100.00		_____
50-149 Attendees	\$150.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors & 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: \$ <u>295</u>

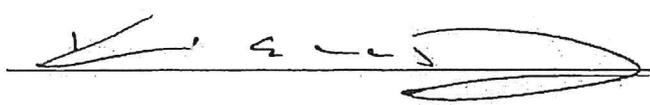
Total PAID with Application: \$ _____

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: 4-12-18

For Office Use Only

Date Filed with Clerk: 4/13/2018 Payment with Application: \$ _____ Receipt: _____

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

~~N/A~~ Street Dept.: Approved Denied Signed: _____

~~Additional services needed: _____~~

~~Additional fees or deposit: _____~~

~~N/A~~ Parking Dept.: Approved Denied Signed: _____

~~Additional services needed: _____~~

~~Additional fees or deposit: _____~~

~~N/A~~ 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: _____

For Office Use Only

Date Filed with Clerk: 4/13/2018 Payment with Application: \$ _____ Receipt: _____

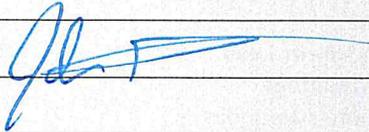
Additional Fees Collected: \$ _____ Receipt # _____

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: _____

Nancy Elder

From: City Clerk
Sent: Friday, April 13, 2018 12:14 PM
To: Kevin Hoff
Cc: Nancy Elder
Subject: RE: Attached Image

Hello Kevin,

I just received your application now... I see your email from yesterday was stuck in my junk mail, I'm not sure why. I will get this process started for you on my end. I will need payment for your application as well. The total amount is \$295.00 and you can mail a check right to the City of Lake Geneva.

Please let me know if you have any further questions.

Thank you.

Lana C Kropf, WCMC
City Clerk
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
Population: 7,696
Phone: 262-249-4092
Fax: 262-248-4715



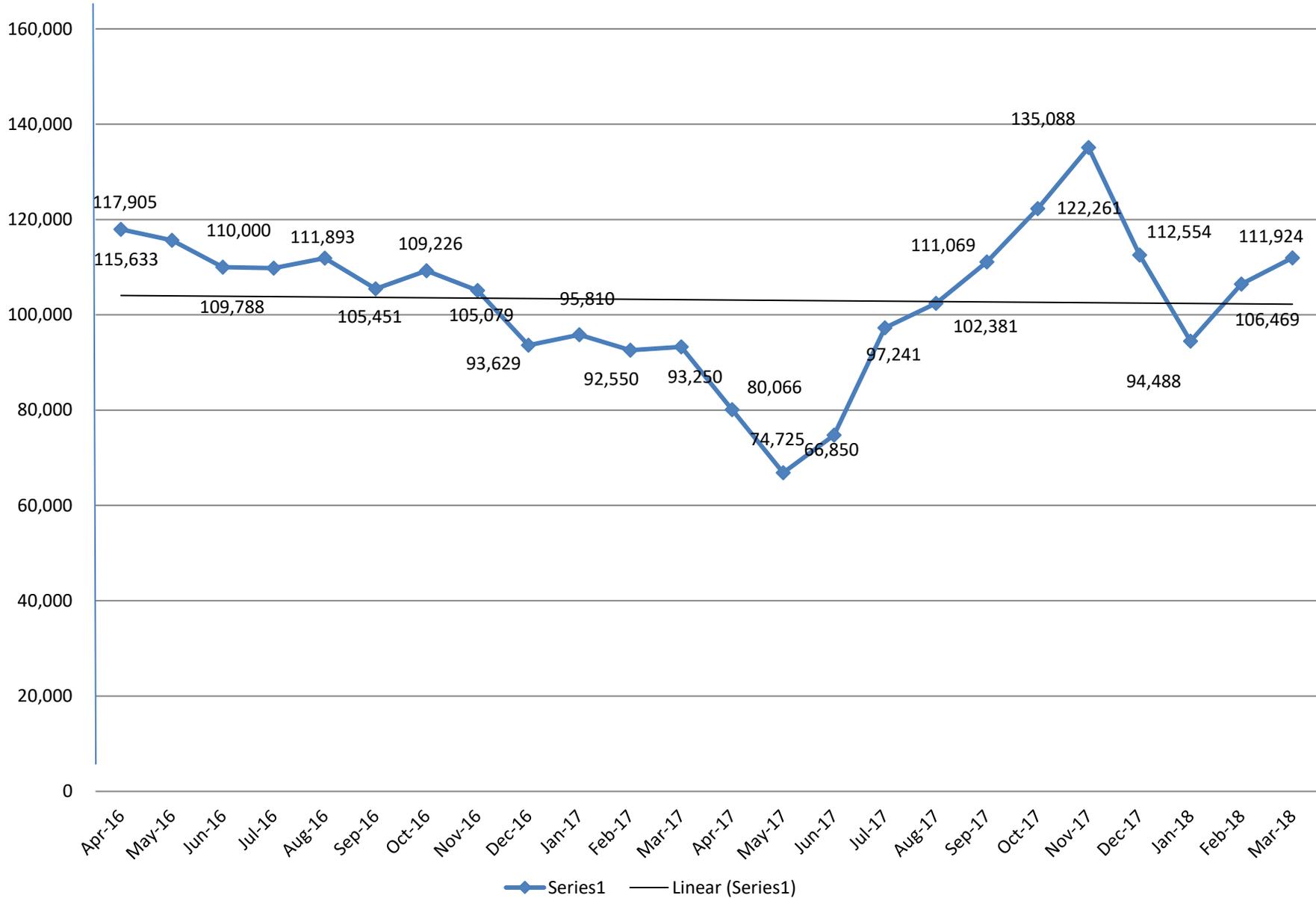
Elected Officials and Members of City Committee or Commission: In order to comply with Open Meetings Requirements, please limit any reply to only the sender of this email.

From: Kevin Hoff [<mailto:khoff@diamondtrans.net>]
Sent: Friday, April 13, 2018 12:09 PM
To: City Clerk
Subject: FW: Attached Image

Good afternoon City Of Lake Geneva,

We are in hopes you received our application?
Thank you

City of Lake Geneva Rolling 6 Month Claim Review



CITY OF LAKE GENEVA



EMPLOYEE HANDBOOK

Adopted December 23, 2013

Modified January 27, 2014

Modified March 13, 2017



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INTRODUCTION

101. Introductory Statement

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

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

Final interpretation and implementation of any of the policies or rules contained in this handbook are vested solely with the City of Lake Geneva through the City Administrator. The City reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion, with or without notice.



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

102. Organization Description

I. Goals

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

II. Mission Statement

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

III. Description of the City

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

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

103. Organizational Chain of Command

As with any government agency, the operation of the City relies upon an effective chain of command structure. The ultimate authority for decisions concerning policy in the City resides by law with the



Common Council, under the leadership of the Mayor and the City Administrator. The City Administrator, as the chief administrative officer of the City, is the primary professional advisor to the Common Council, and heads the City's management team. The management team is comprised of the various City Department Heads, who report to the City Administrator, and supervisors subordinate to those Department Heads. This management team concept is the process by which recommendations for Council actions are developed and decisions implemented. The system represents a means of establishing orderly lines of organization and communication as management personnel unite with the elected officials to promote effective services for the City.

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

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

The City Administrator and those Department Heads, supervisors and employees so directed by the City Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation — as distinct from the deliberation, debate, and voting of the members of the Common Council.

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



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

104. *Organizational Chart*

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



105. Employee Acknowledgement Form

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

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

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

Employee Signature

Date

Supervisor Signature

Date



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



GENERAL EMPLOYMENT

201. *Employment Classification*

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

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

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

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

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

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

202. *Employment at Will*

Unless expressly prescribed by statute or contract, employees of the City of Lake Geneva are employed "at will", which means that their employment may be terminated at any time and for any reason, with or without advance notice, at the option of either the employee or the employer. Any employment



relationship other than employment "at will" must be set forth in writing and executed by the Mayor and attested by the City Clerk.

203. Residency

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

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

204. Access to Personnel Records

(Lexipol policy 1026)

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 PERSONNEL FILES DEFINED

Definitions related to this policy include:

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

204.4 SECURITY AND MAINTENANCE OF PERSONNEL FILES



Access to personnel files shall be restricted as follows:

- (a) Only the City Administrator or the authorized designee may access personnel files.
- (b) Personnel files shall be maintained in a secured location, locked either in a cabinet or access-controlled room.
- (c) If personnel files are maintained in an electronic format, adequate password protection shall be employed.

204.4.1 MEDICAL FILE

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

- (a) Materials relating to the Family and Medical Leave Act (FMLA) or other medical leaves of absence.
- (b) Documents relating to workers' compensation claims or receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal an employee's medical condition.
- (e) Any other documents or material that reveal the employee's medical history or medical condition, including past, present or anticipated mental, psychological or physical limitations.

204.5 CONFIDENTIALITY OF ALL PERSONNEL FILES

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

204.6 REQUESTS FOR DISCLOSURE



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

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

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

204.6.1 RELEASE OF CONFIDENTIAL INFORMATION

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

204.7 EMPLOYEE ACCESS TO HIS/HER OWN FILE

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

- (a) Criminal investigations involving the employee.
- (b) Letters of reference concerning employment, licensing or issuance of permits regarding the employee.
- (c) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (d) Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.



- (e) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (f) Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

204.8 PURGING OF FILES

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

- (a) Each supervisor responsible for completing the employee's performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the City Administrator.
- (c) During the preparation of each employee's performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline or training and career development. If, in the opinion of the Department Head or the authorized designee, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to the current records retention schedule.

205. *Personnel Data Changes*

It is the responsibility of each employee to ensure that his or her personal information and any decisions regarding benefit selection are accurate at all times, and to promptly notify the City of any changes to the employee's personnel file, personal contact information, or family information used for insurance or tax purposes. Changes to personal information must be provided in writing to the City Comptroller as soon as possible to avoid potential issues regarding benefit eligibility, returned W-2s, and other issues related to compensation or benefits. This information may include, but not necessarily be limited to, the following: name; address; telephone number; marital status (for benefits and withholding purposes);



spouse and dependent names, addresses, and telephone numbers (for benefits purposes); beneficiary designations; and emergency contact information.

206. *Hiring, Promotions, Transfers & Assignments*

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

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

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

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

207. *Reference & Background Checks*

Depending on the nature of the position and the applicants applying for the position, the City may conduct varying levels of background screening as needed to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they seek to obtain. Information that may be obtained or requested as part of the screening process includes information relating to references, previous employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation and driving records. The City may also obtain



information from a consumer reporting agency. Before denying an extension, assignment, promotion or other benefit of employment, based in whole or in part on information obtained in the credit report from a consumer reporting agency, the City will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

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

208. Performance Evaluations

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

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



209. Outside Employment

(Lexipol policy 1040)

209.1 PURPOSE AND SCOPE

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

209.1.1 DEFINITIONS

Definitions related to this policy include:

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

209.2 OBTAINING APPROVAL

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

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

209.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

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



209.2.2 REVOCATION/SUSPENSION OF AN APPROVED OUTSIDE EMPLOYMENT APPLICATION

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

The outside employment may be revoked:

- (a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency, and the outside employment may be related to the employee's performance. The City Administrator may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment application. After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been re-established to the minimum level of acceptable competency.
- (b) If, at any time during the term of an approved outside employment application, an employee's conduct or outside employment conflicts with the provisions of City policy, or any law.
- (c) The outside employment creates an actual or apparent conflict of interest with the Department or City.

209.3 PROHIBITED OUTSIDE EMPLOYMENT

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

- (a) Involves the employee's use of department time, facilities, equipment or supplies, the use of the City uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than the City for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this City.



- (c) Involves the performance of an act in other than the employee's capacity as a member of the City that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for the City below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job - related demands that occur outside regular working hours.

209.4 CITY RESOURCES

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

209.4.1 REVIEW OF FINANCIAL RECORDS

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

209.5 Changes In Outside Employment Status

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



outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

209.6 Outside Employment While On Disability or Administrative Leave

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

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

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

- (a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the City's professional medical advice.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty employee.
- (c) The outside employment is not compatible with the reason the employee is on administrative leave.
- (d) The employee failed to make timely notice of his/her intentions to his/her Department Head.

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



210. Training

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

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

211. Layoffs & Furloughs

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

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

212. Termination, Resignation & Discharge

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



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

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

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

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

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



ANTI-DISCRIMINATION & HARASSMENT

301. Prohibition of Harassment & Discrimination

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

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

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

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

302. Prohibited Behavior

A fundamental policy of the City of Lake Geneva is that the workplace is for performing high quality work and to serve the interests of the City and the public. To that end, employees must provide a workplace environment free from tensions involving matters that do not relate to the City's business and where employees are at all times courteous and professional in their behavior. The City recognizes



that any atmosphere of tension created by conduct unrelated to work — including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar discriminatory conduct — does not belong in the workplace and will not be tolerated.

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

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

Sexual Harassment

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

- Submission to such conduct is explicitly or implicitly made a term or condition of employment;
- Submission or refusal to submit to such conduct is used as the basis for a tangible employment action; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or work environment.

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



Examples of Prohibited Behavior

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

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

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

303. Harassment by Non-Employees

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



304. Complaint Procedure & Investigation

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

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

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

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

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



305. Retaliation

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

306. Equal Employment Opportunity

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

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

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

307. Disability Accommodation

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



308. *Immigration Law Compliance*

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



CONFLICTS OF INTEREST & CONFIDENTIALITY

401. Conflicts of Interest and Nepotism

(Lexipol policy 1050)

401.1 PURPOSE AND SCOPE

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

401.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

Public Official - A supervisor or employee who is vested with authority by law, rule or regulation, or to whom authority has been delegated.



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

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

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

401.2 RESTRICTED DUTIES AND ASSIGNMENTS

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

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.



401.2.1 EMPLOYEE RESPONSIBILITIES

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

401.2.2 Supervisor Responsibilities

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

402. Confidentiality

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

As part of an employee's responsibilities with the City, he or she may have access to confidential City, resident, personnel or other sensitive information. This may include, but not necessarily be limited to: information concerning a resident's financial status, the business, purchasing or negotiating practices of the City, ongoing or potential litigation involving the City, and employee personnel records. This information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons not employed by the City without the determination of the City Administrator or Department Head designated by the City Administrator. Furthermore, no employee shall disclose or use confidential information of the City to advance the financial or other private interest of the employee or others. All City employees share in the responsibility for protecting the confidentiality of this information.



EMPLOYEE BENEFITS PROGRAMS

501. *Employee Benefits*

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

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

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

502. *Paid Time Off*

502.1 POLICY

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

502.2 SCOPE

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

502.3 PAID TIME OFF

PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service; however, an employee does not have to designate the reasons for the scheduled absences being requested.



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

502.4 PTO BANK SCHEDULE

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

Table 5.1 – FULL TIME EMPLOYEES

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

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

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

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



Table 5.2 – PART TIME EMPLOYEES

Regular year-round part-time employees who work 23 hours or more per week will receive a pro-rated portion of PTO based on the expected number of hours worked per week or the number of hours worked in the prior year. To calculate their PTO bank, the annual hours worked from the prior year are divided by 52; times the multiplier for their years of continuous service. There is no PTO carryover provision for part-time employees.

Years of Service	Annual PTO Eligibility	Maximum Bank Limit
< 1 year	average hours x 1	average hours x 1
1-5 years	average hours x 2	(average hours x 2)
6-10 years	average hours x 3	(average hours x 3)
11 or more years	average hours x 4	(average hours x 4)

502.5 REQUESTS FOR AND USAGE OF PTO

1. PTO is a benefit to be used by every regular full-time and eligible part-time employee. However, the scheduling of time off is dependent upon the judgment and discretion of the employee's Department Head or his/her designee. This includes surgery or other treatment for medical conditions covered by the FMLA policy that can be scheduled in advance, vacations, personal days, etc.
2. Employees are strongly encouraged to take forty (40) consecutive hours annually, but in any event must use a minimum of forty (40) nonconsecutive hours during the course of the year. New employees having worked for the City for less than a year will not be subject to this requirement.
3. PTO can be requested to be taken in fifteen (15) minute increments, half-hour increments, hourly increments, or daily increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. All PTO will be paid at the employee's regular rate of pay.
4. An employee will continue to bank PTO during a leave of absence as long as the leave is with pay. An employee in an unpaid leave status shall not bank PTO.
5. If an employee's banked PTO days have been exhausted, additional time off, if granted, will be unpaid. Negative balances are not permitted.



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

502.6 UNSCHEDULED LEAVE

1. Unscheduled leave/absences are defined as unscheduled time off that has not been approved in advance by the Department Head or designee.
2. When absences due to sudden illness are necessary, the employee should notify their respective Department Head or designee of their illness or their immediate family member's illness prior to the beginning of his/her scheduled reporting time within the time period designated by the Department Head. Failure to do so without a bona fide reason may result in the employee being considered absent without leave and subject to disciplinary action, up to and including termination.
3. A Department Head or designee may grant approval of a PTO request less than two (2) day notice, if the employee's absence does not negatively affect departmental workload, project completion, and sufficient staffing levels exists except for leaves covered by FMLA.

502.7 ACCUMULATION

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

502.8 REIMBURSEMENT OF ACCUMULATED PTO LEAVE

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



2. Employees may not utilize PTO to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period.
3. Employees who are discharged for cause or who quit without a minimum of two (2) weeks' notice shall forfeit their banked PTO pay out.

