



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, DECEMBER 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
Public Participation
Communications

Regular Business

Approve November 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

Discussion regarding Village Hall (Michael Borski, Jeff Sabel)

New Business

Approve Re-Zoning of Parcel 03003120501 from R-1 to R-3 (S. 5th Avenue Cemetery Expansion Lot)
Approve Offer to Purchase from Northpointe Development Corporation, Developer's Agreement with Northpointe Development Corporation and Designating Certain Funds to the Cemetery Care Fund with Regard to the Sale and Development of 5th Avenue Parcel no. 03003120501
Approve Certified Survey Map Parcel 1910036, 905 East Main Street
Approve AFR Inspection Contract
Approve Employment Agreement for:
 Mitchell Foster
 Paul Olson
 Peter Running
 Kirk Ruetten
Approve Sovereign State of Winneconne Agreement
Approve Main Street Road Closure (December 31st, 2017 12:00pm-12:30pm)
Approve Proposal for Codification Services with General Code
Approve and Issue RFQ for General Engineering Services
Operator Licenses

Adjourn to Next 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.

November 15, 2016

Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

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

Pledge of Allegiance was said in unison.

2017 Budget Public Hearing

MOTION by Hoenecke, seconded by Lehr, to go into a committee of the whole to hold a public hearing on the 2017 Budget. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

President Rogers called three times if there was anyone present that wanted to speak for or against the proposed 2017 Budget.

1st Call:

2nd Call:

3rd Call:

MOTION to Close Public Hearing

MOTION by Hoenecke, seconded by Fischer, to close the public hearing and return to open session. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Public Participation

- None

Communications

- 1378 voters in the election last week. First time with photo id at a bigger election . . slowed the process. Looking at splitting the poll books for bigger elections in the future . . key is getting enough poll workers.

Regular Business

Approve October Minutes

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

Village and Utility Bills

- Any questions?

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

Financial Report

- Insert Financial Report Here

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

Adopt Agenda

- No need.

Administrator Report

- Held Industrial Park Visioning event at the Fin 'n' Feather on Monday, the 7th. Had just under 20 people attend and had some very fruitful discussions. Will have the final report from ECWRPC shortly.
- Working with a potential industrial park property owner on possible TID development help.
- Attended the LWM Conference in Stevens Point as well as a Brownfields conference in Stevens Point last month. Both conferences had great presentations and discussions that had lots of important information.
- Working with a developer on looking to build on the cemetery expansion property. Will have more information for you at the December meeting.
- Attached a list of items that were accomplished in 2016. Please review and give feedback back to staff.
- Hoping to have a review of my performance at the December meeting if possible. Please come prepared with critiques or other items of improvement.
- Department Head (and Paul) contracts should be ready to be approved at the December meeting. All numbers in the budget incorporate the new wages for these employees.

Committee Reports

Park

- Refer to minutes.
- One item on agenda.

WCDA

- Did not meet.

Cemetery

- Met last night.
- Refer to minutes.

Historic Preservation

- Did not meet.

Beautification

- Met last week Thursday.
- Taking down fall decoration getting ready for holiday decorations.

Plan Commission

- Refer to minutes.
- Several items on the agenda.

Industrial Development Board

- Held visioning session.

Fire Department

- Everything going smooth. Five new members.

Library

- Met last night.
- Interesting programs coming up. Beard and mustache contest.
- Starting free library at Bare Bones brewery . . . made out of a beer barrel.
- Friends of the Library getting ready for Jingle Book Bash. December 10, 2016
 - o A huge community event. 47 crafters.
 - o Beautification wrapping gifts.
 - o Historical Society will be having a bake sale.
 - o High School – paint your own ceramic event.
 - o Kid’s contest – build Max a dog house.

Police

- Refer to minutes.
- Oct 22 – Take back drug event. Successful!
- Crosswalk markings – East Main and 9th Avenue.
- 40 days til Christmas and 35 days until Christmas Crusade delivery of gifts.

Public Works

- Refer to minutes.
- Switching over to winter season. . . getting ready for snow.
- Working with DOT and Omni on some last minute items.
- Agenda items.
- Meadow Lane sidewalk by school should be completed tomorrow.
 - o ADA accessible.
 - o Sidewalk on school property.
 - o Three carriage walks.

Personnel and Finance

- Refer to minutes.
- Items on agenda.

Old Business

- None

New Business

Approve 2017 Budget

MOTION by Fisher, seconded by Lehr, to adopt the 2017 Budget and to approve Resolution 11.4-2015 with a levy of \$1,726,186.87 and a mill rate for the Village of \$8.082. Roll Call, Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve 2017 Water Utility Budget and Capital Plan

MOTION by Lehr, seconded by Fischer, to approve the 2017 water Utility Budget and Capital Plan with operation expenditures not to exceed \$655,846.22. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve 2017 Wastewater Utility Budget and Capital Plan

MOTION by Lehr, seconded by Hoenecke, to approve the 2017 Wastewater Utility Budget and Capital Plan with operation expenditures not to exceed \$884,523.04. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Amendment to Zoning Code – Section 91-1-55 Institutional Zoning

- Recommended by the Village Plan Commission
- School to build auditorium

MOTION by Fischer, seconded by Hoenecke, to adopt amendment to zoning code, Section 9-1-55, creating Institutional Zoning. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Re-Zoning of Parcels 191-0002-31; 191-0002-30; and 191-0002-02 (100 Wolf Run and 400 N 9th Avenue)

- Recommended by Village Plan Commission

MOTION by Hoenecke, seconded by Fischer, to re-zone parcels 191-0002-31; 191-0002-30; and 191-0002-02(100 Wolf Run and 400 N 9th Avenue) from residential to Institutional Zoning. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Midwest Contract Operations Inc (MCO) Contract for 2017

- Reviewed by Brandon Kaufman, of MCO
- Public Works recommended
- Adjustment - went down from originally anticipated contract due to health insurance.
- \$192,269.40 for 2017. Increase of 2.2%
- Pleasure working with MCO.

