



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street • P.O. Box 488 • Winneconne, Wisconsin 54986-0488 • 920-582-4381

www.winneconnewi.gov

AGENDA

TUESDAY, SEPTEMBER 20, 2016 in Village Board Room located @ 30 South 1st Street to consider;

5:30 p.m. Call to Order
Roll Call
Pledge of Allegiance
Presentation – Gerald Powell Ruckert & Mielke
Public Participation
Communications

Convene in Closed Session

Pursuant to State Statutes 19.85(1)(c)

Discussion regarding employment of Public Employees

Return to Regular Session

Regular Business

Approve August Minutes
Village and Utility Bills
Financial Report
Adopt Agenda
Administrator Report
Committee Reports – Park, WCDA, Cemetery, Historic Preservation, Beautification, Plan Commission, Industrial Development Board, Fire Department, Library, Police, Public Works, Personnel and Finance

Old Business

Adopt Personnel Handbook Changes
Update on Raze Order – Willow St.

New Business

Adopt and implement Reorganization Plan of the Department of Public Works effective October 15th, 2016
Adopt Resolution 9.1-2016 – Resolution Authorizing the Issuance and Sale of \$2,190,000 General Obligation Refunding Bonds, 2016B
Adopt Resolution 9.2-2016 Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 3, Village of Winneconne, Wisconsin
Adopt Resolution 9.3-2016 – Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 6, Village of Winneconne, Wisconsin
Approve Updated Project 6190-15-72/74 SMA with WisDOT
Approve Appointment of James Paulsen to Board of Appeals
Approve Designation/Donation for a Dog Park in Marble Park
2017 Village Budget – Approve Health Insurance Contribution Rates
Operator Licenses

Adjourn to next Village Board Meeting.

Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Clerk/Treasurer at (920) 582-4381 and we will make every effort to accommodate the request.

August 16, 2016

Regular meeting of the Village Board was called to order at 5:30 p.m. by President Rogers.
Roll Call: Beiser, present; Boucher, absent; Hoenecke, present; Falk, absent; Fischer, Lehr, and Rogers; present.

Pledge of Allegiance was said in unison.

Public Participation

Communications

- Department of Administration estimates 2016 population 2407
- Approximately 1882 are of voting age

Regular Business

Approve July Minutes

MOTION by Hoenecke, seconded by Fischer, to approve the July minutes as presented. Carried by voice vote.

Village and Utility Bills

- Trustees questioned some of the bills - None

MOTION by Beiser, seconded by Lehr, to approve the bills as presented and order paid. Roll Call: Fischer, Lehr, Beiser, Hoenecke, and Rogers; ayes.

Financial Report

- Insert Financial Report here

JULY 2016 FINANCIAL REPORT

PREMIER CHECKING

Balance Forward	\$1,608,641.94
Alcohol/Operator/Cigarette Licenses	\$990.00
Building Permits/Variance Applications/Conditional Use	\$2,106.90
Cemetery Lot/Grave Opening Fees/ Marker Permits	\$150.00
Municipal Court/Police Reports/Parking Fines	\$2,997.40
Clerk Fees/Property Statements/Refunds	\$9,384.79
Park Shelter Rentals/Event Fees	\$1,935.00
Boat Trailer Parking	\$4,959.17
Covanta - Waste Disposal/ Joint Towns	\$3,543.98
Interest -Premier/CentTel/WCDA/	\$495.42
CDBG Receipts	\$6,257.49
IDB Receipts	\$10,195.27
Sanitary District #3 CWF Payment/Quarterly fees	\$7,563.00
Library Fines /Winnefox Quarterly Payment	\$321.05
PW - invoices/scrap/permits/deduct mtr sale	\$0.00

Compost Site Fees	\$175.00
Cellular Lease Payments	\$2,005.90
State of WI - Fire Dues 7803.76; Shared Rev 78,152.66; Highway Aid 42,608.24	\$128,564.65
Special Assessments	\$542.49
Restricted Donations - OACF - \$840; Bike Share \$25	\$865.00
Dog Licenses	\$375.50
TOTAL JULY RECEIPTS	\$183,428.01
+ Water and Sewer Receipts/Village w/s receipts	\$172,931.78
Sub-Total	\$1,965,001.73
Less JULY Disbursements:	
JULY Payroll Expense	\$51,242.00
JULY 15th Bills	\$18,525.61
JULY Board Bills approved	\$86,163.17
JULY 30th Bills	\$20,931.22
Federal/State withholdings	\$18,809.49
Health Insurance	\$24,926.20
Kwik Trip	\$2,202.89
Postage/bank fees/sales tax	\$623.20
Retirement	\$9,480.34
TOTAL JULY DISBURSEMENTS	\$232,904.12
SUB-TOTAL	\$1,732,097.61
OUTSTANDING CHECKS	\$92,951.23
ENDING BALANCE	\$1,828,037.52
PREMIER CHECKING	\$1,264,781.37
CDBG ACCOUNT	\$408,350.80
FAÇADE	\$149,552.36
SEWER UTILITY	\$5,352.99
ENDING BALANCE	\$1,828,037.52
STATE INVESTMENT POOL	
General Fund	\$40,019.87
Cemetery Fund	\$17,193.24
Sewer Equipment Replacement Fund	\$188,093.11
2005 Bond Proceeds	\$10,273.05
Library Donations	\$16,291.55
2009 Bond Proceeds	\$151,766.54
Sewer Utility Debt Service Reserve Account	\$190,729.19
Tower Lease Deposit Account	\$5,320.54

BALANCE \$619,687.09

JULY Interest Rate 0.42%

JUNE Interest Rate 0.42%

BBE INVESTMENTS (Ehlers) JULY 2016 \$2,312,333.71

Associated Bank CD Balance as of JULY 2016 \$254,068.92

Citizens First Investment JULY 2016 \$256,627.70

JULY 2016 BUILDING PERMITS

Mark Tiseling	511 E Main St	Roof	\$2,000.00
First Presbyterian Church	16 S 3rd Ave	Siding	\$1,700.00
Erik Mannel	534 Adams St	Electric Service	\$1,000.00
Deb Bartelt	201 E Main St	Outbuilding	\$1,000.00
Christian March	325 E Main St	Sign/Electrical	\$1,500.00
Installation Specialists	1108 Aster Lane	New Single Family Home	\$140,000.00
Amy Plaisance	1120 Barbary Lane	Basement Remodel	\$12,700.00
Bob Haak	100 Tower Drive	Overhead door/HVAC	\$8,000.00
Wendy Wilke	100 W Main St	Interior Partitions	\$500.00
Todd Gilson	410 S 3rd Ave	Roof	\$5,000.00
Lisa Lautenschlager	403 Meadow Lane	Deck	\$2,000.00
Go Fetch LLC	140 N 13th Ave	Electrical Service	\$1,800.00
Richard Brzoska	810 Willow	Roof	\$3,000.00
Kevin Birr	145 S 1st St	Kitchen/Bath Remodel	\$12,000.00

TOTAL VALUE OF JULY BUILDING PERMITS \$192,200.00

TOTAL VALUE OF YTD BUILDING PERMITS \$880,051.00

JULY 2016 IDB/CDBG LOAN REPORT

CDBG Loans	Amount Loaned	Starting Balance	Principal	Interest	Ending Balance	Payment Date
Village Pub	2011 \$10,000.00 \$188.71	2,009.43	\$180.02	\$7.98	\$ 1,829.41	7/5/2016
Multi Conveyor	2012 \$36,000.00 \$662.95	4,628.33	\$647.26	\$15.73	\$ 3,981.07	7/21/2016
Midwest Specialty*	2012 \$257,000.00 \$2,703.25	154,308.81	\$5,034.73	\$371.77	\$ 149,274.08	7/13/2016
AMOUNT AVAILABLE		\$408,350.80				
IDB Loans						
Shallbetter LLC	2009 \$795,000.00	\$287,313.90	\$4,331.53	\$250.32	\$282,982.37	7/1/2016
Shallbetter LLC #2	2011 \$600,000.00	\$473,828.90	\$2,367.22	\$841.21	\$471,461.68	7/1/2016
Shallbetter #3	2015 \$400,000.00	\$392,771.21	\$1,307.38	\$1,097.61	\$391,463.83	7/1/2016

MOTION by Lehr, seconded by Fischer, to approve the Financial Report as presented. Roll Call: Hoenecke, Fischer, Lehr, Beiser, and Rogers; ayes.

Adopt Agenda – amended

- Agenda was not adopted.

Administrator Report

- Working with Go Fetch LLC to get their boarding facility going. This requires a public hearing by the Plan Commission to repeal Zoning Ordinance 9-1-96 and then subsequent approval by the Village Board.
- We have run into some issues with the collected bikes (disrepair) for the bike share program and are looking for funding resources for the purchase of newer bikes instead.
- Dawn Gunderson presented to the Personnel and finance Committee on both the TIF Analysis and the 2009 Bond Refinancing. Both of those items will be in front of this board by the September meeting.
- In working with GO-EDC and ECWRPC we have set a tentative timing for an Industrial Park Expansion brainstorming session for October. We invited to invite a large number of bankers, developers and community leaders in order to hear opinions on the issue.
- Continuing to work with UW-Extension for the community.
- Working with developer on possible investment in the community which would require some TIF funding and some annexation.
- Working with the Park Board on completing the loop for the Tom Plein pathway. This includes looking for additional grant funding from the Thomas A. Plein Foundation.

Committee Reports

Park

- Refer to minutes.
- Received concerns/complaints about bees and long grass in the park.
- Have taken care of a couple of nests found in Lake Winneconne Park.

WCDA

- Did not meet.

Cemetery

- Refer to minutes.

Historic Preservation

- Did not meet.

Beautification

- Refer to minutes.
- Discussed the pie and ice cream social . . . plan on doing it again next year.
- Also preparing for fall decorations – pumpkins, cornstalks, etc.
- Landscaping around the Village hall placed on hold.

Plan Commission

- Refer to minutes.
- Approved conditional use of Go Fetch LLC.

Industrial Development Board

- Did not meet.

Library

- Refer to minutes.

Police

- Refer to minutes.
- Former Fire Chief Bill Wright passed away. Funeral Lord of the Lakes on Saturday.
- Two new part-time officers.
- Chamber of Commerce hosting a circus at Lake Winneconne Park on August 21st.
 - o Later requested street closures which were not on the original form. Received after the August's police and fire committee. Will call a special police and fire meeting to accommodate the Chamber. What about the boat parking?
 - o Parking is also a concern.

Public Works

- Refer to minutes.
- Reviewed updates from McMahon about the Municipal Center.
- Did receive second opinion late today. Similar to the original opinion.
- Discussed storage space.
- Working on finalizing items with DOT.
- Finalized CMOM.

Personnel and Finance

- Refer to minutes.

Old Business

CDA Repayment – “Village Board action to transfer \$54,819 from the General Fund to the Community Development Fund.”

- Reviewed by Village Administrator Mitch Foster.
- A transfer between funds as requested by the auditors.

MOTION by Beiser, seconded by Fischer, to approve the transfer \$54,819 from the General Fund to the Community Development Fund. Roll Call: Fischer, Lehr, Beiser, Hoenecke, and Rogers; ayes.

Update on Raze Order – Willow Street

- Reviewed by Village Administrator Mitch Foster
- Served notice eight days ago . . . given ten days to clean up.

Boucher present at 5:49 p.m.

New Business

Adopt Resolution 8.1-2016 #JustFixItWI Transportation Funding Resolution

- League promotion to do something about the condition of the roads.

MOTION by Hoenecke, seconded by Lehr, to adopt Resolution 8.1-2016 #JustFixItWI Transportation Funding Resolution. Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adopt Resolution 8.2-2016 Resolution Adopting the 2017 Budget Calendar

- Reviewed by Village Administrator Mitch Foster.

MOTION by Hoenecke, seconded by Beiser, to adopt Resolution 8.2-2016 Resolution Adopting the 2017 Budget Calendar. Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adopt Resolution 8.3-2016 August 2016 Restricted Donations

- Reviewed by Village Administrator Mitch Foster
- \$400 for the cemetery flagpole/monument project
- \$950 for Ipad for the Library – Winneconne Thrift and Gift Grant

MOTION by Beiser, seconded by Lehr, to adopt Resolution 8.3-2016 August 2016 Restricted Donations. Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adopt Resolution 8.4-2016 Resolution Providing for the Sale of Approximately \$2,190,000 General Obligation Refunding Bonds, Series 2016B

- Reviewed by Village Administrator Mitch Foster
- Bond market is at a 51 year low.
- Net savings of approximately \$180,000.00.

MOTION by Hoenecke, seconded by Lehr, to adopt Resolution 8.4-2016 Resolution Providing for the Sale of Approximately \$2,190,000 General Obligation Refunding Bonds, Series 2016B. Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adopt Amendments to Ordinance Section 10-1-6 and 10-1-8

- Reviewed by Police Chief Peter Running.
- Penalty \$187.80.

MOTION by Fischer, seconded by Lehr, to adopt Amendments to Ordinance Section 10-1-6 (restrictions to parking) and 10-1-8 (truck routes). Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Partial Release of Mortgage Parcel 191-048 Village Pub LLC

- Reviewed by Village Administrator Mitch Foster
- DOT needs to acquire a small portion of property owned by Village Pub LLC
- Village Pub LLC currently has a CDBG loan. \$2000 remains on the loan.

MOTION by Lehr, seconded by Hoenecke, accept the partial release of parcel #191-0483 Roll Call: Fischer, Lehr, Beiser, Boucher, Hoenecke, and Rogers; ayes.

Adopt Personnel Handbook Changes

- Couple of sections still need clarification.
- Sick time – goal was to add a family dependent. Verbage is difficult . . .needs clarification.
- Tabled until clarified.

Operator Licenses

MOTION by Hoenecke, seconded by Lehr, to grant operator licenses to Jessica Thrun, Caitlyn Wilke, Jodi Mignon, and Andrew T. Beiser. Roll Call: Fischer, Lehr, ayes; Beiser, abstain; Boucher, Hoenecke, and Rogers; ayes.

Ribbon cutting and picnic on August 25, 2016 at 11:00 p.m.
Meeting to close street for Chamber – Circus. Thursday at 10:00 a.m.
Repeal Zoning Ordinance 9-1-96 on August 29, 2016 at 6:30 p.m.

MOTION by Lehr, seconded by Hoenecke, to adjourn to August 18, 2016 at 10:00 a.m.; August 25, 2016 at 11:00 p.m.; and August 29, 2016 at 6:30 p.m. Carried by voice vote.

6:14 p.m.

Jacquin Stelzner
Clerk-Treasurer
Village of Winneconne

VILLAGE BOARD August 18, 2016 10:00 a.m.

Village Board meeting held on Thursday, August 18, 2016 was called to order at 10:00 a.m. by President Rogers. Roll Call: Falk, Hoenecke, Lehr, Fischer, and Rogers; present. Beiser and Boucher absent.

Street Closure Request – Chamber of Commerce

- Chambers request for street closures were presented on a map.

MOTION by Lehr, seconded by Fischer, to approve the Chambers request for street closure on Sunday, August 21, 2016 as presented on the map. Carried by voice vote.

MOTION by Falk, seconded by Fischer to adjourn. Carried by voice vote.

10:05 a.m.

Minutes taken by Village Administrator Mitch Foster
Typed by Clerk-Treasurer Jaci Stelzner

VILLAGE BOARD August 29, 2016 6:30 p.m.

Village Board meeting held on Monday, August 29, 2016 was called to order at 6:30 p.m. by President Rogers. Roll Call: Falk, Hoenecke, Lehr, Beiser, Fischer, and Rogers; present. Boucher absent.

Pledge of Allegiance was said in unison.

Public Participation

- Peggy Larson, Superintendent of Winneconne Schools, 223 South 3rd Avenue
- Discussion regarding parking.

Communications

- None

Old Business

- None

New Business

Adopt Resolution 8.4-2016 – Loan Extension for Shallbetter Properties, LLC. 2011 IDB Loan

- Reviewed by Village Administrator Mitch Foster

MOTION by Beiser, seconded by Fischer, to adopt Resolution 8.4-2016 Loan Extension for Shallbetter Properties, LLC. 2011 IDB Loan. Roll Call: Falk, Hoenecke, Lehr, Beiser, Fischer, and Rogers; ayes.

Adopt Amendment to Title 9, Chapter 1, Section 96 of the Village of Winneconne Zoning Code

- Repeal of 9-1-96 Animal Feed Yards, Animal Sales Yards, Commercial Kennels for Dogs or Cats, Riding Academies and Public Stables was discussed.

MOTION by Beiser, seconded by Lehr, to repeal Ordinance Title 9, Chapter 1, Section 96 of the Village of Winneconne zoning code pertaining to Animal Feed Yards, Animal Sales Yards, Commercial Kennels for Dogs or Cats, Riding Academies and Public Stables. Roll Call: Falk, Hoenecke, Lehr, Beiser, Fischer, and Rogers; ayes.

MOTION by Beiser, seconded by Hoenecke, to adjourn. Carried by voice vote.

6:40 p.m.

Minutes taken by Village Administrator Mitch Foster

Typed by Clerk-Treasurer Jaci Stelzner

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In Progress Checks - Full Report - ALL
Accounting Checks by Payee
Village Cash and Investments

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Dated From: 9/20/2016 From Account:
Thru: 9/20/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
9/20/2016 AFR INSPECTION SERVICE INC. AUG BUILDING PERMITS			
101-11-44300-314-400		BLDG PER BLDG INSPECTOR	2,105.50
		INV #1236	
		Total	2,105.50
9/20/2016 ASSOCIATED APPRAISAL CONSULTANTS AUGUST 2016 PROFESSIONAL SERVICES			
101-11-51530-210-000		PROPERTY ASSESSMENT PROF SERV	491.67
		INV 122235	
		Total	491.67
9/20/2016 BADGER LABORATORIES & ENGINEERING INC SAMPLE TESTING			
500-11-53834-000-000		BUILDING MAINTENANCE	44.00
		INV 66705	
		Total	44.00
9/20/2016 BAKER & TAYLOR 64 BOOKS			
101-19-55110-320-500		BOOKS	248.09
		INV 2032257167	
101-19-55110-320-500		BOOKS	136.97
		INV 2032187192	
101-19-55110-320-500		BOOKS	106.08
		INV 2032212104	
101-19-55110-320-500		BOOKS	123.17
		INV 2032221660	
101-19-55110-320-500		BOOKS	183.66
		INV 2032236241	
		Total	797.97
9/20/2016 BAY TOWEL UNIFORMS & MATS			
101-17-53100-342-000		PUBLIC WKS UNIFORMS	13.81
		INV 2225940 - STREET DEPT UNIFORMS	
101-17-53100-342-000		PUBLIC WKS UNIFORMS	13.81
		INV 2230112 - STREET DEPT UNIFORMS	

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Voucher Nbr	Check Date	Payee	Amount
101-17-53100-342-000		PUBLIC WKS UNIFORMS	13.81
		INV 2234255 - STREET DEPT UNIFORMS	
101-17-53100-342-000		PUBLIC WKS UNIFORMS	13.81
		INV 2238430 - STREET DEPT UNIFORMS	
101-17-53100-342-000		PUBLIC WKS UNIFORMS	13.81
		STREET DEPT UNIFORMS	
602-24-53827-341-000		OTHER OPER EXP CLEAN SUPL	18.90
		INV 2234255 - WWTP RUGS/MOPS	
101-11-51600-414-000		VILLAGE HALL BLDG/ LAWN CARE	24.44
		INV 2234256 - MC RUGS	
101-19-55110-341-000		LIBRARY CLEANING SUPPLIES	15.12
		INV 2234263 - LIBRARY RUGS	
		Total	127.51
<hr/>			
	9/20/2016	CENTER POINT LARGE PRINT	
		13 BOOKS	
101-19-55110-320-500		BOOKS	286.41
		INV 1398541	
		Total	286.41
<hr/>			
	9/20/2016	CITY OF OSHKOSH	
		AUG 2016 ABSENTEE VOTING PUB	
101-11-51440-312-000		ELECTIONS PRT PUBL	19.31
		INV 37678	
		Total	19.31
<hr/>			
	9/20/2016	CLEAN WATER TESTING, INC	
		BACTERIA TESTING	
601-24-53640-374-000		WATER PLANT SUPPLIES LAB	15.00
		INV 117903-IN TOWER RD	
601-24-53640-374-000		WATER PLANT SUPPLIES LAB	15.00
		INV 118223-IN E MAIN ST	
601-24-53640-374-000		WATER PLANT SUPPLIES LAB	15.00
		INV 118525-IN MEADOW LN	
601-24-53640-374-000		WATER PLANT SUPPLIES LAB	15.00
		118525-IN S 3RD ST	
		Total	60.00

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Dated From: 9/20/2016 From Account:
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Voucher Nbr	Check Date	Payee	Amount
9/20/2016 COMPASS MINERALS AMERICA			
SALT FOR WELLS			
601-24-53630-417-000		CHEMICALS SALT	1,930.85
		INV 71519258 - WELL #2 21.96 TONS	
601-24-53630-417-000		CHEMICALS SALT	1,952.70
		INV 71521323 - WELL #1 22.2 TONS	
		Total	3,883.55
9/20/2016 EHLERS INVESTMENT PARTNERS LLC			
AUGUST ADMIN FEES			
101-11-51520-210-000		FINANCIAL ADVISING	491.64
		AUG 2016	
		Total	491.64
9/20/2016 FASTENAL COMPANY			
DRILL SET, MARBLE PARK MISC PARTS			
101-17-53240-361-000		PUBLIC WKS MACH HAND TOOLS	129.99
		INV WIOSH282960	
101-20-55400-356-000		PARKS-LAKE WINN SUPL	23.03
		INV WIOSH282960	
101-20-55400-356-000		PARKS-LAKE WINN SUPL	6.68
		INV WIOSH282918	
101-20-55420-348-000		SWIMMING MISC EXPS	6.00
		INV WIOSH282877	
		Total	165.70
9/20/2016 FERGUSON WATERWORKS			
PRESSURE REDUCING VALVE/PARTS			
602-24-53834-414-100		BLDG EQ REPAIR	433.23
		INV 204323	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	4,534.78
		INV 204366	
		Total	4,968.01
9/20/2016 GANNETT NEWSPAPERS			
POST CRESCENT 9/1/16-8/31/17			
101-19-55110-320-000		LIBRARY SUBSCRIPTIONS	244.02
		ACCT PC4733825 ANNUAL SUBSCRIPTION	
		Total	244.02