502.9 MEDICAL LEAVE BANK (MLB)

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

1. USES.
 - a. In the event the MLB is exhausted for qualifying events, the employee can use PTO. Negative balances are not permitted.
 - b. Employees who have a covered event that will require the employee to be absent for longer than 3 working days, are should inform their Department Head or Designee.
 - c. Using the MLB for intermittent leave may be allowed upon approval by the City Administrator or designee under certain circumstances such as prolonged therapies necessitating multiple appointments, travel requirements or symptomatic absences due to treatments.
 - d. The MLB may be used for the three (3) day waiting period to cover time loss in the event of a Worker's Compensation time loss.
 - e. The employer reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of the MLB may result in loss of pay for the duration of the absence and may be considered grounds for disciplinary action.



- f. The employer may require the employee to provide a certificate of recovery before the employee returns to work from a registered physician as named either by the employee or the employer.
 - g. Employees may accumulate up to a maximum of 480 hours in their MLB. Once an employee's MLB reaches a maximum of 480 hours, no more hours can be credited to their MLB until the accumulated hours fall below the 480 hour maximum.
 - h. Employees (hired prior to January 1, 2014) are eligible to convert any or all accumulated sick leave hours up to a maximum of 800 hours into the MLB. Any use of hours above 480 hours cannot be replenished with unused PTO hours until the MLB complies with the above paragraph.
 - i. Upon an employee's separation from City service, for whatever reason, any remaining MLB balance shall be extinguished. Under no circumstance will the unused balance in an employee's MLB be payable in any form.
2. INCREASING MEDICAL LEAVE BANK ACCOUNT HOURS.
- a. Employees may build hours in their account by rolling hours from their unused PTO into their MLB at year-end. There are two ways to accomplish this:
 - i. To the extent that the PTO balance exceeds the Bank Maximum, those hours will be transferred to the MLB.
 - ii. Prior to December 15 of each year, employees can elect to transfer PTO hours to their MLB; although a minimum of forty (40) PTO hours must be taken as time off annually and cannot be transferred to the Medical Leave Bank.
 - b. The City will match up to 24 hours of PTO transferred to the MLB per year up to the maximum allowable MLB balance.

503. Holidays

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

New Year's Day (January 1)

Spring Holiday (Friday before Easter)



- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday of September)
- Thanksgiving Day (fourth Thursday of November) the Friday-after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

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

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

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

504. Compensatory Time

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

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



505. Retirement

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

The City of Lake Geneva also provides an opportunity to contribute to two 457(b) retirement savings plans and two Roth plans for full-time employees who have completed any mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions. Interested employees can request a full copy of the plan summary description from the Department of Employee Trust Funds, Wisconsin Deferred Compensation Program, P.O. Box 7931, Madison, WI 53707-7931 or Security Benefit, P.O. Box 750560, Topeka, KS 66675-0560. If a regular full-time employee hired before January 1, 2014 has been employed for twenty (20) years or more with the City and retires under the provisions of the Wisconsin Retirement System at age fifty-five (55) through age sixty-four (64), the City will pay fifty percent (50%) of the health insurance premium until the retiree reaches age 65.

506. Health, Vision, Dental & Life Plans

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

507. Disability Insurance

The City provides and pays the full premiums for long-term disability insurance for full-time employees. The long-term disability payments commence after 180 days of absence from work because of a covered accident or sickness and will, if necessary, be paid to the employee until the employee reaches age sixty-five (65). The Long Term Disability policy shall guarantee a payment to employees of sixty-six percent (66%) of their salary up to a maximum of \$6,000/month. Employees who are eligible for and utilizing the long-term disability insurance shall not be eligible for payment of medical leave bank



benefits. Employees should refer to the specific plan documents for further explanation of this benefit and any tax implications, or contact the City Comptroller.

508. *Workers Compensation*

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

509. *Benefit Continuation (COBRA)*

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) extends, to employees and their qualified beneficiaries, the opportunity to continue health insurance coverage under the City's group insurance plan when a "qualifying event" would normally result in the loss of eligibility. If an employee is terminated for any reason, other than gross misconduct, or otherwise leaves employment with the City, the employee and his or her dependents may have the right to continue or convert coverage as set forth in the rules of the plan. The employee will receive written notification of his or her right to continue coverage within two (2) weeks of their termination date. Questions about continued coverage under COBRA should be directed to the City Administrator.

510. *Education and Training*

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

510.1 EMPLOYEE TRAINING

Employees may desire to attend or be asked to attend job-related conferences, workshops, seminars or credit courses offered by various educational institutions or by other organizations. Registration fees will



be paid for employees who attend seminars, classes, meetings, conferences, training sessions and other such functions with the prior approval of the supervisor and the availability of budgeted funds for this purpose.

510.2 TUITION REIMBURSEMENT PROGRAM

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

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

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

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

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

Grade "A" - 100%

Grade "B" - 75%

Grade "C" - 50%

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

0 - 12 months - 100%



13 - 24 months - 75%

25 - 36 months - 50%

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

511. Business & Travel Expenses

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

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

512. Employee Assistance Program (EAP)

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

513. Clothing Allowance

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



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

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



WORK SCHEDULES & COMMUNICATIONS

601. *Work Hours & Schedules*

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

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

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

602. *Attendance & Punctuality*

The City places great emphasis on its employees maintaining a record of good attendance. Absences or tardiness places an extra burden upon coworkers and undermines the efficient operations of the organization. Regular attendance is therefore expected of every City employee. Each employee has a responsibility to be on the job, on time each workday, and fully able and prepared to work. Employees are expected to arrive at work on time, and return from scheduled rest breaks and meal breaks on time. An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before his or her shift begins. Two or more unexcused tardiness incidents shall constitute habitual tardiness or a pattern of tardiness, and will be considered excessive. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the employer reviews each employee for wage changes or promotion.

The City of Lake Geneva is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor, the City Administrator, or any designee thereof. Inclement weather conditions may prevent employees from getting to work or cause them to arrive late; however, employees are expected to make every reasonable effort to report to work. When severe weather conditions exist, it will be the responsibility of the employee to contact his or her supervisor before the scheduled start of the employee's shift if he or she is unable to report to work on time. Work time



missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use paid time off or compensatory time, but in the event of severe weather or other extreme circumstance as determined by the employer, the City's need for the employee's attendance to perform his or her duties will prevail.

603. Overtime

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

Overtime pay is based on actual hours worked and holidays; therefore, any time taken for unpaid breaks or meals will not be included as time worked for the purposes of calculating overtime hours. Time off due to PTO, Medical Leave Bank, compensatory time or any leave of absence will not be factored into hours worked when calculating overtime. Work required to be performed on an actual Holiday (as provided in Section 503), [Saturdays, and Sundays](#) will be paid as overtime (one and one-half times the employee's regular pay).

604. Pay Schedule

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

605. Timekeeping

Each non-exempt employee is responsible for and required to accurately record his or her work times and break times for each workday, including any use of paid time off. Each employee will be held accountable for any failure to completely and accurately record his or her time. Each employee will be



required to verify the completeness and accuracy of hours documented on his or her time card by signing it, and must immediately report any errors. Tampering with, falsifying or altering time cards, or punching or altering another employee's time card will result in disciplinary action, up to and including discharge. Failure to record time worked may also result in disciplinary action. All timesheets must be signed by the employee's supervisor.

606. *Bulletin Boards*

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

607. *Solicitation*

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

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

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



608. Association Activities

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

609. Lactation Breaks

(Lexipol policy 1035)

609.1 PURPOSE AND SCOPE

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

609.2 POLICY

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

609.3 LACTATION BREAK TIME

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

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

609.4 PRIVATE LOCATION



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

609.5 STORAGE OF EXPRESSED MILK

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

610. FLSA SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA.

This Policy's purpose is to:

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

Our Good Faith Commitment

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



Permissible Salary Deductions

Being an exempt employee means you are not entitled to receive overtime pay regardless of how many hours you work each week. Exempt status also means you are guaranteed a salary of a “predetermined amount” and the amount cannot be reduced because of variations in the quality or quantity of work that you perform.

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

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

Actual Practice

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



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

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

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

Filing a Complaint

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



LEAVE

701. Family Medical Leave (FMLA)

Federal FMLA

Eligibility for Leave

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

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

- To attend to the birth, adoption, or foster care placement of the employee's child
- To attend to the serious health condition of the employee's child, spouse or parent
- To receive care for the employee's own serious health condition
A serious health condition means an illness, injury, impairment, or physical or mental condition during which the employee (or family member) is incapable of working that involves either:
 - Treatment requiring inpatient care in a hospital, hospice or residential care facility; or
 - Continuing treatment by or under the supervision of a health care provider.
 - "Continuing Treatment by a healthcare provider includes:
 - a period of incapacity of more than three (3) consecutive full days,
 - a period of incapacity for pregnancy or prenatal care,
 - A period of incapacity for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional



episodes of incapacity, such as serious asthma or diabetes.

- a period of incapacity that is permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer, or
- a period of absences due to multiple treatments for restorative surgery or for a condition which would likely make the employee incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member or veteran who is recovering from a serious illness or injury sustained or aggravated in the line of duty on active duty is entitled to up to 26 weeks of leave in a single twelve (12)-month period to care for the service member. This military caregiver leave is available during a single twelve (12)-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

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

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

Substitution of Paid Leave

An employee may use Medical Leave Bank in the event of an FMLA-qualifying event. The first 3 days of a qualifying absence covered only by the federal FMLA shall be taken from the employee's PTO bank with



the 4th and following days being used from their Medical Leave Bank. If the request for FMLA leave is due to the employee's own serious health condition, the employee should first exhaust all accrued Medical Leave Bank before any PTO or compensatory time is to be used. Total FMLA leave time, may not exceed twelve (12) weeks. Paid leaves, including workers compensation leave, runs concurrently with FMLA leave.

Intermittent Leave

Leave due to the birth or placement of a child in the employee's home for adoption or foster care must be taken in one continuous 12-week segment, and must be taken within twelve (12) months of the birth or placement of the child. Leave taken for an employee's own or an employee family member's serious health condition may be taken: in one continuous 12-week segment; in an intermittent schedule, such as one day off each week; or in a reduced schedule, such as beginning two hours late twice a week. If the employee is taking intermittent leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City as to the schedule for leave before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the intermittent leave is medically necessary. The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Procedure for Requesting Leave

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

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



Medical Certification

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

Return to Work

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

Benefits

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

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



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

Wisconsin FMLA Leave (“WFMLA”)

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

Eligibility

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

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

Types of Leave Covered

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

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



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

A "serious health condition" is defined substantially the same as under the FMLA described above.

Employees with questions about what conditions are covered under this policy or under the City's sick leave policy are encouraged to consult with the City Administrator.

Substitution of Paid Leave

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

702. Military Leave

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

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

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



- Service less than 31 days: The individual must notify the City of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.
- Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
- Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.
- If you receive notice that you will be taking military leave, please contact the City Administrator as soon as possible to discuss that leave.

703. Bereavement Leave

Regular full-time employees of the City are eligible for bereavement leave, constituting up to three (3) consecutive days of paid time off to attend the funeral of an immediate family member. For the purposes of this policy, "immediate family member" shall include a spouse, parents, spouse's parents, grandparents, children, grandchildren, brothers, sisters, spouse's brothers, or spouse's sisters. An employee must receive approval of his or her supervisor for the use of any bereavement time. The supervisor may request verification of the facts surrounding the leave and grant or deny the request as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

704. Jury Duty

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



705. *Time Off in Connection with Court Cases*

The City recognizes that an employee may be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. An employee called to testify will be paid for the time away from work if the case involves an offense against the City of Lake Geneva or an incident that occurred during employment. If called for other types of legal proceedings, an employee may use available PTO or compensatory time to cover any time away from work. An employee will not be terminated due to absence from work as a result of participating in a court case; however, the employee is responsible for notifying his or her supervisor as soon as possible.



SAFETY & SECURITY

801. Safety

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

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

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

802. Security

The City of Lake Geneva is committed to ensuring the security of its employees. To that end, all premises are equipped with fire alarm systems and security alarms that are active outside working hours.

Employees may be issued identification cards to be displayed by the employee while conducting City businesses, either on or off premises. Upon separation from employment with the City, an employee will be required to surrender his or her identification card, as well as any City keys or fobs that have been issued to him or her. Employees should direct any questions or concerns about security to their supervisor or to the City Administrator.



STANDARDS OF CONDUCT & DISCIPLINE

901. *Employee Conduct & Work Rules*

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

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

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

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

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of PTO, Medical Leave Bank or other designated leave, misrepresenting work time or falsifying time sheets
- Soliciting gifts, tips or bribes
- Failing to completely and accurately document relevant information



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



- Conducting personal business on City time or property, including promoting or selling any item or soliciting
- Failing to fully comply with City policies
- Failing to comply with expectations of conduct communicated to the employee
- Failing to report a possible violation of the rules or policy through the chain of command
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The City reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

902. Public Communication

(Lexipol policy 1058)

902.1 PURPOSE AND SCOPE

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

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

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

902.1.1 APPLICABILITY

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



902.2 POLICY

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

902.3 SAFETY

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

902.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

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

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked, to or related to, the City of Lake Geneva and tends to compromise or damage the mission, function, reputation or professionalism of the City of Lake Geneva or its employees.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.



- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the City.
- (e) Use or disclosure through whatever means of any information, photograph, video or other recording obtained or accessible as a result of employment with the City for financial or personal gain, or any disclosure of such materials without the express authorization of the City Administrator or the authorized designee.
- (f) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of City logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the City of Lake Geneva on any personal or social networking or other website or web page without the express authorization of the City Administrator.
- (g) Accessing websites for unauthorized purposes, or use of any personal communication device, game device or media device, whether personally or City-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., informing family of extended hours)
 - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of the sight and sound of the public and shall not be disruptive to the work environment
- (h) Conduct or speech that otherwise violates a City rule or policy, including harassment and confidentiality policies.

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

902.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, employees may not represent the City of Lake



Geneva or identify themselves in any way that could be reasonably perceived as representing the City of Lake Geneva in order to do any of the following, unless specifically authorized by the City Administrator:

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

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

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

904.5 PRIVACY EXPECTATION

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

The City reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the City, including the City e-mail system, computer network or any information placed into storage on any City system or device. This includes records of all key strokes or web-browsing history made at any City computer or over any City network. The fact that access to a



database, service or website requires a user name or password does not create an expectation of privacy if it is accessed through City computers or networks.

903. City-Owned Property and Vehicles

(Lexipol policy 700)

903.1 PURPOSE AND SCOPE

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

903.2 DOCUMENTATION OF ISSUED PROPERTY

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

903.2.1 CARE OF CITY PROPERTY

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

- (a) Employees shall promptly report to the Department Head, any loss, damage to or unserviceable condition of any City-issued property or equipment assigned for their use.
 1. A Department Head receiving such a report shall conduct an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether the employee followed proper procedures. The Department Head's report shall address whether reasonable care was taken to prevent the loss, damage or unserviceable condition.
 2. A review by the Department Head to determine whether misconduct or negligence was involved should be completed.



- (b) The use of damaged or unserviceable City property should be discontinued as soon as practicable and, if appropriate and approved by the staff, replaced with comparable-City property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by extreme circumstances, City property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) City property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority and notifying the Comptroller. Proper authority may include Council approval.
- (e) In the event that any City property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

903.3 USE OF PERSONAL PROPERTY

The carrying of personal equipment requires prior written approval by the Department Head. The employee should submit for approval the description of personal property that the employee has requested to carry, the reason for its use, the period of its use and the terms of its use. Personal property of the type routinely carried by persons is excluded from this requirement. The Employer does not assume liability for the loss, theft or damage of personal property brought to the work place.

903.3.1 DEFINITIONS

Definitions related to this policy include:

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

903.3.2 FILING CLAIMS FOR PERSONAL PROPERTY

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



The Department Head receiving such a report shall make an appropriate investigation and direct a memo to the City Administrator that shall include the result of his/her investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition. Upon review by the staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the City Administrator, who will then forward the claim to the City Clerk. The City will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not reasonably required as a part of work.

903.3.3 REPORTING REQUIREMENT

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

903.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

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

- (a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.
- (c) Intentional damage may result in termination.

904. *Technology Use*

(Lexipol policy 342)

904.1 PURPOSE AND SCOPE

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

904.1.1 PRIVACY POLICY



Any employee utilizing any computer, electronic storage device or media, Internet service, telephone service, information conduit, system or other wireless service provided by or funded by the City expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy that the employee, sender and recipient of any communications utilizing such service might otherwise have, including the content of any such communications. The City also expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

904.2 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

904.3 SYSTEM INSPECTION OR REVIEW

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



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

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

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

904.4 CITY PROPERTY

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

904.5 UNAUTHORIZED DUPLICATION OF SOFTWARE

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

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



904.6 PROHIBITED AND INAPPROPRIATE USE

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

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

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

904.7 PROTECTION OF CITY SYSTEMS AND FILES

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

904.8 ELECTRIC COMMUNICATIONS TOOLS

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

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other written form of communication. All electronic communications are unavoidably attributed to the City; therefore, when composing these communications, employees must bear in mind that personal comments may be perceived as comments made on behalf of the City.