MOTION by Lehr, seconded by Falk, to approve the 2017 Contract with MCO (Midwest Contract Operations Inc). Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Confirm intent to Apply for 2017 Winnebago County IDB Per Capita Funding

- Reviewed by Village Administrator Mitch Foster
- Annual requirement allows administrator to apply
- Going up \$1.12 per person; last year was \$1.00 per person.

MOTION by Hoenecke, seconded by Fischer, to approve intent to apply for the 2017 Winnebago County IDB Per Capita Funding. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve 2017 – 2019 WPPA Contract (Winneconne Professional Police Association)

- Recommended by the Personnel and Finance Committee

MOTION by Fischer, seconded by Lehr, to approve the 2017-2019 WPPA Contract. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Jaci Stelzner's 2017 Employment Agreement

- Reviewed by Village Administrator Mitch Foster
- Wage increased due to new Fair Labor Standard Act rules effective December 1 2016.

MOTION by Fischer, seconded by Lehr, to approve Jaci Stelzner's 2017 Employment Agreement effective November 19, 2016. Roll Call: Hoenecke ,aye; Falk, abstain; Fischer, Lehr, and Rogers; ayes.

Approve 2017 GO-EDC Agreement

- Recommended by Industrial Development Board
- Jason White, of GO-EDC, thanked the Village Board for their partnership.
- Looking forward to creating more economic development.

MOTION by Hoenecke, seconded by Lehr, to approve 2017 GO-EDC Agreement. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve 2017 YMCA Agreement

- Reviewed by Village Administrator Mitch Foster and Director of Public Works Kirk Ruetten
- Recommended by Park Board
- Proposing same agreement . . . no increase of fees; removed softball then added softball back in. Some date changes. Slight changes in swim lessons. WYDC will help YMCA recruit participants . . . hoping to get numbers back to 300. Some improvements to the beach house to be compliant with health codes.
- It's a gain because we will lose less. Super deal.

MOTION by Falk, seconded by Lehr, to approve the 2017 YMCA Agreement with the addition of softball. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Resolution 11.1-2016 November Restricted Donation (\$725.00)

MOTION by Hoenecke, seconded by Falk, to approve Resolution 11.1-2016 November Restricted Donation in the amount of \$725.00. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Approve Cemetery Property Annexation Ordinance

- Reviewed by Village Administrator Mitch Foster
- Recommended by the Cemetery Board
- Just annexing the property into the Village. Currently village owned property is located in the Town of Winneconne.
- Reviewed by Village attorney Emily Dunham.
- Comes in as Single Family Residential because it is contiguous.
- Village would then be able to rezone if needed and not follow County zoning.

- Current cemetery is zoned residential.

MOTION by Fischer, seconded by Lehr, to adopt the Cemetery Property Annexation Ordinance. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

Discussion on Reserve Class B License

- Reviewed by Village Clerk-Treasurer Stelzner
- Totally a Board decision. Emily cautioned because setting a precedent.
- Two parties are interested in an original license if one becomes available.
- Village Administrator reviewed the recent law changes pertaining to alcohol licenses but they do not really pertain to the Village.
- Look into what other communities have done in similar situations.

Operator Licenses

- Harold Pupp, American Legion

MOTION by Fischer, seconded by Lehr, to grant an operator license to Harold Pupp. Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

MOTION to move into Closed Session pursuant to WI State Statutes 19.85(1) (c) to discuss compensation and performance evaluation of employee(s)

MOTION by Fischer, seconded by Lehr, to go into Closed Session pursuant to WI State Statutes 19.85 (1) (c) to discuss compensation and performance evaluation of employee(s). Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

- Discussed compensation and performance evaluation of employee(s)

MOTION to return to regular session

MOTION by Fischer, seconded by Lehr, to return to regular session.
Roll Call: Hoenecke, Falk, Fischer, Lehr, and Rogers; ayes.

MOTION by Hoenecke, seconded by Lehr, to adjourn subject to call. Carried by voice vote.

TIME: 7:00 P.M.

Jacquin Stelzner
Clerk-Treasurer
Village of Winneconne

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Accounting Checks by Payee
Village Cash and Investments

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Dated From: 12/20/2016 From Account:
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Voucher Nbr	Check Date	Payee	Amount
<hr/>			
12/20/2016 ALANNE CLIMATE CONTROL LLC			
REPAIR PARTS/LABOR - WWTP			
602-24-53834-414-000		BLDG MAINT BLDG/LWN CARE	735.75
		INV 63358412	
601-24-53650-414-000		REPAIR WATER PLANT BLDG/LAWN	315.32
		INV 63358412	
		Total	1,051.07
<hr/>			
12/20/2016 ALL SEASONS POWER EQUIPMENT			
ARIENS PRO-28 HYDRO SNOW BLOWER			
101-17-53440-356-000		STRM SWR FACILITIES MNTNCE	2,175.20
		INV 434342	
		Total	2,175.20
<hr/>			
12/20/2016 AMG EMPLOYER SOLUTIONS			
DRUG SCREEN - GRUSE			
101-17-53100-355-000		PUBLIC WKS DRUG TESTS	59.00
		INV 352147	
		Total	59.00
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12/20/2016 ASSOCIATED APPRAISAL CONSULTANTS			
NOVEMBER/DECEMBER SERVICES			
101-11-51530-210-000		PROPERTY ASSESSMENT PROF SERV	491.67
		INV 122934	
101-11-51530-210-000		PROPERTY ASSESSMENT PROF SERV	491.63
		INV 123152	
		Total	983.30
<hr/>			
12/20/2016 BAKER & TAYLOR			
11 BOOKS			
101-19-55110-320-500		BOOKS	168.96
		INV 2032432812	
		Total	168.96
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12/20/2016 BAUER ELECTRIC INC			
FOCUS ON ENERGY			
500-11-53834-000-000		BUILDING MAINTENANCE	3,831.00
		INV 197497 - WWTP	
500-11-53834-000-000		BUILDING MAINTENANCE	6,920.00
		INV 197514 - PARKS	

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Voucher Nbr	Check Date	Payee	Amount
			Total 10,751.00