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Voucher Nbr	Check Date	Payee	Amount
	9/20/2016	HALLMAN PAINTS, INC BLUE PAINT & BRUSHES	
601-24-53640-348-000		WTR PLA SUPL MISC EXP INV B0080381	46.02
		Total	46.02
	9/20/2016	HAWKINS WATER TREATMENT GROUP HYPOCHLORITE & SODIUM BISULFITE	
602-24-53826-000-000		OTHER TREATMENT CHEMICALS INV 3948712	1,191.69
		Total	1,191.69
	9/20/2016	HD SUPPLY WATERWORKS METER CONNECTORS, RUBBER GASKETS	
601-24-53650-418-400		METER REP INV G014936	139.09
		Total	139.09
	9/20/2016	JACI STELZNER REIMB MILEAGE	
101-11-51420-330-000		CLERK- TREASURER TRAV/LOD COURTHOUSE/CLERK CONF	40.50
		Total	40.50
	9/20/2016	KAESER COMPRESSORS, INC REPAIR BLOWER #4	
602-24-53833-413-400		BLOWERS INV 911416617	526.00
		Total	526.00
	9/20/2016	KASCADE PLUMBING LLC 7/29 WATERMAIN BREAK ASSISTANCE	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS INV 4158	369.04
		Total	369.04
	9/20/2016	KATHLEEN MCQUEEN REIMB CLERK CONFERENCE	
101-11-51420-330-000		CLERK- TREASURER TRAV/LOD MILEAGE - 60 MILES	32.40

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Dated From: 9/20/2016 From Account:
Thru: 9/20/2016 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
101-11-51420-330-000		CLERK- TREASURER TRAV/LOD PARKING	10.00
		Total	42.40

9/20/2016 LANGE ENTERPRISES
SIGNS & BRACKETS

101-17-53316-358-000		SIGNS AND BANNERS SIGNS INV 59100	659.77
		Total	659.77

9/20/2016 LEO'S SERVICE
AUGUST 2016 FUEL

101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL BACKHOE - 59.1 GAL	144.69
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 2010 F-250 PICKUP - 59.5 GAL	134.77
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL SWEEPER - 46.5 GAL	114.01
101-17-53240-344-000		PUBLIC WKS MACH OIL GREASE SWEEPER - BRAKE FLUID	8.50
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL BOOM TRUCK - 36.4 GAL	82.25
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 2012 DUMP TRUCK - 51.6 GAL	129.00
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL STREET DEPT GAS CANS - 25.8 GAL	60.25
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL SKIDLOADER - 13.3 GAL	33.31
602-24-53660-343-000		TRANS EXP G/D FUEL 1976 SEWER RODDER - 3.6 GAL	10.51
602-24-53660-343-000		TRANS EXP G/D FUEL 2013 CARGO VAN - 15.5 GAL	37.20
602-24-53833-348-000		MISC EXP TRAILER MOUNT GENERATOR #2 - BATTERY	140.00
601-24-53660-343-000		TRANS EXP G/D FUEL 2011 F-350 FLATBED - 42.6 GAL	96.00
601-24-53660-343-000		TRANS EXP G/D FUEL TRAILER MOUNT GENERATOR #4 - 21.9 GAL	52.68

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Voucher Nbr	Check Date	Payee	Amount
101-22-54910-350-000		CEMETERY EQUIP PARTS FERRIS MOWER - PLUG TIRE	5.00
		Total	1,048.17

9/20/2016 LINCOLN CONTRACTORS SUPPLY INC.
DISCHARGE HOSE/ABRASIVE BLADE

602-24-53660-348-000		TRANSPORTATION EXPENSES INV K69045 - HOSE	230.00
101-17-53230-224-000		MAINT GARAGE H2O SEWER INV K69045 - BLADE	59.90
		Total	289.90

9/20/2016 MCMAHON ASSOCIATES, INC
ENGINEERING ON VILLAGE HALL EAST WINDOW

500-11-53834-000-000		BUILDING MAINTENANCE INV 600251	5,284.50
		Total	5,284.50

9/20/2016 MENARDS - OSHKOSH
DISTILLED WATER, BATTERY

602-24-53827-374-000		OTHER OPER EXP LAB INV 7026	9.87
		Total	9.87

9/20/2016 MICHAEL COOK
CELL PHONE REIMB

101-20-55200-220-000		PARKS PHONE COOK 7/8/16 - 8/7/16	40.00
		Total	40.00

9/20/2016 MIDWEST CONTRACT OPERATIONS INC.
SEPT PROFESSIONAL SERVICES

601-24-53682-210-000		PROF SERV INV 20653 - SEPT 2016	7,837.83
602-24-53682-210-000		PROF SERV INV 20653 - SEPT 2016	7,837.82
602-24-53827-348-000		MISC EXP INV 20784 - FLEX HOSE & COUPLING	130.42
		Total	15,806.07

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<hr/>			
9/20/2016 MIDWEST TAPE			
6 DVD'S & 4 AUDIO BOOKS			
101-19-55110-320-500		BOOKS	65.07
		INV 94247405	
101-19-55110-320-500		BOOKS	47.24
		INV 94234887	
101-19-55110-320-500		BOOKS	48.28
		INV 93796172	
101-19-55110-320-500		BOOKS	33.59
		INV 94270246	
101-19-55110-320-500		BOOKS	78.73
		INV 94269056	
101-19-55110-320-500		BOOKS	41.99
		INV 94258290	
		Total	314.90
<hr/>			
9/20/2016 MITCHELL FOSTER			
REIMB 7/16 - 9/16			
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	42.73
		MEETINGS/CONTINUING EDUCATION	
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	80.00
		JULY & AUGUST CELL PHONE	
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	160.92
		MILEAGE - 298 MILES	
		Total	283.65
<hr/>			
9/20/2016 NCL OF WISCONSIN INC.			
SAMPLING STRIPS			
602-24-53827-374-000		OTHER OPER EXP LAB	324.56
		INV 378546	
		Total	324.56
<hr/>			
9/20/2016 NORTHEAST ASPHALT			
TOP MIX & COMMERCIAL GRADE			
101-17-53300-372-000		STREET MAINT ROAD OIL	696.47
		INV 1441424 - 14.36 TONS	
101-17-53300-372-000		STREET MAINT ROAD OIL	1,001.16
		INV 1439727 - 19.44 TONS	

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Voucher Nbr	Check Date	Payee	Amount
101-17-53300-372-000		STREET MAINT ROAD OIL	311.58
		INV 1443203 - 6.05 TONS	
		Total	2,009.21
<hr/>			
	9/20/2016	OSHKOSH CITY CAB COMPANY INC.	
		34 RIDES	
101-11-54900-230-100		ELDERLY TRANS CONT SERV	204.00
		INV 9261	
		Total	204.00
<hr/>			
	9/20/2016	OSHKOSH OFFICE SYSTEMS	
		EXCESS COPIES - AUGUST	
101-11-51422-340-000		GENERAL ADMIN COPY EXP	65.59
		INV 35182 - BLACK COPIES	
101-11-51422-340-000		GENERAL ADMIN COPY EXP	90.36
		INV 35182 - COLOR COPIES	
		Total	155.95
<hr/>			
	9/20/2016	OUTAGAMIE COUNTY	
		DIRT SHREDDER RENTAL	
101-17-53440-356-000		STORM SEWERS REPAIR SUPP	917.07
		INV 1015931	
		Total	917.07
<hr/>			
	9/20/2016	PAUL OLSON	
		REIMB CELL PHONE	
101-14-52100-220-000		POLICE DEPT PHONE	45.00
		LT OLSON CELL REIMB 8/22-9/21	
		Total	45.00
<hr/>			
	9/20/2016	PETER J. RUNNING	
		L E SYMPOSIUM EXPENSES	
101-14-52100-330-000		POLICE DEPT TRAV/LOD	69.12
		MILEAGE - GREEN LAKE 2X (128 MI)	
101-14-52100-330-000		POLICE DEPT TRAV/LOD	18.55
		MEALS	
		Total	87.67
<hr/>			
	9/20/2016	PITNEY BOWES GLOBAL FINAN SVC	
		POSTAGE MACHINE LEASE 8/30-9/29	

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Voucher Nbr	Check Date	Payee	Amount
101-11-51422-311-000		GENERAL ADMINISTRATION POSTAGE	122.94
	INV 3301350516	8/30/16 - 9/29/16	
		Total	122.94
<hr/>			
	9/20/2016	RAY'S SANITATION	
		PORTABLE RESTROOM RENTAL	
101-20-55700-348-000		COUGHLIN PARK	105.00
	INV 6027	- COUGHLIN PARK	
101-20-55400-230-100		PARKS-LAKE WINN CON SERV	88.00
	INV 6027	- N 1ST STREET LANDING	
		Total	193.00
<hr/>			
	9/20/2016	RECORDED BOOKS INC	
		4 AUDIO BOOKS	
101-19-55110-320-500		BOOKS	200.98
	INV 75394548		
		Total	200.98
<hr/>			
	9/20/2016	RJ IMMEL EXCAVATING INC	
	7/29	WWTP WATER MAIN BREAK/VALVE REPLACE	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	1,615.00
	INV 15548	- REPAIR WORK 7/29	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	1,503.00
	INV 15548	- REPLACE PIPE & FITTINGS 8/11	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	1,470.00
	INV 15564	- N 3RD ST VALVE REPLACEMENT	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	1,470.00
	INV 15564	- S 3RD ST VALVE REPLACEMENT	
601-24-53650-418-200		REPAIR WATER PLANT-CONTROLS	1,470.00
	INV 15564	- N 7TH AVE VALVE REPLACEMENT	
		Total	7,528.00
<hr/>			
	9/20/2016	SHERWIN INDUSTRIES, INC	
		PAINT PUMP REPAIR KIT	
101-17-53240-351-000		PUBLIC WKS MACH TIRE/MAINT	113.56
	INV SS067222		
		Total	113.56
<hr/>			
	9/20/2016	TUMBLEWEED PRESS, INC	
		INTERACTIVE CHILDREN'S BOOKS	

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Voucher Nbr	Check Date	Payee	Amount
101-19-55110-320-500		BOOKS	425.00
		INV 75853	
		Total	425.00
<hr/>			
9/20/2016 UNIQUE MANAGEMENT SERVICES INC.			
3 PLACEMENTS			
101-19-55110-230-100		LIBRARY CONTRACT SERVICES	26.85
		INV 433396	
		Total	26.85
<hr/>			
9/20/2016 USA BLUE BOOK			
KOP KIT & CONNECTOR PIPE FITTINGS			
602-24-53823-000-000		CHLORINE	266.90
		INV 44167	
602-24-53833-413-100		EQUIP MAINT CHL FEED	31.99
		INV 50796	
		Total	298.89
<hr/>			
9/20/2016 USDA, APHIS			
6/24 GOOSE ROUND-UP			
101-20-55200-230-100		PARKS CONTRACT SERVICES	1,873.00
		21 ADULTS & 50 JUVENILE	
		Total	1,873.00
<hr/>			
9/20/2016 UW-STEVENS POINT			
REDEV RESOURCES FOR LOCAL GOV			
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	35.00
		FOSTER REGISTRATION	
		Total	35.00
<hr/>			
9/20/2016 VERIZON WIRELESS			
DATA CARDS & RADIO READ			
101-14-52100-348-000		POLICE DEPT MISC EXP	80.12
		INV 9771197768	
601-24-53681-220-000		OFFICE SUPPLIES PHONE	20.00
		INV 9771197768	
602-24-53681-220-000		OFFICE SUPL PHONE	20.01
		INV 9771197768	
		Total	120.13

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Voucher Nbr	Check Date	Payee	Amount
9/20/2016 WINNECONNE NEWS AD/MINUTES/PUBLIC HEARINGS			
101-11-51422-312-000		GENERAL ADMIN PRT PUBL INV 52804 - 7/19 BOARD MINUTES	337.41
101-11-51422-312-000		GENERAL ADMIN PRT PUBL INV 52803 - CONDITIONAL USE	15.93
101-11-51422-312-000		GENERAL ADMIN PRT PUBL INV 52811 - PUBLIC HEARING TID #3	82.50
101-11-51422-312-000		GENERAL ADMIN PRT PUBL INV 52812 - PUBLIC HEARING TID #6	68.20
Total			504.04
9/20/2016 WINNEFOX AUTOMATED LIBRARY SERVICE IPAD AIR W/ BLUETOOTH SCANNER			
101-19-55110-810-000		LIBRARY EQUIP OUTLAY INV 3037	816.67
Total			816.67
9/20/2016 WINNEFOX LIBRARY SYSTEM IPAD AIR CASE			
101-19-55110-810-000		LIBRARY EQUIP OUTLAY INV 6160	14.99
Total			14.99
9/20/2016 ZARNOTH BRUSH WORKS, INC. BLOWER MOTOR - ELGIN SWEEPER			
101-17-53240-351-000		PUBLIC WKS MACH TIRE/MAINT INV 161575-IN	279.00
Total			279.00
Grand Total			56,072.37

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	Amount
Total Expenditure from Fund # 101 - GENERAL FUND	14,967.78
Total Expenditure from Fund # 500 - GENERAL CAPITAL FUND	5,328.50
Total Expenditure from Fund # 601 - WATER UTILITY FUND	24,566.99
Total Expenditure from Fund # 602 - SEWER UTILITY	11,209.10
Total Expenditure from all Funds	56,072.37

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Check Nbr	Check Date	Payee	Amount
41512	8/19/2016	CHAPTER 13 TRUSTEE	

101-00-21900-000-000	OTHER A/P		671.45
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	Total		671.45
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41513 8/19/2016 EMPLOYEE BENEFITS CORPORATION
PAYROLL DEDUCTIONS

101-00-21565-000-000	SEC 125		57.69
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101-00-21565-000-000	SEC 125		45.00
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101-00-21565-000-000	SEC 125		30.00
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101-00-21565-000-000	SEC 125		57.00
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101-00-21565-000-000	SEC 125		50.00
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	Total		239.69
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41514 8/19/2016 GREAT-WEST RETIREMENT SERVICES
PAYROLL DEDUCTIONS

101-00-21560-000-000	WI DEF COMP		20.00
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101-00-21560-000-000	WI DEF COMP		60.00
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101-00-21560-000-000	WI DEF COMP		40.00
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101-00-21560-000-000	WI DEF COMP		45.00
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101-00-21560-000-000	WI DEF COMP		40.00
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101-00-21560-000-000	WI DEF COMP		25.00
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101-00-21560-000-000	WI DEF COMP		20.00
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101-00-21560-000-000	WI DEF COMP		5.00
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Check Nbr	Check Date	Payee	Amount
101-00-21560-000-000		WI DEF COMP	50.00
Total			305.00

41515 8/19/2016 WINNECONNE PROF POLICE ASSOCIATION
PAYROLL DEDUCTIONS

101-00-21580-000-000		POLICE DUES	19.15
101-00-21580-000-000		POLICE DUES	19.15
101-00-21580-000-000		POLICE DUES	19.37
Total			57.67

41577 8/24/2016 WINNEBAGO COUNTY TREASURER

301-11-58120-990-700		PRINCIPAL LOANS SWITCH 2	26,321.68
301-11-58220-990-700		INTEREST-LOANS SWTCHGR#2	9,802.45
Total			36,124.13

41578 8/31/2016 AFLAC
P/R DEDUCTIONS

101-00-21570-000-000		AFLAC INS INV# 893755	29.72
Total			29.72

41579 8/31/2016 ALLIANT UTILITIES/WPL
VILLAGE GAS & ELECTRIC BILLS

101-11-51600-221-000		VILLAGE HALL ELECTRIC Municipal Center Electricity	3,180.35
101-11-55320-221-000		CIVIC PROMO ELECTRIC Main Street Signs Electricity	66.65
101-17-53420-221-000		STREET LIGHTING ELECTRIC Street & Bridge Lights Electricity	286.75
101-17-53230-221-000		MAINT GARAGE ELECTRIC Street Garage Electricity	129.37
101-11-55120-221-000		HIST SOCY ELECTRIC Museum Electricity	291.52

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Check Nbr	Check Date	Payee	Amount
101-20-55420-221-000		SWIMMING ELECTRIC Poolhouse & Aerator Electricity	673.28
101-20-55200-221-000		PARKS ELECTRIC Marble Park Electricity	544.92
101-20-55600-221-000		PARKS-WATERFRONT ELECTRIC Waterfront Park Electricity	177.33
101-20-55400-221-000		PARKS-LAKE WINN ELECTRIC Lake Winneconne Park Electricity	252.85
101-22-54910-348-000		CEMETERY MISC EXPENSES Cemetery Electricity	14.95
601-24-53620-221-000		PUMPING ELEC Waterplant Pumping Electricity	1,634.38
602-24-53620-221-000		PUMPING ELECTRICITY WWTP Electricity	4,501.35
101-11-51600-222-000		VILLAGE HALL NAT GAS Municipal Center Gas Bill	260.26
101-17-53230-222-000		MAINT GARAGE NAT GAS Street Garage Gas Bill	10.92
101-11-55120-222-000		HIST SOCY NAT GAS Museum Gas Bill	36.47
601-24-53640-222-000		WATER PLANT SUPPLIES NAT GAS Waterplant Pumping Gas Bills	36.88
602-24-53827-222-000		OTHER OPER EXP NAT GAS WWTP Gas Bill	58.05
Total			12,156.28
<hr/>			
41580	8/31/2016	ANTHEM LIFE SEPT 2016	
101-00-21540-000-000		DISAB INS INV 134497375	280.12
Total			280.12
<hr/>			
41581	8/31/2016	EMPLOYEE BENEFITS CORPORATION ADMIN FEE - AUG 2016	
101-11-51422-226-000		GENERAL ADMIN FLEX FEES INV 1612529	50.00
Total			50.00

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41582	8/31/2016	KATHLEEN MCQUEEN REPLACE OLD OUTSTANDING CHECKS	
101-11-51420-330-000		CLERK- TREASURER TRAV/LOD CHECK #39819	6.90
101-11-51440-348-000		ELECTIONS MISC EXP CHECK #39711	10.93
		Total	17.83
41583	8/31/2016	MADISON NATIONAL LIFE INS. CO. SEPTEMBER 2016	
101-00-21540-000-000		DISAB INS LONG TERM DISABILITY	294.99
		Total	294.99
41584	8/31/2016	QUILL COPY PAPER/MISC OFFICE SUPPLIES	
101-14-52100-310-000		POLICE DEPT OFFICE SUPL INV 7068414	62.40
		Total	62.40
41585	8/31/2016	THE UNIFORM SHOPPE JACKET - SORENSON	
101-14-52100-342-000		POLICE DEPT UNIFORMS INV 257226	250.95
		Total	250.95
41586	8/31/2016	US CELLULAR VILLAGE CELL PHONES	
101-14-52100-220-000		POLICE DEPT PHONE INV 149930022 - SQUAD CELL	90.02
101-14-52100-220-000		POLICE DEPT PHONE INV 149930022 - POLICE CHIEF	45.78
101-17-53100-220-000		PUBLIC WKS PHONE INV 149930022 - PW FOREMAN	47.15
		Total	182.95
41587	8/31/2016	VILLAGE OF WINNECONNE CITATION P621707-2	
101-12-45110-000-000		COURT PENALTIES & COSTS MICHAEL JERRICK - PAYGOV PMT	98.80

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Check Nbr	Check Date	Payee	Amount
			Total 98.80
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41588	8/31/2016	WI SUPREME COURTS - OFFICE JUDICIAL EDUCATION 2016 MUNICIPAL COURT CLERK SEMINAR	
101-12-51210-331-000		MUNICIPAL COURT TRAINING PHILLIPS	40.00
			Total 40.00
<hr/>			
41589	8/31/2016	WISCONSIN TOWNS ASSOCIATION VILLAGE TRUSTEE WORKSHOP	
101-10-51110-330-000		VILLAGE BOARD TRAV/LOD JEANNE LEHR	65.00
			Total 65.00
<hr/>			
41590	8/31/2016	ALLIANT UTILITIES/WPL VILLAGE GAS & ELECTRIC BILLS	
101-11-51600-221-000		VILLAGE HALL ELECTRIC Municipal Center Electricity	3,180.35
101-11-55320-221-000		CIVIC PROMO ELECTRIC Main Street Signs Electricity	66.65
101-17-53420-221-000		STREET LIGHTING ELECTRIC Street & Bridge Lights Electricity	286.75
101-17-53230-221-000		MAINT GARAGE ELECTRIC Street Garage Electricity	129.37
101-11-55120-221-000		HIST SOCY ELECTRIC Museum Electricity	291.52
101-20-55420-221-000		SWIMMING ELECTRIC Poolhouse & Aerator Electricity	569.19
101-20-55200-221-000		PARKS ELECTRIC Marble Park Electricity	544.92
101-20-55600-221-000		PARKS-WATERFRONT ELECTRIC Waterfront Park Electricity	177.33
101-20-55400-221-000		PARKS-LAKE WINN ELECTRIC Lake Winneconne Park Electricity	252.85
101-22-54910-348-000		CEMETERY MISC EXPENSES Cemetery Electricity	14.95
601-24-53620-221-000		PUMPING ELEC Waterplant Pumping Electricity	1,634.38

Village Cash and Investments

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Posted From: 8/17/2016 From Account:
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Check Nbr	Check Date	Payee	Amount
602-24-53620-221-000		PUMPING ELECTRICITY WWTP Electricity	4,501.35
101-11-51600-222-000		VILLAGE HALL NAT GAS Municipal Center Gas Bill	260.26
101-17-53230-222-000		MAINT GARAGE NAT GAS Street Garage Gas Bill	10.92
101-11-55120-222-000		HIST SOCY NAT GAS Museum Gas Bill	36.47
601-24-53640-222-000		WATER PLANT SUPPLIES NAT GAS Waterplant Pumping Gas Bills	36.88
602-24-53827-222-000		OTHER OPER EXP NAT GAS WWTP Gas Bill	58.05
Total			12,052.19

41591 9/02/2016 CHAPTER 13 TRUSTEE

101-00-21900-000-000		OTHER A/P	671.45
Total			671.45

41592 9/02/2016 EMPLOYEE BENEFITS CORPORATION
 PAYROLL DEDUCTION

101-00-21565-000-000		SEC 125	57.69
101-00-21565-000-000		SEC 125	45.00
101-00-21565-000-000		SEC 125	30.00
101-00-21565-000-000		SEC 125	57.00
101-00-21565-000-000		SEC 125	50.00
Total			239.69