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

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

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

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

905. *Personal Appearance*

Employees of the City of Lake Geneva are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the City, the perceptions of the public, vendors and fellow employees and leaders. All employees must be well-groomed, as an unkempt appearance can offset many other fine qualities and negatively reflect on the City's image. Department supervisors may establish specific dress code requirements for each department that are designed to reflect the professionalism of the workplace. All protective clothing must be worn during activities when required and removed when leaving the designated work area.

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



906. Smoking

(Lexipol policy 1018)

906.1 PURPOSE AND SCOPE

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

906.2 POLICY

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

906.3 EMPLOYEE USE

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

906.4 ADDITIONAL PROHIBITIONS

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

- (a) Posting signs that prohibit smoking (Wis. Stat. § 101.123(2m)(c)1)
- (b) Asking a person who is smoking to refrain or to leave if the person refuses (Wis. Stat. § 101.123(2m)(c)3)
- (c) Enforcing the Wisconsin Clean Indoor Air Act (Wis. Stat. § 101.123(2m)(d))
- (d) Taking other actions as reasonably necessary to prevent persons from being exposed to others who are smoking (Wis. Stat. § 101.123(2m)(e))



907. Drug & Alcohol Use and Testing
(Lexipol policy 1012)

907.1 PURPOSE AND SCOPE

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

907.2 GENERAL GUIDELINES

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

907.2.1 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON-DUTY

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

907.2.2 USE OF PRESCRIBED MEDICATIONS

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

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

907.3 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary Employee Assistance Program (EAP) to assist employees who wish to seek help for alcohol and drug problems. There may also be available a variety of insurance



coverages which provide treatment for drug and alcohol abuse. Employees may contact the City Administrator, his/her insurance provider, or an EAP for additional information. Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an EAP or his/her insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

907.4 WORK RESTRICTIONS

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

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

907.5 REQUESTING SCREENING TESTS

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

- (a) Reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs which are impairing his/her ability to perform duties safely and efficiently.
- (b) Informs the employee of the specific facts supporting its belief and prepares a written record of those facts, and:
 1. Informs the employee in writing whether the test will be for alcohol or drugs, or both.



2. Informs the employee that the result of the test is not admissible in any criminal proceeding against him/her.
3. Informs the employee that he/she may refuse the test, but that his/her refusal may result in dismissal or other disciplinary action.

907.5.2 SCREENING TEST REFUSAL

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

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

907.6 CONFIDENTIALITY

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

907.7 NON-DISCRIMINATION

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

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



908. Zero Tolerance for Workplace Violence

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

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

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

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

- Hitting, touching, or physically harming an individual
- Threatening an individual or his or her family, friends, associates, or property with harm
- Damaging or threatening to harm City property or the property of others D
Making harassing or threatening communications
- Harassing surveillance or stalking
- Unauthorized possession or inappropriate use of firearms or weapons

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

Weapons & Firearms

The City of Lake Geneva prohibits all employees from bringing weapons of any kind onto City premises or to City functions. Any employee suspected of possessing a weapon will be subject to search at the City's discretion, and such search may include, but not necessarily be limited to, the employee's



personal effects, desk and workspace. The only exception to this policy is for sworn law enforcement officers, security guards, or other persons acting in the interest of the City who have the legal authority to carry a weapon.

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

909. Progressive Discipline

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

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

910. Grievance Procedure

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



reporting, investigating and resolution of any grievance. See Appendix B for a copy of the grievance procedure.

GRIEVANCE PROCEDURE

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

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

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

DEFINITIONS AND LIMITATIONS

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



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

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

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

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

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



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

TIMELINES AND GRIEVANCE FORMAT

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

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

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



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

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

Appeal for Review

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

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

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

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



HEARING PROCEDURE

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

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

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

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

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

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



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

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

APPEAL TO CITY COUNCIL

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

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

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

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



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

Resolution 18-R35

WHEREAS, the City of Lake Geneva received insurance proceeds in the amount of \$15,471.00 in 2017 for damages to playground equipment at Veterans Park, and,

WHEREAS, the Parks Committee had \$0 in the Designated Fund Balance-Parks account as of 1/1/18, and

WHEREAS, the Parks Committee spent \$0 of these insurance proceeds monies in 2017 and therefore, the 1/1/18 balance for this account should be adjusted to \$15,471.00, and

BE IT THEREFORE RESOLVED, that the Common Council approves the adjustment of the Designated Fund Balance-Parks account as follows:

Increase Acct # 11 00-00-3441, Designated Fund Balance-Parks, by \$15,471.00

Decrease Acct # 11 00-00-3480, Undesignated Fund Balance, by \$15,471.00

Adopted this 14th day of May, 2018

APPROVED:

Tom Hartz, Mayor

ATTEST:

Lana Kropf, City Clerk

Resolution 18-R36

WHEREAS, the Common Council approved the 2018 operating budget for the General Fund, and

WHEREAS, it has been determined that certain delinquent personal property tax accounts from 2011-2015 have balances that should be written off with the agreement of the City Administrator, and

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,

BE IT THEREFORE RESOLVED, that the Common Council approve this resolution to write off \$2,783.52 in the fiscal year 2018 for the delinquent personal property taxes as included in the attached schedule.

Adopted this 14th day of May, 2018.

APPROVED:

Tom Hartz, Mayor

ATTEST:

Lana Kropf, City Clerk

DELINQUENT PROPERTY TAXES
Proposed Writeoffs

	<u>YEAR</u>	<u>ORIGINAL</u>	<u>Adjustments/</u>		<u>BALANCE</u>	<u>CHARGEBACK</u>	<u>CHARGEBACK</u>	<u>CHARGEBACK</u>	<u>CHARGEBACK</u>	<u>CHARGEBACK</u>	<u>TOTAL</u>
		<u>BALANCE</u>	<u>Chargebacks</u>	<u>WRITEOFFS</u>	<u>12/31/2018</u>	<u>CO</u>	<u>Gateway</u>	<u>UHS</u>	<u>Jt. 1</u>	<u>State</u>	<u>CHARGEBACK</u>
Niko LLC	2011	650.44	(498.13)	(152.31)	-	126.60	43.52	84.27	238.59	5.15	498.13
Greenberg-Begun Mgmt LLC	2012	121.50	(94.18)	(27.32)	-	22.51	7.86	16.43	46.53	0.85	94.18
J'Marc Graphics	2012	102.05	(79.10)	(22.95)	-	18.90	6.60	13.80	39.08	0.72	79.10
Kettle Moraine Manufactured Housing Inc.	2012	242.99	(188.35)	(54.64)	-	45.01	15.71	32.87	93.05	1.71	188.35
Lake Geneva Auto Detail	2012	92.34	(71.58)	(20.76)	-	17.10	5.97	12.49	35.37	0.65	71.58
Places II Travel	2012	92.34	(71.58)	(20.76)	-	17.10	5.97	12.49	35.37	0.65	71.58
Roycetera	2012	70.47	(54.62)	(15.85)	-	13.05	4.56	9.52	26.99	0.50	54.62
Choppers Custom Leather	2013	222.11	(169.87)	(52.24)	-	40.42	14.33	40.84	72.79	1.49	169.87
Dale Heating & AC	2013	451.31	(345.16)	(106.15)	-	82.14	29.11	82.97	147.92	3.02	345.16
Delish Corporation	2013	552.92	(422.88)	(130.04)	-	100.64	35.67	101.64	181.23	3.70	422.88
Meinel Electrical Contracting	2013	111.07	(84.96)	(26.11)	-	20.22	7.17	20.42	36.40	0.75	84.96
Poelman Enterprises Inc./Salon 180	2013	344.99	(263.86)	(81.13)	-	62.79	22.26	63.42	113.08	2.31	263.86
Chris' Autoworks	2014	184.84	(139.94)	(44.90)	-	35.81	5.99	35.82	61.00	1.32	139.94
Ken's Animal House	2014	15.97	(12.08)	(3.89)	-	3.09	0.51	3.96	4.41	0.11	12.08
Rose Renda Salon	2014	139.18	(105.37)	(33.81)	-	26.97	4.51	26.97	45.93	0.99	105.37
Starfire Jewelry	2014	757.52	(573.49)	(184.03)	-	146.76	24.55	146.78	249.99	5.41	573.49
The Purse Connection LUBB LLC	2014	38.79	(29.38)	(9.41)	-	7.52	1.26	7.52	12.80	0.28	29.38
Village Gourmet	2014	260.10	(196.91)	(63.19)	-	50.39	8.43	50.40	85.84	1.85	196.91
Auto Guru	2015	212.56	(160.51)	(52.05)	-	40.81	7.07	37.54	73.58	1.51	160.51
Boatyard Bagels	2015	349.06	(263.58)	(85.48)	-	67.01	11.61	61.64	120.84	2.48	263.58
Bonas Italian Kitchen	2015	317.75	(239.94)	(77.81)	-	61.00	10.57	56.12	109.99	2.26	239.94
Cosmo Pro - duplicate bill	2015	152.15	(108.23)	(43.92)	-	27.50	4.76	30.76	44.13	1.08	108.23
Fischers on Buttons Bay	2015	181.24	(136.86)	(44.38)	-	34.80	6.02	32.01	62.74	1.29	136.86
In Focus	2015	20.15	(15.22)	(4.93)	-	3.86	0.67	3.56	6.98	0.15	15.22
K & D Vape Shop	2015	212.56	(160.51)	(52.05)	-	40.81	7.07	37.54	73.58	1.51	160.51
Lake Geneva Maids	2015	105.16	(79.40)	(25.76)	-	20.19	3.49	18.57	36.41	0.74	79.40
Pop More Corks	2015	190.19	(143.60)	(46.59)	-	36.51	6.32	33.59	65.83	1.35	143.60
Sturms Special Effects - duplicate bill	2015	212.56	(151.23)	(61.33)	-	38.43	6.66	42.98	61.65	1.51	151.23
Meinel Electrical Contracting	2011	108.77	-	(108.77)	-	-	-	-	-	-	-
Meinel Electrical Contracting	2012	121.50	-	(121.50)	-	-	-	-	-	-	-
Meinel Electrical Contracting	2014	118.64	-	(118.64)	-	-	-	-	-	-	-
McDermott Design Group	2012	102.05	-	(102.05)	-	-	-	-	-	-	-
McDermott Design Group	2013	92.15	-	(92.15)	-	-	-	-	-	-	-
Choppers Custom Leather	2014	257.82	-	(257.82)	-	-	-	-	-	-	-
Doodlebugs/Kids	2014	59.31	-	(59.31)	-	-	-	-	-	-	-
Doodlebugs/Kids	2015	62.65	-	(62.65)	-	-	-	-	-	-	-
Jorge Martinez Apt. Rentals	2014	31.94	-	(31.94)	-	-	-	-	-	-	-
Jorge Martinez Apt. Rentals	2015	35.80	-	(35.80)	-	-	-	-	-	-	-
In All Her Glory	2014	36.50	-	(36.50)	-	-	-	-	-	-	-
In All Her Glory	2015	40.28	-	(40.28)	-	-	-	-	-	-	-
Chris' Autoworks	2015	161.12	-	(161.12)	-	-	-	-	-	-	-
Refined Rustic	2015	11.20	-	(11.20)	-	-	-	-	-	-	-
Totals		7,644.04	(4,860.52)	(2,783.52)	-	1,207.94	308.22	1,116.92	2,182.10	45.34	4,860.52



OFFICE OF THE CITY CLERK

LANA KROPF
626 Geneva Street
Lake Geneva, WI 53147
262.249.4092 • cityclerk@cityoflakegeneva.com

Date: May 8, 2018

To: Finance, License, and Regulation Committee

Re: Reserve Liquor License Criteria Policy/Procedures

The Finance, License, and Regulation Committee has received two applications for the one available Reserve Liquor License in the City within the last four months. Due to the lack of availability of such license, the Committee has tasked City Staff to provide information to aid in the creation of criteria and a policy that would help set the standard of what the City is looking for in an applicant.

I have included three policies from other communities including: the City of Madison, City of Menasha, and the City of Superior.

Below are some of the questions outlining the criteria identified in these policies:

- Is the applicant licensing a full restaurant where food sales and processing is the main revenue source?
- Is this an existing or new building?
- What is the current tax base of the property?
- What is your target demographic?
- Proximity to other licensed establishments?
- Availability of parking for patrons?
- Impact your business may have on the surrounding neighborhood/community? (Traffic, noise, litter, etc)
- How many individuals will your business employ?

With those standards in mind the City of Lake Geneva Finance, License, and Regulation committee should discuss what may be best criteria for the City of Lake Geneva and direct the Clerk to draft a policy, with City Attorney review outlining the criteria of business owners.

Please feel free to contact me with any questions.

Lana Kropf



City of Madison Liquor/Beer License Application

On-Premises Consumption: Class B Beer Class B Liquor Class C Wine
Off-Premises Consumption: Class A Beer Class A Liquor Class A Cider

Section A – Applicant

1. If needed, a qualified interpreter can be provided at no charge to you. Would you like an interpreter?
 Yes (language: _____)
 No (If you answer no and you do require an interpreter, the ALRC will refer your application to a subsequent meeting and this may delay your application process)

 Si usted requiere o necesita un/a intérprete, nosotros podemos proveer un/a intérprete sin costo alguno. ¿Le gustaría tener un/a intérprete?
 Sí, lenguaje _____
 No. Si usted escoge “no” en la solicitud/aplicación, y usted sí requiere un/a intérprete, el comité remitirá su solicitud para una nueva junta y esto puede atrasar el proceso de su solicitud.
2. This application is for the license period ending June 30, 20____.
3. List the name of your Sole Proprietor, Partnership, Corporation/Nonprofit Organization or Limited Liability Company exactly as it appears on your State Seller’s Permit.

4. Trade Name (doing business as) _____
5. Address to be licensed _____
6. Mailing address _____
7. Anticipated opening date _____
8. Is the applicant an employee or agent of, or acting of behalf of anyone except the applicant named in question 3?
 No Yes (explain) _____
9. Does another alcohol beverage licensee or wholesale permittee have interest in this business?
 No Yes (explain) _____

Section B—Premises

10. Describe in words the building or buildings where alcohol beverages are to be sold and stored. Include all rooms including living quarters, if used, and any outdoor seating used for the sales, service, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored only on the premises as approved by Common Council and described on license.

11. Attach a floor plan, no larger than 8 ½ by 14, showing the space described above.
12. Applicants for on-premises consumption: list estimated capacity _____
13. Describe existing parking and how parking lot is to be monitored.
- _____
- _____
14. Was this premises licensed for the sale of liquor or beer during the past license year?
- No Yes, license issued to _____ (name of licensee)
15. Attach copy of lease.

Section C—Corporate Information

This section applies to corporations, nonprofit organizations, and Limited Liability Companies only. Sole proprietorships and partnerships, skip to Section D.

16. Name of liquor license agent _____
17. City, state in which agent resides _____
18. How long has the agent continuously resided in the State of Wisconsin? _____
19. Appointment of agent form and background check form are attached.
20. Has the liquor license agent completed the responsible beverage server training course?
- No, but will complete prior to ALRC meeting Yes, date completed _____
21. State and date of registration of corporation, nonprofit organization, or LLC.
- _____

22. In the table below list the directors of your corporation or the members of your LLC.
 Attach background check forms for each director/member.

Title	Name	City and State of Residence

23. Registered agent for your corporation or LLC. This is your agent for service of process, notice or demand required or permitted by law to be served on the corporation. This is not necessarily the same as your liquor agent.
- _____

24. Is applicant a subsidiary of any other corporation or LLC?
 No Yes (explain) _____
25. Does the corporation, any officer, any director, any stockholder, liquor agent, LLC, any member, or any manager hold any interest in any other alcohol beverage license or permit in Wisconsin?
 No Yes (explain) _____

Section D—Business Plan

26. What type of establishment is contemplated?
 Tavern Nightclub Restaurant Liquor Store Grocery Store
 Convenience Store without gas pumps Convenience Store with gas pumps
 Other _____

27. Business description _____

28. Hours of operation _____

29. Describe your management experience _____

30. List names of managers below, along with city and state of residence.

31. Describe staffing levels and staff duties at the proposed establishment _____

32. Describe your employee training _____

33. Utilizing your market research, describe your target market.

34. Describe how you plan to advertise and promote your business. What products will you be advertising?

35. Are you operating under a lease or franchise agreement? No Yes

36. Private organizations (clubs): Do your membership policies contain any requirement of "invidious" (likely to give offense) discrimination in regard to race, creed, color, or national origin?
 No Yes

Section E—Consumption on Premises

This section applies to Class B and Class C applicants only. Class A license applicants (consumption off premises) may skip to Section F.