12/20/2016 BAY TOWEL
NOV/DEC UNIFORMS & MATS

101-17-53100-342-000	PUBLIC WKS UNIFORMS	14.17	
INV 2282404	- STREET DEPT UNIFORMS		
101-17-53100-342-000	PUBLIC WKS UNIFORMS	14.17	
INV 2286540	- STREET DEPT UNIFORMS		
101-17-53100-342-000	PUBLIC WKS UNIFORMS	16.20	
INV 2290712	- STREET DEPT UNIFORM		
101-17-53100-342-000	PUBLIC WKS UNIFORMS	14.70	
INV 2294835	- STREET DEPT UNIFORMS		
101-17-53100-342-000	PUBLIC WKS UNIFORMS	14.70	
INV 2298988	- STREET DEPT UNIFORMS		
602-24-53827-341-000	OTHER OPER EXP CLEAN SUPL	1.45	
INV 2286540	- WWTP MOPS		
602-24-53827-341-000	OTHER OPER EXP CLEAN SUPL	14.13	
INV 2294835	- WWTP RUGS/MOPS		
101-11-51600-414-000	VILLAGE HALL BLDG/ LAWN CARE	24.61	
INV 2294836	- MUNICIPAL CENTER RUGS		
101-19-55110-341-000	LIBRARY CLEANING SUPPLIES	20.12	
INV 2286548	- LIBRARY RUGS		
			Total 134.25

12/20/2016 BEN HONER
2016 UNIFORM ALLOWANCE PAYOUT

101-14-52100-342-000	POLICE DEPT UNIFORMS	50.00	
BEN HONER			
			Total 50.00

12/20/2016 BEN SAURIOL
2016 UNIFORM ALLOWANCE REFUND

101-14-52100-342-000	POLICE DEPT UNIFORMS	50.00	
BEN SAURIOL			
			Total 50.00

12/20/2016 CAMBRIA PINES LLC
REFUND WATER/SEWER OVERPAYMENT

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Voucher Nbr	Check Date	Payee	Amount
601-24-53841-348-000	12/20/2016	MISC EXP 1212 WENTZEL DR	68.36
		Total	68.36
12/20/2016 CASEY KRAMER REFUND WATER/SEWER OVERPAYMENT			
601-24-53841-348-000	12/20/2016	MISC EXP 608 W MAIN ST APT 8	52.75
		Total	52.75
12/20/2016 CENTER POINT LARGE PRINT 12 BOOKS			
101-19-55110-320-500	12/20/2016	BOOKS INV 1427151	262.44
		Total	262.44
12/20/2016 CHRIS DERKS SPRING & FALL WEED CONTROL			
101-11-51600-414-000	12/20/2016	VILLAGE HALL BLDG/ LAWN CARE INV 1	128.00
		Total	128.00
12/20/2016 CLEAN WATER TESTING, INC COLIFORM TESTING			
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 121121 - TOWER RD	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 121694 - MEADOW LN	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 121694 - S 3RD ST	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 121768 - E MAIN ST	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 121768 - S 3RD ST	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 122298 - S 3RD ST	15.00
601-24-53640-374-000	12/20/2016	WATER PLANT SUPPLIES LAB INV 122298 - W MAIN ST	15.00
		Total	105.00

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Voucher Nbr	Check Date	Payee	Amount	
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12/20/2016 COMPASS MINERALS AMERICA				
SALT WELL #1 - 23.66 TONS				
601-24-53630-417-000		CHEMICALS SALT	2,080.62	
		INV 71560083		
			Total	2,080.62
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12/20/2016 COVANTA ENVIRONMENTAL SOLUTIONS				
DISPOSAL & VAC TRUCK				
602-24-53827-348-000		MISC EXP	3,750.00	
		INV 299164 - DISPOSE OF 60 POLYMER DRUMS		
602-24-53832-412-200		5 AVE LS	520.00	
		INV 284470-VAC TRUCK LANDINGS LIFT STA		
			Total	4,270.00
<hr/>				
12/20/2016 DIGGERS HOTLINE, INC				
NOVEMBER TICKETS				
601-24-53689-414-500		DIG HOTLINE	24.05	
		INV 161 1 78201		
602-24-53689-414-500		DIG HOTLINE	24.05	
		INV 161 1 78201		
			Total	48.10
<hr/>				
12/20/2016 DONALD DACZYK				
REFUND WATER/SEWER OVERPAYMENT				
601-24-53841-348-000		MISC EXP	60.24	
		523 E MAIN ST		
			Total	60.24
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12/20/2016 EHLERS AND ASSOCIATES, INC				
2016 PROJECTS				
213-11-53682-240-000		OUTSIDE SERVICE FINANCE	14,500.00	
		INV 72126 - TID 3		
213-11-53682-240-000		OUTSIDE SERVICE FINANCE	10,500.00	
		INV 72127 - TID 6		
			Total	25,000.00
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12/20/2016 EMPLOYEE BENEFITS CORPORATION				
ADMIN FEE				
101-11-51422-226-000		GENERAL ADMIN FLEX FEES	50.00	
		INV 1687318		

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Voucher Nbr	Check Date	Payee	Amount
			Total 50.00
12/20/2016 ENVISIONINK PRINTING SOLUTIONS PW BUS CARDS & BLDG CHECK CARDS & BANNER			
101-17-53100-310-000		PUBLIC WKS OFFICE SUPL INV 164900 - BUSINESS CARDS	35.00
101-14-52100-312-000		POLICE DEPT PRT PUBL INV 165293 - BLDG CHECK CARDS	28.00
101-11-55320-348-500		CIVIC PROMO BEAUT COM INV 164468 - BANNER	60.00
			Total 123.00
12/20/2016 GILSON ELECTRIC LLC TROUBLESHOOT WELL #2 BOOSTER PUMP			
601-24-53650-418-000		REPAIR WATER PLANT PUMPS INV 656	120.00
			Total 120.00
12/20/2016 GRAINGER BIMETAL THERMOMETER			
101-17-53635-348-000		SOLID WASTE DISPOSAL MISC EXP INV 9278837720	145.00
			Total 145.00
12/20/2016 HAWKINS WATER TREATMENT GROUP CHEMICALS			
602-24-53826-000-000		OTHER TREATMENT CHEMICALS INV 3989682 - POLYMER	742.65
			Total 742.65
12/20/2016 HD SUPPLY WATERWORKS AUTO GUN MAINT			
601-24-53841-348-000		MISC EXP INV G251986	435.00
			Total 435.00
12/20/2016 HOLIDAY FLORIST FLOWER ARRANGEMENT			
101-10-51110-210-600		VILLAGE BOARD AWARDS JEFF KALLAS' FATHER	45.00