41593 9/02/2016 GREAT-WEST RETIREMENT SERVICES
 PAYROLL DEDUCTION

101-00-21560-000-000		WI DEF COMP	20.00
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101-00-21560-000-000		WI DEF COMP	60.00
101-00-21560-000-000		WI DEF COMP	40.00
101-00-21560-000-000		WI DEF COMP	45.00
101-00-21560-000-000		WI DEF COMP	40.00
101-00-21560-000-000		WI DEF COMP	25.00
101-00-21560-000-000		WI DEF COMP	20.00
101-00-21560-000-000		WI DEF COMP	5.00
101-00-21560-000-000		WI DEF COMP	50.00
Total			305.00
<hr/>			
41594 9/02/2016 WINNECONNE PROF POLICE ASSOCIATION			
PAYROLL DEDUCTIONS			
101-00-21580-000-000		POLICE DUES	19.15
101-00-21580-000-000		POLICE DUES	19.15
101-00-21580-000-000		POLICE DUES	19.37
Total			57.67
<hr/>			
41595 9/16/2016 CHAPTER 13 TRUSTEE			
101-00-21900-000-000		OTHER A/P	671.45
Total			671.45
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41596 9/16/2016 EMPLOYEE BENEFITS CORPORATION			
PAYROLL DEDUCTIONS			
101-00-21565-000-000		SEC 125	57.69

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-00-21565-000-000	SEC 125		45.00
101-00-21565-000-000	SEC 125		30.00
101-00-21565-000-000	SEC 125		57.00
101-00-21565-000-000	SEC 125		50.00
			Total
			239.69

41597 9/16/2016 GREAT-WEST RETIREMENT SERVICES
PAYROLL DEDUCTIONS

101-00-21560-000-000	WI DEF COMP		20.00
101-00-21560-000-000	WI DEF COMP		60.00
101-00-21560-000-000	WI DEF COMP		40.00
101-00-21560-000-000	WI DEF COMP ...action		45.00
101-00-21560-000-000	WI DEF COMP		40.00
101-00-21560-000-000	WI DEF COMP		25.00
101-00-21560-000-000	WI DEF COMP		20.00
101-00-21560-000-000	WI DEF COMP		5.00
101-00-21560-000-000	WI DEF COMP		50.00
			Total
			305.00

41598 9/16/2016 WINNECONNE PROF POLICE ASSOCIATION
PAYROLL DEDUCTIONS

101-00-21580-000-000	POLICE DUES		19.15
101-00-21580-000-000	POLICE DUES		19.15

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
 Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-00-21580-000-000		POLICE DUES	19.37
Total			57.67

41599 9/15/2016 ADVANCED DISPOSAL SERVICES INC.
 GARBAGE/RECYCLING PICK-UP

101-17-53635-230-100		SOLID WASTE DISP CONT SERV INV B40000476307 - Aug GARBAGE	8,729.50
101-17-53635-230-200		RECYCLING CONTRACT SERVICE INV B40000476307 - Aug RECYCLING	3,851.25
602-24-53827-348-000		MISC EXP INV B40000476312 - Sept WWTP DUMPSTER	40.00
101-20-55400-348-000		MISC EXP INV B40000476277 - Sept LWP DUMPSTER	143.91
101-20-55200-348-000		PARKS MISC EXPENSES INV B40000476313 - Sept MP DUMPSTER	238.68
101-17-53635-348-000		SOLID WASTE DISPOSAL MISC EXP INV B40000476470 - Sept BRIDGE TOTES	76.05
Total			13,079.39

41600 9/15/2016 ALL CITY COMMUNICATION COMPANY
 ANSWERING SERVICE

101-11-51600-220-000		VILLAGE HALL PHONE INV 4066875 090116	49.40
101-17-53100-220-000		PUBLIC WKS PHONE INV 4066875 090116	49.40
601-24-53681-220-000		OFFICE SUPPLIES PHONE INV 4066875 090116	49.40
602-24-53681-220-000		OFFICE SUPL PHONE INV 4066875 090116	49.40
Total			197.60

41601 9/15/2016 CHARTER COMMUNICATIONS
 VILLAGE PHONES & INTERNET

101-11-51600-225-000		VILLAGE HALL INTERNET Internet	80.00
101-11-51600-220-000		VILLAGE HALL PHONE Municipal Center phone	237.49

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-20-55200-220-000		PARKS PHONE	37.96
		Park phone	
101-14-52100-220-000		POLICE DEPT PHONE	143.17
		Police phone	
101-14-52100-225-000		POLICE DEPT INTERNET	94.99
		Police internet	
101-17-53100-220-000		PUBLIC WKS PHONE	45.23
		DPW phone	
601-24-53681-220-000		OFFICE SUPPLIES PHONE	52.15
		Water share of phone	
602-24-53681-220-000		OFFICE SUPL PHONE	52.16
		Sewer share of phone	
101-19-55110-220-000		LIBRARY PHONE	49.38
		Library phone	
101-17-53230-220-000		MAINT GARAGE PHONE	37.96
		Garage phone	
101-11-51600-220-000		VILLAGE HALL PHONE	18.99
		Elevator phone	
101-11-51600-222-200		VILLAGE HALL CHAMBER PH	19.99
		Chamber phone	
Total			869.47

41602 9/15/2016 MINNESOTA MUTUAL LIFE INS CO
OCTOBER 2016

101-00-21545-000-000		LIFE INS	148.05
		PAYROLL DEDUCTIONS - LIFE INS	
Total			148.05

41603 9/15/2016 STATE OF WISCONSIN COURT FINES
AUGUST 2016

101-12-45110-000-000		COURT PENALTIES & COSTS	730.30
		COURT FINES	
Total			730.30

41604 9/15/2016 VISA - CITIZENS BANK
AUGUST PURCHASES

101-19-55110-323-000		LIBRARY LIB PROGRAM	12.75
		PIGGLY WIGGLY - SRP SUPPLIES	

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-19-55110-320-500		BOOKS AMAZON - DVD	16.43
101-10-51110-210-600		VILLAGE BOARD AWARDS PIGGLY WIGGLY - BRAT FRY SUPPLIES	78.65
101-19-55110-320-500		BOOKS AMAZON - 8 DVD'S	141.07
101-19-55110-323-000		LIBRARY LIB PROGRAM SHOPKO - SRP PRIZES	84.06
101-19-55110-323-000		LIBRARY LIB PROGRAM FAMILY DOLLAR - SRP PRIZES	20.00
101-10-51110-210-600		VILLAGE BOARD AWARDS PIGGLY WIGGLY - BRAT FRY FOOD	412.60
602-24-53827-374-000		OTHER OPER EXP LAB PIGGLY WIGGLY - DISTILLED WATER	4.95
101-10-51110-210-600		VILLAGE BOARD AWARDS FAMILY DOLLAR - BRAT FRY SUPPLIES	7.75
101-19-55110-320-500		BOOKS AMAZON - 6 DVD'S	89.28
101-19-55110-320-500		BOOKS AMAZON - DVD	12.73
101-11-51440-348-000		ELECTIONS MISC EXP PIGGLY WIGGLY - POLL WORKERS	8.97
101-20-55200-348-000		PARKS MISC EXPENSES FAMILY DOLLAR - SUPPLIES	26.60
101-19-55110-320-500		BOOKS AMAZON - 10 DVD'S	194.12
101-19-55110-320-500		BOOKS AMAZON - 2 DVD'S	31.45
101-19-55110-320-500		BOOKS AMAZON - DVD	14.71
101-19-55110-320-500		BOOKS AMAZON - 2 DVD'S	24.92
101-20-55300-810-000		RECREATION PROGRAMS EQUIP OUT AMAZON - BASES	34.09
101-20-55300-810-000		RECREATION PROGRAMS EQUIP OUT AMAZON - PLUGS FOR BASES	27.30
101-11-51410-310-000		VILLAGE ADMN OFFICE SUPL AMAZON - OFFICE SUPPLIES	8.86

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-11-51422-310-000		GENERAL ADMIN OFFICE SUPL AMAZON - OFFICE SUPPLIES	40.51
101-20-55300-810-000		RECREATION PROGRAMS EQUIP OUT AMAZON - DOUBLE FIRST BASE	33.06
101-19-55110-320-500		BOOKS AMAZON - 3 DVD'S	41.77
101-19-55110-320-500		BOOKS AMAZON - 3 DVD'S	55.87
101-19-55110-320-500		BOOKS AMAZON - DVD	13.99
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD LWM - FOSTER CONFERENCE REGISTRATION	200.00
101-10-51110-210-600		VILLAGE BOARD AWARDS HOLIDAY FLORIST - BILL WRIGHT MEMORIAL	60.00
602-24-53681-310-000		OFFICE SUPPLIES AMAZON - BATTERY BACKUP/SURGE PROTECTOR	60.21
101-17-53100-331-000		PUBLIC WKS TRAINING APWA - RUETTEN/WINTER MAINT CERTIFICATIO	60.00
101-17-53100-331-000		PUBLIC WKS TRAINING APWA - BEHM/WINTER MAINT CERTIFICATION	60.00
101-17-53100-331-000		PUBLIC WKS TRAINING APWA - DODD/SNOWPLOW ROADEO	30.00
101-17-53100-331-000		PUBLIC WKS TRAINING APWA - BEHM/SNOWPLOW ROADEO	30.00
101-11-51410-348-000		VILLAGE ADMN MISC EXP EMERGING LOCAL GOV LEADERS - 2 YR MEMBER	50.00
101-17-53100-331-000		PUBLIC WKS TRAINING UW EXT - RUETTEN/LOCAL GOV FUNDAMENTALS	150.00
101-17-53100-331-000		PUBLIC WKS TRAINING UW EXT - RUETTEN/LEADERSHIP SKILLS	150.00
101-20-55420-348-000		SWIMMING MISC EXPS COMMERCIAL REC SPECIAL - PROTECTANT	70.00
101-11-51422-310-000		GENERAL ADMIN OFFICE SUPL AMAZON - OFFICE SUPPLIES	19.99
101-10-51110-348-000		VILLAGE BOARD MISC EXP AMAZON - BATTERIES FOR BOARD SYSTEM	15.85
101-19-55110-320-500		BOOKS AMAZON - BOOK	16.95

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
 Thru: 9/19/2016 Thru Account:

Check Nbr	Check Date	Payee	Amount
101-19-55110-320-500		BOOKS	26.50
		AMAZON - DVD	
101-19-55110-320-500		BOOKS	28.29
		AMAZON - DVD'S	
101-19-55110-320-500		BOOKS	139.45
		AMAZON - DVD'S	
101-19-55110-348-000		LIBRARY MISC EXPENSES	24.99
		STUFF YOU CAN USE	
101-19-55110-320-500		BOOKS	14.20
		AMAZON - DVD	
101-19-55110-320-500		BOOKS	10.99
		AMAZON - MONTHLY PRIME MEMBERSHIP	
101-17-53100-348-000		PUBLIC WKS MISC EXPS	58.59
		JAKES PIZZA - DINNER DURING WATER BREAK	
101-11-51422-310-000		GENERAL ADMIN OFFICE SUPL	49.98
		AMAZON - BINDERS	
		Total	2,762.48
<hr/>			
41605	9/15/2016	WINNEBAGO COUNTY TREASURER	
		AUGUST 2016	
101-12-45110-000-000		COURT PENALTIES & COSTS	348.80
		JAIL FEES	
		Total	348.80
<hr/>			
		Grand Total	83,662.88

Village Cash and Investments

Accounting Checks

Posted From: 8/17/2016 From Account:
Thru: 9/19/2016 Thru Account:

Amount

Total Expenditure from Fund # 101 - GENERAL FUND	34,769.16
Total Expenditure from Fund # 301 - DEBT SERVICE	36,124.13
Total Expenditure from Fund # 601 - WATER UTILITY FUND	3,444.07
Total Expenditure from Fund # 602 - SEWER UTILITY	9,325.52
Total Expenditure from all Funds	83,662.88

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Reprint Payroll Register Totals Only
All Employees

Page: 1
PAYRL

Check Date From: 8/01/2016
Thru: 8/31/2016

From Dept:
Thru Dept:

Total Checks: 67 Pay Periods: 7/16/2016 Thru: 8/12/2016
(Male: 41 Female: 26)

Earnings:

Regular Pay	70,310.90	3,525.75	Hours
Overtime Pay	987.74	30.25	Hours
INS. OPT OUT	384.60		

	71,683.24		

Withholdings:

Federal	5,382.15
Social Security	4,304.10
Medicare	1,006.61
Wisconsin	2,798.73
AFLAC	29.72
DEFERRED COMP	610.00
GARNISHMENT	1,342.90
H INS FLEX	1,090.94
H INS FLEX FIX	0.00
HEALTH INS DED	1,133.56
LIFE INSURANCE	105.62
POLICE UNION DU	115.34
SECTION 125 FLX	479.38
WRS DEDUCTION	3,934.84
WRS Fix	0.00

	22,333.89

NET PAY 49,349.35

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
AFSCME COMP CUR	59.63	24.00
COMP TIME POL	30.75	0.00
HOLIDAYS	0.00	12.00
SICK TIME	0.00	60.00
VACATION	0.00	236.00
	-----	-----
	90.38	332.00

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Employee Quick With Dollars Report - by Name

Page: 1

PAYRL

All Employees with All Pay Frequencies

Check Date From: 8/01/2016
Thru: 8/31/2016From Dept:
Thru Dept:

Name	SSN	Hours	Earnings	Deductions	Net Pay
AERTS, TRACY		129.00	1,578.96	342.47	1,236.49
BAKER, CHERYL		7.00	56.00	0.00	56.00
BAKER, PAUL		0.00	200.00	15.30	184.70
BEHM, DENNIS J		171.75	4,250.64	1,455.27	2,795.37
BORKOWSKI, MICHAEL A		43.00	408.50	43.43	365.07
COOK, MICHAEL		162.25	2,656.95	856.31	1,800.64
DODD, JACK		160.00	3,118.41	1,174.77	1,943.64
FISCHER, SANDRA		7.50	60.00	0.00	60.00
FOSTER, MITCHELL W		160.00	5,434.62	1,833.00	3,601.62
FREEMAN, KAY		7.50	60.00	0.00	60.00
GIDDINGS, ROGER		7.00	56.00	0.00	56.00
GUBIN, EMILY		67.50	776.25	146.85	629.40
HIETPAS, PHILIP		56.00	644.00	71.53	572.47
HOENECKE, ARLINE		7.50	60.00	0.00	60.00
HONER, BENJAMIN		150.00	4,338.00	716.78	3,621.22
HORN, JEANNE M		7.50	60.00	0.00	60.00
IHRIG, DAVID		168.50	3,909.39	1,439.60	2,469.79
JARI, SPENCER A		88.50	840.75	152.62	688.13
KELM, ADAM		60.00	690.00	117.07	572.93
KINTOPF, ANDREW		164.25	3,242.69	1,116.36	2,126.33
LIVINGSTONE, SHARON		7.00	56.00	0.00	56.00
MCQUEEN, KATHLEEN		163.25	3,114.49	1,123.09	1,991.40
NELSON, KELLY		106.50	1,412.19	295.89	1,116.30
O'NEAL, AMANDA		122.00	1,393.64	221.34	1,172.30
OLSON, PAUL		160.00	4,698.70	1,704.08	2,994.62
PETERSON, ADELINE		7.00	56.00	0.00	56.00
PHILLIPS, TIFFANY		148.50	2,365.62	783.87	1,581.75
REED, SPENCER J		68.50	650.75	105.85	544.90
RUETTEN, KIRK E		160.00	4,380.34	1,259.04	3,121.30
RUNNING, PETER		120.00	4,071.03	1,170.29	2,900.74
SAURIOL, BEN		150.00	4,338.00	897.22	3,440.78
SCHROEDER, MARY LOU		160.00	1,982.40	590.16	1,392.24
SEELY, JOANNE		7.00	56.00	0.00	56.00
SELWITSCHKA, HOLLY		160.00	3,359.58	2,283.66	1,075.92
SIX, KIM		7.00	56.00	0.00	56.00
SORENSEN, KYLE		150.00	3,093.00	1,028.56	2,064.44
STELZNER, JACQUIN		160.00	3,496.34	1,324.30	2,172.04
THOMAS, JR, HARVEY E		48.00	408.00	54.62	353.38
VanOss, Joseph		12.00	138.00	10.56	127.44
WIEDENHAFT, MARY		7.50	60.00	0.00	60.00
ZAUNER, LYNNE E		7.00	56.00	0.00	56.00
Grand Totals:		3,556.00	71,683.24	22,333.89	49,349.35

AUGUST 2016 FINANCIAL REPORT**PREMIER CHECKING**

Balance Forward	\$1,828,037.52
Alcohol/Operator/Cigarette Licenses	\$70.00
Building Permits/Variance Applications/Conditional Use	\$4,148.40
Cemetery Lot/Grave Opening Fees/ Marker Permits	\$1,245.00
Municipal Court/Police Reports/Parking Fines	\$3,467.20
Clerk Fees/Property Statements/Refunds	\$175.00
Park Shelter Rentals/Event Fees	\$863.00
Boat Trailer Parking	\$2,608.95
Covanta - Waste Disposal/ Joint Towns	\$120.00
Interest -Premier/CentTel/WCDA/	\$0.00
CDBG Receipts	\$3,554.24
IDB Receipts	\$10,195.27
Sanitary District #3 CWF Payment/Quarterly fees	\$32,037.76
Library Fines /Winnefox Quarterly Payment	\$361.03
PW - invoices/scrap/permits/deduct mtr sale	\$125.00
Cellular Lease Payments	\$2,005.90
Special Assessments	\$907.22
Restricted Donations - Beautification 785; Cem 400;Lib 975; M 100	\$2,260.00
CHARTER - quarterly franchise fee	\$5,758.22
Uniform allowance overages reimbursed - guns	\$92.83
TOTAL AUGUST RECEIPTS	\$69,995.02
+ Water and Sewer Receipts/Village w/s receipts	\$84,292.18
Sub-Total	\$1,982,324.72
Less AUGUST Disbursements:	
AUGUST Payroll Expense	\$51,896.97
AUGUST 15th Bills	\$20,226.15
AUGUST Board Bills approved	\$137,573.33
AUGUST 30th Bills	\$49,531.25
Federal/State withholdings	\$18,766.78
Health Insurance	\$24,926.20
Kwik Trip	\$1,713.04
Postage/bank fees/sales tax	\$53.55
Wire Transfer - Cede & Co	\$67,647.50
Retirement	\$9,922.82
TOTAL AUGUST DISBURSEMENTS	\$382,257.59
SUB-TOTAL	\$1,600,067.13
OUTSTANDING CHECKS	\$41,699.37
ENDING BALANCE	\$1,558,367.76
PREMIER CHECKING	\$988,760.65
CDBG ACCOUNT	\$414,676.40
FAÇADE	\$149,577.06
SEWER UTILITY	\$5,353.65
ENDING BALANCE	\$1,558,367.76

STATE INVESTMENT POOL

General Fund	\$40,034.29
Cemetery Fund	\$17,199.44
Sewer Equipment Replacement Fund	\$188,160.90
2005 Bond Proceeds	\$10,276.75
Library Donations	\$16,297.42
2009 Bond Proceeds	\$151,821.23
Sewer Utility Debt Service Reserve Account	\$190,797.93
Tower Lease Deposit Account	\$5,322.46
BALANCE	\$619,910.42

AUGUST Interest Rate	0.43%
JULY Interest Rate	0.42%

BBE INVESTMENTS (Ehlers) AUGUST 2016	\$2,315,625.28
Associated Bank CD Balance as of AUGUST 2016	\$254,099.05
Citizens First Investment AUGUST 2016	\$256,779.84

AUGUST 2016 BUILDING PERMITS

Mike Reinke	226 N 6th St	HVAC	\$3,000.00
Marsh Dentistry	325 E Main St	ADA Ramp/railing	\$5,000.00
Connie Lechner	8 S 5th St	Roof	\$8,300.00
Kyle Dallmen	201 E Main St	Exterior Stairwell	\$5,000.00
Roland Page	534 Adams	Plumbing	\$500.00
Tiffany Phillips	910 Maple St	Roof	\$750.00
Bruce Lutter	13 N 4th Ave	Window/Siding repair	\$5,000.00
Legacy Builders	270 Sunset Lane	NSFD	\$583,000.00
Randy Doverspike	734 Twin Harbor Dr	Remodel bath	\$500.00
Jim Kubasta	228 S 1st Ave	Room Addition	\$1,000.00
Bill Grau	1000 Calypso Dr	Sunroom	\$65,000.00
Go Fetch	140 N 13th Ave	Deduct Meter	\$1,000.00
AT&T	328 Prospect	Roof	\$45,000.00

TOTAL VALUE OF AUGUST BUILDING PERMITS	\$723,050.00
TOTAL VALUE OF YTD BUILDING PERMITS	\$1,603,101.00

AUGUST 2016 IDB/CDBG LOAN REPORT

CDBG Loans	Amount Loaned	Starting Balance	Principal	Interest	Ending Balance	Payment Date
Village Pub	2011 \$10,000.00 \$ 188.71	1,829.41	\$178.73	\$9.27	\$ 1,650.68	8/11/2016
Multi Conveyor	2012 \$36,000.00 \$ 662.95	3,982.35	\$649.02	\$13.97	\$ 3,333.33	7/21/2016
Midwest Specialty*	2012 \$267,000.00 \$2,703.25	149,274.08	\$2,245.20	\$458.05	\$ 147,028.88	8/10/2016

AMOUNT AVAILABLE \$414,676.40

IDB Loans	Starting Balance	Principal	Interest	Ending Balance	Payment Date	
Shallbetter LLC	2009 \$795,000.00	\$282,982.37	\$4,327.09	\$254.76	\$278,655.28	8/1/2016
Shallbetter LLC #2	2011 \$600,000.00	\$471,371.52	\$2,343.69	\$864.74	\$469,027.83	8/1/2016
Shallbetter #3	2015 \$400,000.00	\$391,463.83	\$1,274.57	\$1,130.42	\$390,189.26	8/1/2016

September, 2016

Village of Winneconne Administrator's Report

- Staff has applied for several grants in hopes to have the Bike Share program up and running next year.
- In working with GO-EDC and ECWRPC we have set a tentative timing for a Industrial Park Expansion brainstorming session for October. We intend to invite a large number of bankers, developers and community leaders in order to here opinions on the issue.
- Still looking for input on the community survey. Any ideas or concerns with regards to the survey questions?
- Working with developer on possible investment in the community which would require some TIF funding and some annexation.
- Working with the Park Board on completing the loop for the Tom Plein pathway. This includes looking for additional grant funding from the Thomas A. Plein Foundation.
- ECWRPC is looking for applications again for technical assistance grants. If there is anything else particular you believe they could look at let me know.
- Shallbetter Properties/Switchgear Power Systems has determined that they will be paying off their first two loans from the County (via the Village). This payoff will occur by the end of this month.
- We are working with McMahon Associates and the WPFD to help them with the re-building of their roof.

Park Board September 6, 2016 4:30 p.m.

Park Board meeting was called to order at 4:30 p.m. by Chairperson Beiser.