37. Do you plan to have live entertainment? No Yes—what kind? _____

38. What age range do you hope to attract to your establishment? _____

39. What type of food will you be serving, if any? _____

Breakfast Brunch Lunch Dinner

40. Submit a sample menu if applicable. What will be included on your operational menu?

Appetizers Salads Soups Sandwiches Entrees Desserts
 Pizza Full Dinners

41. During what hours of operation do you plan to serve food? _____

42. What hours, if any, will food service not be available? _____

43. Indicate any other product/service offered. _____

44. Will your establishment have a kitchen manager? No Yes

45. Will you have a kitchen support staff? No Yes

46. How many wait staff do you anticipate will be employed at your establishment? _____

During what hours do you anticipate they will be on duty? _____

47. Do you plan to have hosts or hostesses seating customers? No Yes

48. Do your plans call for a full-service bar? No Yes
 If yes, how many barstools do you anticipate having at your bar? _____
 How many bartenders do you anticipate having work at one time on a busy night? _____
49. Will there be a kitchen facility separate from the bar? No Yes
50. Will there be a separate and specific area for eating only?
 No Yes, capacity of that area _____
51. What type of cooking equipment will you have?
 Stove Oven Fryers Grill Microwave
52. Will you have a walk-in cooler and/or freezer dedicated solely to the storage of food products?
 No Yes
53. What percentage of payroll do you anticipate devoting to food operation salaries? _____
54. If your business plan includes an advertising budget:
 What percentage of your advertising budget do you anticipate will be related to food? _____
 What percentage of your advertising budget do you anticipate will be drink related? _____
55. Are you currently, or do you plan to become, a member of the Madison—Dane County Tavern League or the Tavern League of Wisconsin? No Yes
56. Are you currently, or do you plan to become, a member of the Wisconsin Restaurant Association or the National Restaurant Association? No Yes
57. All restaurants and taverns serving alcohol must substantiate their gross receipts for food and alcohol beverage sales broken down by percentage. New establishments estimate percentages:
 _____ % Alcohol _____ % Food _____ % Other
58. Do you have written records to document the percentages shown? No Yes
 You may be required to submit documentation verifying the percentages you've indicated.

Section F—Required Contacts and Filings

59. I understand that liquor/beer license renewal applications are due April 15 of every year, regardless of when license was initially granted. No Yes
60. I understand that I am required to host an information session at least one week before the ALRC meeting. No Yes
61. I agree to contact the Alderperson for this location to discuss my application and to invite the Alderperson to my information session. No Yes
62. I agree to contact the Police Department District Captain for this location prior to the ALRC meeting. No Yes
63. I agree to contact the Deputy Clerk prior to the ALRC meeting. No Yes
64. I agree to contact the neighborhood association representative prior to the ALRC meeting.
 No Yes
65. I intend to operate under the alcohol license within 90 days of the Common Council granting this license. The license shall be considered surrendered if not issued within 90 days of being granted. No Yes

66. I understand we must file a Special Occupational Tax return (TTB form 5630.5) before beginning business. [phone 1-800-937-8864] No Yes
67. I understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in section 2, above. [phone 608-266-2776] No Yes
68. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?
 No Yes

Section G—Information for Clerk's Office

69. State Seller's Permit _____ - _____ - _____

70. Federal Employer Identification Number _____

71. Who may we contact between 8 a.m. and 4:30 p.m. regarding this license?

Contact person _____

E-mail address _____

Phone _____ Preferred language _____

72. Corporate attorney, if applicable: Name _____

Phone _____ E-mail _____

Read carefully before signing in front of a notary: Under penalty provided by law, the applicant states that the above information has been truthfully completed to the best of the knowledge of the signer. Signer agrees to operate the business according to law, and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. Lack of access to any portion of 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 _____ day of _____, 20____

 (Clerk/Notary Public)

 (Officer of Corporation/Member of LLC/Partner/Sole Proprietor)

My commission expires _____

Clerk's Office checklist for complete applications		
<input type="checkbox"/> Orange sign <input type="checkbox"/> WI Seller's Permit Certificate (matching articles of incorporation) <input type="checkbox"/> FEIN <input type="checkbox"/> Notarized application <input type="checkbox"/> Written description of premises	<input type="checkbox"/> Background investigation form(s) <input type="checkbox"/> Form for surrender of previous license <input type="checkbox"/> *Articles of Incorporation <input type="checkbox"/> *Notarized Appointment of Agent * Corporation/LLC only	<input type="checkbox"/> Floor Plans <input type="checkbox"/> Lease <input type="checkbox"/> Sample Menu <input type="checkbox"/> Business Plan
Date complete application filed with Clerk's Office _____ Date of ALRC meeting _____ Date license granted by Common Council _____ Date provisional issued _____ Date license issued _____ License number _____		

ORDINANCE #O09-3695

ORDINANCE INTRODUCED BY CITY PLANNING DIRECTOR SERCK AND CITY CLERK KALAN AMENDING CITY CODE CHAPTER 14, ALCOHOL BEVERAGES, ALLOWING FOR AN ECONOMIC DEVELOPMENT GRANT OF UP TO \$9,000 FOR RESERVE CLASS B LIQUOR LICENSES.

The Common Council of the City of Superior, Wisconsin, does ordain as follows:
Section 14-24 License Fees; and 14-79 Maximum number of "Class B" licenses for the sale of intoxicating liquor; reduction, is amended to read as follows:

ARTICLE II. LICENSE CLASSIFICATIONS AND FEES

SECTION 1. Section 14-24 License Fees

(a) Fees for licenses and permits issued under this chapter shall be as set forth below:

(2) *Intoxicating liquor licenses.*

- a. "Class B" license for the sale of intoxicating liquor (issued under Wis. Stats. § 125.51(3)(e)), per year . . . \$500.00
- b. Six-month "Class B" licenses for the sale of intoxicating liquor (issued under Wis. Stats. § 125.51(9)(b)) . . . \$250.00
- c. Temporary "Class B" license for the sale of wine (issued under Wis. Stats. § 125.52(10)), per year . . . \$10.00
- d. "Class C" license for the sale of wine (issued under Wis. Stats. § 125.51(3m)(b)), per year . . . \$100.00
- e. *Reserve Class B liquor license for the sale of intoxicating liquor (issued under Wis. Stats. 152.51 (3)(e) 2. initial issuance one-time fee...\$10,000*

ARTICLE IV. QUOTAS

Sec. 14-79. Maximum number of "Class B" licenses for the sale of intoxicating liquor; reduction.

(b) *Reserve "Class B" intoxicating liquor licenses.* No more than 12 reserve "Class B" intoxicating liquor licenses shall be issued, held or available for issuance. The issuance of a reserve "Class B" intoxicating liquor license shall be made on a case-by-case basis upon recommendation of the license and fees committee and approval of the common council. *The fee for a Reserve "Class B" license shall be \$10,000 for initial issuance. The annual fee for renewal of a reserve "Class B" license is \$500.*

1. The city finds that it is in the interest of public welfare to increase the property tax base, provide employment opportunities, improve the interior or exterior of the a licensed premises, attract tourists and generally enhance the economic cultural climate of the community by providing additional economic incentives for new businesses with liquor licenses.

2. After the granting of any new reserve "Class B" license and payment of the \$10,000 initial issuance fee, the applicant may file an application for an economic development grant of up to \$9,000 with the city clerk.

3. *In order to qualify for the economic development grant, the applicant must meet the criteria/guidelines outlined by the License and Fees Committee; and more than 51% of the square footage of the premises must be used for dining.*

4. *The city clerk shall determine whether the licensee is operating in compliance with the approved license. The city clerk may require the recommendation of the License and Fees Committee in making said determination. If the city clerk determines that the licensee is so operating, the city clerk shall authorize the approval of up to a \$9,000 economic development grant. If the city clerk determines that the licensee is not in compliance with the approved license, no economic development grant may be authorized and the city clerk shall make such finding in writing and cause to be delivered a copy of the findings to the licensee. If the licensee disagrees with the clerk's determination, the licensee may file a written notice of appeal with the clerk within ten calendar days of the delivery of the written notice of the clerk's findings. Upon receiving such notice from the licensee, the clerk shall relay the notice to the common council which shall hold a hearing through its license and fees committee. The common council may affirm or reverse the clerk's determination. If the clerk's determination is upheld, appeal may be taken to circuit court pursuant to Section 73.04, Wisconsin Statutes. If the clerk's determination is reversed, the clerk shall authorize the payment of the economic development grant.*

SECTION 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase or portion thereof.

SECTION 4. This ordinance shall take effect and be in force from and after its passage and publication, as provided by law.

Passed and adopted this 19th day of May, 2009

Approved this 19th day of May, 2009

Mayor

Attest:

City Clerk



Superior

There's More To Our Shore!

*City Attorney's Office
1407 Hammond Avenue
Superior, WI 54880*

*TEL: (715) 395-7214
FAX: (715) 395-7590
TTY: (715) 395-7521*

June 3, 2003

MEMORANDUM

TO: Mayor Ross & Members of the Common Council
FROM: Frog Prell, City Attorney
RE: Criteria for the Granting / Denial of Reserve "Class B" Liquor Licenses

Following are several potential criteria/guidelines that may prove useful as the committee and/or council consider applications for reserve liquor licenses in the City of Superior:

1. Compliance with all statutory and ordinance requirements;
2. The applicant's and manager's experience in operating a licensed establishment and his/her capability to do so as they relate to the establishment for which the license is sought;
3. The level of the applicant's and managerial personnel's knowledge of alcoholic beverage regulations;
4. The design, type and size of the proposed establishment and the operational details (number of floor personnel and door checkers; the groups to which the proposed establishment intends to cater; noise; crowd; parking lot control methods; existence of outdoor facilities; plans for live entertainment);
5. Proximity to other licensed establishments, residential complexes or areas, public buildings, unlicensed businesses, etc.;
6. The availability of parking for patrons;
7. The ease of access to the premises by police and fire department personnel for inspections, enforcement and fire-fighting efforts;
8. The impact on surrounding neighbors and other businesses involving increased traffic, noise, litter, influx of additional persons into the neighborhood and the impact on maintenance, development or improvement of adjacent and nearby properties;

9. The impact on the ability or capability of the police to provide service to the new establishment and the impact of the new establishment on police capability to provide service to the balance of the community at all times;
10. Unique businesses for which the sale of alcohol beverages accounts for less than 50% of gross receipts;
11. The level of community, neighborhood, and aldermanic support for, or opposition to the establishment;

The city may apply the above (and additional or modified) criteria when considering applications for a reserve intoxicating liquor license. When the decision is not to issue a reserve license, the city must notify the applicant in writing and set forth the reasons for the denial. Reasons for the denying a reserve license to a qualified applicant should be based on concern for the public health, safety and welfare of the community. I believe that the criteria set forth above places emphasis on health, safety and welfare concerns.

“Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor License Policy

1. Purpose:

The purpose of this policy is to establish guidelines and a standard procedure for issuing available “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses. In 1997 the State put a cap on the number of licenses each municipality can issue. The City of Menasha was capped at 23 “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses. In 2005 the City annexed a property that held a license that we were then able to keep. Our total number of “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses is 24. The State allows each municipality a certain number of Reserve “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor Licenses to issue. The City of Menasha is allowed 9 Reserve Licenses.

In order to be sure to make these licenses available in a fair and orderly way this policy is created.

2. Guidelines:

- a. Only Reserve “Class B” Intoxicating Liquor and Fermented Malt Beverage Liquor licenses will be offered for application unless b. or c. applies.
- b. Regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor licenses will be kept for offer to a business that is licensed as a full restaurant, where food processing, as that is defined by Wisconsin Statute, is conducted as a business activity. If a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license is not available, except as provided in c., the full restaurant business applicant may ask to be placed on a waiting list to receive a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license if one becomes available. If the full restaurant business does not accept a regular “Class B” Intoxicating Liquor and Fermented Malt Beverage liquor license within two weeks of when it is offered, the full restaurant business will be removed from the list. The full restaurant business can ask to be put back on the list at any time. This list will be kept in the Clerk’s office.
- c. If the real property at which a regular “Class B” licensed establishment does business is sold/leased, and the license holder surrenders its license, that license will be held by the City for at least six months or up to one year to be available to a subsequent business that purchases/leases that real property, for a permitted business use under the City’s zoning code, regardless of the waiting list under b. If the license holder does not surrender its license and the license becomes available for the next licensing period, it will be offered to the new owner/lease for a permitted business use under the City’s zoning code, regardless of the waiting list under b.

TO (OWNER): City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

PROJECT: Flat Iron Park Bathroom Reno
201 Wrigley Dr
Lake Geneva, WI 53147

APPLICATION NO: 3
PERIOD TO: 4/30/2018

FROM (CONTRACTOR): Glen Fern Construction, LLC
705 Madison St. #101
Lake Geneva, WI 53147

VIA (ARCHITECT): McCormack & Elten Architects
400 Broad St.
Lake Geneva, WI 53147

ARCHITECT'S PROJECT NO: 1023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

CONTRACT FOR: General Contractor **CONTRACT DATE:** 1/18/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

- 1. ORIGINAL CONTRACT SUM\$ 157,907.00
- 2. Net Change by Change Orders\$ 10,034.52
- 3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 167,941.52
- 4. TOTAL COMPLETED AND STORED TO DATE\$ 165,508.70

- 5. RETAINAGE:**
- a. 5.00 % of Completed Work \$ 8,275.36
 - b. 0.00 % of Stored Material \$ 0.00
- Total retainage (Line 5a + 5b)\$ 8,275.36

6. TOTAL EARNED LESS RETAINAGE\$ 157,233.34
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate)\$ 103,459.67

8. CURRENT PAYMENT DUE\$ 53,773.67

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 10,708.18

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Glen Fern Construction, LLC
705 Madison St. #101 Lake Geneva, WI 53147

By:  Date: 4/29/2018
Gregory E. Odden / Owner

State of: WI
County of: Walworth

Subscribed and Sworn to before me this 29th Day of April 20 18

Notary Public: 
My Commission Expires: August 18, 2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:\$ 53,773.67

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:  Date: 4.30.18
By: 

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	10,034.52	0.00
TOTALS	10,034.52	0.00
NET CHANGES by Change Order	10,034.52	

AIA Type Document
Application and Certification for Payment

TO (OWNER): City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

PROJECT: Flat Iron Park Bathroom Reno
201 Wrigley Dr
Lake Geneva, WI 53147

APPLICATION NO: 3
PERIOD TO: 4/30/2018

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Glen Fern Construction, LLC
705 Madison St. #101
Lake Geneva, WI 53147

VIA (ARCHITECT): McCormack & Etten Architects
400 Broad St.
Lake Geneva, WI 53147

ARCHITECT'S PROJECT NO: 1023

CONTRACT FOR: General Contractor **CONTRACT DATE:** 1/18/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	General Conditions	4,369.00	3,075.00	1,294.00	0.00	4,369.00	100.00	0.00	218.45
2	Demolition	9,400.00	9,400.00	0.00	0.00	9,400.00	100.00	0.00	470.00
3	Concrete	2,980.00	2,980.00	0.00	0.00	2,980.00	100.00	0.00	149.00
4	Masonry	7,400.00	7,400.00	0.00	0.00	7,400.00	100.00	0.00	370.00
5	Carpentry	9,100.00	6,350.00	2,100.00	0.00	8,450.00	92.86	650.00	422.50
6	Casework	6,850.00	500.00	6,350.00	0.00	6,850.00	100.00	0.00	342.50
7	Doors & Hardware	2,810.00	1,800.00	1,010.00	0.00	2,810.00	100.00	0.00	140.50
8	Gypsum Board	5,300.00	5,300.00	0.00	0.00	5,300.00	100.00	0.00	265.00
9	Hard Tile	6,500.00	5,100.00	1,400.00	0.00	6,500.00	100.00	0.00	325.00
10	Painting	3,735.00	2,000.00	1,735.00	0.00	3,735.00	100.00	0.00	186.75
11	Toilet Accessories	3,590.00	0.00	3,590.00	0.00	3,590.00	100.00	0.00	179.50
12	Toilet Partitions	4,750.00	0.00	4,750.00	0.00	4,750.00	100.00	0.00	237.50
13	Plumbing	28,026.00	20,500.00	7,526.00	0.00	28,026.00	100.00	0.00	1,401.30
14	HVAC	30,100.00	24,000.00	6,100.00	0.00	30,100.00	100.00	0.00	1,505.00
15	Electrical	16,650.00	10,300.00	6,350.00	0.00	16,650.00	100.00	0.00	832.50
16	Bond Fee	4,737.00	4,737.00	0.00	0.00	4,737.00	100.00	0.00	236.85
17	General Contractor Fee	11,610.00	7,913.02	3,348.68	0.00	11,261.70	97.00	348.30	563.01
18	Change Orderr #1	10,034.52	0.00	8,600.00	0.00	8,600.00	85.70	1,434.52	430.00

REPORT TOTALS \$167,941.52 \$111,355.02 \$54,153.68 \$0.00 \$165,508.70 98.55 \$2,432.82 \$8,275.36

WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

PROJECT: Flat Iron Park Visitors Center
201 Wrigley Drive
Lake Geneva, WI 53147
ARCHITECTS PROJECT NUMBER 1023
CONTRACT FOR: General Contractor
OWNER: City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147
CONTRACT DATED: 1/18/18
WAIVER DATED: 4/29/18

STATE OF: Wisconsin
COUNTY OF: Walworth
Waiver of lien rights is made for (select one):

- [X] The following Work: (Describe) All work as described on draw #3 dated 4/29/18
[] All Work to date of this Waiver.
[] All past and future Work, including all labor performed and/or material furnished at any time by the Contractor at the Property. This is a full waiver of all lien rights.

Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:

N/A

(Attach additional sheet if more space is required)



CONTRACTOR (name & address): Glen Fern Construction, LLC
705 Madison St. #101
Lake Geneva, WI 53147
By: [Signature]
(Signature of authorized representative)
Gregory E. Odden, Principal Owner
(Printed name and title)

Subscribed (or affirmed) before me on this 29 day of April, 2018
Notary Public: [Signature]
My Commission Expires: August 18, 2018

§779.05 Waivers of Lien, provides, in part, "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor and materials furnished or to be furnished by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor and materials. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the work or material to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

**City of Lake Geneva
Finance, License, & Regulation Committee
May 8, 2018**

Prepaid Checks

4/16/18 - 5/4/18

**Total:
\$29,415.06**

Checks over \$5,000:

\$	17,143.68	Federal Signal Corp - Sirens, Antenna
\$	5,327.67	Baker & Taylor - Library items
\$	-	
\$	-	
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DATE: 05/04/2018
TIME: 13:30:55
ID: AP450000.WOW

CITY OF LAKE GENEVA
PAID INVOICE LISTING

Depaid

FROM 04/25/2018 TO 05/04/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LAKESI	LAKESIDE INTERNATIONAL LLC								
	2160859P	01 OIL HOSE-TRK #25	1132105351	01/24/18		67495	05/02/18	0.00	62.61 62.61
	2161628P	01 LAMP SEAL	1132125351	02/01/18		67495	05/02/18	0.00	41.24 41.24
	2161869P	01 AIR PRESSURE SWITCH	1132105351	02/05/18		67495	05/02/18	0.00	31.18 31.18
	2162253P	01 TRANS FLUID-TRUCKS	1132105351	02/08/18		67495	05/02/18	0.00	147.96 147.96
	2162254P	01 BELTS-TRK #27	1132105351	02/08/18		67495	05/02/18	0.00	81.76 81.76
	CM21570009P	01 CORE RETURN	1132105351	12/14/17		67495	05/02/18	0.00	-364.75 -364.75
								VENDOR TOTAL:	0.00
MUTUA	MUTUAL OF OMAHA								
	RE050218	01 CEM DISABILITY-MAY	4800005137	04/19/18		67496	05/02/18	1,278.96	1,278.96
		02 PKG DISABILITY-MAY	4234505137						29.16
		03 CH DISABILITY-MAY	1110205134						16.81
		04 LIB DISABILITY-MAY	9900005137						169.25
		05 PD DISABILITY-MAY	1110205134						56.63
		11 STR DISABILITY-MAY	1110205134						568.95
		12 UTIL DISABILITY-MAY	1100001634						210.41
		13 WWTF DISABILITY-MAY	1100001634						154.50 73.25
								VENDOR TOTAL:	1,278.96
PCP	PETTY CASH - POLICE DEPT								
	PETTY CASH-4/18								
	01 USPS		1121005312	04/26/18		67487	04/26/18	58.20	58.20 58.20
								VENDOR TOTAL:	58.20
T0001646	KIMBERLY MORRIS								
	REFUND								
	01 PARKING TICKET REFUND		4234504634	04/25/18		67488	04/26/18	6.00	6.00 6.00
								VENDOR TOTAL:	6.00

City of Lake Geneva
Finance, License, & Regulation Committee
May 8, 2018

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 153,052.86
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 12,620.01
5. Capital Projects	52	\$ 84,238.42
6. Parking	42	\$ 657.42
7. Cemetery	48	\$ 279.62
8. Equipment Replacement	50	\$ 23,168.83
9. Library Fund	99	\$ 4,217.74
10. Impact Fees	45	\$ 7,110.00
11. Tourism Commission	47	\$ -
Total All Funds		<u><u>\$285,344.90</u></u>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE
5/8/2018**

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 285,344.90**

ITEMS > \$5,000

Kapur & Associates - Feb/Mar Engineering	\$ 55,208.54
Glen Fern Construction - Flat Iron Park Restroom Remodel (Draw 3)	\$ 53,773.67
Lake Geneva Convention & Visitors Bureau - 2nd Quarter 2018 Payment	\$ 25,000.00
YMCA - May/June Payment	\$ 9,000.00
General Communications - Radios, Batteries, Antenna, Pagers	\$ 7,424.25
Lake Geneva Utility Commission - Impact fees	\$ 7,110.00
Vandewalle & Associates - April Planning	\$ 6,343.01
Down to Earth Contractors - Library Park Storm Drain	\$ 6,250.00
Kiesler's Police Supply - Guns	\$ 6,070.22
Supply Corporation - Trash Bags, Parks Supplies	\$ 5,839.89
Nyquist Engineering - 1st Quarter IT Services	\$ 5,714.20
Knox Company - Knox Vaults	\$ 5,594.00
Four Seasons Flooring - Carpet / Police Department Break Room, Lobby	\$ 5,370.14
Geneva Lake Environmental Agency - May Payment	\$ 5,000.00
 Balance of Other Items	 \$ 81,646.98

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
A+ A+ GRAPHICS & PRINTING							
18612	04/20/18	01	METER INSTRUCTION CARDS	4234505310		05/15/18	188.50
						INVOICE TOTAL:	188.50
18626	04/20/18	01	OPEN REC-WHITE RVR HOLDINGS	1110005399		05/15/18	33.00
						INVOICE TOTAL:	33.00
						VENDOR TOTAL:	221.50
ACL ACL SERVICES LLC							
X670-201803-0	04/03/18	01	BLOOD DRAWS	1121005380		05/15/18	69.00
						INVOICE TOTAL:	69.00
						VENDOR TOTAL:	69.00
ACTIV ACTIVE911 INC							
14144	04/17/18	01	911 MESSAGE SYSTEM-2018	1122005262		05/15/18	470.00
						INVOICE TOTAL:	470.00
						VENDOR TOTAL:	470.00
ADVANAU ADVANCE AUTO PARTS							
7193811456345	04/24/18	01	OIL,FILTER	4800005351		05/15/18	30.97
						INVOICE TOTAL:	30.97
7193811556388	04/25/18	01	OIL,FILTERS	4800005351		05/15/18	46.95
						INVOICE TOTAL:	46.95
						VENDOR TOTAL:	77.92
AMAZO AMAZON							
4308-4/18	10/18/04	01	FORKS	1116105310		05/15/18	14.01
						INVOICE TOTAL:	14.01
						VENDOR TOTAL:	14.01
AMYS AMY'S SHIPPING EMPORIUM							

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

AMYS	AMY'S SHIPPING EMPORIUM						
14989	03/02/18	01	UPS-LAB SERVICES	1122005312		05/15/18	15.21
						INVOICE TOTAL:	15.21
15345	03/26/18	01	UPS-MALEK	1122005312		05/15/18	10.37
						INVOICE TOTAL:	10.37
15466	03/30/18	01	UPS-ELEVATED SAFETY	1122005312		05/15/18	11.04
						INVOICE TOTAL:	11.04
15561	04/05/18	01	UPS-PB ELECTRONICS	1121005312		05/15/18	11.65
						INVOICE TOTAL:	11.65
3/18	03/31/18	01	17619-LAWRENCE FACTOR	1122005312		05/15/18	15.21
		02	17669-KUSSMAUL ELEC	1122005312			14.00
		03	18071-GENERAL COMM	1122005312			10.02
		04	18115-MALEK & ASSOC	1122005312			10.37
		05	18261-ELEVATED SAFETY	1122005312			11.04
						INVOICE TOTAL:	60.64
3/18P	03/13/18	01	UPS-LA POLICE GEAR RETURNS	1121005312		05/15/18	41.99
						INVOICE TOTAL:	41.99
						VENDOR TOTAL:	150.90
ARROW	ARROW PEST CONTROL INC						
75583	04/23/18	01	PEST CONTROL-MAY	1116105360		05/15/18	55.00
						INVOICE TOTAL:	55.00
						VENDOR TOTAL:	55.00
AT&T81	AT&T						
RE050418	05/12/18	01	262 R42-8188 663 1 CITYHALL	1116105221		05/15/18	302.01
		02	262 R42-8188 663 1-POLICE	1121005221			302.01
		03	262 R42-8188 663 1-COURT	1112005221			33.56

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

AT&T81	AT&T						
RE050418	05/12/18	04	262 R42-8188 663 1-METER	4234505221		05/15/18	33.55
		06	262 248-2264 368 9-FIRE DEPT	1122005221			233.07
		07	262 248-4567 367 1-911 MODEM	1121005221			127.69
		08	262 248-4715 125 4-CITY HALL	1116105221			187.74
		10	262 248-4913 601 4-STR FAX/DSL	1132105221			136.10
		12	262 249-5299 313 5-6 LIB LINES	9900005221			138.24
		13	262 249-5299 313 5-1 STR LINE	1132105221			23.04
		14	262 249-5299 313 5-COURT FAX	1112005221			23.04
		15	262 249-5299 313 5-CH ALARM	1116105221			46.09
		16	262 249-5299 313 5-CEM 1 LINE	4800005221			23.04
		17	262 249-5299 313 5-LOWER RIV	4055205221			23.04
		18	262 249-5299 313 5-UPPER RIV	4055105221			46.09
		19	262 249-5299 313 5-FIRE 2 LINE	1122005221			46.09
		20	262 249-5299 313 5-POL 3 LINES	1121005221			69.12
		21	262 248-6837 457 9-POL 911 CON	1121005221			79.89
						INVOICE TOTAL:	1,873.41
						VENDOR TOTAL:	1,873.41
ATC	AMERICAN TEST CENTER						
2180878	03/28/18	01	ANNUAL LADDER INSPECTION	1122005820		05/15/18	1,715.00
						INVOICE TOTAL:	1,715.00
						VENDOR TOTAL:	1,715.00
AUROL	AURORA HEALTH CARE						
360	04/23/18	01	PHARMACY CHARGES	1122005810		05/15/18	1,543.00
						INVOICE TOTAL:	1,543.00
						VENDOR TOTAL:	1,543.00
AUTOM	AUTOMATED PARKING TECHNOLOGIES						
180545	03/26/18	01	USB DATA KEY	4234505250		05/15/18	130.00
						INVOICE TOTAL:	130.00
						VENDOR TOTAL:	130.00

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

AUTOT	AUTO TECH CENTERS INC						
285945	03/27/18	01	TIRES-SQ#1,AMB#1	1122005351		05/15/18	1,621.24
						INVOICE TOTAL:	1,621.24
						VENDOR TOTAL:	1,621.24
AXON	AXON ENTERPRISE, INC						
SI-1531454	04/13/18	01	TASER BATTERIES/CARTRIDGES	1121005410		05/15/18	588.00
						INVOICE TOTAL:	588.00
						VENDOR TOTAL:	588.00
BATZN	BATZNER PEST CONTROL						
2451101	04/25/18	01	PEST CONTROL-APR	4055205360		05/15/18	108.00
						INVOICE TOTAL:	108.00
						VENDOR TOTAL:	108.00
BAYSC	BAYSCAN TECHNOLOGIES						
56360	04/19/18	01	THERMAL RECEIPT PAPER	9900005511		05/15/18	344.00
						INVOICE TOTAL:	344.00
						VENDOR TOTAL:	344.00
BESTT	BEST STAMPS						
355802	04/03/18	01	DATE STAMP	1112005310		05/15/18	51.70
						INVOICE TOTAL:	51.70
						VENDOR TOTAL:	51.70
BOUND	BOUND TREE MEDICAL LLC						
82797412	03/08/18	01	CPR BARRIER,FACE SHIELDS	1122005610		05/15/18	114.50
						INVOICE TOTAL:	114.50
82797413	03/08/18	01	EMS SUP/ELECTRODE PADS	1122005810		05/15/18	200.70
						INVOICE TOTAL:	200.70

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BOUND	BOUND TREE MEDICAL LLC						
82806547	03/15/18	01	LARYNGOSCOPE,ETC	1122005810		05/15/18	568.10
						INVOICE TOTAL:	568.10
82814974	03/23/18	01	LARYNGOSCOPES,EMS SUPPLIES	1122005810		05/15/18	18.87
						INVOICE TOTAL:	18.87
82814975	03/23/18	01	TRACHEAL TUBES,EMERG KITS	1122005810		05/15/18	1,051.73
						INVOICE TOTAL:	1,051.73
82820192	03/28/18	01	STETHOSCOPE,SPHYG METER	1122005810		05/15/18	147.35
						INVOICE TOTAL:	147.35
82820193	03/28/18	01	EMS BAGS	5022005800		05/15/18	163.98
						INVOICE TOTAL:	163.98
82821781	03/29/18	01	KETAMINE	1122005810		05/15/18	747.98
						INVOICE TOTAL:	747.98
82825063	04/02/18	01	SYRINGES	1122005810		05/15/18	29.79
						INVOICE TOTAL:	29.79
82827874	04/04/18	01	HAND SANITIZER	1122005810		05/15/18	11.70
						INVOICE TOTAL:	11.70
82829475	04/18/04	01	MAD DEVICE,O2 TUBING,LOCK	1122005810		05/15/18	131.89
						INVOICE TOTAL:	131.89
82830913	04/06/18	01	AIRWAY KITS,BVM	1122005810		05/15/18	264.97
						INVOICE TOTAL:	264.97
82832043	04/09/18	01	LANCETS,PROT KITS	1122005810		05/15/18	86.02
						INVOICE TOTAL:	86.02
82837426	04/13/18	01	DIABETIC CASE	5022005800		05/15/18	25.77
						INVOICE TOTAL:	25.77

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BOUND	BOUND TREE MEDICAL LLC						
82837427	04/13/18	01	BATTERIES	1122005810		05/15/18	74.49
						INVOICE TOTAL:	74.49
82839884	04/17/18	01	EMS BAG REPLACEMENT	5022005800		05/15/18	384.97
						INVOICE TOTAL:	384.97
82841311	04/18/18	01	AIRWAY KIT	1122005810		05/15/18	109.32
						INVOICE TOTAL:	109.32
82843847	04/20/18	01	NEBULIZER MASKS	1122005810		05/15/18	113.54
						INVOICE TOTAL:	113.54
82847529	04/25/18	01	EMS BAG REPLACEMENTS	5022005800		05/15/18	565.98
						INVOICE TOTAL:	565.98
						VENDOR TOTAL:	4,811.65
BREEZY	BREEZY HILL NURSERY						
I-212997	04/26/18	01	ARBOR DAY TREE	1132135346		05/15/18	195.00
						INVOICE TOTAL:	195.00
I-213116	05/01/18	01	TOPSOIL-3 YDS	1152005352		05/15/18	72.00
						INVOICE TOTAL:	72.00
POSO323134	05/01/18	01	TOPSOIL-3 YDS	1152005352		05/15/18	84.00
						INVOICE TOTAL:	84.00
						VENDOR TOTAL:	351.00
BRUCE	BRUCE EQUIPMENT INC						
P06710	04/30/18	01	SNOW BLOWER SCRAPER BLADE	1132125351		05/15/18	524.11
						INVOICE TOTAL:	524.11
						VENDOR TOTAL:	524.11
BSL	BADGER STATE INDUSTRIES						

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BSL	BADGER STATE INDUSTRIES						
306-174836	03/30/18	01	CAN LINERS	9900005350		05/15/18	32.72
						INVOICE TOTAL:	32.72
306-174896	04/10/18	01	PAPER TOWELS,TP	1151105240		05/15/18	45.68
		02	PAPER TOWELS,TP	1122005350			45.94
		03	PAPER TOWELS,TP,LINERS	1116105350			168.14
						INVOICE TOTAL:	259.76
						VENDOR TOTAL:	292.48
BUMPB	BUMPER TO BUMPER AUTO PARTS						
1-341132	04/19/18	01	HYDRAULIC FITTINGS	1132105351		05/15/18	133.86
						INVOICE TOTAL:	133.86
						VENDOR TOTAL:	133.86
BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-382832	02/04/18	01	BATTERY CORE CREDIT	1121005361		05/15/18	-16.00
						INVOICE TOTAL:	-16.00
662-385802	03/28/18	01	MINI LAMP	1121005361		05/15/18	2.29
						INVOICE TOTAL:	2.29
662-385951	03/31/18	01	POWER PLUG,USB	5022005800		05/15/18	13.18
						INVOICE TOTAL:	13.18
662-385996	04/02/18	01	MINI LAMP	1121005361		05/15/18	2.79
						INVOICE TOTAL:	2.79
662-386851	04/18/18	01	HOSE CONNECTOR-TRK #15	1132125250		05/15/18	11.99
						INVOICE TOTAL:	11.99
662-386935	04/19/18	01	HEADLIGHTS-TRK #23	1132105351		05/15/18	12.90
						INVOICE TOTAL:	12.90

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-387200	04/24/18	01	GLASS FUSE	1121005361		05/15/18	1.49
						INVOICE TOTAL:	1.49
662-387643	05/01/18	01	PLUG,FILTER-WEED SPRAYER	1132105351		05/15/18	8.28
						INVOICE TOTAL:	8.28
						VENDOR TOTAL:	36.92
CDW	CDW GOVERNMENT INC						
MGX9252	04/03/18	01	ANTIVIRUS-SQUADS	1121005342		05/15/18	76.22
						INVOICE TOTAL:	76.22
						VENDOR TOTAL:	76.22
CHILDS	CRAIG D CHILDS, PHD SC						
2035	04/19/18	01	EVALS-ACADEMY SPNSRSHP	1121005411		05/15/18	500.00
						INVOICE TOTAL:	500.00
						VENDOR TOTAL:	500.00
CITYWA	CITY OF WAUWATOSA						
DUES-2018	03/05/18	01	ALPR DUES	1121005399		05/15/18	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
COMPL	COMPLETE OFFICE OF WISCONSIN						
297775	04/16/18	01	TONER-DETECTIVES	1121005310		05/15/18	84.75
						INVOICE TOTAL:	84.75
						VENDOR TOTAL:	84.75
CONSERV	CONSERV FS INC						
65051288	04/11/18	01	FERTILIZER-4000 LBS	1152005362		05/15/18	1,087.20
						INVOICE TOTAL:	1,087.20
						VENDOR TOTAL:	1,087.20