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Voucher Nbr	Check Date	Payee	Amount
Total			45.00
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12/20/2016 JACI STELZNER			
MILEAGE REIMB 11/9 - 12/9			
101-11-51420-348-000		CLERK- TREASURER MISC EXP	40.50
COURTHOUSE - PRESIDENTIAL ELECTION			
101-11-51440-348-000		ELECTIONS MISC EXP	32.94
PAYROLL SEMINAR/TAX BILLS			
Total			73.44
<hr/>			
12/20/2016 JACK GERRITS			
REFUND WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP	179.23
608 W MAIN ST APT 7			
Total			179.23
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12/20/2016 JOHN RASMUSSEN			
REFUND WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP	129.09
240 TWIN HARBOR DR			
Total			129.09
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12/20/2016 KARGUS APPRAISALS INC			
S 5TH AVE APPRAISAL			
101-18-56700-348-000		ECONOMIC DEVELOP MISC EXP	235.00
PARCEL 030-03120501			
Total			235.00
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12/20/2016 KATHLEEN MCQUEEN			
11/7 MILEAGE REIMB			
101-11-51440-348-000		ELECTIONS MISC EXP	6.48
PICK UP BALLOT BAGS AT COURT HOUSE			
Total			6.48
<hr/>			
12/20/2016 KIRK RUETTEN			
REIMB CELL PHONE			
101-17-53100-220-000		PUBLIC WKS PHONE	80.00
9/13 - 11/12			
Total			80.00

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Dated From: 12/20/2016 From Account:
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Voucher Nbr	Check Date	Payee	Amount
12/20/2016 LEO'S SERVICE			
NOVEMBER FUEL			
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 2010 F-250 PICKUP - 28.2 GAL	59.31
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 2004 SWEEPER - 62.8 GAL	154.65
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 1999 BOOM TRUCK - 15.4 GAL	32.49
101-17-53240-344-000		PUBLIC WKS MACH OIL GREASE OIL FILTER - TANDEM ROLLER	10.00
101-17-53240-343-000		PUBLIC WKS MACH G/D FUEL 1999 TAR KETTLE - 62.9 GAL	157.52
602-24-53660-343-000		TRANS EXP G/D FUEL 2013 ECONOLINE CARGO VAN - 15.7 GAL	38.00
601-24-53660-343-000		TRANS EXP G/D FUEL 2011 F-350 FLATBED - 25.7 GAL	54.01
101-20-55200-343-000		PARKS G/D FUEL 2006 F-150 PICKUP - 16.6 GAL	35.00
101-20-55200-343-000		PARKS G/D FUEL PARKS DEPT GAS CANS - 42.6 GAL	106.60
101-17-53240-344-000		PUBLIC WKS MACH OIL GREASE LIGHT BULB - 2004 SWEEPER	15.00
			Total 662.58
12/20/2016 MARTENSON & EISELE INC			
MAPPING & DESCRIPTIONS TIDS 3 & 6			
213-11-53682-245-000		OUTSIDE SERVICE ENG FEES INV 54850	600.00
			Total 600.00
12/20/2016 MARY LOU SCHROEDER			
REIMBURSEMENT			
101-11-51600-341-000		VILLAGE HALL CLEAN SUPL AMAZON - COVERS FOR PERSONNEL HANDBOOKS	9.82
101-11-51440-348-000		ELECTIONS MISC EXP 11/16 PROPERTY TAX TRAIN - COUGHLIN BLDG	14.58
101-10-51110-210-600		VILLAGE BOARD AWARDS HOLIDAY PLATES,NAPKINS, TABLECLOTHS,FORKS	18.99

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Dated From: 12/20/2016 From Account:
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Voucher Nbr	Check Date	Payee	Amount
101-10-51110-210-600		VILLAGE BOARD AWARDS	53.50
		PIGGLY WIGGLY - HAM, SODA, WATER	
101-10-51110-210-600		VILLAGE BOARD AWARDS	4.38
		FESTIVAL FOODS - JUICE	
		Total	101.27

12/20/2016 MIDWEST CONTRACT OPERATIONS INC.
PROFESSIONAL SERVICES - DECEMBER 2016

601-24-53682-210-000		PROF SERV	7,884.95
		INV 20940 - DEC 2016	
602-24-53682-210-000		PROF SERV	7,884.94
		INV 20940 - DEC 2016	
		Total	15,769.89

12/20/2016 MITCHELL FOSTER
REIMBURSEMENT

101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	15.00
		MEALS	
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	40.00
		NOVEMBER CELL PHONE	
101-11-51410-330-000		VILLAGE ADMN TRAV/LOD	97.20
		MILEAGE 11/15 - 12/15	
		Total	152.20