Members present: Andy Beiser, Jeanne Lehr, and Lani Stanek.

Members absent: Doug Falk and David Reetz.

Public Participation

- None

Communication

- None

Approve Minutes from August 2, 2016 Meeting

MOTION by Lehr, seconded by Stanek, to approve the Park Board minutes from the August 1, 2016 meeting. Carried by voice vote.

Kirk present at 4:39 p.m.

Operations Progress:

Grounds Update – Kirk Ruetten

- Part-time seasonal help is done for the year.
- Pool was shut down on August 28, 2016.
- Replaced two slides at Lake Winneconne Park.
- Two more slides are in need of repair. Money in capital for next year to replace slides.
- October 15 for closing shelters for the season.
- Patching and asphalt done; some seal coating still needs to be done.
- Seawall at Lake Winneconne Park – in need of repair. Late winter project. . . dependent on weather.

YMCA Rec Update:

- Very happy with year.
- Recommended a few changes for next year.
- Reviewed report from YMCA. \$ 18, 190.42 in sales between passes and concessions.
- No rec update at this time.

Old Business

Watercraft Rentals – (Tabled until Fall; bring forward for Spring)

- Tabled.

Marble Park Trail Extension

- Communicated with Mr. Fischer . . . grant availability wasn't later until this fall.
- Sounds promising.

- Estimate \$21,000.00
- Wait and see.

Dog Park

- Unable to attend. Received emailed update from Greg Murawski.
- Not planning on adding gate for tractor pull use.
- More signatures in favor of dog park.
- Take it to the board.

MOTION by Stanek, seconded by Lehr, to recommend the Village Board approve the designation/donation of the dog park as proposed. Carried by voice vote.

Michael Sommers – Marble Park Basketball Court

- DPW read from last month's minutes.
- Move forward with fundraising at no cost to Village – no update.
- Tabled.

New Business

Go Fetch Proposal for Pool Use

- Charity Event
 - o Explained by Bre Krueger. October 2, 2016 to take dogs swimming in the pool
 - Three to four hour event 11 – 3 or Noon to four
 - o Sponsored by Go Fetch – as a Fundraiser for the Winneconne Area Community Foundation
 - o Will have waivers.
 - o Poop control; life guards.
 - o Charge \$75.00
 - o Liability issues? Dog bites.
- Discussion

MOTION by Lehr, seconded by Stanek, to accept the proposal from go Fetch to use the Marble park pool from the hours of 12 – 4 p.m. at a cost of \$75.00 and a deposit of \$50.00 contingent upon no liability issues and approval of the waiver as reviewed by the Village attorney. Carried by voice vote. Beiser abstained.

Waterfront Park Piling Cap

- DPW reviewed pricing . . . approximately 160 pilings. Approximately \$1821.00.
- Domed caps help prevent seagulls . . . not entirely but helps.
- Consensus to put in 2017 budget for Waterfront Park – color to be determined.
- Also look at getting them for all parks. . . yes, please budget for all parks.

Winneconne Market Daze Extension:

- Request thru October.
- Vendors still come.
- Keep in thought for next year. . . free.

- \$1000.00 total fees for 2016. May or may not have rented it. Could be potential revenue.
- Omro went three years before charging vendors.

MOTION by Beiser, seconded by Stanek, to extend the original agreement for Winneconne Market Daze thru the end of October. Carried by voice vote. Lehr abstain.

Stanek inquired about the circus . . . any damage to park. Not really.

Plant a Tree Day – October 15th

- Reviewed by DPW Ruetten. 3rd Saturday in October. Tree City USA
- Purchase for cemetery. Did the parks want some trees too?
- Stanek – do something in honor of Arthur Marble.
- Replace 6 – 8 trees that died. Not the best soil.

MOTION by Beiser, seconded by Stanek, to spend up to \$2000 in trees, with one to be in honor of Arthur Marble, placement to be determined. Carried by voice vote.

Set next meeting date: Tuesday, October 4th at 4:30 p.m.

MOTION by Lehr, seconded by Stanek, to adjourn. Carried by voice vote.

5:39 p.m.

Jacquín Stelzner, Clerk

Cemetery Board – September 13 2016 10:30 a.m.

Call to order by Chairperson Mr. Fischer at 10:34 a.m.

Members present: Fischer, Falk, Angell, and Krueger.

Public Participation

- None

Communications

- Kirk – Monument discussion. Dealing with a monument company marker set correctly but because it was set correctly the wording is backwards. Monuments are already made when we get the marker permit . . . basically facing wrong way so wording is wrong.
- How do we get the information out to the monument companies. That same corner we have issues with.

Approve Minutes from August 4

MOTION by Krueger, seconded by Angell, to approve the cemetery board minutes of August 4, 2016. Carried by voice vote.

Operations Report – Mike Cook

- Given by Kirk
- Summer staff done. Public works crew helping.
- Plans to regrade the road in about three weeks.
- Garage also needs attention – siding, paint.

Old Business

Perpetual Care Update/Discuss Investment Options

- Recommend someone from cemetery board attend Finance Committee meeting
 - o Someone from Ehlers will be present to discuss investment options
 - o September 20th at 12:30
 - o Mr. Fisher to attend. – Send reminder.

Silver Maple Tree near Fuller Monument

- Previous motion to contact Twin City . . . haven't a chance to do it yet.
- Tabled.
- Angell – Fuller monument may not be Twin City marker.

Lehr present at 10:48 a.m.

Water Fountain/Hose Bib

- Tabled.

Update on Ordinances and Rules and Regulations

- On agenda for awhile . . . delegated to Jaci, Kirk, and Kelly.
- Does anyone have more time to dedicate to the project.
- Work in progress . . . to be done over the winter months

Headstone Repair and Replacement

- Discussion
- Review letter prior to sending out – do not put time when work to be done on letter. m
- Discussed to put in statement about if do not contact Village or we assume you are ok to proceed with project.

New Business:

Tree Planting – October 15th

- Scheduled to coordinate with Village wide Plant a tree day – October 15. Tree USA Status
- Bridal bushes to be removed prior to that date.

Confirm next meeting date and adjourn

October 11, 2016 at 10:30 a.m.

MOTION by Falk, seconded by Lehr, to adjourn to October 11, 2016 at 10:30 a.m.

Jacquie Stelzner
10:59 a.m.
Cemetery Board Secretary

Beautification Committee Minutes

September 8, 2016

In attendance: Lori Oliphant, Laura Broderick, and Jeanne Lehr. Also present was Kirk Ruetten and Joey Hoenecke.

The meeting was held in the Annex and called to order at 5:35 and the minutes from August 11, 2016 were approved with date changes by a motion from Laura and a second from Lori, all ayes accept.

Mr. Hoenecke was there on behalf of the Historical Society. He had requested that the Beautification Committee allow the moving of two display cases to be moved into the Gallery. These cases are now located in the front hall by the Police Station and in the Library. Neither place was a good visual place for either case. The Gallery is for display purposes and the cases could also be used for other displays. The committee took this in due advisement and would offer an answer in October.

- The committee went over the check list for the Pie and Ice Cream social where they added other items for consideration. This list will serve as a template for next year.
- Future projects were suggested to the committee: Redesigning the East and West entrance signs, planning uniform color and design for the replacement of street and informational signage.
- Kirk Ruetten left the meeting at 6:10
- Brenda Volkman attended at 6:15
- The committee was informed that the Christmas banners have been ordered.
- The committee monthly activity calendar was discussed with corrections to accommodate current and upcoming projects.
- The fall decorations were discussed. The bales, stalks and pumpkins were ordered from Helmut's in Omro and will be delivered on Sept. 23rd for the decorating to be held on Sept. 24th. Plans for organizing decorating groups was discussed.

The next meeting will be held on the second Thursday of the month, October 13th at 5:30 in the Gallery.

Meeting adjourned at 6:40

Submitted by Jeanne

PLAN COMMISSION August 29, 2016 6:00 p.m.

Meeting was called to order at 6:00 p.m.

Members present: Hoenecke, Kutnink, Broderick, Larson, Kreuzer, and Rogers.

Member absent: Utschig

Old Business

Ehlers TIF Plan Amendments Reminder

- Meeting is scheduled for September 14, 2016 at 6:00 p.m.

New Business

Motion to Move into Public Hearing

MOTION by Hoenecke, seconded by Kutnink, to go into a committee of the whole to hold a public hearing to repeal Amendment to Title 9, Chapter 1, Section 96 of the Village of Winneconne Zoning Coder pertaining to Animal Feed Yards, Animal Sales Yards, Commercial Kennels for Dogs or Cats, Riding Academies and Public Stables. Carried by voice vote.

Public Input – 3 calls

Chairperson Rogers asked three times if anyone present wanted to speak for or against repealing Title 9, Chapter 1, Section 96

- Bre Krueger, 519 Riverview Drive, was in favor of repealing Title 9, Chapter 1, Section 96
- Bryer Pingel, 4471 Grimson Road, was also in favor of repealing Title 9, Chapter 1, Section 96
- Caitlin Johnson, 1578 Lone Gale, also was in favor of repealing Title 9, Chapter 1, Section 96
- No one else spoke for or against the repealing of Title 9, Chapter 1, Section 96

MOTION to Close Public Hearing

MOTION by Broderick, seconded by Larsen, to close the public hearing and return to regular session. Carried by voice vote.

Decision on Amendment to Zoning Code

- Members of the Plan Commission discussed the repealing of Title 9, Chapter 1, Section 96
- Village Administrator Mitch Foster reviewed

MOTION by Larson, seconded by Broderick to repeal Amendment to Title 9, Chapter 1, Section 96 of the Village of Winneconne Zoning Coder pertaining to Animal Feed Yards, Animal Sales Yards, Commercial Kennels for Dogs or Cats, Riding Academies and Public Stables. Roll Call: Hoenecke, Kutnink, Broderick, Larson, Kreuzer, and Rogers; ayes.

Façade Improvement Program

- Village Administrator briefly presented information about a façade improvement program and asked the Plan Commission to review for next meeting.

MOTION by Kreuzer, seconded by Larson to adjourn. Carried by voice vote.

6:20 p.m.

Minutes taken by Village Administrator Mitch Foster
Typed by Clerk-Treasurer Jacquin Stelzner





Winneconne Poygan Fire District

Fire & Rescue • First Responder • Ice Rescue

Serving the Townships of Poygan & Winneconne, and Village of Winneconne

WINNECONNE POYGAN FIRE DISTRICT ANNUAL BOARD MEETING

MONDAY, SEPTEMBER 12, 2016 7:00 P M

AGENDA

CALL TO ORDER ✓

APPROVE MEETING MINUTES ✓

PUBLIC INPUT ✓

EMS OPERATIONS

CPR Training

FIRE DISTRICT OPERATION ✓

2017 DISTRICT BUDGET

RYAN KRINGS, FIRE CHIEF

All meetings are held at the Winneconne Poygan Fire Station 28, beginning at 6:30 p.m. unless

Otherwise noted. Annual meeting in September is at 7:00 p.m.

*Note: Pursuant to WI State Statute 985.02(l)(b), notice is hereby given that Town and Village Board members may also be present at this meeting for informational purposes only.

**WINNECONNE/POYGAN FIRE DISTRICT
2017 BUDGET**

LINE ITEM	2015 BUDGET	2016 BUDGET	2017 BUDGET	CHANGE	% CHANGE
Building & Grounds	\$8,000.00	\$8,000.00	\$10,000.00	\$2,000.00	25
Clothing	\$500.00	\$500.00	\$1,000.00	\$500.00	50
Communications	\$10,360.00	\$10,360.00	\$10,360.00	\$0.00	0
Dues/Subscriptions	\$2,300.00	\$2,300.00	\$2,300.00	\$0.00	0
Education/Training	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0
EMS	\$3,000.00	\$3,000.00	\$3,500.00	\$500.00	16.7
Equipment	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0
Fire Investigation	\$500.00	\$500.00	\$500.00	\$0.00	0
Fire Prevention/Education	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	0
Food	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	0
Healthcare	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0
Insurance	\$20,500.00	\$20,500.00	\$21,000.00	\$500.00	2.5
Office Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0
Postage/Delivery	\$330.00	\$330.00	\$500.00	\$170.00	52
Professional Fees	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	0
Salaries/Payroll Taxes	\$45,000.00	\$45,000.00	\$40,000.00	\$5,000.00	12.5
Telephone	\$2,300.00	\$2,300.00	\$4,300.00	\$2,000.00	87
Travel	\$500.00	\$500.00	\$500.00	\$0.00	0
Turnout Gear	\$15,120.00	\$15,120.00	\$15,450.00	\$330.00	2
Utilities	\$20,500.00	\$20,500.00	\$19,500.00	\$1,000.00	4.8
Vehicle Expense	\$16,500.00	\$16,500.00	\$16,500.00	\$0.00	0
TOTAL OPERATING BUDGET	\$192,910.00	\$192,910.00	\$192,910.00	\$0.00	0

Capital Expenses					
Building Maintenance	\$10,000.00	\$10,000.00	\$10,000.00		
1. Future painting of office areas.					
To be added annually until major projects have been completed.					
Total Proposed 2016 Budget	\$202,910.00	\$202,910.00	\$202,910.00		

Winneconne Poygan Fire District

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2016} And {08/31/2016}

Incident Type	Count	Percent
1 Fire		
111 Building fire	6	2.40 %
113 Cooking fire, confined to container	2	0.80 %
131 Passenger vehicle fire	3	1.20 %
142 Brush or brush-and-grass mixture fire	1	0.40 %
153 Construction or demolition landfill fire	1	0.40 %
154 Dumpster or other outside trash receptacle fire	1	0.40 %
	<u>14</u>	<u>5.60 %</u>
3 Rescue & Emergency Medical Service Incident		
311 Medical assist, assist EMS crew	1	0.40 %
311M Medical assist, assist EMS crew - Medical	131	52.40 %
311T Medical assist, assist EMS crew - Trauma	45	18.00 %
322 Motor vehicle accident with injuries	8	3.20 %
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.40 %
324 Motor Vehicle Accident with no injuries	1	0.40 %
342 Search for person in water	1	0.40 %
360 Water & ice-related rescue, other	1	0.40 %
362 Ice rescue	1	0.40 %
	<u>190</u>	<u>76.00 %</u>
4 Hazardous Condition (No Fire)		
411 Gasoline or other flammable liquid spill	3	1.20 %
412 Gas leak (natural gas or LPG)	2	0.80 %
424 Carbon monoxide incident	7	2.80 %
444 Power line down	3	1.20 %
445 Arcing, shorted electrical equipment	1	0.40 %
461 Building or structure weakened or collapsed	1	0.40 %
	<u>17</u>	<u>6.80 %</u>
5 Service Call		
522 Water or steam leak	2	0.80 %
561 Unauthorized burning	1	0.40 %
	<u>3</u>	<u>1.20 %</u>
6 Good Intent Call		
611 Dispatched & cancelled en route	7	2.80 %
622 No Incident found on arrival at dispatch address	1	0.40 %
631 Authorized controlled burning	1	0.40 %
6312 Unauthorized controlled burning	1	0.40 %

Winneconne Poygan Fire District

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2016} And {08/31/2016}

<u>Incident Type</u>	<u>Count</u>	<u>Percent</u>
6 Good Intent Call		
651 Smoke scare, odor of smoke	1	0.40 %
	<hr/>	<hr/>
	11	4.40 %
7 False Alarm & False Call		
700E False alarm or false call, EMS	10	4.00 %
744 Detector activation, no fire - unintentional	1	0.40 %
745 Alarm system activation, no fire - unintentional	4	1.60 %
	<hr/>	<hr/>
	15	6.00 %

Total Incident Count: 250

Winneconne Poygan Fire District

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2015} And {08/31/2015}

Incident Type	Count	Percent
1 Fire		
111 Building fire	6	2.64 %
113 Cooking fire, confined to container	1	0.44 %
114 Chimney or flue fire, confined to chimney or flue	1	0.44 %
138 Off-road vehicle or heavy equipment fire	1	0.44 %
141 Forest, woods or wildland fire	1	0.44 %
142 Brush or brush-and-grass mixture fire	3	1.32 %
143 Grass fire	4	1.76 %
151 Outside rubbish, trash or waste fire	2	0.88 %
	<u>19</u>	<u>8.37 %</u>
3 Rescue & Emergency Medical Service Incident		
311M Medical assist, assist EMS crew - Medical	119	52.42 %
311T Medical assist, assist EMS crew - Trauma	40	17.62 %
322 Motor vehicle accident with injuries	8	3.52 %
324 Motor Vehicle Accident with no injuries	1	0.44 %
362 Ice rescue	1	0.44 %
365 Watercraft rescue	3	1.32 %
	<u>172</u>	<u>75.77 %</u>
4 Hazardous Condition (No Fire)		
411 Gasoline or other flammable liquid spill	1	0.44 %
412 Gas leak (natural gas or LPG)	2	0.88 %
424 Carbon monoxide incident	3	1.32 %
	<u>6</u>	<u>2.64 %</u>
5 Service Call		
531 Smoke or odor removal	2	0.88 %
561 Unauthorized burning	1	0.44 %
571 Cover assignment, standby, moveup	2	0.88 %
	<u>5</u>	<u>2.20 %</u>
6 Good Intent Call		
500 Good intent call, Other	1	0.44 %
511 Dispatched & cancelled en route	7	3.08 %
522 No Incident found on arrival at dispatch address	2	0.88 %
531 Authorized controlled burning	1	0.44 %
5312 Unauthorized controlled burning	2	0.88 %
551 Smoke scare, odor of smoke	1	0.44 %

Winneconne Poygan Fire District

Incident Type Report (Summary) (Modified)

Alarm Date Between {01/01/2015} And {08/31/2015}

Incident Type	Count	Percent
6 Good Intent Call	<u>14</u>	<u>6.16 %</u>
7 False Alarm & False Call		
700E False alarm or false call, EMS	1	0.44 %
743 Smoke detector activation, no fire - unintentional	1	0.44 %
744 Detector activation, no fire - unintentional	4	1.76 %
745 Alarm system activation, no fire - unintentional	5	2.20 %
	<u>11</u>	<u>4.84 %</u>

Total Incident Count: 227

July 11, 2016

In attendance: Chief Ryan Krings, Assistant Chiefs Allen Andersen and Ed Quigley, Doug Falk, Kevin Allcox, Travis Murray, Matt Woods, Ron Flegner and Chris Boucher.

Chief Krings called the meeting to order at 6:32 pm.

Everyone was given time to read the minutes of the previous meeting. After some discussion it was moved to accept the minutes. Motion carried.

We have two new members to our First Responder group: Alissa Murray and Michael Henderson. Dan Henderson is in the process of being added.

Winchester has no updates since the last meeting. They had one person interested in joining them, but he was not living in the district. Their name has been updated from Clayton/Winchester to Clayton Fire and Rescue.

Chief Krings announced that Omro/Rushford fire department would be celebrating their 125th anniversary along with their First Responders celebrating their 25th anniversary on July 30, 2016. They had challenged us to a "creative" boat race. The race is to be held on the Fox River. We did have a team of firefighters willing to design and build that boat and will beat Omro.

Discussion was held on the status of the training center. That project was put on hold since the motion passed to purchase a new UTV. The cost of that would be \$34,000.00, but does not include trailer or insurance. Should we continue with the training center or not? We have been looking at land, with or without houses, in different areas of our district. It would need to be taken off the tax roll. We have been told we cannot pursue anything in the industrial park. We may buy in a residential area and rezone it ^{educational} ~~commercial~~ if necessary. If this is not possible, we will not pursue this. Since this is a collaboration of all three districts, the board members were told to put it on the agenda for their board meeting.

The question came up as to what to do with the money if the training center doesn't go through? Chief Krings assured everyone that it will still go toward equipment needed for training or fire fighting.

We have two new members to the fire department: Thomas Olson and Josh LaMarche. They will be taking a Firefighter I class that is starting in Winchester in September.

There is a firefighter/paramedic from Sun Prairie who is intered in joining us.

As of 6/30/2016, we have 185 total runs as compared with 171 runs at this time in 2015.

Motion made by Chris Boucher and seconded by Matt Woods to adjourn.
Motion was carried.

Meeting adjourned at 6:54 p.m.

Next meeting is the annual meeting on September 12, 2016 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Pauline Harper".

Pauline Harper

Public Works Meeting September 12, 2016 10:00 a.m.

Call to Order

Chairman Hoenecke called the meeting to order at 10:03 a.m.

Members present: Beiser, Hoenecke, and Lehr.

Also present: Gerry Powell of Ruekert and Mielke; Mitch Foster, Village Administrator; Grounds and Facilities Caretaker Mike Cook.

Public Participation

- None

Communications

- None

Approve Minutes from August 4, 2016 Public Works Meeting

MOTION by Lehr, seconded by Beiser, to approve the minutes from the August 4, 2016 Public Works meeting. Carried by voice vote.

Operations Progress:

- Foreman's Report – Jon Behm – see attached
- Grounds/Facilities Report – Mike Cook – see attached
- MCO Report – Brandon Kaufman – see attached

Old Business

MSA Well and Facility Work Plan Update

- See below New Business and budget discussion

DPW Kirk Ruetten present at 10:10 a.m.

Brandon Kaufman of MCO present at 10:10 a.m.

Jon Behm Public Works Foreman present at 10:13 a.m.

East Window Repair

- Presentation by Gerry Powell of Ruekert and Mielke
 - o Roof flashing
 - o Attic insulation – best practices did not seem to have been followed
 - o Roof needs to be addressed
 - Loose shingles/missing shingles
 - No venting in cupola
 - Basic flashing - if there is any at all
 - At the very least caulking should be done
 - Mold
 - o Water leaks
 - Mold
 - Plans call for Tyvek and flashing – some installed but not all – improvised

- Windows not sealed properly – no weep holes or flashing in some of the windows
 - Recommend removing flat canopy
- Air space
 - Plans call for airspace between brick and barrier- but isn't one
 - Bottom weeps irrelevant because they are blocked off
 - Water drainage is key
 - Only solution is to remove the brick – a sad situation
 - Similar buildings should last 75 years . . . maybe more.
 - Possible mold issue
 - Reviewed pictures
- Held discussion on what led to the current condition of the municipal center and what can be done to fix it.

Lehr excused at 11:20 p.m.

- Update and how to move forward
- Have Mr. Powell give a brief overview at the Village board meeting. Bring four more hard copies.