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

DELS	DEL'S SERVICE						
6529	04/28/18	01	TIRES-VAN #54	1132105250		05/15/18	312.00
						INVOICE TOTAL:	312.00
						VENDOR TOTAL:	312.00
DIREC	DIRECTPATH LLC						
AT39362	05/01/18	01	PATIENT CARE-MAY	1110205132		05/15/18	243.00
						INVOICE TOTAL:	243.00
						VENDOR TOTAL:	243.00
DOWN	DOWN TO EARTH CONTRACTORS INC						
6748	04/06/18	01	LIBRARY PARK STORM DRAIN	4332101701		05/15/18	6,250.00
						INVOICE TOTAL:	6,250.00
						VENDOR TOTAL:	6,250.00
DSPS	STATE OF WISCONSIN						
469736	04/26/18	01	BOILER PERMITS-4	1116105360		05/15/18	200.00
						INVOICE TOTAL:	200.00
						VENDOR TOTAL:	200.00
DUNN	DUNN LUMBER & TRUE VALUE						
715913	03/10/18	01	CABLE TIES	1122005340		05/15/18	3.89
		02	DISCOUNT	1100004819			-0.19
						INVOICE TOTAL:	3.70
716129	03/13/18	01	DECK SCREW	4800005350		05/15/18	5.99
						INVOICE TOTAL:	5.99
716142	05/01/18	01	TREATED DECKING	4800005350		05/15/18	11.39
						INVOICE TOTAL:	11.39
717667	05/01/18	01	AJAX	4800005350		05/15/18	1.69

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALUE						
717667	05/01/18	02	WIPER BLADE	4800005351		05/15/18	4.99
						INVOICE TOTAL:	6.68
718107	03/31/18	01	PLUGS,VELCRO-KNOT VAULTS	5022005800		05/15/18	13.98
		02	DISCOUNT	1100004819			-0.70
						INVOICE TOTAL:	13.28
719379	04/13/18	01	VOLT METER BATTERIES	4234505250		05/15/18	9.99
		02	DISCOUNT	1100004819			-0.50
						INVOICE TOTAL:	9.49
719545	04/16/18	01	TOWEL HOLDER,AJAX	1132105350		05/15/18	17.67
		02	DISCOUNT	1100004819			-0.88
						INVOICE TOTAL:	16.79
719678	04/17/18	01	KEY-RANGE LOCKER	1121005399		05/15/18	1.99
		02	DISCOUNT	1100004819			-0.10
						INVOICE TOTAL:	1.89
719750	04/18/18	01	NUTS,BOLTS	1132105351		05/15/18	12.96
		02	DISCOUNT	1100004819			-0.65
						INVOICE TOTAL:	12.31
719752	04/18/18	01	DISTILLED WATER,WIRE BRUSH	1132105351		05/15/18	8.47
		02	DISCOUNT	1100004819			-0.42
						INVOICE TOTAL:	8.05
719759	04/18/18	01	NUTS,BOLTS-RETURNED	1132105351		05/15/18	-7.16
		02	DISCOUNT	1100004819			-0.10
		03	NUTS,BOLTS	1132105351			9.16
						INVOICE TOTAL:	1.90
719850	04/19/18	01	LIGHT BULB,ICE MELT	4800005350		05/15/18	47.93
						INVOICE TOTAL:	47.93

INVOICES DUE ON/BEFORE 05/15/2018

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

DUNN	DUNN LUMBER & TRUE VALUE						
719863	04/19/18	01	ANCHOR KIT	1132105350		05/15/18	18.49
		02	DISCOUNT	1100004819			-0.92
						INVOICE TOTAL:	17.57
720089	04/21/18	01	RED/ORANGE MARKING PAINT	1122005350		05/15/18	5.79
		02	DISCOUNT	1100004819			-0.29
						INVOICE TOTAL:	5.50
720194	04/23/18	01	CAR WASH NOZZLE	1121005342		05/15/18	11.99
		02	DISCOUNT	1100004819			-0.60
						INVOICE TOTAL:	11.39
720223	04/23/18	01	COUPLING,PVC,ADAP-DUNN CONCESS	1152005350		05/15/18	27.10
		02	DISCOUNT	1100004819			-1.36
						INVOICE TOTAL:	25.74
720248	04/23/18	01	STORAGE HOOK	1152015340		05/15/18	5.29
		02	DISCOUNT	1100004819			-0.26
						INVOICE TOTAL:	5.03
720412	04/24/18	01	COUPLING,UTILITY KNIFE	1152005350		05/15/18	11.48
		02	DISCOUNT	1100004819			-0.57
						INVOICE TOTAL:	10.91
720458	04/24/18	01	SAND MIX	1152005350		05/15/18	4.99
						INVOICE TOTAL:	4.99
720648	04/26/18	01	PUMP SPRAYER	1152015952		05/15/18	5.36
		02	DISCOUNT	1100004819			-0.27
						INVOICE TOTAL:	5.09
720657	04/26/18	01	PVC PIPE	4800005362		05/15/18	7.77
						INVOICE TOTAL:	7.77
720821	04/27/18	01	CONCRETE-GARBAGE CAN BASES	1152005352		05/15/18	11.38
						INVOICE TOTAL:	11.38

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALUE						
721044	04/30/18	01	BATTERIES	1134105261		05/15/18	13.99
		02	DISCOUNT	1100004819			-0.70
						INVOICE TOTAL:	13.29
721047	04/30/18	01	WASHER	1152015350		05/15/18	2.29
		02	DISCOUNT	1100004819			-0.11
						INVOICE TOTAL:	2.18
721179	04/30/18	01	BRASS BALL VALVE	1122005351		05/15/18	18.99
		02	DISCOUNT	1100004819			-0.95
						INVOICE TOTAL:	18.04
721444	05/02/18	01	TRIMMER STRING	1152005340		05/15/18	12.79
		02	DISCOUNT	1100004819			-0.64
						INVOICE TOTAL:	12.15
721454	05/02/18	01	VINYL HOSE WASHERS	1152005350		05/15/18	1.79
		02	DISCOUNT	1100004819			-0.09
						INVOICE TOTAL:	1.70
721496	05/02/18	01	WATER FOUNTAIN PARTS	1152005350		05/15/18	16.42
		02	DISCOUNT	1100004819			-0.82
						INVOICE TOTAL:	15.60
721515	05/02/18	01	ROOF SEALER	1132105350		05/15/18	25.98
		02	DISCOUNT	1100004819			-1.30
						INVOICE TOTAL:	24.68
721516	05/02/18	01	ATTENDANT CANOPY-BOAT LAUNCH	4052115399		05/15/18	109.98
		02	DISCOUNT	1100004819			-5.50
						INVOICE TOTAL:	104.48
721521	05/02/18	01	FLAG PARTS	1116105360		05/15/18	10.98
		02	DISCOUNT	1100004819			-0.55
						INVOICE TOTAL:	10.43

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
721614	05/03/18	01	SPRAYER, CONCRETE MIX	4055205350		05/15/18	26.77
		02	DISCOUNT	1100004819			-1.34
						INVOICE TOTAL:	25.43
721662	05/03/18	01	NUTS, BOLTS-BOAT LAUNCH	4052115399		05/15/18	5.16
		02	DISCOUNT	1100004819			-0.26
						INVOICE TOTAL:	4.90
						VENDOR TOTAL:	477.65
EAGLM EAGLE MEDIA INC							
421622	01/25/18	01	BADGE EMBROIDERED-GEE	1121005138		05/15/18	10.00
						INVOICE TOTAL:	10.00
						VENDOR TOTAL:	10.00
EAM EMERGENCY APPARATUS MAINT							
98954	04/06/18	01	T1-AIR TANK CHECK VALVES	1122005240		05/15/18	347.92
						INVOICE TOTAL:	347.92
98955	04/11/18	01	ELEC REPAIR-SQ #1	1122005240		05/15/18	1,244.41
						INVOICE TOTAL:	1,244.41
99435	04/19/18	01	HOSE LEAK REPAIR-T1	1122005240		05/15/18	259.87
						INVOICE TOTAL:	259.87
						VENDOR TOTAL:	1,852.20
ELKHO ELKHORN CHEMICAL CO INC							
598824	04/11/18	01	FLOOR SOAP	1122005350		05/15/18	60.00
						INVOICE TOTAL:	60.00
599148	04/23/18	01	HOSE, CLEANSERS, SPRAY	1116105360		05/15/18	244.33
						INVOICE TOTAL:	244.33

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ELKHO	ELKHORN CHEMICAL CO INC						
599286	04/28/18	01	DEO BLOCKS, SPRAY	1122005350		05/15/18	80.72
						INVOICE TOTAL:	80.72
						VENDOR TOTAL:	385.05
EMS	EMS MEDICAL BILLING ASSOCIATES						
3/18	03/31/18	01	COMMISSIONS-MAR	1122005214		05/15/18	2,276.92
						INVOICE TOTAL:	2,276.92
						VENDOR TOTAL:	2,276.92
FCT	FIRST CARE TACTICAL LLC						
1155	03/25/18	01	TOURNIQUETS	1122005810		05/15/18	165.93
						INVOICE TOTAL:	165.93
						VENDOR TOTAL:	165.93
FIRSTS	FIRST SUPPLY LLC						
5033010	04/19/18	01	TOILET PARTS	4055205350		05/15/18	17.38
						INVOICE TOTAL:	17.38
						VENDOR TOTAL:	17.38
FLOWE	JIM FLOWER						
MAR-18	04/18/18	01	30 MILES-C/E	1124005330		05/15/18	16.35
						INVOICE TOTAL:	16.35
						VENDOR TOTAL:	16.35
FONTAPD	FONTANA POLICE DEPT						
WARRANT-COX	04/23/18	01	WARRANT #17001750	1112002428		05/15/18	172.40
						INVOICE TOTAL:	172.40
						VENDOR TOTAL:	172.40
FORD	FORD OF LAKE GENEVA						

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
FORD	FORD OF LAKE GENEVA						
62205	03/25/18	01	CHK DASH LIGHTS- #207	1121005361		05/15/18	100.43
						INVOICE TOTAL:	100.43
62526	03/20/18	01	OIL CHANGE-#203	1121005361		05/15/18	30.09
						INVOICE TOTAL:	30.09
62631	03/28/18	01	A1 REPAIR GLOW PLUG HARNESS	1122005240		05/15/18	710.12
						INVOICE TOTAL:	710.12
62649	03/27/18	01	TUNE UP/CYLINDER REPL-#207	1121005361		05/15/18	553.72
						INVOICE TOTAL:	553.72
62667	03/28/18	01	OIL CHANGE-#202	1121005361		05/15/18	58.40
						INVOICE TOTAL:	58.40
62688	03/30/18	01	TRAILER HITCH/WIRING-#201	1121005361		05/15/18	41.15
						INVOICE TOTAL:	41.15
62759	04/02/18	01	OIL CHANGE-#205	1121005361		05/15/18	30.88
						INVOICE TOTAL:	30.88
62868	04/09/18	01	MOUNT/BAL TIRES-#A1	1122005240		05/15/18	48.93
						INVOICE TOTAL:	48.93
62918	04/12/18	01	OIL CHANGE-RANGER	4234505351		05/15/18	29.95
						INVOICE TOTAL:	29.95
63015	04/18/18	01	OIL CHANGE-#205	1121005361		05/15/18	30.95
						INVOICE TOTAL:	30.95
63022	04/18/18	01	OIL CHANGE,AIR FILTER-#211	1121005361		05/15/18	63.59
						INVOICE TOTAL:	63.59
63222	05/02/18	01	OIL CHANGE-#204	1121005361		05/15/18	30.95
						INVOICE TOTAL:	30.95
						VENDOR TOTAL:	1,729.16

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FOXVA	FOX VALLEY TECHNICAL COLLEGE						
700125059	04/18/18	01	SRO TRNG-RICHARDSON	1121005410		05/15/18	225.00
						INVOICE TOTAL:	225.00
						VENDOR TOTAL:	225.00
FSF	FOUR SEASONS FLOORING INC						
FO000816	04/27/18	01	CARPET/BRK ROOM, LOBBY	5021005800		05/15/18	5,370.14
						INVOICE TOTAL:	5,370.14
						VENDOR TOTAL:	5,370.14
GENERC	GENERAL COMMUNICATIONS INC						
252816	03/20/18	01	PORTABLE BATTERIES	5022005800		05/15/18	343.50
						INVOICE TOTAL:	343.50
253406	04/04/18	01	PORTABLE RADIOS	5021005800		05/15/18	4,674.25
						INVOICE TOTAL:	4,674.25
253512	04/09/18	01	PORTABLE RADIO ANTENNA	1122005262		05/15/18	175.00
						INVOICE TOTAL:	175.00
253514	04/09/18	01	RADIO REPAIRS-SQ #1	1122005262		05/15/18	49.00
						INVOICE TOTAL:	49.00
253657	04/12/18	01	PAGERS, BATTERIES	5022005800		05/15/18	2,182.50
						INVOICE TOTAL:	2,182.50
						VENDOR TOTAL:	7,424.25
GENON	GENEVA ONLINE INC						
1062480	04/02/18	01	EMAIL SVC-APR	1121005221		05/15/18	39.00
						INVOICE TOTAL:	39.00
1063872	05/01/18	01	EMAIL SVC-MAY	1112005221		05/15/18	2.00
						INVOICE TOTAL:	2.00

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GENON	GENEVA ONLINE INC						
1063942	05/01/18	01	EMAIL SVC-MAY	1121005221		05/15/18	39.00
						INVOICE TOTAL:	39.00
						VENDOR TOTAL:	80.00
GIRAF	GIRAFFE ELECTRIC						
18-315	04/12/18	01	LIGHT POLE-INTCHG N/SHER SPR	1110005245		05/15/18	131.25
						INVOICE TOTAL:	131.25
18-320	04/12/18	01	TRAFFIC LIGHT-MAIN & BROAD	4332101701		05/15/18	270.00
						INVOICE TOTAL:	270.00
						VENDOR TOTAL:	401.25
GLCHA	LAKE GENEVA CHAMBER OF						
214	04/18/18	01	WALCO BUSINESS EXPO	1114205332		05/15/18	195.00
						INVOICE TOTAL:	195.00
						VENDOR TOTAL:	195.00
GLENF	GLEN FERN CONSTRUCTION LLC						
1023 DRAW 3	04/30/18	01	F/I RESTROOM REMODEL	4352005300		05/15/18	39,792.52
		02	F/I RESTROOM REMODEL	1100001391			13,981.15
						INVOICE TOTAL:	53,773.67
						VENDOR TOTAL:	53,773.67
GLENV	GENEVA LAKE ENVIRONMENTAL AGCY						
RE050418	05/01/18	01	MAY PAYMENT	4054105730		05/15/18	5,000.00
						INVOICE TOTAL:	5,000.00
						VENDOR TOTAL:	5,000.00
GLLC	GENEVA LAKE LEVEL CORPORATION						
2018	04/11/18	01	2018 CONTRIBUTION	4054105735		05/15/18	4,320.00
						INVOICE TOTAL:	4,320.00
						VENDOR TOTAL:	4,320.00

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GOREC	GORECKI MATERIALS INC						
2052	04/22/18	01	SNOW REMOVAL-4/17/18	1132125220		05/15/18	361.25
						INVOICE TOTAL:	361.25
						VENDOR TOTAL:	361.25
GRAIN	GRAINGER						
9764196839	04/20/18	01	WATER FOUNTAIN FILTER	1116105350		05/15/18	17.39
						INVOICE TOTAL:	17.39
						VENDOR TOTAL:	17.39
GREAT	GREAT AMERICA LEASING CORP						
22364830	03/23/18	01	BIZ HUB-MAR	1122005340		05/15/18	144.39
						INVOICE TOTAL:	144.39
22539140	04/23/18	01	BIZ HUB-APR	1122005340		05/15/18	199.06
						INVOICE TOTAL:	199.06
						VENDOR TOTAL:	343.45
HARRI	HARRIS COMPUTER SYSTEMS						
XT00006402	03/30/18	01	A/P CHECKS	1115105310		05/15/18	340.73
		02	P/R CHECKS	1115105310			246.66
						INVOICE TOTAL:	587.39
						VENDOR TOTAL:	587.39
HENRYS	HENRY SCHEIN INC						
50114904	02/05/18	01	ADSCOPE 604 PEDIATRIC	1122005810		05/15/18	21.62
						INVOICE TOTAL:	21.62
50302942	02/27/18	01	ALS BAG REPLACEMENTS	5022005800		05/15/18	361.93
						INVOICE TOTAL:	361.93
50864863	02/27/18	01	ALS BAG REPLACEMENTS	5022005800		05/15/18	34.04
						INVOICE TOTAL:	34.04