12/20/2016 NAPA AUTO PARTS
FILTERS

101-17-53314-350-000		SNOW & ICE REMOVAL EQ PARTS	105.94
		INV 598597	
		Total	105.94

12/20/2016 OSHKOSH CITY CAB COMPANY INC.
SENIOR RIDES - NOVEMBER

101-11-54900-230-100		ELDERLY TRANS CONT SERV	168.00
		INV 9364	
		Total	168.00

12/20/2016 OSHKOSH FIRE & POLICE EQUIP INC.
RECHARGE FIRE EXTINGUISHER

101-14-52100-348-000		POLICE DEPT MISC EXP	30.00
		INV 167355	

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Voucher Nbr	Check Date	Payee	Amount
			Total 30.00
12/20/2016 OSHKOSH OFFICE SYSTEMS NOV COPIES			
101-11-51422-340-000		GENERAL ADMIN COPY EXP INV 36192 - BLACK COPIES	46.20
101-11-51422-340-000		GENERAL ADMIN COPY EXP INV 36192 - COLOR COPIES	61.74
			Total 107.94
12/20/2016 PATRICIA SHERIDAN WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP REFUND FOR 32 S 1ST AVE	44.76
			Total 44.76
12/20/2016 PAUL OLSON REIMB CELL PHONE			
101-14-52100-220-000		POLICE DEPT PHONE LT OLSON REIMB 11/22-12/21	45.00
			Total 45.00
12/20/2016 PEI PEP TEST & SEARCH			
101-14-52100-348-000		POLICE DEPT MISC EXP INV 21508 - 2 P-T POLICE CANDIDATES	72.00
101-17-53100-348-000		PUBLIC WKS MISC EXPS INV 21508 - PW SUPERVISOR CANDIDATES	113.00
			Total 185.00
12/20/2016 PITNEY BOWES GLOBAL FINAN SVC POSTAGE MACHINE RENTAL			
101-11-51422-311-000		GENERAL ADMINISTRATION POSTAGE INV 3302237642 11/30/16 - 12/29/16	122.94
			Total 122.94
12/20/2016 RADTKE CONTRACTORS INC. SEASONAL DOCK REMOVAL			
101-20-55400-348-000		MISC EXP INV 34256	275.00

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Voucher Nbr	Check Date	Payee	Amount
			Total 275.00
<hr/>			
12/20/2016 RAY O'HERRON CO INC			
GLOCK 17 PISTOL PURCHASED BY P-T OFFICER			
101-14-52100-810-000		POLICE DEPT EQUIP OUTLAY	440.03
		INV 1666863	
			Total 440.03
<hr/>			
12/20/2016 RAY'S SANITATION			
OCTOBER 31 FINAL			
101-20-55700-348-000		COUGHLIN PARK	95.00
		INV 6355 - COUGHLIN PARK HANDICAP	
101-20-55400-230-100		PARKS-LAKE WINN CON SERV	75.00
		INV 6355 - N 1ST STREET LANDING	
101-20-55400-230-100		PARKS-LAKE WINN CON SERV	170.00
		INV 6355 - LWP REGULAR & HANDICAP	
			Total 340.00
<hr/>			
12/20/2016 ROBERT J. IMMEL EXC.			
REPLACE WATER LINES - ASTER LN			
601-24-53650-418-300		WATER BREAKS AND REPAIRS	2,096.50
		INV 15674	
			Total 2,096.50
<hr/>			
12/20/2016 ROGER EISBRENER			
REFUND WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP	55.28
		321 GREEN WING DR	
			Total 55.28
<hr/>			
12/20/2016 ROLAND ROBINSON			
WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP	46.52
		REFUND FOR 227 S 2ND STREET	
			Total 46.52
<hr/>			
12/20/2016 SHIRLEY GEHRT ESTATE			
REFUND WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP	83.80
		719 E MAIN ST	

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Voucher Nbr	Check Date	Payee	Amount
			Total 83.80
12/20/2016 SUBWAY WATER/SEWER OVERPAYMENT			
601-24-53841-348-000		MISC EXP REFUND	12.39
			Total 12.39
12/20/2016 SWITCHGEAR POWER SYSTEMS LLC BRACKETS FOR CHRISTMAS LIGHTS ON BANNERS			
101-11-55320-348-500		CIVIC PROMO BEAUT COM INV SPS-42895	210.00
			Total 210.00
12/20/2016 TED ECKSTEIN GRAVE CLOSINGS			
101-22-54910-230-100		CEMETERY CONTRACT SERVICES INV 286134 - MELVIN GUST	700.00
101-22-54910-230-100		CEMETERY CONTRACT SERVICES INV 286134 - MARILYN ABRAHAM	700.00
			Total 1,400.00
12/20/2016 THE UNIFORM SHOPPE HONER - BOOTS			
101-14-52100-342-000		POLICE DEPT UNIFORMS INV 261104	184.95
			Total 184.95
12/20/2016 VERIZON WIRELESS WIRELESS SERVICE			
101-14-52100-348-000		POLICE DEPT MISC EXP INV 9776198148	80.12
601-24-53681-220-000		OFFICE SUPPLIES PHONE INV 9776198148	20.00
602-24-53681-220-000		OFFICE SUPL PHONE INV 9776198148	20.01
			Total 120.13
12/20/2016 VON BRIESEN & ROPER S.C. OCTOBER LEGAL FEES			

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Voucher Nbr	Check Date	Payee	Amount
101-10-51110-210-000		VILLAGE BOARD PROF SERVICES	2,600.00
		INV 224480 - GENERAL LABOR	
101-12-51210-210-000		MUNICIPAL COURT PRO SERV	352.50
		INV 224480 - POLICE NEGOTIATIONS	
Total			2,952.50
<hr/>			
12/20/2016 WENTZEL FORD OFL - 2013 SQUAD			
101-14-52100-351-000		POLICE DEPT TIRES/MAINT	39.76
		INV C96594	
Total			39.76
<hr/>			
12/20/2016 WINNECONNE NEWS LEGAL PUBLICATIONS			
101-11-51422-312-000		GENERAL ADMIN PRT PUBL	120.05
		INV 52976 - ANNEXATION ORDINANCE	
101-11-51422-312-000		GENERAL ADMIN PRT PUBL	298.15
		INV 52975 - BOARD MINUTES 10/18	
101-11-51422-312-000		GENERAL ADMIN PRT PUBL	42.67
		INV 52974 - INSTITUTIONAL DISTRICT	
101-11-51422-312-000		GENERAL ADMIN PRT PUBL	15.36
		INV 52980 - REZONING PUBLIC HEARING	
101-11-51422-312-100		GENERAL ADMIN LEG NOTIC	21.62
		INV 52820 - JOINT REVIEW BOARD	
101-11-51422-312-100		GENERAL ADMIN LEG NOTIC	13.08
		INV 52823 - PLANNING COMMISSION	
101-11-51440-312-000		ELECTIONS PRT PUBL	38.00
		INV 52970 - NOTICE OF SPRING ELECTION	
Total			548.93
<hr/>			
12/20/2016 WISCONSIN TUBING DRAIN TUBING - 100'			
101-22-54910-810-000		CEMETERY EQUIP OUTLAY	32.50
		INV 85255	
Total			32.50
<hr/>			
Grand Total			76,795.99