Ordinance creation for Garbage and Recycling Totes – Discussion

- Jaci to put on Clerk's network
- Better marketing of getting information to residents

Capacity, Management Operations, and Maintenance (CMOM) Program

- Went well.
- Overview of State Inspection (see attached)

Elementary School sidewalk and carriage walks proposal plus bike lanes

- Discussion
- Bike path . . . some confusion. We do not have wide enough streets for bike paths . . . would have to eliminated parking on South 5th Ave – difficult. Permanent bike path on Main Street when it is to be redone. Requesting one from Meadow to South 5th Avenue.
- It appears nothing has changed at the Elementary school for drop-off.
- More to follow on Meadow Lane sidewalk – Kirk met with new Director of Facility Management for the school, Jerry Zamzow.

Village Storage Space

- Need to identify how much storage is needed. What needs to be stored.
- Jon and Mike would be able to identify those needs.

North 3rd Avenue Right-of-Way Acquisitions

- Mitch is working with attorney. Would like to acquire as much as possible.
- Hopefully 60 feet. Go for the west side.

New Business

Driveway widening beyond Village Ordinance – 570 Twin Harbor

- Increase asphalt driveway for boat. Over 24 foot width – 31 feet narrowed down to 30 feet at entryway. Current entrance is 29 feet. The actual curb cut is not changing.
- Any future sidewalk may be an issue.

MOTION by Beiser, seconded by Hoenecke, to approve the driveway widening at 570 Twin Harbor Drive. Carried by voice vote.

South 1st Street Narrowing and Parking

- DOT proposal will reduce size of opening on South 1st Street – no cost to Village.
- Will be one-way street . . . will add five additional parking stalls.

MOTION by Beiser, seconded by Hoenecke, to approve the South 1st Street narrowing and parking as presented by the DOT. Carried by voice vote.

Budget Discussion

- Well and Facility Plan – discussion to move forward
- WISLR mapping attached
- Well and Facility Plan in correlations with the WISLR mapping. Reviewed maps.
- Paser rating only goes by asphalt . . . does not take into account infrastructure below the asphalt.
- Please add paser rating next to rudimentary needs analysis.
- Correlate system maintenance with road maintenance.
- Five year projection on road maintenance.
- Maintenance and CIP discussion

Set next meeting date and adjourn

- October 11th at 12:30 p.m.

MOTION by Beiser, seconded by Hoenecke, to adjourn. Carried by voice vote.

12:15 p.m.

Jacquie Stelzner
Clerk-Treasurer

SEPTEMBER REPORT

DONE

- Maintenance on Sweeper, Skidsteer, tar kettle ,generators
- Burials 1 full marked 3 for stones
- PrePPed and blacktopped patches at Lincoln & 3rd, S. 3rd at 240 Lincoln, N. 5th and Birch, N. 9th Ave, and catch basin on Wentzel and on 10th. Ave.
- Put up playground equipment at L.W. park, weed wacked ditches with Mike at M.P. and Coughlin park, also cut deadhead out of tree in L.W. park
- Ran generator at well #1
- Assist RJ Immels with vavle replacement at 4 different locations
- Fixed sink hole in road by fire station
- Replaced sign and post
- Assisted with cleaning and shreading at Hall , storage room
- Waldvogel hauled sludge
- Gas leak in line at treatment plant
- Jetted 10th Ave and everything east, Tree streets, Countryveiw and a few oyer spots/rodded and flushed numerous sewers
- Assisted mowing parks and cemetery
- Patched pot holes
- Christmas decoration came in
- Winter maintenance class, Kirk and Jon/Snowplow rodeo, Jack and Jon
-

TO DO

Blacktop patches ,vavle work and archery parking lot

Sidewalk at treatment plant

Numerous catch basins and curb repair

Ditch mowing

Tree trimming

Maintenance on cemetery roads park paths and alleys

Deadend barricade at N. 6th st

Assist in mowing properties with Mike

Tarring around vavles and manholes

September Report – Parks Cemetery Facilities

To Do:

- Fix bleachers
- Fix playground equipment (take one)
- Fix picnic tables /red metal ones
- Put wood under signs
- Hang signs
- Get mop buckets
- Pull dead trees in LWP, Cemetery and MP
- Pull old sign in MP by little shelter
- Paint bleachers by little shelter
- Fix dugout
- Fix red garage
- Fix cemetery garage
- Fix downspouts
- Add dirt to sidewalks at hall
- Take out trees at hall
- Trim trees for mowers
- Paint benches little one
- Pull bridle bushes in cemetery
- Plant trees in cemetery
- Build flag pole base in cemetery
- Install new water bubbler in cemetery
- Straighten light pole by beach
- Straighten light pole field #2
- Fix electric panel on field #4
- Fix holes in parks
- Change belts on HVAC in Village hall
- Clean HVAC Unit with air compressor
- Fix swim ladders
- Inspect roofs
- Fix baseball fields
- Replace wood on sandboxes
- Add wood chips
- Add sand to beach
- Add dirt to sidewalk at batting cage
- Replace slide east end LWP
- Trim rush on easements
- Fix board walk and dock boards 1st and Waterfront
- Paint doors on well #2
- Fix sea wall
- Waste water fence and privacy screen
- Hang signs at WWTP
- Open drain at beach by discharge

Done:

Fixed playground equipment LWP

Village of Winneconne

Personnel Policy Handbook

Effective February 17, 2015

Amended ~~April 23, 2015~~ September 20, 2016

Personnel Policies and Handbook

Table of Contents

Section 1.0 General Purpose and Scope

Section 2.0 Work Hours and Attendance

Section 3.0 Recruiting and Hiring

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Section 5.0 Performance Evaluation and Training

Section 6.0 Benefits

Section 7.0 Leaves of Absence and Time-Off

Section 8.0 Employee Responsibilities

Section 9.0 Discipline and Grievance Procedures

ADVISORY:

Employee contract, Union contract, and/or Union Bargaining Agreement sections or specifics may supersede certain provisions found within this manual. Please consult those documents simultaneously prior to making interpretations and decisions.

In addition, the Police Department maintains a Policy and Procedure Manual which operates as an operations guide for Police Department staff; dictating expectations and performance procedures.

Seasonal Park, Pool, and Recreational Staff have a separate Policy Manual which provides the rules, regulations, and policies of their position and employment; supplemental to this document.

This document shall be provided to current and any new employees of the Village of Winneconne. All staff members should become familiar with the document and endeavor to meet the expectations set forth.

SECTION 1 - GENERAL

1.000 GENERAL PURPOSE/SCOPE:

(a) This manual details the Village's current employment policies. This document shall not be construed as a contract, implied or otherwise and does not confer any rights or privileges to any employee. The Village reserves the right to amend, delete, supplement, or rescind any of the provisions of this handbook, as the Village deems necessary and appropriate, without advance notice. These policies, except as provided by State and Federal Law, shall not be construed to create contractual rights or any type of guarantee of specific treatment upon which any employee may rely. The Village may in good faith deviate from these policies in emergency or other situations, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

(b) The authority for the approval and revision of this policy is vested solely with the Village Board. It is the responsibility of the Finance Committee and Administrative staff of the Village of Winneconne to recommend changes to the Village Board for consideration and adoption.

(c) Under the general administration of the Village Board, the overall authority and responsibility for the general day-to-day operation of the Village's personnel programming and policies are vested with the Village Administrator and with direct assistance from Village Department Heads.

(d) This Personnel Policy and Handbook has been designed to be the personnel resource and shall be issued to all Village employees. It is the intent of this document to define the scope of work practices, hours, and benefits for Village employees.

(e) The personnel policies, as set forth in this Handbook, shall apply to all Village employees and officials; excepting specific circumstances, situations, or allowances as defined within Employee Agreements, Union Contracts, or Union Bargaining Agreements.

1.01 NATURE OF THE EMPLOYMENT RELATIONSHIP:

Employment with the Village of Winneconne is voluntary and at-will unless specifically set forth otherwise by statute or written contract.

1.02 EQUAL EMPLOYMENT OPPORTUNITY:

The Village is an equal employment opportunity employer. The Village employs, retains, pays, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall

be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, sexual orientation, or disability.

1.03 SEXUAL HARASSMENT

- (a) It is the policy of the Village to provide a work environment for its employees which is free from discrimination and intimidation. The Village will not tolerate any form of sexual harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment.
- (b) Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance.
- (c) Any employee who believes he or she is being sexually harassed by supervisors or co-workers should immediately notify the Village Administrator. In the event that the harassment involves the Village Administrator, the employee should notify the Village President. The Village will not retaliate against an employee who complains of sexual harassment.

1.04 DEFINITIONS

- (a) **Days:** means calendar days, excluding weekends and legal holidays as defined in s. 995.20, Wis. Stat.
- (b) **Department Head:** An employee who has responsibility for directing one or more departments or employees.
- (c) **Discipline:** means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.
- (d) **Exempt Employee:** defined in accordance with the Fair Labor Standards Act (FLSA) Sec. 213, generally understood to test of being; salaried, and executive, administrative, or professional in nature.
- ~~(d)~~(e) **Family Dependent:** a person who is related to the employee and relies on the employee for care when there is no one else to provide care for the family dependent.

~~(e)~~**(f) Hearing Officer:** means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer shall be appointed by the village board.

~~(f)~~**(g) Non-exempt Employee:** defined in accordance with the Fair Labor Standards Act (FLSA), generally understood to mean; menial, unskilled, skilled, or field supervision type laborer that performs work on an hourly basis and does not meet the tests for Exempt status.

~~(g)~~**(h) Overtime:** Hours worked by a ~~non-exempt~~**non-exempt** employee over forty (40) hours per week or 10 hours per day.

~~(h)~~**(i) Part-time Employees:** Work a flexible schedule with a minimum number of hours logged to satisfy salary.

~~(i)~~**(j) Personal Use:** is defined as any use not directly related to the Village of Winneconne or the Duties/Responsibilities of the employee in accordance with their employment with the Village. Also, any use that will impede the employee from doing their job.

~~(j)~~**(k) Regular Full-Time Employee:** An employee who has completed the probationary period, as described in this Handbook and who regularly works a minimum of thirty-seven and one-half (37.5) hours per week on a continuing basis and is eligible for pro-rated holiday, vacation, sick leave, or other benefit(s) as applicable.

~~(k)~~**(l) Regular Part-Time Employee:** An employee who works less than ~~thirty~~**seventy-seven** and one-half (37.5) hours per week on a continuing basis.

~~(l)~~**(m) Temporary Employees (including seasonal):** An employee who works a job of limited duration arising out of special projects, abnormal work loads, seasonal activities, or emergencies. Temporary employees are not eligible for Village benefits.

~~(m)~~**(n) Termination:** means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.

~~(n)~~(o) **Workplace Safety:** means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

1.05 EMPLOYEE PERSONNEL RECORDS:

(a) A personnel file for each employee is kept in the office of the Village Administrator and/or Department Head, and access is limited to the employee's immediate supervisor, the Department Head, and the Village Administrator. An employee's personnel file may contain the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

(b) An employee has the right to review their personnel file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the Village denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file. Employees shall have access to their personnel files pursuant to applicable Wisconsin law.

(c) Personnel files are kept confidential to the maximum extent permitted by law. The Village shall comply with applicable Wisconsin law, including Public Records provisions with regard to disclosure of the contents of personnel files.

1.06 REFERENCES:

(a) The Village does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee.

(b) Only the Village Administrator or Department Head will provide employment references relating to current or former Village employees.

(c) Employees may request copies of their performance evaluations conducted by the Village.

SECTION 2.000 - HOURS AND ATTENDANCE

2.01 WORKING HOURS:

(a) The Village Hall standard office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.; excepting holidays as approved by the Village Board.

(b) Due to the nature of work, department hours may deviate from the normal Village Hall hours and/or be established by the Village in order to meet job

assignments and provide services. Each Department Head will advise the employee of their specific work hours.

(c) Seasonal, part-time and temporary employees will work a flexible schedule based on need and as determined by their Department Head.

(d) Salaried part-time employees work flexible hours based on need.

2.02 HOURS OF WORK AND OVERTIME:

(a) Exempt employees, by definition, are not hourly employees and do not receive either overtime pay or compensatory time in lieu of overtime pay.

i. Exempt employee work hours are determined by the direct supervisor of the employee; being Village Board, Village Administrator, or Department Head.

(b) Non-exempt employees are considered hourly for the basis of pay.

i. Standard work hours shall be 8:00 a.m. to 4:30 p.m. Monday – Friday for Village Hall office employees, 7 a.m. to 3:30 p.m. for **field (public works)** employees, 10 a.m. to 6 p.m. Monday – Wednesday – Friday and 10 a.m. to 7 p.m. Thursdays and 10 a.m. to 1 p.m. on Saturdays for Library employees. Hours may flex or shift based on seasonal changes, workload conditions, and at discretion of Department Head and approval of Village Administrator.

ii. Overtime pay is compensated upon the accrual of either; more than 10 consecutive hours of work during any one work shift or, more than forty (40) hours within any standard work week (12 a.m. Monday through 11:59 p.m. Friday) or, weekend hours (being 12 a.m. Saturday through 11:59 p.m. Sunday) or, a Village recognized holiday defined in section 7.07, herein.

iii. Paid time off including; but not limited to, sick leave, funeral leave, and compensatory leave hours will not be utilized in determining the weekly base total of 40 hours.

iv. Paid time off including; holidays and vacation will be utilized to determine the weekly base total of 40 hours.

v. Time off without pay will not be utilized to determine the weekly base total of 40 hours under any circumstance.

vi. Overtime pay shall be determined by multiplying the standard base pay rate for the employee by 1.5 times the actual number of hours accrued in excess of standard work hours within the pay period.

vii. Employees may accrue compensatory time in lieu of overtime pay based on the definition as described above (ii). Compensatory time shall be utilized in accordance with section 7.09, herein.

2.03 ATTENDANCE-

- (a) Punctual and consistent attendance is a condition of employment. Each Department Head is responsible for maintaining accurate attendance records of their employees.
- (b) Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time.
 - i. If an absence continues beyond one day, the employee is responsible for reporting their status each day to their supervisor.
 - ii. Absence, in excess of two consecutive working days, requires a doctor's notice of excused absence in order for the employee to return to work.
 - iii. If the supervisor is unavailable, the employee may leave a message with the Village Administrator stating the reason for being late or unable to report for work.
- (c) Employees are expected to be at work even during inclement weather. A Department Head may allow employees to be late or leave early during severe weather conditions.
- (d) Any employee who is absent without authorization or notification is subject to disciplinary action.

2.04 ~~BREAKS AND~~ MEAL PERIODS-

~~(a) — Breaks shall be arranged so that they do not interfere with Village business or service to the public and taken on an individual basis.~~

~~(b)~~(a) Meal periods shall be scheduled by the employee's Department Head.

~~(e)~~(b) The scheduling of meal periods may vary depending on department workload.

~~(d)~~(c) Meal periods are unpaid;

- i. Non-exempt employee periods are 30 minutes in duration,
- ii. Exempt employee periods may be up to one hour in length.

2.05 CALL IN

All employees are subject to -“call-in”, return to work, in emergencies or as needed by the Village to provide necessary services to the public. Village necessary services are typically related to emergency events and may include; but are not limited to, water main breaks, sewage back-ups, utility service interruptions, snow storms, wind storms, tornado, fire events, explosions, traffic issues, or other public safety

hazards or concerns as deemed necessary by the Department Head, Village Administrator, or Village Board.

(a) Employees called-in to duty will be paid at their rate of pay for hours worked, and/or the overtime rate, if applicable. A minimum of one hour shall be paid to employees that show up for call-in. Employer has right to demand the employee work the minimum show-up time of one hour.

(b) Failure to respond to "call-in" may result in disciplinary action.

(b)

2.06 PAYROLL RECORDS-

The official payroll records are kept by the Village Clerk. Each Department Head shall submit to the Village Clerk bi-weekly, a signed work record for each employee in their Department, noting hours worked, leave taken and overtime worked during the subject pay period.

SECTION 3.00 - RECRUITING AND HIRING

3.01 RECRUITING-

(a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence; without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, or disability.

(b) Each applicant shall complete and sign a Village application form in order to be considered for any position. Resumes may supplement, but not replace, the Village's application form, or DJ LE-330 application for police officer applicants.

(c) Any applicant, if hired, that supplies false or misleading information during the application process is subject to immediate termination upon discovery.

3.02 HIRING-

(a) When a regular full time position becomes vacant or any new part-time or full-time position is newly created, and prior to any posting or advertisement of said vacancy, the Department Head shall review the position, its job description and the need for such a position. The Department Head will prepare and submit a written request to fill the position to the appropriate Department Committee and the Village Administrator. The position will be posted and/or advertised only after the Committee has approved the request. Final hiring shall be approved by the appropriate Committee, reviewed by the Personnel & Finance Committee and affirmed by the Village Board.

(b) When an existing part time position becomes vacant, the Department Head is authorized to fill the vacancy and inform the appropriate committee of person(s) hired.

(c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Wisconsin driver's license with any necessary endorsements. Driving records of applicants shall be verified. Applicants with poor driving records, as determined by the Village, may be disqualified from employment with the Village in positions requiring the operation of a motor vehicle.

(e) The Village may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer examinations.

(f) After an offer of employment has been made and prior to commencement of employment, the Village may require persons selected for employment to successfully pass a medical examination, which may or may not include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be contingent on the results of the examination.

(g) An applicant may be disqualified from consideration if;

- i. the applicant is found to be physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace),
- ii. the ~~applicant refuses~~applicant refuses to submit to a medical examination or complete medical history forms,
- iii. the examination reveals the ~~illegal use~~illegal use of alcohol and/or controlled substances.

3.03 TEMPORARY EMPLOYEES.

(a) With approval of the Department Head, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

(b) Temporary employees may be hired without competitive recruitment or examination.

(c) Unless authorized by the Village Administrator, a temporary employee may not work more than ninety (90) hours per month for more than five (5) months in a twelve (12) month period.

(d) Temporary employees are eligible for overtime pay as required by law.

(e) Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday pay or any other benefits during their employment.

3.04 EMPLOYMENT OF RELATIVES (NEPOTISM).

(a) Employee's relatives shall not be employed by the Village under any of the following circumstances;

- i. Where one of the parties would have authority to supervise, appoint, remove, or discipline the other party,
- ii. Where one party would be responsible for auditing the work of the other,

(b) "Relatives" include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

3.06 PROMOTIONS AND TRANSFERS.

(a) The Village encourages current Village employees to apply for vacant Village positions for which they are qualified. Promotions and transfers are based on the Department Head's recommendation, work force requirements, performance evaluations, job descriptions and related Village requirements.

(b) Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position, unless such requirements are waived by the Village Administrator, Department Head and the Department's Committee.

SECTION 4.00 - COMPENSATION

4.01 SALARY CLASSIFICATION AND GRADES.

Each job title within the Village is classified into one of the Village's classifications for salary purposes, based upon job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, amount of supervision required for the specific job title, a bargaining contract, and an individual contract. Each classification is assigned a particular salary or salary range as indicated on the Village's salary and

wage schedule, a contracted schedule, or which is approved periodically by the Village Board.

4.02 EMPLOYEE PAY RATES.

(a) Employees shall be paid within the limits of the wage rate to which their position is advertised, assigned, or set by Village Board.

(b) All new employees shall commence their employment at the minimum salary rate for their classification; provided however, a new employee may be compensated at a higher rate than the minimum rate when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

(c) The Village Board may grant pay adjustments from time to time, raising the salaries of individual positions by a specified amount. Such adjustments, if any, will not change an employee's pay anniversary date.

4.03 PAYDAYS.

Employees are paid on a bi-weekly (every other week on Fridays) or monthly basis at the discretion of the Village.

4.04 DEDUCTIONS.

Some regular deductions from the employee's earnings are required by law; other deductions may be specifically authorized by the employee. The Village will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized in writing by the employee, applicable bargaining contract, or statute.

4.05 TRAVEL AWAY FROM THE VILLAGE.

All travel away from the Village must be approved in advance by the Village Administrator or the employee's Department Head. If private automobiles are used, employees will be reimbursed for business miles only, starting and ending at personal residence or Village Hall, whichever is less at rates established and modified from time to time by the standard allowable U.S. Internal Revenue Service (IRS) rate for automobile use and as approved by the Village Board.

4.06 TRAVEL EXPENSE REIMBURSEMENT.

(a) Village employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Village, including food,

lodging, taxi, baggage and travel expenses, but excluding any expenses for alcoholic beverages. Meals, when travelling outside the Village on Village business, including tips are reimbursable up to ~~\$41.00 per day and are delineated as follows:~~

~~\$8 maximum for breakfast meal.~~

~~\$10 maximum for lunch meal.~~

~~\$23 maximum for supper meal.~~ to \$50.00 per day and are delineated as follows:

\$10 maximum for breakfast meal.

\$15 maximum for lunch meal.

\$25 maximum for dinner/supper meal._____

(b) Requests for reimbursement shall be submitted on an expense report form signed by the employee and the Department Head and shall include a copy of meal receipt(s). No reimbursement will be paid without valid receipt.

4.07 COMPENSATION UPON SEPARATION.

When an employee ceases employment with the Village, the employee will receive the following compensation;

(a) Regular wages for all hours worked up to the time of separation which have not already been paid.

(b) Any overtime or holiday pay due and applicable.

(c) A lump sum payment of any accrued but unused vacation and compensatory time.

(d) Any items as outlined in an employee contract.

(e) Employees shall return all keys, vehicles, equipment or other Village owned personal property items to the Village upon termination.

4.08 ~~Volunteer Firefighters and First Responders.~~ VOLUNTEER FIREFIGHTERS AND FIRST RESPONDERS

_____ An employee serving as a volunteer firefighter or first responder who is called during his work shift to respond to a fire or first responder emergency shall continue to receive his regular pay for any regular hours missed as a result of his volunteer firefighting or first responder duties during the fire or emergency.

4.09 ~~Uniforms.~~ UNIFORMS

The Village shall provide work uniforms and rubber boots for employees when required. The Village shall provide work uniforms and logo embroidered items to employees as needed.

4.10 PERSONAL PROTECTION EQUIPMENT (PPE)

The Village shall conduct a "hazard assessment" of the workplace to identify and control physical and health hazards. Once these hazards are identified, the Village shall then identify and provide appropriate PPE and training on said equipment to the employees. Employees shall inform supervisor of need for repair or replacement of equipment if within the hazard assessment.

If equipment is lost or intentionally damaged, employee will be required to replace or repair equipment at own expense.

5.00 - PERFORMANCE EVALUATIONS AND TRAINING

5.01 PERFORMANCE EVALUATIONS.

The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible.

The primary purpose of the performance evaluation is to inform the employee of his/her strengths and areas for improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, establish goals and expectations for future evaluation.

The performance evaluation may also be used for but is not limited to:

- (a) Estimating an employee's potential for promotion,
- (b) Increasing the job responsibilities in the position,
- (c) Identifying areas of training needs,
- (d) The determination of merit increases,
- (e) The determination of merit pay (See *Employee Merit Pay Program*),
- (f) A basis for taking disciplinary actions, or determination of staff reductions.