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HENRYS HENRY SCHEIN INC							
51152651	03/26/18	01	INTUBATION KITS	5022005800		05/15/18	586.58
						INVOICE TOTAL:	586.58
						VENDOR TOTAL:	1,004.17
HESTA HE STARK AGENCY INC							
6089COURT-4/18	05/01/18	01	COLLECTION FEES-APR	1112005214		05/15/18	13.49
						INVOICE TOTAL:	13.49
6089CRTPRK-4/18	05/01/18	01	COLLECTION FEES-APR	1112005214		05/15/18	12.50
						INVOICE TOTAL:	12.50
						VENDOR TOTAL:	25.99
HINES ALISHA HINES							
FEBRUARY 2018	04/19/18	01	95.4 MILES SOCIAL MEDIA CLASS	9900005332		05/15/18	52.00
						INVOICE TOTAL:	52.00
MARCH 2018	04/19/18	01	184 MILES PLA CONFERENCE	9900005332		05/15/18	100.28
						INVOICE TOTAL:	100.28
						VENDOR TOTAL:	152.28
IAPE INTERNATIONAL ASSOCIATION FOR							
M18-C279377	04/12/18	01	2018 DUES-KELLER	1121005410		05/15/18	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
INITIAL INITIAL DESIGNS							
6749	04/09/18	01	SHIRTS,EMBROIDER-CHIEF	1122005138		05/15/18	17.50
						INVOICE TOTAL:	17.50
6774	04/24/18	01	SHIRTS,EMBROIDER-DERRICK	1122005138		05/15/18	54.96
						INVOICE TOTAL:	54.96
						VENDOR TOTAL:	72.46

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INTOX	INTOXIMETERS INC						
594958	04/26/18	01	INTOXIMETERS-BOOKING	1121005290		05/15/18	140.00
						INVOICE TOTAL:	140.00
						VENDOR TOTAL:	140.00
ITU	ITU ABSORB TECH INC						
6990084	04/20/18	01	MATS	1116105360		05/15/18	77.13
						INVOICE TOTAL:	77.13
						VENDOR TOTAL:	77.13
JAMES	JAMES IMAGING SYSTEMS INC						
816911	04/16/18	01	TOSH ES3555C-APR	1121005531		05/15/18	74.56
						INVOICE TOTAL:	74.56
816912	04/16/18	01	TOSH ES357-APR	1121005531		05/15/18	42.78
						INVOICE TOTAL:	42.78
						VENDOR TOTAL:	117.34
JANIK	JANI-KING OF MILWAUKEE						
MIL05180385	05/01/18	01	CLEANING-MAY	9900005360		05/15/18	1,083.00
						INVOICE TOTAL:	1,083.00
						VENDOR TOTAL:	1,083.00
JEFFE	JEFFERSON FIRE & SAFETY INC						
246714	03/28/18	01	5 GALS FOAM	1122005800		05/15/18	600.00
						INVOICE TOTAL:	600.00
						VENDOR TOTAL:	600.00
JERRY	JERRY WILLKOMM INC						
241663	04/13/18	01	1450 GALS GAS	1132105341		05/15/18	3,507.55
						INVOICE TOTAL:	3,507.55
						VENDOR TOTAL:	3,507.55

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JUREW	JUREWICZ, JUDY						
4253	04/25/18	01	STARTER-STAND UP MOWER	1152005250		05/15/18	238.44
						INVOICE TOTAL:	238.44
						VENDOR TOTAL:	238.44
KAPUR	KAPUR & ASSOCIATES, INC						
93432	03/19/18	01	ENG-MAIN ST SURVEY	4332101701		05/15/18	108.00
						INVOICE TOTAL:	108.00
93433	03/19/18	01	ENG-MAIN ST RECONSTRUCT	4332101701		05/15/18	2,325.00
						INVOICE TOTAL:	2,325.00
93435	03/19/18	01	ENG-CORE-FEB	1100001391		05/15/18	111.00
						INVOICE TOTAL:	111.00
93436	03/19/18	01	ENG-SYMPHONY 1-FEB	1100001391		05/15/18	314.00
						INVOICE TOTAL:	314.00
93437	03/19/18	01	ENG-SYMPHONY 2-FEB	1100001391		05/15/18	6,004.45
						INVOICE TOTAL:	6,004.45
93445	03/19/18	01	ENG-MAIN ST RECONSTRUCT	4332101701		05/15/18	26,844.00
						INVOICE TOTAL:	26,844.00
93723	04/18/18	01	ENG-MAIN ST RECONSTRUCT	4332101701		05/15/18	3,277.00
						INVOICE TOTAL:	3,277.00
93726	04/18/18	01	ENG-CORE-MAR	1100001391		05/15/18	448.50
						INVOICE TOTAL:	448.50
93727	04/18/18	01	ENG-SYMPHONY 2-MAR	1100001391		05/15/18	11,848.69
						INVOICE TOTAL:	11,848.69
93737	04/18/18	01	ENG-MAIN ST RECONSTRUCT	4332101701		05/15/18	2,715.90
						INVOICE TOTAL:	2,715.90

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KAPUR KAPUR & ASSOCIATES, INC							
93739	04/18/18	01	ENG-TC MAGIC-MAR	1100001391		05/15/18	388.50
						INVOICE TOTAL:	388.50
93742	04/18/18	01	ENG-MAIN ST RECONSTRUCT	4332101701		05/15/18	768.00
						INVOICE TOTAL:	768.00
93749	04/19/18	01	ENG-SUMMERHAVEN-MAR	1100001391		05/15/18	55.50
						INVOICE TOTAL:	55.50
						VENDOR TOTAL:	55,208.54
KIESL KIESLER'S POLICE SUPPLY INC							
862064	04/25/18	01	GUN-BOULAND	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862068	04/25/18	01	GUN-DERRICK	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862069	04/25/18	01	GUNS-ECKLUND	1121005138		05/15/18	618.63
						INVOICE TOTAL:	618.63
862081	04/25/18	01	GUN-GEE	1121005138		05/15/18	306.68
						INVOICE TOTAL:	306.68
862082	04/25/18	01	GUN-GREETHAM	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862084	04/25/18	01	GUNS-GRITZNER	1121005138		05/15/18	618.63
						INVOICE TOTAL:	618.63
862085	04/25/18	01	GUN-HANSEN	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862088	04/25/18	01	GUN-S HINZPETER	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40

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KIESL	KIESLER'S POLICE SUPPLY INC						
862089	04/25/18	01	GUN-KELLER	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862092	04/25/18	01	GUN-NELSON	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862096	04/25/18	01	GUN-NETTESHEIM	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862104	04/25/18	01	GUN-RICHARDSON	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862107	04/25/18	01	GUN-SPOTZ	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862112	04/25/18	01	GUN-THORNBURGH	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862118	04/25/18	01	GUN-TIETZ	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862128	04/25/18	01	GUN-TRACY	1121005138		05/15/18	306.68
						INVOICE TOTAL:	306.68
862130	04/25/18	01	GUN-WALSER	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
862131	04/25/18	01	GUN-WARD	1121005138		05/15/18	301.40
						INVOICE TOTAL:	301.40
						VENDOR TOTAL:	6,070.22
KNOX	KNOX COMPANY						
1310728	03/26/18	01	KNOX VAULTS	5022005800		05/15/18	5,594.00
						INVOICE TOTAL:	5,594.00
						VENDOR TOTAL:	5,594.00

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KORNAK EMILY KORNAK							
APRIL 2018	04/27/18	01	22 MI-LAC WALWORTH	9900005332		05/15/18	11.99
		02	20 MI TAX AID ELKHORN	9900005332			10.90
		03	88 MI LIB INSVC JANESVILLE	9900005332			47.96
						INVOICE TOTAL:	70.85
MARCH 2018	03/31/18	01	88.9 MILES PROJECT MGT TRAIN	9900005332		05/15/18	48.45
						INVOICE TOTAL:	48.45
						VENDOR TOTAL:	119.30
KROPF LANA KROPF							
APRIL 2018	04/17/18	01	82.6 MI-SPRING ELECTION	1114305330		05/15/18	45.02
						INVOICE TOTAL:	45.02
						VENDOR TOTAL:	45.02
LANGE LANGE ENTERPRISES INC							
65194	04/17/18	01	"ROAD CLOSED", "STOP" SIGNS	1134105375		05/15/18	758.50
						INVOICE TOTAL:	758.50
						VENDOR TOTAL:	758.50
LARK LARK UNIFORM OUTFITTERS INC							
263334	03/27/18	01	UNIFORM-MCBRIDE INITIAL ISSUE	1121005139		05/15/18	472.45
						INVOICE TOTAL:	472.45
263424	03/28/18	01	UNIFORM-NAMETAGS	1121005139		05/15/18	107.00
						INVOICE TOTAL:	107.00
263426	03/28/18	01	UNIFORM-WAY	1121005138		05/15/18	226.85
						INVOICE TOTAL:	226.85
263427	03/28/18	01	UNIFORM-SOETH	1121005139		05/15/18	50.95
						INVOICE TOTAL:	50.95

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LARK	LARK UNIFORM OUTFITTERS INC						
263428	03/28/18	01	UNIFORM-RASMUSSEN	1121005138		05/15/18	24.95
						INVOICE TOTAL:	24.95
263431	03/28/18	01	UNIFORM-MCBRIDE INITIAL	1121005139		05/15/18	469.80
						INVOICE TOTAL:	469.80
264598	04/16/18	01	UNIFORM-MCBRIDE INITIAL	1121005139		05/15/18	200.85
						INVOICE TOTAL:	200.85
265183	04/25/18	01	UNIFORM-RASMUSSEN	1121005138		05/15/18	28.95
						INVOICE TOTAL:	28.95
265184	04/25/18	01	UNIFORM-MCBRIDE	1121005139		05/15/18	88.95
						INVOICE TOTAL:	88.95
265185	04/25/18	01	UNIFORM-TIETZ	1121005138		05/15/18	15.50
						INVOICE TOTAL:	15.50
						VENDOR TOTAL:	1,686.25
LARRY	LARRY'S TOWING & RECOVERY						
6023	04/27/18	01	TOWING-DODGE	1134105290		05/15/18	425.00
						INVOICE TOTAL:	425.00
6114	04/10/18	01	TOWING-CHEVY CRUZ	1134105290		05/15/18	355.00
						INVOICE TOTAL:	355.00
						VENDOR TOTAL:	780.00
LASERW	LASER WORKS UNLIMITED LLC						
1388	04/14/18	01	NAMEPLATES-HARTZ, HALL	1111005399		05/15/18	24.27
		02	NAMEPLATES-DUNN, PROKSA	1111005399			24.28
						INVOICE TOTAL:	48.55
						VENDOR TOTAL:	48.55

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LEVEQ	LEVEQUE TRUCKING & SERVICES						
1031	04/23/18	01	SNOW HAULING-4/17/18	1132125220		05/15/18	382.50
						INVOICE TOTAL:	382.50
						VENDOR TOTAL:	382.50
LGARE	LAKE GENEVA CONVENTION						
RE050418	05/01/18	01	2ND QTR 2018 PAYMENT	1170005710		05/15/18	25,000.00
						INVOICE TOTAL:	25,000.00
						VENDOR TOTAL:	25,000.00
LGUTI	LAKE GENEVA UTILITY						
1023	04/30/18	01	1023 CUMBERLAND TRAIL	4500002452		05/15/18	1,690.00
		02	1023 CUMBERLAND TRAIL	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
1031	04/30/18	01	1031 CUMBERLAND TRAIL	4500002452		05/15/18	1,690.00
		02	1031 CUMBERLAND TRAIL	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
						VENDOR TOTAL:	7,110.00
MACCA	MACCARE						
146853	05/01/18	01	CO2 RENTAL	4055205350		05/15/18	63.29
						INVOICE TOTAL:	63.29
						VENDOR TOTAL:	63.29
MALEK	MALEK & ASSOCIATES CONSULTANTS						
5747	03/26/18	01	FA REV-HORTICULTURAL HALL	1122005750		05/15/18	412.50
						INVOICE TOTAL:	412.50
5759	04/19/18	01	SPRK SYS-GOLDEN YEARS	1122005750		05/15/18	660.00
						INVOICE TOTAL:	660.00
						VENDOR TOTAL:	1,072.50

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MARED	MARED MECHANICAL						
107261	03/30/18	01	HVAC-PREV MAINT	1122005241		05/15/18	833.00
						INVOICE TOTAL:	833.00
107406	03/30/18	01	HVAC BELTS,TRANSUNIT REPAIR	1122005241		05/15/18	373.18
						INVOICE TOTAL:	373.18
107636	04/20/18	01	CHILLER LEAK REPAIR	1116105360		05/15/18	2,187.68
						INVOICE TOTAL:	2,187.68
7052	04/11/18	01	PREV MAINT-APR	1116105360		05/15/18	780.00
						INVOICE TOTAL:	780.00
						VENDOR TOTAL:	4,173.86
MARTIN	MARTIN GROUP						
1232362	04/20/18	01	KONICA 20-APR	1121005531		05/15/18	14.55
						INVOICE TOTAL:	14.55
						VENDOR TOTAL:	14.55
MIDWETA	MIDWEST TAPE						
95933945	03/21/18	01	8 ADULT DVDS	9900005414		05/15/18	206.92
						INVOICE TOTAL:	206.92
95933947	03/21/18	01	5 YOUTH DVDS	9900005411		05/15/18	114.60
						INVOICE TOTAL:	114.60
95954546	03/29/18	01	ADULT DVDS	9900005414		05/15/18	66.97
						INVOICE TOTAL:	66.97
95954548	03/29/18	01	YOUTH DVD	9900005411		05/15/18	22.99
						INVOICE TOTAL:	22.99
95960837	03/31/18	01	6 ADULT DVDS	9900005414		05/15/18	116.94
						INVOICE TOTAL:	116.94

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MIDWETA MIDWEST TAPE							
95973312	04/04/18	01	6 ADULT DVDS	9900005414		05/15/18	153.94
						INVOICE TOTAL:	153.94
95973314	04/04/18	01	1 YOUTH DVD	9900005414		05/15/18	25.99
						INVOICE TOTAL:	25.99
95973629	04/04/18	01	2 ADULT DVDS	9900005414		05/15/18	51.98
						INVOICE TOTAL:	51.98
95976578	04/05/18	01	2 ADULT DVDS	9900005414		05/15/18	39.98
						INVOICE TOTAL:	39.98
95985127	04/09/18	01	3 YOUTH DVDS	9900005414		05/15/18	44.97
						INVOICE TOTAL:	44.97
95994681	04/10/18	01	1 ADULT DVD	9900005414		05/15/18	25.99
						INVOICE TOTAL:	25.99
95999440	04/12/18	01	1 ADULT DVD	9900005414		05/15/18	25.99
						INVOICE TOTAL:	25.99
96000826	04/12/18	01	8 ADULT DVDS	9900005414		05/15/18	228.22
						INVOICE TOTAL:	228.22
						VENDOR TOTAL:	1,125.48
MILWAA MILWAUKEE AUDUBON SOCIETY							
RENEWAL-2018	04/23/18	01	2018 BIRD CITY FEE	1114105399		05/15/18	125.00
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00
MKCEL MKCELLULAR INC							
MKCLGIN9273	04/20/18	01	CELL PHONES	4234505221		05/15/18	179.94
						INVOICE TOTAL:	179.94

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MKCEL	MKCELLULAR INC						
MKCLGIN9385	05/02/18	01	PHONE CASE	1124005262		05/15/18	39.99
						INVOICE TOTAL:	39.99
						VENDOR TOTAL:	219.93
NAPAE	ELKHORN NAPA AUTO PARTS						
113464	04/16/18	01	PLOW FITTING-TRK #15	1132125250		05/15/18	3.97
						INVOICE TOTAL:	3.97
113562	04/17/18	01	PLOW PARTS-TRK #16	1132125250		05/15/18	99.33
						INVOICE TOTAL:	99.33
113785	04/19/18	01	OIL FILTER	1132105351		05/15/18	3.94
						INVOICE TOTAL:	3.94
113817	04/19/18	01	LIGHT BULBS	1132105351		05/15/18	23.07
						INVOICE TOTAL:	23.07
						VENDOR TOTAL:	130.31
NORTH	NORTHWIND PERENNIAL FARM						
8481	11/18/04	01	SPRING GARDEN CLEANUP	9900005360		05/15/18	288.00
						INVOICE TOTAL:	288.00
						VENDOR TOTAL:	288.00
NYQUI	JEFF MISKIE						
1182	04/17/18	01	OPEN REC REQ-WHITE RIVER HLDGS	1110005730		05/15/18	437.50
						INVOICE TOTAL:	437.50
1183	04/17/18	01	1ST QTR IT SVCS	1115105450		05/15/18	3,301.71
						INVOICE TOTAL:	3,301.71
1184	04/17/18	01	1ST QTR IT SVCS	1121005190		05/15/18	75.00

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NYQUI	JEFF MISKIE						
1184	04/17/18	02	1ST QTR IT SVCS	1121005305		05/15/18	1,199.99
		03	1ST QTR IT SVCS	1121005361			412.50
		04	1ST QTR IT SVCS	1121005262			137.50
		05	1ST QTR IT SVCS	1121005380			150.00
						INVOICE TOTAL:	1,974.99
						VENDOR TOTAL:	5,714.20
OFFICP	OFFICE PRO INC						
298762-001	03/29/18	01	FOLDERS	9900005413		05/15/18	18.98
		02	TAPE, ENV, HILIGHTERS	9900005310			17.83
						INVOICE TOTAL:	36.81
						VENDOR TOTAL:	36.81
PAL	PAL STEEL COMPANY INC						
56616	04/26/18	01	STEEL PLATES-RESTROOMS	1152005350		05/15/18	440.00
						INVOICE TOTAL:	440.00
						VENDOR TOTAL:	440.00
PARAT	PARATECH AMBULANCE SERVICE						
23808	04/05/18	01	CPR CARDS-33	1122005610		05/15/18	569.00
						INVOICE TOTAL:	569.00
3/18	03/31/18	01	INTERCEPTS-MAR	1122005218		05/15/18	62.50
						INVOICE TOTAL:	62.50
						VENDOR TOTAL:	631.50
PATS	PATS SERVICES INC						
A-157533	04/13/18	01	PORT A POTTY SVC-MARCH	4800005226		05/15/18	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00