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	Amount
Total Expenditure from Fund # 101 - GENERAL FUND	12,846.14
Total Expenditure from Fund # 213 - AMENDED TID #3, #5, #6	25,600.00
Total Expenditure from Fund # 500 - GENERAL CAPITAL FUND	10,751.00
Total Expenditure from Fund # 601 - WATER UTILITY FUND	13,867.87
Total Expenditure from Fund # 602 - SEWER UTILITY	13,730.98
Total Expenditure from all Funds	76,795.99

Village Cash and Investments

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
41840 11/23/2016 EMPLOYEE BENEFITS CORPORATION			
PAYROLL DEDUCTIONS			
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

41841 11/23/2016 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	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

41842 11/23/2016 WINNECONNE PROF POLICE ASSOCIATION
PAYROLL DEDUCTIONS

Village Cash and Investments

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
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/>			
41843	11/30/2016	AFLAC PAYROLL DEDUCTION	
101-00-21570-000-000		AFLAC INS INV# 969660	29.72
Total			29.72
<hr/>			
41844	11/30/2016	ALLIANT UTILITIES/WPL NOV/DEC GAS/ELECTRIC BILLS	
101-11-51600-221-000		VILLAGE HALL ELECTRIC Municipal Center Electricity	1,623.86
101-11-55320-221-000		CIVIC PROMO ELECTRIC Main Street Signs Electricity	59.57
101-17-53420-221-000		STREET LIGHTING ELECTRIC Street & Bridge Lights Electricity	3,440.58
101-17-53230-221-000		MAINT GARAGE ELECTRIC Street Garage Electricity	67.05
101-11-55120-221-000		HIST SOCY ELECTRIC Museum Electricity	104.87
101-20-55420-221-000		BEACH/BEACH HOUSE ELECTRIC Poolhouse & Aerator Electricity	94.02
101-20-55200-221-000		PARKS ELECTRIC Marble Park Electricity	207.82
101-20-55600-221-000		PARKS-WATERFRONT ELECTRIC Waterfront Park Electricity	71.56
101-20-55400-221-000		PARKS-LAKE WINN ELECTRIC Lake Winneconne Park Electricity	124.06
101-22-54910-348-000		CEMETERY MISC EXPENSES Cemetery Electricity	8.13
601-24-53620-221-000		PUMPING ELEC Waterplant Pumping Electricity	1,467.76

Village Cash and Investments

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
602-24-53620-221-000		PUMPING ELECTRICITY WWTP Electricity	404.26
101-11-51600-222-000		VILLAGE HALL NAT GAS Municipal Center Gas Bill	300.53
101-17-53230-222-000		MAINT GARAGE NAT GAS Street Garage Gas Bill	0.00
101-11-55120-222-000		HIST SOCY NAT GAS Museum Gas Bill	40.43
601-24-53640-222-000		WATER PLANT SUPPLIES NAT GAS Waterplant Pumping Gas Bills	100.57
602-24-53827-222-000		OTHER OPER EXP NAT GAS WWTP Gas Bill	0.00
Total			8,115.07

41845 11/30/2016 ANTHEM LIFE
PAYROLL DEDUCTIONS

101-00-21540-000-000		DISAB INS INV 136153737 - NOV 2016	280.12
101-00-21540-000-000		DISAB INS INV 136153737 - DEC 2016	280.12
Total			560.24

41846 11/30/2016 MADISON NATIONAL LIFE INS. CO.
DECEMBER 2016

101-00-21540-000-000		DISAB INS LONG TERM DISABILITY	283.02
Total			283.02

41847 11/30/2016 US CELLULAR
CELL PHONES 11/8 - 12/7

101-14-52100-220-000		POLICE DEPT PHONE INV 163455210 - SQUAD CELL	60.26
101-14-52100-220-000		POLICE DEPT PHONE INV 163455210 - POLICE CHIEF	45.77
101-17-53100-220-000		PUBLIC WKS PHONE INV 163455210 - PW FOREMAN	47.14
Total			153.17

41848 12/06/2016 WINNEBAGO COUNTY TREASURER
2016 DOG TAGS

Village Cash and Investments

Accounting Checks

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Check Nbr	Check Date	Payee	Amount
101-00-24330-000-000		DOG FEES	1,344.00
		398 TAGS ISSUED	
Total			1,344.00

41849 12/09/2016 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

41850 12/09/2016 GREAT-WEST RETIREMENT SERVICES
PAYROLL DEDUCTION

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	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

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Total			305.00
41851 12/09/2016 WINNECONNE PROF POLICE ASSOCIATION PAYROLL DEDUCTION			
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
41853 12/15/2016 ALL CITY COMMUNICATION COMPANY NOVEMBER ANSWERING SERVICE			
101-11-51600-220-000		VILLAGE HALL PHONE INV 4066875 120116	51.20
101-17-53100-220-000		PUBLIC WKS PHONE INV 4066875 120116	51.20
601-24-53681-220-000		OFFICE SUPPLIES PHONE INV 4066875 120116	51.20
602-24-53681-220-000		OFFICE SUPL PHONE INV 4066875 120116	51.20
Total			204.80
41854 12/15/2016 CHARTER COMMUNICATIONS PHONE & INTERNET			
101-11-51600-225-000		VILLAGE HALL INTERNET Internet	80.00
101-11-51600-220-000		VILLAGE HALL PHONE Municipal Center phone	237.15
101-20-55200-220-000		PARKS PHONE Park phone	37.89
101-14-52100-220-000		POLICE DEPT PHONE Police phone	142.98
101-14-52100-225-000		POLICE DEPT INTERNET Police internet	94.99
101-17-53100-220-000		PUBLIC WKS PHONE DPW phone	45.17