EVALUATION PERIODS

Regular: All employees shall receive a performance evaluation at one point annually (September) prior to eligibility for any merit increase, longevity/merit pay bonus or other performance based pay increase.

SPECIAL REVIEWS

A special performance review may be made at any time when, in the opinion of the supervisor, the employee's performance has deviated from expected standards.

APPEALS OF PERFORMANCE EVALUATION (Non-Department Heads)

An employee who disagrees with the content of his/her performance evaluation may appeal by providing to the Village Administrator a written statement citing the areas of disagreement and the reasons why the employee believes the evaluation of performance is inaccurate. Such appeal must be provided to the Administrator within five (5) working days of the date the evaluator initially presented the evaluation to the employee. An appeal may result in the entire content of the evaluation being reconsidered.

The Administrator will consider the employee's comments and provide the employee with a written response within five (5) working days of receipt of the appeal.

In the event the Administrator doesn't find sufficient justification to modify the evaluation, the employee may appeal the Administrator's decision to Personnel and Finance Committee by so stating in a form letter and presenting it to the committee chair person within five (5) working days of receipt of the decision of the Administrator. Decisions by the Personnel and Finance committee are final.

APPEALS OF PERFORMANCE EVALUATION (Department Heads)

A department head who disagrees with the content of his/her performance evaluation may appeal by providing to the Personnel and Finance Committee (or Library Board for Library Director) a written statement citing the areas of disagreement and the reasons why the employee believes the evaluation of performance is inaccurate. Such an appeal must be provided to the Personnel and Finance Committee within five (5) working days of the date of the Administrator initially presenting the evaluation to the employee. An appeal may result in the entire content of the evaluation being

reconsidered.

The Personnel and Finance Committee will consider the employee's comments and provide the employee with a written response within five (5) working days of the subsequent committee meeting discussing the appeal.

All decisions by the Personnel and Finance Committee are final.

PERFORMANCE EVALUATIONS:

~~(a) — To achieve the Village's goal to train, promote and retain the best qualified employee for every position, the Village may conduct periodic performance evaluations for all positions.~~

~~(b) — The Village Administrator and the Department Head are responsible for developing and maintaining an effective performance evaluation program that quantifiably measures employee job performance.~~

~~(c) — It is a goal that Employees are to be evaluated by their Department Heads at least once every twelve (12) months.~~

~~(d) — The evaluation is part of an employee's personnel record and may be a factor, in determining whether the employee receives a wage increase, or whether the employee is to be promoted, transferred, demoted, laid off, or terminated.~~

~~(e) — Village Administrator shall conduct periodic performance appraisals, not less than annually, of Department Heads, defining department and individual goals, objectives, and outcomes. He/she shall submit the results to the Finance & Personnel Committee and Village Board.~~

5.02 TRAINING POLICY.

The Village seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to Village employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

6.00 - BENEFITS

6.01 RETIREMENT BENEFITS.

(a) The Village makes contributions on behalf of all eligible employees to the Wisconsin Retirement System and the Social Security System in addition to those

contributions made by the employee through FICA payroll deductions; in accordance with applicable Federal and State laws and statutes.

(b) Upon retirement under the Wisconsin Retirement System or death, employees (or their beneficiaries in case of death) shall be paid for up to ~~forty~~ fiveforty-five (45) days of their unused, accumulated sick leave. Payment will be based on the employee's rate of pay at retirement or death. Employees who retire without providing 45 ~~days~~days' advance notice shall forfeit all unused accumulated sick leave.

(c) Employees are eligible for Village contributions into the WRS once they have worked:

- 1) 600 hours in one year if hired before June 30th, 2011
- 2) 1200 hours in one year if hired after June 30th, 2011

Once an employee is enrolled into the WRS, they will be allowed to continue in the system with Village contributions as long as they continue to work at least the minimum number of hours it took to get into the system. (WRS Guidelines Ch. 3, Title 311).

6.02 DISABILITY BENEFITS.

(a) All employees are covered by the State Industrial Insurance program (Worker's Compensation). This type of insurance covers employees in the event of an on-the-job injury or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for work days lost for any disability resulting from job-related injuries or illnesses. All job-related accidents shall be reported in writing and in detail immediately to the Department Head.

(b) When the employee receives Worker's Compensation benefits, the employee is required to repay to the Village the amount covered by Worker's Compensation if that amount was previously paid to the employee by the Village. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability while ensuring that no employee receives any greater pay than the employee would have received had the injury not occurred.

(c) The Village may require a medical examination, at its expense, performed by a physician of its choice, to determine probable cause of injury, when the employee can return to work, and if the employee will be capable of performing the duties and responsibilities of the position.

6.03 INSURANCE BENEFITS.

(a) Only full time employees may be eligible to participate in the Village's insurance programs upon any of the following;

- i. successful completion of any insurance policy required waiting period,

- ii. as approved by the Village Administrator,
- iii. as permitted pursuant to an employment contract;
- iv. programs and criteria for eligibility will be explained at the time the employee becomes eligible to join said programs.

(b) Employee's contribution toward health insurance will be determined annually by the Village Board or by the PPA Contract, as applicable. This could include paying a percentage of the premium for the policy picked and paying the difference between the least expensive policy offered and the one chosen by the employee.

(c) Upon mutual agreement between the employee and the Village, and in accordance with the terms and conditions of the insurance policy, the Village will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the Village.

(d) Upon an employee's termination from Village employment, at the employee's option and expense, the employee may elect to continue Village health insurance benefits to the extent provided under COBRA.

6.04 UNEMPLOYMENT COMPENSATION.

Village employees may qualify for State Unemployment Compensation after separation from Village employment depending on the reason for separation and if certain qualifications are met and as set forth by the State of Wisconsin.

~~7.00 LEAVES~~ 7.00 LEAVES OF ABSENCE AND TIME OFF

Realizing the importance of having a motivated and responsive work force, the Village does provide a competitive recreation time or non-work related compensation package to its employees. The intent of this benefit is to provide employees time away from work to re-energize. Village will pay the employees salary or hourly wage, in certain circumstances, for hours not worked based on the following categories. Pay is made in 4 or 8 hour increments based on direction from the Village Board, Department Head, or category of leave including; but not limited to, vacation, holidays, ~~compensatory time~~, and funeral leave. Compensatory time shall be used in 2 hour increments. Other times, pay is made in ½ hour or more increments based on the employee need and Department Head discretion including; but not limited to sick leave, jury duty, witness leave, administrative leave, funeral leave. In special circumstances, the Village allows employee leave without pay (time off), provided Department Head approval is received.

7.01 VACATION.

(a) Each regular full-time employee is entitled to vacation leave as specified in this manual, a bargaining contract, or other employment agreement.

(b) All new employees must meet the appropriate definition of employee as of January 1st of the year in which vacation is to be awarded and utilized in order to be entitled to the accrual and use of vacation leave.

i. Regular employees will receive vacation on a pro-rata basis.

ii. Temporary employees are not eligible for any vacation benefits.

iii. Part time employees are not eligible for any vacation benefits.

(c) New employees will start accruing vacation time upon their start date at a rate as listed below ~~of~~; except as otherwise provided for by action of the Village Board:

40 hours after 1 year

80 hours after 2 years

120 hours after 5 years

160 hours after 15 years

200 hours after 20 years

Vacation hours must be used in increments of half days ~~(4 hours)~~ minimum.

(d) Each Department Head is responsible for scheduling its employee's vacations without undue disruption of department operations. Leave requests shall be submitted at least two (2) weeks prior to taking vacation leave or as outlined by the Department Head.

~~(e)~~(d) Up to 40 vacation hours may be carried over from December 31 of one year to January 1 of the next year. Any additional balance of unused annual leave hours will lapse on January 1 of the following calendar year. In cases where Village operations have made it impractical for an employee to use vacation time, or for other reasons, the Department Head with the approval of the Village Administrator may authorize accrual beyond annual hours.

7.02 SICK LEAVE.

(a) All full-time regular employees accrue paid sick leave benefits at the rate of one day for every month of service to a maximum accumulation of seventy-five (75) days unless otherwise stated in an individual employment agreement or contract.

(b) Part time and Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

(c) Sick leave covers those situations in which an employee is absent from work due to:

i. Physical injury or illness to the employee,

- ii. the need to care for the employee's dependent minor children, minors over which the employee has guardianship, spouse, parent, and/or adult child;
- iii. the need to care for a family dependent who has no one else to care for them (Employee must submit a doctor's letter verifying that the care of the family dependent is necessary and that there is no one else to provide the care.)
- ~~ii. the need to care for the employee's dependent children under the age of 18 who are ill,~~
- ~~iii.iv.~~ medical or dental appointments for the employee, employee's dependent minor children, minors over which the employee has guardianship, spouse, parent, and/or adult child for the employee, or dependent children under the age of 18, (Doctor's notice required upon return to work) provided that the employee must make a reasonable effort to schedule such appointments at times, which have the least interference with the work day,
- ~~iv.v.~~ exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others,
- ~~v.vi.~~ use of a prescription drug that impairs job performance or safety,
- ~~vi.vii.~~ actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.
- ~~vii.viii.~~ Up to 3 days to attend the birth of the employee's child; beginning the day of the birth.

(d) Utilization of sick leave shall occur during any period of disability until such time as the employee becomes eligible for disability income insurance benefits or Worker's Compensation Benefits. If an employee has exhausted accumulated sick leave, available vacation credits must be used until such time that insured benefits become available.

(e) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their Department Head's approval if less than three (3) days and Village Administrator's prior approval if greater than three (3) days, take leave without pay, but after all vacation time, sick leave or compensatory time (if applicable) has been utilized.

(f) For an employee absent on sick leave for a period in excess of ~~32~~ consecutive days, a doctor's certificate is required in order to return to work.

(g) The Village may request the opinion of a second doctor, at the Village's expense, to determine whether the employee suffers from a chronic physical or mental condition, which impairs their ability to perform the job. An employee who is habitually absent due to illness or disability may be terminated if their disability

cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the Village.

7.03 LEAVE WITHOUT PAY.

Leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted are possible, based on the following criteria. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, care for an ill relative, or fulfilling a military obligation in excess of ~~fifteen~~ thirty (1530) continuous days per year.

- (a) Only regular full-time and part-time employees are eligible for leave without pay.
- (b) Excepting certain rights and obligations for employees absent while on Military Leave in accordance with Title 38 Uniformed Services employment and Reemployment Rights Act (USERRA s. 436), the following requirements apply:
 - 1. Leave may be granted to an employee for a period of up to thirty (30) days cumulatively per calendar year upon the approval of the employee's direct supervisor with concurrence of the Village Administrator.
 - 2. Further extensions are at the discretion of the Finance & Personnel Committee with approval of the Village Board.
 - 3. Accrued compensatory time, vacation, and/or sick leave, if any, must be exhausted prior to taking any leave without pay.
 - 4. Employee's benefits may be suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave, seniority and/or any other benefits do not accrue while an employee is on leave without pay. The exception to this would be for military leave as spelled out in *USERRA s. 4316 (a)*.
 - 5. In certain circumstances, self-payment of benefits may apply.
 - 6. An employee who fails to report at the end of the unpaid leave or pre-agreed upon date is presumed to have resigned.
 - 7. If the leave without pay is due to an illness or injury, the Village shall require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
- (c) Employees absent without pay, on account of Military Leave, shall abide by all requirements found within USERRA s. 4316.

7.04 JURY AND WITNESS LEAVE.

(a) Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the Village may ask the employee to request a waiver from duty.

(b) An employee granted such leave shall reimburse the Village for any pay received while serving as a juror or witness if compensation by the Village precludes service date.

7.05 ADMINISTRATIVE LEAVE.

On a case-by-case basis, the Village may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Village Board and/or Administrator to be in the best interest of the Village during the pendency of an investigation or other administrative proceeding.

7.06 HOLIDAYS.

(a) The following holidays are generally recognized by the Village;

New Year's Day	January 1
Memorial Day	Last Monday in May
Good Friday	Friday before Easter
Independence Day	July 4
Labor Day	1st Monday in Sept.
Thanksgiving Day	4th Thursday in Nov.
The Day After Thanksgiving	4 th Friday in Nov.
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31

(b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. Should Christmas Eve or New Year's Eve fall on a Sunday, the holiday shall be observed on the preceding Friday.

(c) Eligibility for holiday pay shall be conditioned upon an employees' having been on the job and available for work the last scheduled workday before and the first scheduled workday after the designated holiday except when on excused paid leave.

(d) Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the employee's supervisor.

(e) Temporary and Part-Time employees will be paid at their regular straight-time rate for hours worked on a holiday.

7.07 RELIGIOUS HOLIDAYS.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with the employee's Department Head approval, take the day off using vacation, compensatory time, or leave without pay. The Village will attempt to accommodate the religious beliefs of Village Employees.

7.08 COMPENSATORY TIME

Non-exempt employees are allowed to take compensatory time off in exchange for overtime pay:

- (a) Awarded at a rate of 1 ½ hours per hour worked beyond 10 hours per day or 40 hours per week, whichever occurs first, upon the approval of their department head.
- (b) Time shall be utilized in the same manner as vacation days.
- (c) A maximum of 40 hours of compensatory time may be allowed to accrue at any period within a calendar year. Hours "banked" in excess of 40 shall be compensated to the employee, immediately.
- (d) Hours earned within a calendar year shall not be carried-over beyond July 1st of the following year. In the event this occurs, employee shall be compensated for unused compensatory time at the applicable rate.
- (e) Hours shall be paid at the same hourly pay rate at which they are earned.

7.09 FUNERAL LEAVE

An employee other than a temporary or seasonal employee shall be granted three days off with pay to attend the funeral of; their father, mother, brother, sister, spouse, child, or grandchild. The last day of such leave shall be no later than the day following the funeral.

An employee other than a seasonal employee shall be granted one day off with pay to attend the funeral of an uncle, aunt, or grandparent.

Temporary and seasonal employees shall be entitled to time off without pay on the same basis as above.

SECTION 8.00 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.01 GENERAL POLICY.

- (a) The safety and welfare of the Village's citizens shall at all times be maintained as a central mission of the Village Government. All Village employees are

expected to represent the Village to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Department Head.

- (b) Because the proper working relationship between employees and the Village depends upon each employee's ongoing job performance, professional conduct and behavior, the Village has established certain minimum standards of personal conduct. Among the Village's expectations are;
 - 1. basic tact and courtesy toward the public and fellow employees,
 - 2. adherence to Village policies, procedures, safety rules and safe work practices;
 - 3. compliance with directions from supervisors,
 - 4. preserving and protecting the Village's equipment, grounds, facilities and resources, and
 - 5. providing orderly and cost efficient services to its citizens.
- (c) An employee's misuse of Village services, telephones, vehicles, equipment or supplies may result in disciplinary action, up to and including termination.

8.02 POSITIONS WITH LICENSURE OR CERTIFICATION REQUIREMENTS.

Positions of employment requiring specific licensure or certification in order to complete the work (i.e. Commercial Drivers Licensure, WDNR operator's certification, etc) are conditional on the maintenance of a satisfactory or "in good standing" license or certification condition.

- (a) Certain licensure requirements require random drug and alcohol testing, at Village expense, within the licensure guidelines,
- (b) The Village may require drug and alcohol testing, at its expense, performed by a clinic of its choice, to determine employment suitability of an employee involved in any accident, injury, altercation, or event which harms, damages or has the potential to harm or damage Village property, facilities, products or the public. This decision as to whether a test is conducted or not is determined by the Department Head or Village Administrator.

8.03 WEAPONS PROHIBITED IN THE WORKPLACE.

- (a) Except as hereinafter described, possession of firearms or other weapons at the workplace, in Village owned vehicles or during the course of performing job duties is prohibited. The exceptions to this prohibition are as follows;
 - 1. law enforcement officers with weapons or firearms as approved by the Chief of Police,

2. weapons for which the employee is licensed or permitted per Wis. Stats. 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 Village property and while the vehicle is otherwise unattended and unoccupied and the employee is performing duties in the course of his or her employment.

8.04 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.

(a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the Village's opinion, with the best interest of the Village or interfere with the employee's ability to perform the assigned Village job. Examples include, but are not limited to, outside employment which:

- (1) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) is conducted during the employee's work hours;
- (3) utilizes Village telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) is employment with a firm which has contracts with or does business with the Village; or
- (5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

8.05 POLITICAL ACTIVITIES.

(a) Village employees may participate while not on duty, in political or partisan activities of their choosing provided that Village resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Village time or in a Village uniform or while representing the Village in any way. Employees may not allow others to use Village facilities or funds for political activities.

(b) Any Village employee who meets with or may be observed by the public or otherwise represents the Village to the public, while performing the regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees may not solicit on Village property or on Village time a contribution for a partisan political cause.

(c) While Political activity is allowed while not in Village uniform, during Village time or in a Village vehicle, it is strongly suggested that all government employees stay neutral to local elections to prevent future conflicts resulting from said activity.

8.06 NO SMOKING POLICY.

For health and safety considerations, the Village prohibits smoking by employees in all Village facilities, including all Village-owned buildings, vehicles, and offices and other facilities rented or leased by the Village, including individual employee offices.

8.07 USE OF VILLAGE EQUIPMENT.

Village equipment, including vehicles, should be used by employees for Village business only. In rare circumstances, some personal usage of Village equipment is subject to the approval of the respective committee with oversight for the department with control of equipment. Approval must be gained by the Committee and the Village Waiver form shall be signed by the party seeking usage of the equipment.

Use of Village telephones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited.

8.08 ~~Cell Phone Policy~~ CELL PHONE POLICY

The Village of Winneconne acknowledges that occasional use of cell phones may be necessary, whether for work or for personal reasons during work hours (i.e. family emergencies). This policy applies to cell phone use in any Village vehicle or on any Village property.

(a) Personal cell phones are only to be used for emergency situations, however, they may be used during approved break and lunch periods. If personal cell calls are necessary, the number and length of calls should be kept to a minimum.

(b) Use of a cell phone while operating a motor vehicle that is in motion, unless the cell phone is equipped and used with a hands-free device is prohibited subject to the following exceptions:

1. A call made in an emergency, such as a call to "911" or a similar emergency number; or
2. Employees may receive and respond to cell phone calls while driving with the understanding that driving safety and obeying the rules of the road is their primary responsibility. Whenever possible, employees should pull to

the side of the road for any call that will last for more than thirty (30) seconds.

(c) Text messaging while driving is absolutely prohibited and against State Law. Likewise, the Village reserves the right to review any and all texts that are created or sent on Village owned phones.

(d) Any employee who violates this policy shall be subject to discipline at the discretion of the department head; up to and including termination of the employee.

(e) Administrator, Department Heads, Police Lieutenant, ~~Grounds Leader and Public Works Field~~, ~~and Recreation Ball Program Coordinator~~, who Supervisor who use personal cell phones for Village business; are allowed to be reimbursed up to \$40 per month unless otherwise approved by Village Board. Any request for reimbursement needs to be accompanied by a detailed billing statement.

(f) Employees who receive Village cell phones should greatly restrict personal use. Any documented personal use of a Village cell phone will be billed back to the employee.

8.09 COMPUTER USE POLICY.

As a governmental employee, items created and received on Village computers are public record. Understanding this fact, all employees should be using computers for Village use only. Personal emails should be kept to a very minimum and no questionable material should be opened or sent from Village computers or cell phones.

Questionable material includes internet porn, on-line gambling, racist or sexist jokes, or any writing, photos or videos that would be deemed inappropriate for the entire population to view.

The Village Administrator retains the right to review activity on any Village computer at any time. Inappropriate use of Village computers will be grounds for disciplinary action including oral, written and in severe cases, termination.

8.10 SOCIAL MEDIA POLICY

The Village seeks to use social media as a tool to educate and interact with the community, encourage public participation in Village affairs and events, and improve customer service. Using social media will allow the Village to disperse communication rapidly and connect with other businesses and organizations within the community. The Village acknowledges that employees may access and use the

internet or social media sites during work hours, and that there may be legitimate reasons for doing so.

1. Definition

Social media: forms of communication through which users create online communities to share information, ideas, personal messages, and other content. Examples of social media include, but are not limited to, Facebook, Twitter, LinkedIn, MySpace, YouTube, Tumblr, Instagram, and Flickr.

2. Purpose of Social Media Use for the Village

The Village does not intend for social media to be used as a two-way communication device, but as a tool to provide updated information as an alternate to using group emails. All official Village presences on social media sites or services are considered an extension of the Village's information networks.

3. Policy for Authorized Use of Social Media on Behalf of the Village

A. All information posted on Village social media sites on behalf of the Village, or other official use of social media by the Village shall be made by the Administrator or an individual designated by the Administrator. There shall be no information posted to a Village social media site, or posted on behalf of the Village to a social media site without the consent and prior knowledge of the Administrator.

C. Best Practices When Representing the Village on Social Media:

Be Respectful: Appropriate business decorum shall be used when representing the Village in all communications on social media sites. Users are expected to comply with applicable federal, state, and local laws, regulations, and policies.

Respect your audience and your co-workers. Take care not to engage in any conduct that would not be acceptable in the workplace. All Village staff can be viewed (correctly or incorrectly) as representatives of the Village of Winneconne, and your actions on social media sites can frame public opinion on our organization and the work that we do.

Get Your Facts Straight: To ensure you are not misrepresenting the Village, its work, or its positions, consult with the Administrator prior to posting any information on Village social media sites. If you are unsure of how your words will

appear to others, it is best to play it safe.

Be Mindful of the Village's Public Image: Consider the image you want to portray to the public. Be mindful that what you post (pictures, political views, etc.) may be viewed by residents, parents, students, administrators, and various community members. Furthermore, this information may stay public for a long time.

Use Your Best Judgment: Remember there may be consequences to what you post. Consider your content very carefully prior to posting. If you are about to post something that makes you the slightest bit uncomfortable, review these guidelines and get approval of the Village Administrator prior to posting.

4. Policy for Personal Use of Social Media Use

- A. Use of social networks during work time should be kept to a minimum. If it is determined that social media use is having an adverse effect on an employee's productivity or performance, the Administrator reserves the right to revoke access to social media sites on Village computers or pursue other discipline measures in accordance with the Personnel Policy Handbook. Social media use is also governed by other related policies such as the computer use policy.
- B. Employees should be aware that any information posted to social media sites may be considered public records and subject to Open Records law.
- C. Any social networking performed on Village property or using Village networks is considered Village property, and employees do not have any expectation of privacy with respect to any communications utilizing them.
- D. The Village reserves the right to monitor social network use during work hours or performed with Village equipment.
- E. If an employee participates in social networking activities in such a manner that the employee's affiliation with the Village is evident, the employee shall designate that the opinions expressed by the employee are the employee's private opinions and not those of the Village's.
- F. An employee shall not represent, either expressly or implicitly, that the employee is a spokesperson for the Village on social networking sites or otherwise, unless authorized to do so by the Administrator.