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PCL	PETTY CASH - LIBRARY						
4/4/18	04/04/18	01	OAKFIRE-SPEAKER EVENT	9900005211		05/15/18	62.75
		02	AMAZON-GARDEN CART	9900005511			73.82
						INVOICE TOTAL:	136.57
						VENDOR TOTAL:	136.57
PETES	PETE'S TIRE ELKHORN LLC						
96947	05/01/18	01	SWEEPER TIRE REPAIR	1132105250		05/15/18	466.00
						INVOICE TOTAL:	466.00
						VENDOR TOTAL:	466.00
PFI	PFI FASHIONS INC						
240368	04/30/18	01	UNIFORM-NETTESHEIM	1121005138		05/15/18	25.00
						INVOICE TOTAL:	25.00
						VENDOR TOTAL:	25.00
PIGGLY	PIGGLY WIGGLY						
4/25/18	04/14/18	01	COOKOUT FOOD	1122005399		05/15/18	37.45
		02	SEMINAR REFRESHMENTS	1122005399			26.97
						INVOICE TOTAL:	64.42
						VENDOR TOTAL:	64.42
PIPER	PIPER SCHMIDT & WIRTH						
29362	04/02/18	01	GENEVA INN ANNEXATION	1113105214		05/15/18	4,422.00
						INVOICE TOTAL:	4,422.00
						VENDOR TOTAL:	4,422.00
POWERT	POWER TECH, LLC						
8695	05/01/18	01	COMM ELEC INSP-MAR/APR	1124005219		05/15/18	1,500.00
						INVOICE TOTAL:	1,500.00
						VENDOR TOTAL:	1,500.00

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QUILL	QUILL CORPORATION						
5848508	03/26/18	01	WIRE FILE STEPS,FOLDERS	1121005310		05/15/18	61.22
						INVOICE TOTAL:	61.22
						VENDOR TOTAL:	61.22
RED	RED THE UNIFORM TAILOR						
0B213587	05/03/18	01	UNIFORM-MCNEIL	1121005138		05/15/18	129.98
						INVOICE TOTAL:	129.98
D103593A	04/24/18	01	UNIF-SHIRTS-DETKOWSKI	1122005138		05/15/18	82.99
						INVOICE TOTAL:	82.99
D103819A	04/24/18	01	UNIF-SHIRT-BLAUSER	1122005138		05/15/18	76.50
						INVOICE TOTAL:	76.50
D105823	04/24/18	01	UNIF-SHIRTS-BASTEK	1122005138		05/15/18	168.40
						INVOICE TOTAL:	168.40
D105825	04/24/18	01	UNIF-SHIRT-LECHNER	1122005138		05/15/18	82.99
						INVOICE TOTAL:	82.99
D105859	04/24/18	01	UNIF-PANTS-HUGHES	1122005138		05/15/18	43.50
						INVOICE TOTAL:	43.50
D106258	04/24/18	01	UNIF-SHORTS-TERHARK,B	1122005138		05/15/18	43.50
						INVOICE TOTAL:	43.50
D106259	04/24/18	01	UNIF-SHIRT-BAUMAN	1122005138		05/15/18	45.95
						INVOICE TOTAL:	45.95
D106980	04/24/18	01	UNIF-PANTS,BELT-PERNICE	1122005138		05/15/18	43.50
						INVOICE TOTAL:	43.50
W68656	04/24/18	01	SB-3-B SLIDE CAB	1122005138		05/15/18	14.00
						INVOICE TOTAL:	14.00

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RED	RED THE UNIFORM TAILOR						
W69292	04/27/18	01	UNIFORM-NELSON	1121005138		05/15/18	153.08
						INVOICE TOTAL:	153.08
W69321	04/27/18	01	UNIFORM-GEE	1121005138		05/15/18	59.99
						INVOICE TOTAL:	59.99
						VENDOR TOTAL:	944.38
RELIANT	RELIANT FIRE APPARATUS INC						
118-19039	03/21/18	01	LOW COOLANT PROBE-T1	1122005351		05/15/18	114.44
						INVOICE TOTAL:	114.44
						VENDOR TOTAL:	114.44
RHYMEL	RHYME BUSINESS PRODUCTS						
22486021	04/16/18	01	SHARP MX3070-APR	9900005532		05/15/18	336.35
						INVOICE TOTAL:	336.35
						VENDOR TOTAL:	336.35
RNOW	RNOW INC						
2018-53594	04/27/08	01	GARBAGE TRUCK SEAL KIT	1132105250		05/15/18	211.30
						INVOICE TOTAL:	211.30
						VENDOR TOTAL:	211.30
ROLLC	LAKESHORE SOFTWARE DEVELOPMENT						
AAAI1124	01/01/18	01	ROLL CALL SUPPORT-2018	1111005399		05/15/18	720.00
						INVOICE TOTAL:	720.00
						VENDOR TOTAL:	720.00
ROTE	ROTE OIL COMPANY						
1810700005	04/17/18	01	248.8 GAL CLEAR DIESEL	1132105341		05/15/18	661.56
						INVOICE TOTAL:	661.56
						VENDOR TOTAL:	661.56

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SCHIL	SCHILLER LLC						
14189	03/31/18	01	SNOW,SALT SERVICE	9900005360		05/15/18	70.00
						INVOICE TOTAL:	70.00
						VENDOR TOTAL:	70.00
SHARON	VILLAGE OF SHARON POLICE DEPT						
WARRANT-AMBORN	05/04/18	01	WARRANT #18000012-AMBORN	1112002428		05/15/18	228.00
						INVOICE TOTAL:	228.00
						VENDOR TOTAL:	228.00
SHRED	SHRED-IT						
8124421108	03/22/18	01	SHREDDING SVC-MAR	1121005531		05/15/18	35.00
						INVOICE TOTAL:	35.00
8124623830	04/22/18	01	SHREDDING SVC-APR	1116105360		05/15/18	15.00
						INVOICE TOTAL:	15.00
8124624588	04/22/18	01	SHREDDING SVC-APR	1121005531		05/15/18	35.00
						INVOICE TOTAL:	35.00
						VENDOR TOTAL:	85.00
SIGNA	SIGNATURE SIGNS LLC						
5204	03/26/18	01	SQUAD LETTERING	1121005361		05/15/18	27.00
						INVOICE TOTAL:	27.00
						VENDOR TOTAL:	27.00
SOMAR	SOMAR TEK LLC/SOMAR ENTERPRISE						
100833	02/28/18	01	SWAT EQUIP	1121005342		05/15/18	95.00
						INVOICE TOTAL:	95.00
100834	02/28/18	01	UNIFORM-DERRICK	1121005138		05/15/18	69.93
						INVOICE TOTAL:	69.93

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SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
100876	03/29/18	01	CLEANING SUPPLIES-SWAT	1121005342		05/15/18	37.98
						INVOICE TOTAL:	37.98
100903	04/12/18	01	UNIFORM-GRITZNER	1121005138		05/15/18	51.99
						INVOICE TOTAL:	51.99
100909	04/17/18	01	UNIFORM-GRITZNER	1121005138		05/15/18	71.49
						INVOICE TOTAL:	71.49
						VENDOR TOTAL:	326.39
STRYK STRYKER SALES CORPORATION							
2397304M	04/23/18	01	COT ASSEMBLY	5022005800		05/15/18	333.03
						INVOICE TOTAL:	333.03
						VENDOR TOTAL:	333.03
SUPPLY THE SUPPLY CORPORATION							
68152-IN	04/09/18	01	TRASH BAGS	1152005350		05/15/18	5,640.00
						INVOICE TOTAL:	5,640.00
68212-IN	04/20/18	01	TP DISPENSERS	1152005350		05/15/18	140.89
						INVOICE TOTAL:	140.89
68246-IN	04/26/18	01	MOP BUCKET,WRINGER	1152005352		05/15/18	59.00
						INVOICE TOTAL:	59.00
						VENDOR TOTAL:	5,839.89
T0001645 DALE ALLEN							
REFUND	04/13/18	01	TKT #512875-REFUND	4234504634		05/15/18	20.00
						INVOICE TOTAL:	20.00
						VENDOR TOTAL:	20.00
T0001648 JUAN ENRIQUE GONZALEZ MORALES							

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T0001648 JUAN ENRIQUE GONZALEZ MORALES							
REFUND	04/13/18	01	REF PER STIPULATION	1112004510		05/15/18	21.50
						INVOICE TOTAL:	21.50
						VENDOR TOTAL:	21.50
T0001650 JOHN STENSLAND							
REFUND	04/30/18	01	ROTARY CLUB-SETUP 4/27/18	4055104674		05/15/18	-140.00
		02	ROTARY CLUB-SEC GRD 4/27/18	4055104674			-127.50
		03	ROTARY CLUB-LEASE 4/27/18	4055102353			-400.00
		04	ROTARY CLUB-SEC DEP 4/27/18	4055102353			1,000.00
						INVOICE TOTAL:	332.50
						VENDOR TOTAL:	332.50
T0001651 VARIDESK LLC							
IVC-2-724821	04/27/18	01	STAND-UP DESK	1124005310		05/15/18	355.50
						INVOICE TOTAL:	355.50
						VENDOR TOTAL:	355.50
T0001653 PUBLIC SAFETY GROUP							
4099	04/26/18	01	CRISIS TRNG-WOJTAS	1121005410		05/15/18	219.00
						INVOICE TOTAL:	219.00
						VENDOR TOTAL:	219.00
TAPCO TAPCO							
I595026	03/06/18	01	INTERCHANGE N & SHER SPRINGS	1110005245		05/15/18	1,740.30
						INVOICE TOTAL:	1,740.30
I596872	03/28/18	01	MAIN & BROAD CABLES	4332101701		05/15/18	1,888.00
		02	INTERCHANGE N-FLASHER	1110005245			37.90
						INVOICE TOTAL:	1,925.90
I598171	04/11/18	01	CABLE REPAIR-MAIN/COOK	1134105260		05/15/18	375.00
						INVOICE TOTAL:	375.00

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TAPCO	TAPCO						
I598645	04/17/18	01	HWY 50/EDW BLVD SIGNAL REPAIR	1134105260		05/15/18	40.40
						INVOICE TOTAL:	40.40
						VENDOR TOTAL:	4,081.60
TIME	TIME WARNER CABLE						
710897601041418	04/14/18	01	INTERNET SVC-APR	1121005221		05/15/18	209.99
						INVOICE TOTAL:	209.99
						VENDOR TOTAL:	209.99
TIMEL	TIMELESS FLOORING						
2017-0678	04/12/18	01	BUFF,RECOAT WOOD FLOOR	4055105360		05/15/18	2,500.00
						INVOICE TOTAL:	2,500.00
						VENDOR TOTAL:	2,500.00
TIMS	TIM'S TAP LINE CLEANING INC						
16492	05/03/18	01	SANITIZE TAP LINE	4055205360		05/15/18	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	30.00
TITANP	TITAN PUBLIC SAFETY SOLUTIONS						
4474	04/25/18	01	COURT SOFTWARE INTERFACE	5000005800		05/15/18	2,521.00
						INVOICE TOTAL:	2,521.00
						VENDOR TOTAL:	2,521.00
TRANS	TRANS UNION LLC						
3819602	03/27/18	01	BACKGROUND CHECKS	1121005411		05/15/18	31.26
						INVOICE TOTAL:	31.26
						VENDOR TOTAL:	31.26
TSC	TRACTOR SUPPLY CREDIT PLAN						

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TSC	TRACTOR SUPPLY CREDIT PLAN						
100546507	04/03/18	01	GRASS SEED	1132135430		05/15/18	224.97
						INVOICE TOTAL:	224.97
100548164	04/11/18	01	35 GAL TANK,HOSE SPRAYER	1152015340		05/15/18	116.15
						INVOICE TOTAL:	116.15
100549853	04/18/18	01	BOTTLE JACK	1132105351		05/15/18	74.77
						INVOICE TOTAL:	74.77
						VENDOR TOTAL:	415.89
UNITOCC	UNITED OCC MEDICAL SVC LLC						
190-14	04/18/04	01	PRE EMP PHYS EXAMS	1121005411		05/15/18	1,281.80
						INVOICE TOTAL:	1,281.80
190-15	04/26/18	01	PRE EMP PHY EXAMS	1121005411		05/15/18	2,027.40
						INVOICE TOTAL:	2,027.40
						VENDOR TOTAL:	3,309.20
USCELL	US CELLULAR						
RE050418	05/12/18	01	HARBORMASTER CELL-APR	4055105221		05/15/18	18.90
		02	MAYOR CELL-APR	1116105221			18.90
		03	BLDG INSP CELL-APR	1124005262			18.90
		05	CITY ADMIN CELL-APR	1116105221			41.98
		07	BEACH CELL-APR	4054105221			18.90
		08	PARKING MTR 1 CELL-APR	4234505221			18.90
		09	PARKING MTR 2 CELL-APR	4234505221			18.90
		10	CITY HALL CELL-APR	1116105221			17.69
		12	PARKING SUPERVISOR-APR	4234505221			17.19
		13	CEMETERY CELL-APR	4800005221			18.90
		14	ST DIRECTOR CELL-APR	1132105221			23.90
		15	ST FOREMAN CELL-APR	1132105221			18.90
		16	PARKING MGR CELL-APR	4234505221			10.50

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USCELL US CELLULAR							
RE050418	05/12/18	17	CITY CLERK CELL-APR	1116105221		05/15/18	106.97
		18	ST FOREMAN CELL-APR	1132105221			79.33
						INVOICE TOTAL:	448.76
						VENDOR TOTAL:	448.76
VANDE VANDEWALLE & ASSOCIATES INC							
201804026	04/27/18	01	PLANNING-THRU APR 19	1169305212		05/15/18	2,485.25
		02	PLANNING-THRU APR 19	1100001391			3,857.76
						INVOICE TOTAL:	6,343.01
						VENDOR TOTAL:	6,343.01
VERME VERMEER WISCONSIN INC							
20206742	04/03/18	01	STUMPER WINDOW	1132135420		05/15/18	149.15
						INVOICE TOTAL:	149.15
						VENDOR TOTAL:	149.15
VON VON BRIESEN & ROPER SC							
11321	03/19/18	01	LEGAL CONSULTATION	1121005214		05/15/18	185.50
						INVOICE TOTAL:	185.50
						VENDOR TOTAL:	185.50
WALCOC WALWORTH COUNTY CLERK							
ELECTION 4/3/18	04/24/18	01	BALLOTS,CODING,ADS-APR ELEC	1114305311		05/15/18	646.22
						INVOICE TOTAL:	646.22
						VENDOR TOTAL:	646.22
WALCOP WALWORTH COUNTY PUBLIC WORKS							
313	04/11/18	01	BRINE-MAR	1132125340		05/15/18	179.35
						INVOICE TOTAL:	179.35
						VENDOR TOTAL:	179.35

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WALCOR WALWORTH CO REGISTER OF DEEDS							
OAKDALE ESTATES SUB	04/18/18	01	OAKDALE ESTATES SUB LAND VAC	1110005316		05/15/18	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	30.00
WALCOS WALWORTH COUNTY SHERIFF							
MARCH 2018	04/06/18	01	PRISONER CONFINES-MAR	1112005290		05/15/18	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	30.00
WALCOT WALWORTH COUNTY TREASURER							
64-246 4/18	04/30/18	01	COURT FINES-APRIL 2018	1112002420		05/15/18	549.10
						INVOICE TOTAL:	549.10
						VENDOR TOTAL:	549.10
WALLA DARCY BREWSTER-WALLACE							
MILEAGE 4/18	04/11/18	01	LAC/SHARE MTG-22 MILES	9900005332		05/15/18	11.99
						INVOICE TOTAL:	11.99
						VENDOR TOTAL:	11.99
WCTC WAUKESHA CNTY TECH COLLEGE							
S0664333	03/26/18	01	TRAINING-BOULAND	1121005410		05/15/18	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
WILIB WI LIBRARY ASSOCIATION							
3099	04/02/18	01	WLA CONFERENCE	9900005332		05/15/18	343.00
						INVOICE TOTAL:	343.00
						VENDOR TOTAL:	343.00
WISC STATE OF WISCONSIN							

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WISC	STATE OF WISCONSIN						
64-246 4/18	04/30/18	01	COURT FINES-APRIL 2018	1112002424		05/15/18	2,791.71
						INVOICE TOTAL:	2,791.71
						VENDOR TOTAL:	2,791.71
YAKEST	YAKES TRUCKING						
1	04/23/18	01	SNOW HAULING 4/17/18	1132125220		05/15/18	692.75
						INVOICE TOTAL:	692.75
						VENDOR TOTAL:	692.75
YMCA	YMCA						
RE050418	05/01/18	01	MAY/JUNE PAYMENT	1170005760		05/15/18	9,000.00
						INVOICE TOTAL:	9,000.00
						VENDOR TOTAL:	9,000.00
						TOTAL ALL INVOICES:	285,344.90