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Check Nbr	Check Date	Payee	Amount
601-24-53681-220-000		OFFICE SUPPLIES PHONE	52.09
		Water share of phone	
602-24-53681-220-000		OFFICE SUPL PHONE	52.10
		Sewer share of phone	
101-19-55110-220-000		LIBRARY PHONE	48.32
		Library phone	
101-17-53230-220-000		MAINT GARAGE PHONE	37.89
		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			867.56

41855 12/15/2016 HAWKINS WATER TREATMENT GROUP
TREATMENT CHEMICALS

602-24-53824-000-000		PHOSPHOROUS REMOVAL CHEMICALS	9,140.27
		INV 3983668 - FERRIC CHLORIDE	
602-24-53826-000-000		OTHER TREATMENT CHEMICALS	229.30
		INV 3953283 - HYPOCHLORITE	
601-24-53630-417-100		CHEMICALS CHLORINE	164.67
		INV 3981113 - HYPOCHLORITE	
601-24-53630-417-200		CHEMICALS AQUA MAG	244.87
		INV 3981113 - LPC-AM	
Total			9,779.11

41856 12/15/2016 MINNESOTA MUTUAL LIFE INS CO
PAYROLL DEDUCTIONS - JANUARY 2017

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

41857 12/15/2016 STATE OF WISCONSIN COURT FINES
NOV 2016

101-12-45110-000-000		COURT PENALTIES & COSTS	307.60
		COURT FINES	
Total			307.60

41858 12/15/2016 TTK ELECTRONICS LLC
TOUGHBOOK LAPTOP FOR SQUAD

Village Cash and Investments

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500-14-51950-000-000		EQUIPMENT REPLACEMENT	3,836.00
		SERIAL #6HKSA81465	
Total			3,836.00

41859 12/15/2016 VISA - CITIZENS BANK
NOV CREDIT CARD PURCHASES

101-19-55110-320-500		BOOKS	319.96
		HALLMARK - 20 DVD'S	
101-19-55110-320-500		BOOKS	17.38
		AMAZON - 2 BOOKS	
101-19-55110-320-500		BOOKS	24.99
		AMAZON - DVD	
101-19-55110-312-000		LIBRARY PRT PUBL	18.71
		FACEBOOK - CHILD'S AUTHOR EVENT	
101-19-55110-320-500		BOOKS	78.96
		AMAZON - 4 DVD'S	
101-17-53635-348-000		SOLID WASTE DISPOSAL MISC EXP	1,072.46
		4 IMPRINT - MAGNET CLIPS/POSTIT PADS	
101-11-51440-348-000		ELECTIONS MISC EXP	12.68
		PIGGLY WIGGLY - POLLWORKER TRAINING	
101-19-55110-320-500		BOOKS	-5.00
		AMAZON - PRICE ADJUSTMENT	
101-20-55300-810-000		RECREATION PROGRAMS EQUIP OUT	54.60
		AMAZON - ORANGE PLUGS FOR BALLFIELD	
101-18-56700-310-000		ECONOMIC DEVELOP OFF SUPP	92.67
		STAPLES - OFFICE SUPPLIES	
101-19-55110-320-500		BOOKS	21.99
		AMAZON - DVD	
101-11-51440-348-000		ELECTIONS MISC EXP	40.54
		PIGGLY WIGGLY - ELECTION DAY LUNCH	
101-19-55110-320-500		BOOKS	40.95
		AMAZON - 2 DVD'S	
602-24-53689-331-000		MISC EXP TRAINING	150.00
		UW EX - PURCH & INVENTORY CONTROL/KIRK	
101-17-53300-348-000		STREET MAINT MISC EXPS	83.96
		KWIK TRIP - PROPANE EXCHANGE	
101-11-51440-348-000		ELECTIONS MISC EXP	59.06
		JACKIE'S PARKSIDE - ELECTION DAY LUNCH	

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101-22-54910-348-000		CEMETERY MISC EXPENSES	36.98
		FLEET FARM - TREE PROTECTOR	
101-11-51600-414-000		VILLAGE HALL BLDG/ LAWN CARE	26.93
		FLEET FARM - WALL HANGERS/ANCHORS	
602-24-53689-354-000		MISC EXP TOOLS	302.87
		FLEET FARM - WWTP HAND TOOLS	
101-19-55110-320-500		BOOKS	34.96
		AMAZON - DVD SET	
101-19-55110-320-500		BOOKS	-1.63
		AMAZON - REFUND	
101-10-51110-321-000		VILLAGE BOARD DUES	25.00
		STRONG TOWNS - MEMBERSHIP	
101-19-55110-320-500		BOOKS	68.92
		AMAZON - 4 DVD'S	
101-19-55110-320-500		BOOKS	39.98
		AMAZON - 2 DVD'S	
Total			2,617.92

41860 12/15/2016 WINNEBAGO COUNTY TREASURER
NOV 2016

101-12-45110-000-000		COURT PENALTIES & COSTS	90.00
		JAIL FEES	
Total			90.00

41861 12/15/2016 ADVANCED DISPOSAL SERVICES INC.
GARBAGE/RECYCLING & DUMPSTERS

101-17-53635-230-100		SOLID WASTE DISP CONT SERV	8,729.50
		INV B40000484317 - Nov GARBAGE	
101-17-53635-230-200		RECYCLING CONTRACT SERVICE	3,851.25
		INV B40000484317 - Nov RECYCLING	
602-24-53827-348-000		MISC EXP	40.00
		INV B40000484321 - Dec WWTP DUMPSTER	
101-20-55400-348-000		MISC EXP	143.91
		INV B40000484291 - Dec LWP DUMPSTER	
101-20-55200-348-000		PARKS MISC EXPENSES	238.68
		INV B40000484322 - Dec MP DUMPSTER	
101-17-53635-348-000		SOLID WASTE DISPOSAL MISC EXP	76.05
		INV B40000484468 - Dec BRIDGE TOTES	

Village Cash and Investments

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			Total
			13,079.39
41862	12/15/2016	WINNECONNE POSTMASTER 2016 TAX BILLS	
101-11-51422-310-000		GENERAL ADMIN OFFICE SUPL MAIL 1442 TAX BILLS	651.78
			Total
			651.78
			Grand Total
			43,272.15