- G. An employee shall not disclose confidential information such as personnel details and information covered under HIPAA obtained as a result of employee's employment with the Village on social media sites or otherwise.
- H. If an employee makes comments on social media about Village business, contracts, and vendors or anything having to do with the Village, such employee shall disclose that the employee is employed by the Village but is not authorized to speak for the Village on these matters and is speaking as an individual. Avoid posting material that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages Village employees, residents and vendors, or that might constitute harassment or bullying.
- I. Using social media as a means to harass another individual, threaten violence or create a hostile work environment is strictly prohibited.
- J. Inappropriate postings that may include material that is illegal, discriminatory, sexually explicit, obscene, harassing or threatening may subject you to disciplinary action up to and including termination. It is also forbidden to post legally confidential information about others such as personnel details and information covered under HIPAA.
- K. Respect your audience and your co-workers. All Village staff can be viewed (correctly or incorrectly) as representatives of the Village of Winneconne, and your actions on social media sites can frame public opinion on our organization and the work that we do.

4. Disciplinary Procedures

The Village recognizes that violations of the social media policy outlined above could vary depending on a number of factors. If a violation does occur, the Administrator is responsible for determining the severity of the violation. Employees who are found to be in violation of the social media policy will be subject to the disciplinary process, up to and including termination.

The Village reserves the right to remove any posts from its social media sites. Any posts to any social media site that are in violation of this Social Media Policy shall be documented in the employee's personnel file. The documentation will include a copy of the post, time of the post, date of the post, and any other information relevant to the situation.

Nothing in this policy shall be construed to limit an employee's exercise of §111.70(2), Stats. rights.

8.11 BULLETIN BOARDS.

Information of special interest to all employees is posted regularly on the Village bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Village Administrator.

8.12 CONTACT WITH NEWS MEDIA.

The Village Administrator or designated Department Heads shall be responsible for all official contacts with the news media. Only the Village Administrator or Department Head may designate specific employees to give out procedural, factual or historical information on particular subjects. Otherwise employees are to have no contact with the media stating official Village policy.

8.13 SEAT BELT POLICY.

Any person operating or riding in any Village vehicle must wear a seat belt at all times.

8.14 DRIVER'S LICENSE REQUIREMENTS.

(a) As part of the requirements for certain specific Village positions, an employee may be required to hold various forms of a Wisconsin State Driver's License.

(b) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the Department Head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a form of a valid Wisconsin license is provided to the Department Head.

(c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination as per section 8.02.

8.15 SAFETY.

(a) Every employee is responsible for maintaining a safe work environment and following the Village's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the

Department Head. The Village will make every effort to remedy problems as reasonably as possible.

(b) In the event of an accident involving a personal injury, regardless of how minor or serious, employees shall immediately, notify their Department Head of the condition. Failure to make a timely report of any incident or condition may result in a denial of possible Worker's Compensation coverage.

8.16 ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCE USE.

Employees must be free of the influence of alcohol, drugs, and controlled substances to insure the health and safety of themselves, the public, and their co-workers. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the Village's intent and obligation to provide a drug free, helpful, safe, and secure work environment.

(a) The Village may discipline or terminate an employee possessing, consuming, selling or using alcohol, drugs or other controlled substances during work hours. The Village is committed to reasonably assisting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency. The Village may also discipline or terminate an employee who exhibits an ongoing dependence on alcohol, drugs or other controlled substances which, in the Village's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the Village or others.

(b) Employees who voluntarily report to their Village Administrator or Department Head, an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Village may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.

(c) An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

(d) Employees using any prescription or over the counter drugs which might impair their work performance should notify their Department Head. In the opinion of the Department Head, an employee may be reassigned to less hazardous duty or

may placed on sick leave if impaired work performance poses a threat to the public confidence or to the safety of the employee or others.

8.17 DRUG-FREE WORKPLACE.

The manufacturing, distribution, dispensation, possession and/or use of unlawful drugs or alcohol are strictly prohibited. Drugs, alcohol or other similar materials seized or taken possession by Village law-enforcement personnel under the scope of their official capacities shall not be deemed a violation of this Section or Section 8.12.

- (a) Employees must immediately notify the Village Administrator or Department Head of any conviction for a drug violation.
- (b) Any violation of this section while on-duty for the Village will result in immediate dismissal of the employee.
- (c) Any violation of this section while not on-duty for the Village may result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

SECTION 9.00 -DISCIPLINE

9.01 DISCIPLINE.

- (a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the Village.
- (b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the Village may result in discipline, including termination.
- (c) The Village Administrator or Department Head, as appropriate, has full discretion and authority to impose disciplinary action in accordance with Village policy and the circumstances of the particular case.
- (d) The following are examples of the types of behavior which may result in discipline and are not intended to be comprehensive:
 - (1) Consuming alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under

the influence of or while in possession of alcohol, drugs, or other controlled substances.

- (2) Violation of a lawful duty.
- (3) Insubordination.
- (4) Absence from work without first notifying and securing permission from the supervisor.
- (5) Habitual absence or tardiness for any reason.
- (6) Unsatisfactory job performance.
- (7) Conviction of a felony or a misdemeanor involving moral turpitude.
- (8) Acceptance of fees, gratuities or other valuable items, generally with a value of more than \$25, in the performance of the employee's official duties for the Village.
- (9) Inability, refusal or failure to perform the duties of the assigned job.

- (10) Violation of duties or rules imposed by this Handbook, or by any other Village rule, regulation or administrative order.

The aforementioned list is not all-inclusive, but only serves as a general guide. The Village may discipline or terminate employees for other reasons not stated above or for no reason due to the at-will employment relationship.

(e) In the event that discipline is necessary, the following types of disciplinary actions may be used, at the Village's discretion unless otherwise required depending upon the particular situation and subject to any bargaining contract or law.

(1) Verbal Warning. A verbal warning is a counseling session between the employee's supervisor and the employee regarding the subject of the employee's conduct and performance, or the employee's failure to observe a rule, regulation, or administrative instruction. The verbal warning is intended to increase an employee's efficiency and value to the Village by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session, the supervisor shall document the verbal warning.

(2) Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed and maintained in the employee's personnel file.

(3) Suspension. A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action; of which a record of said action is placed and maintained in the employee's personnel file.

(4) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Village Administrator pending the results of an investigation or disciplinary action where the Village Administrator determines that factors such as public confidence, the safety of the employee, or the efficient operation of the Village call for such a suspension.

(5) Termination.

This sequence of discipline may be modified as determined by the Village Board depending upon the facts of the situation. Nothing herein is intended to modify at-will employment.

9.02 EMPLOYEE GRIEVANCE PROCEDURE

Purpose: This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

All notices for grievance, discipline, corrective action, safety violations, or personnel policy handbook infractions are to be garnered in writing. Notice shall contain the following information:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

In the event the notice originates from the employee, it will be required to contain the following format and information:

1. The employee must file a written grievance with the Village Clerk/Treasurer within 5 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue.

a. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance.

b. In the case of a termination, such a meeting is not required.

c. Grievance forms may be obtained from the clerk/treasurer and shall be returned to clerk/treasurer for processing.

d. The Village Clerk/Treasurer shall inform the employee's immediate supervisor and the Village Administrator about receipt of the written grievance as soon as practicable.

2. The employee's immediate supervisor will meet with the grievant within 5 days of receipt of the written grievance.

a. The supervisor will provide the grievant with a written response within 5 days of the meeting.

b. A copy of the supervisor's response shall be filed in the clerk's office.

c. The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.

2. A decision as to whether the grievance is sustained or denied and reasons.

3. In event of a non-favorable decision, the employee may request an appeal to the Village Administrator by filing a written request with the Clerk/Treasurer within 5 days of receiving the written response. If the employee's immediate supervisor is the Village Administrator, this step would not apply and employee may proceed to step 4.

a. The Village Clerk/Treasurer shall notify the Village Administrator and employee's supervisor about the filing of the request for an appeal within 5 days.

b. The Administrator will meet with the grievant within 5 days of receipt of the written grievance.

c. The Village Administrator will provide the grievant with a written response within 5 days of the meeting.

d. A copy of the Administrator's response shall be filed in the clerk's office.

4. The employee may request an appeal to the hearing officer by filing a written request with the Clerk/Treasurer within 5 days of receiving the written response.

a. The clerk/treasurer shall notify the Village Administrator and employee's supervisor about the filing of the request for a hearing as soon as practicable.

- b. The Village will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
- c. The hearing officer shall provide the employee and employee's supervisor with a written decision no later than 15 days after the hearing date.
- d. The hearing officer shall also provide the clerk/treasurer with a copy of the decision for filing in the clerk's office.

Procedure Before the Hearing Officer: The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the village acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the village. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The hearing officer may require the employee and village to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the specific request of the grievant. Within 15 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

Hearing Officer's Decision:

The hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

Representation: Both the employee and the village may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

5. The non-prevailing party from the hearing of step 4 may file a written request with the clerk/treasurer for an appeal to the village board within 10 days of receipt of the hearing officer's decision.

a. The clerk shall notify the village president about the request as soon as possible.

b. The village board shall decide the matter and issue a written decision within 45 days of the filing of the appeal.

c. The village board may sustain, deny or modify the recommendation of the impartial hearing officer.

d. A copy of the board's decision shall be provided to the employee and filed in the clerk/treasurer's office.

e. The decision of the village board shall be final and binding.

6. All timelines may be extended by mutual written agreement of the village board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.

7. A grievance or request for an appeal is considered timely if received by the village clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.

8. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next step within 5 days.

9. The grievant and village board may mutually agree in writing to waive a step or multiple steps within the procedure.

10. Granting the requested or agreed upon remedy resolves the grievance. A written resolution will be filed in the clerk's office.

Consolidation: The employee's immediate supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

Costs: Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the hearing officer will be: \$75

per hour.

Certain employees may have more than one (1) source of dispute resolution rights via a collective bargaining agreement, if any, and this complaint process. Employees represented by a bargaining unit shall follow grievance procedures set forth in their respective labor contracts, where applicable. In all other cases, the procedures described in this section shall be utilized.

Under no circumstances shall an employee have the right to utilize both this process, and any other complaint or appeal procedures that may be available.

9.03 LAYOFF.

(a) The Village Administrator, with Village Board of Trustees approval, may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

(b) In situations where the work duties are similar, temporary employees will be laid off before regular employees are affected.

(c) In determining who is to be laid off, consideration will be given to any bargaining contract provisions, as well as individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

(d) Employees who are laid off are eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

End of Handbook

RESOLUTION NO. 9.1-2016

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$2,190,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016B

WHEREAS, the Village Board of the Village of Winneconne, Winnebago County, Wisconsin (the "Village") hereby finds and determines that it is necessary, desirable and in the best interest of the Village to raise funds for the purpose of paying the cost of advance refunding the 2020 through 2029 maturities of the Village's General Obligation Corporate Purpose Bonds, Series 2009, dated July 7, 2009 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Village Board deems it to be necessary, desirable and in the best interest of the Village to refund the Refunded Obligations for the purpose of achieving debt service cost savings;

WHEREAS, villages are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance their outstanding obligations; and

WHEREAS, on August 16, 2016, the Village adopted a resolution directing Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds;

WHEREAS, Ehlers, in consultation with the officials of the Village, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on September 20, 2016;

WHEREAS, the Village Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on September 20, 2016;

WHEREAS, the Village has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the Village. Ehlers has recommended that the Village accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1A. Ratification of the Notice of Sale and Offering Materials. The Village Board of the Village hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering

materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the Village and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed, pursuant to Section 67.04, Wisconsin Statutes, through the issuance of the Bonds, the sum of TWO MILLION ONE HUNDRED NINETY THOUSAND DOLLARS (\$2,190,000).

Section 1C. Award of the Bonds. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal is hereby accepted. The President and Village Clerk or other appropriate officers of the Village are authorized and directed to execute an acceptance of the Proposal on behalf of the Village. The good faith deposit of the Purchaser shall be retained by the Village Treasurer until the closing of the bond issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2016B"; shall be issued in the aggregate principal amount of \$2,190,000; shall be dated October 19, 2016; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on February 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2017. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on February 1, 2026 and thereafter shall be subject to redemption prior to maturity, at the option of the Village, on February 1, 2025 or on any date thereafter. Said Bonds shall be redeemable as a whole or in part, and if in part, from maturities selected by the Village and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption. If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the Village shall direct.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Village a direct annual irrepealable tax in the years 2016 through 2028 for the payments due in the years 2017 through 2029 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the Village shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the Village and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the Village then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the Village, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Village may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2016B, dated October 19, 2016" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. The Village Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the Village at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the Village above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and

interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the Village, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Village, unless the Village Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the Village and disbursed solely for the purpose for which borrowed or for the payment of the principal of and the interest on the Bonds. In order to accomplish the purpose for which the Bonds are issued, proceeds of the Bonds shall be transferred to the Escrow Account, as provided in Section 19 hereof. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose for which the Bonds have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the Village, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Village represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The Village further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable,

the rebate requirements of Section 148(f) of the Code. The Village further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the Village certifying that the Village can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Village also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the Village will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the Village by the manual or facsimile signatures of the President and Village Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the Village has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Village hereby authorizes the officers and agents of the Village to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by [_____, _____, _____], which is hereby appointed as the Village's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes] [the Village Clerk or Village Treasurer] (the "Fiscal Agent").

[The Fiscal Agency Agreement between the Village and the Fiscal Agent shall be substantially in the form attached hereto as Exhibit F and incorporated herein by this reference.]

Section 13. Persons Treated as Owners; Transfer of Bonds. The Village shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the President and Village Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The Village shall cooperate in any such transfer, and the President and Village Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the Village at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Village agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the Village and on file in the Village Clerk's office.

Section 16. Payment of Issuance Expenses. The Village authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to the Escrow Agent or KleinBank, Chaska, Minnesota at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it are hereby ratified and approved. In connection with the Closing, the appropriate Village official shall certify the Preliminary Official Statement and

any addenda. The Village Clerk shall cause copies of the Preliminary Official Statement and any addenda to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The Village hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the Village to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the President and Village Clerk, or other officer of the Village charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the Village's Undertaking.

Section 19. Escrow Agent; Escrow Agreement; Escrow Account. _____, _____, is hereby appointed escrow agent for the Village, for the purpose of ensuring the payment of the principal of and interest on the Refunded Obligations (the "Escrow Agent").

The President and Village Clerk are hereby authorized and directed to execute an escrow agreement substantially in the form attached hereto as Exhibit [F/G] (the "Escrow Agreement") (such form may be modified by said officers prior to execution, the execution of such agreement by said officers to constitute full approval of the Village Board of any such modifications), with the Escrow Agent, for the purpose of effectuating the provisions of this Resolution.

The Bond Proceeds allocable to the Refunding, other than any premium not used for the Refunding and accrued interest which shall be deposited in the Debt Service Fund Account created above, shall be deposited in a refunding escrow account which is hereby created with the Escrow Agent, pursuant to the Escrow Agreement, for the purpose of retaining the required amount of cash, if any, and acquiring the United States obligations provided for in the Escrow Agreement.

Upon transfer of the Bond Proceeds and any other necessary funds allocable to the Refunding to the Escrow Account, the taxes heretofore levied to pay debt service on the Refunded Obligations shall be abated to the extent such transfer together with investment earnings thereon is sufficient to pay the principal of and interest on the Refunded Obligations, but such abatement shall not affect the Village's pledge of its full faith, credit and resources to make such payments. The refunding escrow account created by the Escrow Agreement shall hereinafter serve as the debt service (or sinking) fund account for the Refunded Obligations. The Escrow Agent shall serve as custodian of said debt service (or sinking) funds.

Section 20. SLGS Subscriptions. The Escrow Agent and Ehlers are authorized to submit subscriptions for United States Treasury Securities - State and Local Government Series and to

purchase other U.S. government securities on behalf of the Village in such amount as is necessary in order to carry out the Refunding.

Section 21. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on February 1, 2019, at a price of par plus accrued interest to the date of redemption.

The Village hereby directs the Escrow Agent appointed above to cause timely notice of redemption, in substantially the form attached to the Escrow Agreement (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice.

Section 22. Record Book. The Village Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 23. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the Village are authorized to take all actions necessary to obtain such municipal bond insurance. The President and Village Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the President and Village Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

RESOLUTION NO. 9.2-2016

RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 3, VILLAGE OF WINNECONNE, WISCONSIN

WHEREAS, the Village of Winneconne (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 3 (the "District") was created by the Village on July 18, 1996 as a blighted area district; and

WHEREAS, the Village now desires to amend the Project Plan and boundaries of the District in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such amendment will cause territory to be subtracted from the District; and

WHEREAS, such amendment will also modify the categories, locations or costs of the Projects to be undertaken, providing incentives and opportunities for additional private development and redevelopment; and

WHEREAS, such amendment will also allow for the District to incur project costs outside of, but within ½ mile of, the boundaries of the District as permitted under Wisconsin Statutes Section 66.1105(2)(f)1.n.; and

WHEREAS, an amended Project Plan for the District (the "Amendment") has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the Village;
- k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Winnebago County, the Winneconne Community School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on September 14, 2016 held a public hearing concerning the proposed amendment to the

Project Plan and boundaries of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the amended district, adopted the Project Plan, and recommended to the Village Board that it amend the Project Plan and boundaries for the District.

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, before the Village Board may amend any tax incremental district, the Plan Commission must designate the boundaries of such amended District and approve the Project Plan amendment for such District and submit its recommendation concerning the amendment of the District and the Project Plan to the Village Board;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Winneconne that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 3, Village of Winneconne", are hereby amended as specified in Exhibit A of this Resolution.
2. The territory being subtracted from the District shall no longer be part of the District effective as of January 1, 2016.
3. The Village Board finds and declares that:
 - (a) Not less than 50% by area of the real property within the District, as amended, is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(a)1.
 - (b) Based upon the findings, as stated in 3.a. above, and the original findings as stated in the resolution creating the District, the District remains a blighted area district based on the identification and classification of the property included within the District; and
 - (c) There are no additional improvements as a result of this amendment.
 - (d) The Village estimates that less than 35% of the territory within the District, as amended, will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (e) The project costs will not change as a result of this amendment.
4. The amended Project Plan for "Tax Incremental District No. 3, Village of Winneconne" (attached as Exhibit B) is approved, and the Village further finds the Plan is feasible and in conformity with the master plan of the Village.

BE IT FURTHER RESOLVED THAT the Village Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2016, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b) and to pay the fee(s) associated with such determination.

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes, that the Village Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Village Clerk is hereby

authorized and directed to make similar notations on the tax roll made under Wisconsin Statutes Section 70.65e, pursuant to Wisconsin Statutes.

Adopted this _____ day of _____, 2016.

Village President

Village Clerk

EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 3
VILLAGE OF WINNECONNE**

THIS CAN BE FOUND IN THE PROJECT PLAN

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY

RESOLUTION NO. 9.3-2016

**RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND
BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 6,
VILLAGE OF WINNECONNE, WISCONSIN**

WHEREAS, the Village of Winneconne (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 6 (the "District") was created by the Village on September 19, 2000 as a blighted area district; and

WHEREAS, the Village now desires to amend the Project Plan and boundaries of the District in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such amendment will cause territory to be subtracted from the District; and

WHEREAS, such amendment will also modify the categories, locations or costs of the Projects to be undertaken, providing incentives and opportunities for additional private development and redevelopment; and

WHEREAS, such amendment will also allow for the District to incur project costs outside of, but within ½ mile of, the boundaries of the District as permitted under Wisconsin Statutes Section 66.1105(2)(f)1.n.; and

WHEREAS, an amended Project Plan for the District (the "Amendment") has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the amendment of the District promotes the orderly development of the Village;
- k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Winnebago County, the Winneconne Community School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on September 14, 2016 held a public hearing concerning the proposed amendment to the

Project Plan and boundaries of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the amended district, adopted the Project Plan, and recommended to the Village Board that it amend the Project Plan and boundaries for the District.

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, before the Village Board may amend any tax incremental district, the Plan Commission must designate the boundaries of such amended District and approve the Project Plan amendment for such District and submit its recommendation concerning the amendment of the District and the Project Plan to the Village Board;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Winneconne that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 6, Village of Winneconne", are hereby amended as specified in Exhibit A of this Resolution.
2. The territory being subtracted from the District shall no longer be part of the District effective as of January 1, 2016.
3. The Village Board finds and declares that:
 - (a) Not less than 50% by area of the real property within the District, as amended, is a blighted area within the meaning of Wisconsin Statutes Section 66.1105(2)(a)1.
 - (b) Based upon the findings, as stated in 3.a. above, and the original findings as stated in the resolution creating the District, the District remains a blighted area district based on the identification and classification of the property included within the District; and
 - (c) The improvements to be made within the territory incorporated by this Amendment are likely to enhance significantly the value of substantially all of the other real property in the District as these improvements are being undertaken on the main Highway through the District..
 - (d) The Village estimates that less than 35% of the territory within the District, as amended, will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (e) The Project Costs of the District relate directly to promoting the elimination of blight consistent with the purpose for which the District was created.
4. The amended Project Plan for "Tax Incremental District No. 6, Village of Winneconne" (attached as Exhibit B) is approved, and the Village further finds the Plan is feasible and in conformity with the master plan of the Village.

BE IT FURTHER RESOLVED THAT the Village Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2016, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b) and to pay the fee(s) associated with such determination.

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes, that the Village Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Village Clerk is hereby authorized and directed to make similar notations on the tax roll made under Wisconsin Statutes Section 70.65e, pursuant to Wisconsin Statutes.

Adopted this _____ day of _____, 2016.

Village President

Village Clerk

EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 6
VILLAGE OF WINNECONNE**

THIS CAN BE FOUND IN THE PROJECT PLAN

EXHIBIT B -

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY



REVISION #1
STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET HIGHWAY
PROJECT

[This agreement supercedes the agreement signed by the Municipality on June 17, 2015 and signed by DOT on June 18, 2015.]

Revised Date: September 7, 2016

I.D.: 6190-15-01/23/72/74

Road Name: WIS 116

Limits: Main Street, Village of Winneconne, Wolf

River Bridge & Approaches

County: Winnebago

Roadway Length: 0.32 miles

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing Wolf River Bridge has reached its service life and is in need of replacement.

Proposed Improvement - Nature of work: The existing bascule bridge will be replaced by a new fixed-span bridge just south of the current alignment. Reconstruction of the bridge approaches to tie back in with the existing WIS 116 alignment (roughly from 2nd Street on the west to 2nd Avenue on the east) is included with the bridge replacement. New fishing platforms will be constructed in roughly the same location as the existing WIS 116 bridge.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Design of the sanitary sewer and water main within the WIS 116 reconstruction area is being done independently by the municipality. Non-participating items included in construction project ID 6190-15-72 include the construction of a parking area adjacent to the eastern fishing platform. Non-participating items included in construction project ID 6190-15-74 include the sanitary sewer and water main replacement.

TABLE 1: SUMMARY OF COSTS

Phase	Total Estimated Cost	Federal/ State Funds	%	Municipal Funds	%
Preliminary Engineering: ID 6190-15-01					
Plan Development	\$2,000,000	\$2,000,000	100	\$0	0
Real Estate Acquisition: ID 6190-15-23					
Acquisition	\$4,800,000	\$4,800,000	100	\$0	0
Construction: ID 6190-15-72					
Category 010 - Roadway	\$3,580,000				
Priority 1 (Parking Lanes)	\$8,300	\$0		\$8,300	LS
Priority 2	\$3,571,700	\$3,571,700	100	\$0	0
Category 020 - Structure B-70-0316	\$10,580,000				
Priority 1 (CSS funds - lookouts & form liners)	\$91,000	\$91,000	CAP	\$0	
Priority 2	\$10,489,000	\$10,489,000	100	\$0	0
Priority 3 - local cost above CSS cap	\$ -	\$0	0	\$ -	BALANCE
Category 030 - Structure B-70-0321	\$930,000				
	\$930,000	\$930,000	100	\$0	0
Category 040 - Structure B-70-0322	\$930,000				
	\$930,000	\$930,000	100	\$0	0
Category 050 - Structure R-70-0122	\$370,000				
	\$370,000	\$370,000	100	\$0	0
Category 060 - Structure R-70-0123	\$360,000				
	\$360,000	\$360,000	100	\$0	0
Category 070 - Structure R-70-0125	\$360,000				
	\$360,000	\$360,000	100	\$0	0
Category 080 - Structure R-70-0126	\$220,000				
	\$220,000	\$220,000	100	\$0	0
Category 090 - Street Lighting (50/50)	\$125,000				
Priority 1 - 50/50 cost share	\$31,500	\$15,750	50	\$15,750	50
Priority 2 - CSS funds (decorative lights)	\$65,600	\$65,600	CAP	\$0	0
Priority 3 - local cost above CSS cap	\$27,900	\$0	0	\$27,900	100
Category 100 - Fishing Platform Canopies	\$77,000				
Priority 1 - CSS funds (canopies)	\$77,000	\$77,000	CAP	\$0	0
Priority 2 - local cost above CSS cap	\$ -	\$0	0	\$ -	BALANCE
Category 110 - Non-Participating	\$175,000				
	\$175,000	\$0	0	\$175,000	100
ID 6190-17-72 subtotal	\$17,707,000	\$17,480,050		\$226,950	

Construction: ID 6190-15-74					
Category 010 - Sanitary	\$68,000	\$0	0	\$68,000	100
Category 020 - Water	\$254,000	\$0	0	\$254,000	100
Category 030 - Mini-Sewer Laterals	\$13,000	\$0	0	\$13,000	100
ID 6190-15-74 subtotal	\$335,000	\$0		\$335,000	
Construction Subtotal	\$18,042,000	\$17,480,050		\$561,950	
Total Cost Distribution	\$24,842,000	\$24,280,050		\$561,950	

Note: Construction costs for ID 6190-15-72 include 10% engineering delivery.
Construction costs for ID 6190-15-74 include 5% engineering delivery.

- 1) Community Sensitive Solutions (CSS) funds are available on project 6190-15-72 at an amount up to \$233,600 which includes engineering. Any CSS costs above this capped amount are the responsibility of the Municipality.
- 2) New lighting is a continuous system. The 50/50 split is for a standard cobra head lighting system.
- 3) The Municipality is responsible for the actual cost of bid items needed to construct parking lanes. Items typically include removing pavement, common excavation, breaker run, base course, and pavement.

This request is subject to the terms and conditions that follow (pages [4] – [7]) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the Village of Winneconne (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and Bridge width in excess of standards.
 - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Parking lane costs.

- (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (g) Storm sewer lateral connections for individual properties.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 7. The work will be administered by the State and may include items not eligible for Federal/State participation.
 8. The Municipality shall at its own cost and expense:
 - (a) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by community sensitive solutions.
 - (b) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
 - (c) Prohibit angle parking.
 - (d) Regulate and prohibit, by ordinance, parking at all times along Main Street (WIS 116) between 1st Street and 1st Avenue and along the south side of Main Street (WIS 116) between 1st Avenue and 2nd Avenue. Either convert South 1st Street to a one-way southbound roadway between Main Street and Adam Street or regulate and prohibit, by ordinance, parking at all times along the south side of Main Street (WIS 116) between 2nd Street and 1st Street.
 - (e) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
 - (f) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
 - (g) Coordinate with the state on changes to highway access within the project limits.
 - (h) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - (i) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).
 9. Basis for local participation:
 - Design:** 100% funded federal/state funds as per the cost policy for non-connecting highways (no local participation).
 - Real Estate:** 100% federal/state funds as needed to meet FDM standards (no local participation).

Construction (6190-15-72):

Community Sensitive Solutions (CSS) – CSS funds are typically available on reconstruction projects based on 1.5% of the participating reconstruction cost. Based on the previously signed State/Municipal Agreement, CSS funds on ID 6190-15-72 were available at 1.5% of the construction cost, not to exceed \$300,000. Based on 1.5% of the construction estimate including engineering, the available CSS funds are capped at \$233,600. The Municipality has elected to utilize the CSS funds for new decorative street lighting, for multi-color staining and form liners, for lookouts on the new WIS 116 roadway bridge, and for canopies on the new fishing platforms. The application of these CSS funds is further explained below under the corresponding funding categories. The Municipality will be 100% responsible for any CSS costs that exceed the capped \$233,600 amount and accepts responsibility for the maintenance of all CSS amenities.

Category 010 – Roadway at 100% Federal/State

In accordance with Chapter 03-25-05 of the State’s Program Management Manual, the State is 100% responsible for the costs necessitated by the roadway project unless noted in the other sections of this chapter.

- **Parking** - Municipality is responsible for the cost associated with maintaining parking along both sides of WIS 116 (Main Street) from the west project limits to 1st Street and on the north side of WIS 116 (Main Street) from 1st Avenue to the east project limits. The Municipality is responsible for the actual cost of bid items needed to construct parking lanes. Items include removing pavement, common excavation, breaker run, base course, and pavement. The estimated cost of the parking lanes is computed to be \$8,300.
- **Sidewalk** - The State is 100% responsible for construction costs of pedestrian accommodations.
- **Bicycle Accommodations** – The State is 100% responsible for on-street marked or non-marked bicycle accommodations where recommended by the State’s FDM.
- **Driveways** – When replacement driveways are necessitated by street or road construction and there is a sidewalk, concrete from curb to sidewalk and replacement in kind beyond the sidewalk is eligible for State participation. New driveways are not eligible unless they are part of a right-of-way agreement or a State-initiated access modification.
- **Storm Sewer** – The State is 100% responsible for costs needed to accommodate surface water naturally flowing to the state trunk highway. Local requests for oversizing to provide a system that accommodates local storm water will be paid for by the Municipality.

Category 020 – Structure B-70-0316 (WIS 116 over Wolf River) at 100% Federal/State

In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

CSS items included within this category are multi-color staining and form liners of the bridge railing and two lookouts on the bridge (one on the south side and one on the north side). The cost for these CSS items is estimated at \$91,000 and this amount will be applied toward the overall CSS funding available on the project as Priority 1 funding under this category. Priority 2 funding is the normal participating cost for B-70-0316. All additional costs that exceed the available CSS funds will be 100% the responsibility of the Municipality and are captured as Priority 3 funding.

Category 030 – Structure B-70-0321 (east fishing platform over Wolf River) at 100% Federal/State

Since this fishing platform was a commitment within the project environmental document to mitigate for the loss of fishing from the existing lift bridge, the State is 100% responsible for the cost to construct this fishing platform. The canopy near the west end of the fishing platform is a CSS item and is funded separately from B-70-0321 under category 100.

Category 040 – Structure B-70-0322 (west fishing platform over Wolf River) at 100% Federal/State

Since this fishing platform was a commitment within the project environmental document to mitigate for the loss of fishing from the existing lift bridge, the State is 100% responsible for the cost to construct this fishing platform. The canopy near the east end of the fishing platform is a CSS item and is funded separately from B-70-0322 under category 100.

Category 050 – Structure R-70-0122 (retaining wall B-70-0316 west abutment) at 100% Federal/State
In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

Category 060 – Structure R-70-0123 (retaining wall B-70-0316 east abutment) at 100% Federal/State
In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

Category 070 – Structure R-70-0125 (east side seawall) at 100% Federal/State
In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

Category 080 – Structure R-70-0126 (west side seawall) at 100% Federal/State
In accordance with Chapter 03-25-10 of the State’s Program Management Manual, the State is 100% responsible for the cost to replace an existing bridge that is deemed deficient unless there are circumstances noted in the other sections of this chapter.

Category 090 – Street Lighting
In accordance with Chapter 03-25-05 of the State’s Program Management Manual, the State is 50% responsible for the cost of new continuous standard street lighting designed to WisDOT standards. Standard street lighting is based on a standard cobra head lighting system. The State contribution is capped at \$15,750 and this is included under Priority 1 funding.

CSS items within this category include decorative street light poles and/or decorative LED fixtures. The remaining CSS funds applied to this category are \$65,600 and this amount will be applied toward the overall CSS funding available on the project as Priority 2 funding. All additional costs that exceed the available CSS funds will be 100% the responsibility of the Municipality and are captured as Priority 3 funding.

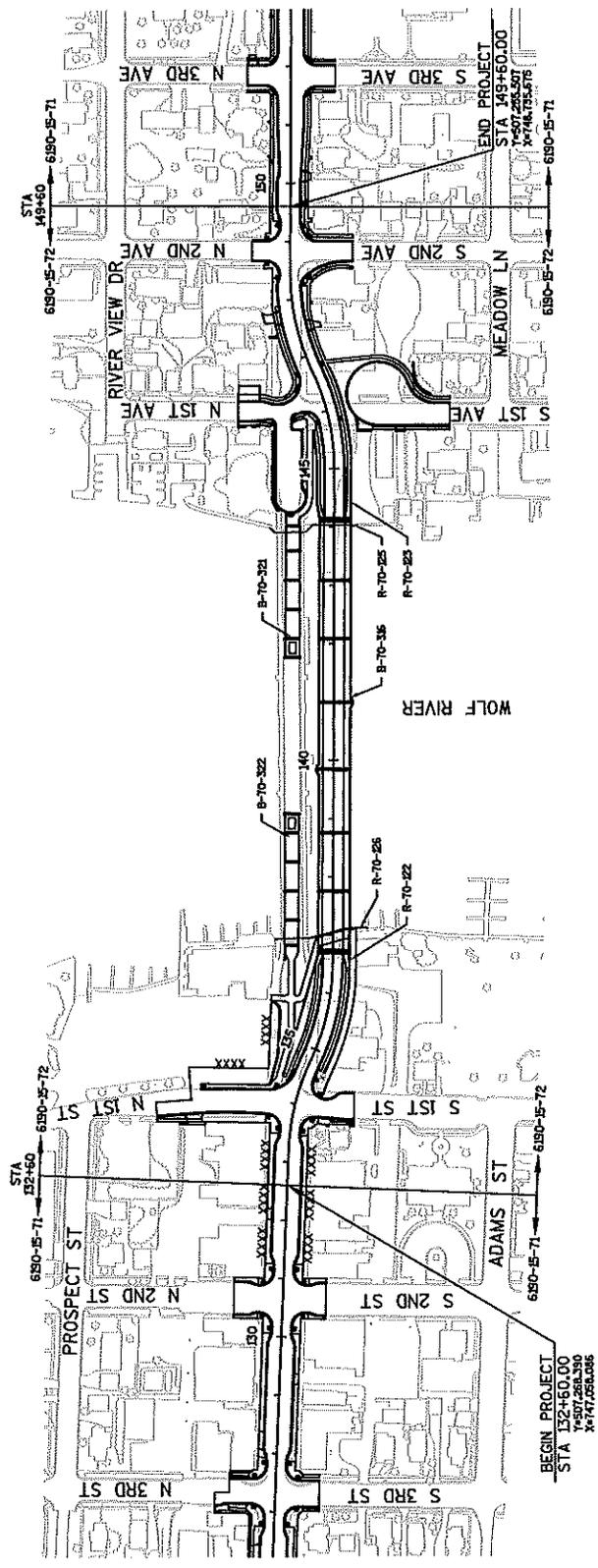
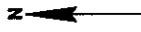
Category 100 – Fishing Platform Canopies (CSS Funds)
The canopies on structures B-70-0321 and B-70-0322 are amenities that extend beyond the commitment in our environmental document, but they are eligible for CSS funds. The cost for these canopies is estimated at \$38,500 each and will be applied toward the overall CSS funding available on the project as Priority 1 funding under this category. All additional costs that exceed the available CSS funds will be 100% the responsibility of the Municipality and are captured as Priority 2 funding.

Category 110 – Non-Participating Roadway Items
Several items are not eligible for federal/state funds in accordance with the State’s Program Management Manual and include the following:

- Fishing Platform Parking Area – The Municipality requested an additional parking lot on the east side of the Wolf River adjacent to the proposed east fishing platform. This parking lot is beyond the scope of the bridge replacement project and will be funded 100% by the Municipality.
- Pedestrian lighting along the south sidewalk between 1st Street and the Wolf River and along board walk under B-70-0316 on west side of Wolf River.

Construction (6190-15-74): This project specifically includes all water main and sanitary sewer replacement that the Municipality is completing in conjunction with our bridge replacement project. Since this project only includes work associated with the water main and sanitary sewer replacement for the Village of Winneconne, this project will be funded 100% by the Municipality.

[END]



PROJECT NO: 6190-15-72	COUNTY: WINNEBAGO	PROJECT OVERVIEW	SHEET 4
HWY: STH 116	PLOT DATE: 4/7/2016 12:44 PM	PLOT BY: AURSEN WESTROCK	WISDOT/CAIDS SHEET 44
FILE NAME: I:\DATA\GIS\CONTRACTS\ACT10_10\1015\PROJECT\PLAN\72_SHEETS\61901572-02001-PO.DWG	PLOT NAME: 61901572-02001-PO		PLOT SCALE: 1"=100'

9/5/16

Winneconne Village Board of Appeals

Winneconne Village Hall

30 South First Street

Winneconne, WI 54986

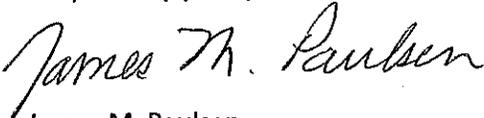
Mr. Mitch Foster and Members of the Board,

I would like to take this opportunity to indicate my interest in serving on the Winneconne Board of Appeals. A member of said board had notified me that they would like to add an additional member. In briefly discussing the duties of the board and what they are looking for as background for their members, I believe I can offer the personal and business skills necessary to help in making the decisions required of the board.

I have volunteered in the community for many years. In the past I have been President of the Winneconne High School Booster Club, an advisor for Building the Way, a member of the Winneconne Area Education Foundation, and served as a coach for both boys and girls club and tournament teams in basketball and soccer.

I have also included my resume for your confidential review. Please let me know if you require any additional information

Respectfully yours,

A handwritten signature in cursive script that reads "James M. Paulsen". The signature is written in black ink and is positioned above the printed name.

James M. Paulsen

JAMES PAULSEN

508 Old Orchard Road, Winneconne, WI 54986
H: 920-582-3902 C: 920-410-4002 james.paulsen@sbcglobal.net

Professional Summary

- Applications and Proposal Manager with over 35 years in the material handling industry, specifically in the area of conveyors and related equipment.
- Strengths include applications engineering and the ability to identify problems and provide customers with a well engineered and value-based solution
- Handled all aspects of projects including initial customer site visits to review specifications, gather engineering information, and taking measurements
- Application design and generate proposal drawing
- Estimating of cost of equipment to be provided and writing of proposal
- In-house order initialization and management of project through internal departments
- Review of approval drawings with customer, host factory acceptance tests, and remain customer contact through installation and start-up

Skills

Application Engineering	Proposal Writing
Project Management	Proposal Presentation
Mechanical Equipment Estimates	Customer Service
Electrical Equipment Estimates	Microsoft Word and Excel

Work History

Account Manager / Project Manager Multi-Conveyor, LLC	10/2013 - Present
Applications Proposal Manager Nercon Engineering & Manufacturing, Inc.	08/2002 - 09/2013
Senior Project Manager Rolco International, Inc. – Neenah, WI	12/2000 - 07/2002
Inside Sales and Estimating Nercon Engineering & Manufacturing, Inc. – Oshkosh, WI	01/1984 - 11/2000

Education

BBA - Administrative Management, 1982
UW-Oshkosh Oshkosh, WI

Additional Information

5 Years on Winneconne Area Education Foundation
5 Years as Winneconne Booster Club President
14 Years as Youth Soccer Coach
10 Years as Youth Basketball Coach

2017 Health Insurance
Tier 1 Options
W/ Dental

	Anthem	Network	WEA Trust	United Health	Arise	
Family Tier 1 Plan Options	22582.56	23558.16	26360.16	28688.16	33542.16	134731.20
88% Premium Test	22261.56					
Village Cost (w/ 88% Test)	22261.56	22261.56	22261.56	22261.56	22261.56	
Employee Cost (w/ 88% Test)	321.00	1296.60	4098.60	6426.60	11280.60	
Village Cost (w/ 10% Plan Cost)	20324.30	21202.34	23724.14	23100.00	23100.00	
Employee Cost (w/ 10% Plan Cost)	2258.26	2355.82	2636.02	4810.80	9432.00	
105% Diff of Low Plan	0.00	0.00	2648.47	4976.47	9830.47	
Village Cost (10% + 105% Diff Low Cost Plan)	<u>20324.30</u>	<u>21202.34</u>	<u>21075.67</u>	<u>20842.87</u>	<u>20357.47</u>	
Employee Cost (10% + 105% Diff Low Cost Plan)	<u>2258.26</u>	<u>2355.82</u>	<u>5284.49</u>	<u>7845.29</u>	<u>13184.69</u>	
Employee Difference from 2016	47.98	-269.96	751.31	351.35	607.43	
PER PAY PERIOD DIFFERENCE	\$ 1.85	\$ (10.38)	\$ 28.90	\$ 13.51	\$ 23.36	

	Anthem	Network	WEA Trust	United Health	Arise	
Single Tier 1 Plan Options	9149.28	9539.28	10660.08	11591.28	13532.88	54472.80
88% Premium Test	9006.84					
Village Cost (w/ 88% Test)	9006.84	9006.84	9006.84	9006.84	9006.84	
Employee Cost (w/ 88% Test)	142.44	532.44	1653.24	2584.44	4526.04	
Village Cost (w/ 10% Plan Cost)	8234.35	8585.35	9594.07	9623.62	9277.59	
Employee Cost (w/ 10% Plan Cost)	914.93	953.93	1066.01	1967.66	3826.10	
105% Diff of Low Plan	0.00	0.00	1053.34	1984.54	3926.14	
Village Cost (10% + 105% Diff Low Cost Plan)	<u>8234.35</u>	<u>8585.35</u>	<u>8540.74</u>	<u>7639.09</u>	<u>5780.65</u>	
Employee Cost (10% + 105% Diff Low Cost Plan)	<u>914.93</u>	<u>953.93</u>	<u>2119.34</u>	<u>3952.19</u>	<u>7752.23</u>	
Employee Difference from 2016	26.57	-98.77	303.68	143.96	245.6	
PER PAY PERIOD DIFFERENCE	\$ 1.02	\$ (3.80)	\$ 11.68	\$ 5.54	\$ 9.45	

W/O Dental

	Anthem	Network	WEA Trust	United Health	Arise	
Family Tier 1 Plan Options	21747.12	22722.72	25524.72	27852.72	32706.72	130554.00
88% Premium Test	21526.44					
Village Cost (w/ 88% Test)	21526.44	21526.44	21526.44	21526.44	21526.44	
Employee Cost (w/ 88% Test)	220.68	1196.28	3998.28	6326.28	11180.28	
Village Cost (w/ 10% Plan Cost)	19572.41	20450.45	22972.25	23100.00	23100.00	
Employee Cost (w/ 10% Plan Cost)	2174.71	2272.27	2552.47	4095.43	8740.99	
105% Diff of Low Plan	0.00	0.00	1813.03	4141.03	8995.03	
Village Cost (10% + 105% Diff Low Cost Plan)	<u>19572.41</u>	<u>20450.45</u>	<u>21159.22</u>	<u>20926.42</u>	<u>20441.02</u>	
Employee Cost (10% + 105% Diff Low Cost Plan)	<u>2174.71</u>	<u>2272.27</u>	<u>4365.50</u>	<u>6926.30</u>	<u>12265.70</u>	
Employee Difference from 2016	43.27	-314.09	699.56	299.6	554.36	
PER PAY PERIOD DIFFERENCE	\$ 1.66	\$ (12.08)	\$ 26.91	\$ 11.52	\$ 21.32	

	Anthem	Network	WEA Trust	United Health	Arise	
Single Tier 1 Plan Options	8815.20	9205.20	10326.00	11257.20	13198.80	52802.40
88% Premium Test	8712.84					
Village Cost (w/ 88% Test)	8712.84	8712.84	8712.84	8712.84	8712.84	
Employee Cost (w/ 88% Test)	102.36	492.36	1613.16	2544.36	4485.96	
Village Cost (w/ 10% Plan Cost)	7933.68	8284.68	9293.40	10131.48	11878.92	
Employee Cost (w/ 10% Plan Cost)	881.52	920.52	1032.60	1650.21	3508.65	
105% Diff of Low Plan	0.00	0.00	719.26	1650.46	3592.06	
Village Cost (10% + 105% Diff Low Cost Plan)	<u>7933.68</u>	<u>8284.68</u>	<u>8574.14</u>	<u>8481.02</u>	<u>8286.86</u>	
Employee Cost (10% + 105% Diff Low Cost Plan)	<u>881.52</u>	<u>920.52</u>	<u>1751.86</u>	<u>2776.18</u>	<u>4911.94</u>	
Employee Difference from 2016	24.72	-116.4	283.36	123.64	225.28	
PER PAY PERIOD DIFFERENCE	\$ 0.95	\$ (4.48)	\$ 10.90	\$ 4.76	\$ 8.66	