Village Cash and Investments

Accounting Checks

Posted From: 11/16/2016 From Account:
Thru: 12/16/2016 Thru Account:

	Amount
Total Expenditure from Fund # 101 - GENERAL FUND	26,984.99
Total Expenditure from Fund # 500 - GENERAL CAPITAL FUND	3,836.00
Total Expenditure from Fund # 601 - WATER UTILITY FUND	2,081.16
Total Expenditure from Fund # 602 - SEWER UTILITY	10,370.00
Total Expenditure from all Funds	43,272.15

**NOVEMBER 2016 FINANCIAL REPORT
PREMIER CHECKING**

Balance Forward	\$1,683,723.57
Alcohol/Operator/Cigarette Licenses	\$20.00
Building Permits/Variance Applications/Conditional Use	\$904.75
Cemetery Lot/Grave Opening Fees/ Marker Permits	\$2,505.00
Municipal Court/Police Reports/Parking Fines	\$2,101.70
Clerk Fees/Property Statements/Refunds	\$710.00
Park Shelter Rentals/Event Fees	\$2,000.00
Boat Trailer Parking	\$760.37
Covanta - Waste Disposal/ Joint Towns - 2 months	\$0.00
Interest -Premier/CentTel/WCDA/	\$485.87
CDBG Receipts	\$4,739.33
Restricted Donation - Banner	\$0.00
Sanitary District #3 CWF Payment/Quarterly fees	\$7,563.00
Library Fines /Restricted Donation	\$497.35
PW - invoices/scrap/permits/deduct mtr sale	\$425.00
Special Assessments	\$100.00
Winnefox Library System - Quarterly payment	\$32,631.25
Cell Tower Least Payments	\$2,084.98
Compost Site	\$85.00
State of WI - Shared Revenues	\$124,933.94
Charter - Quarterly Franchise Fees	\$5,789.59
TOTAL NOVEMBER RECEIPTS	\$188,337.13
+ Water and Sewer Receipts/Village w/s receipts	\$133,631.94
Sub-Total	\$2,005,692.64
Less NOVEMBER Disbursements:	
NOVEMBER Payroll Expense	\$59,290.57
NOVEMBER 15th Bills	\$0.00
NOVEMBER Board Bills approved	\$82,395.85
NOVEMBER 30th Bills	\$9,111.50
Federal/State withholdings	\$17,257.26
Health Insurance	\$26,096.90
Kwik Trip	\$1,103.27
Postage/bank fees/sales tax	\$200.00
Retirement	\$14,769.36
TOTAL NOVEMBER DISBURSEMENTS	\$210,224.71
SUB-TOTAL	\$1,795,467.93
OUTSTANDING CHECKS	\$6,211.49
ENDING BALANCE	\$1,789,256.44
PREMIER CHECKING	\$1,205,792.71
CDBG ACCOUNT	\$428,458.54
FAÇADE	\$149,649.60
SEWER UTILITY	\$5,355.59
ENDING BALANCE	\$1,789,256.44
STATE INVESTMENT POOL	
General Fund	\$40,076.90
Cemetery Fund	\$17,217.75
Sewer Equipment Replacement Fund	\$198,647.53
2005 Bond Proceeds	\$1.33
Library Donations	\$16,314.76
2009 Bond Proceeds	\$151,982.82
Sewer Utility Debt Service Reserve Account	\$191,001.02
Tower Lease Deposit Account	\$5,328.13
BALANCE	\$620,570.24
NOVEMBER Interest Rate	0.43%
OCTOBER Interest Rate	0.43%
BBE INVESTMENTS (Ehlers) NOVEMBER 2016	\$2,315,625.28
Associated Bank CD Balance as of NOVEMBER 2016	\$254,187.51
Citizens First Investment NOVEMBER 2016	\$257,277.01

NOVEMBER 2016 BUILDING PERMITS

Marty will give us an update next month . . . Waiting on School building permit

TOTAL VALUE OF NOVEMBER BUILDING PERMITS	\$0.00
TOTAL VALUE OF YTD BUILDING PERMITS	\$1,848,740.00

NOVEMBER 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	1,079.05	\$0.00	\$ 1,079.05	Pymnt 12/6
Multi Conveyor	2012	\$36,000.00	\$ 662.95	2,027.19	\$8.89	PAID IN FULL	11/30/2016
Midwest Specialty*	2012	\$267,000.00	\$2,703.25	142,630.93	\$2,171.80	\$531.45	11/15/2016
AMOUNT AVAILABLE				\$428,458.54			

Check Date From: 11/01/2016
Thru: 11/30/2016

From Dept:
Thru Dept:

Pay Periods: 11/08/2014 Thru: 11/18/2016

Total Checks: 61 (Male: 32 Female: 29)

Earnings:

Regular Pay	63,704.70	3,106.25	Hours
Overtime Pay	170.05	6.00	Hours
INS. OPT OUT	384.60		

	64,259.35		

Withholdings:

Federal	4,863.45
Social Security	3,829.19
Medicare	895.54
Wisconsin	2,486.60
AFLAC	29.72
DEFERRED COMP	610.00
GARNISHMENT	0.00
H INS FLEX	1,090.94
H INS FLEX FIX	0.00
HEALTH INS DED	1,200.60
LIFE INSURANCE	105.62
POLICE UNION DU	115.34
SECTION 125 FLX	479.38
WRS DEDUCTION	3,605.95
WRS Fix	0.00

	19,312.33

NET PAY 44,947.02

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
AFSCME COMP CUR	20.25	1.50
COMP TIME POL	1.50	0.00
SICK TIME	0.00	82.75
VACATION	0.00	132.00
	-----	-----
	21.75	216.25

PAYRL

All Employees with All Pay Frequencies

Check Date From: 11/01/2016
 Thru: 11/30/2016

From Dept:
 Thru Dept:

Name	SSN	Hours	Earnings	Deductions	Net Pay
AERTS, TRACY		116.00	1,419.84	297.98	1,121.86
BAKER, CHERYL		8.50	68.00	0.00	68.00
BAKER, PAUL		0.00	200.00	15.30	184.70
BEHM, DENNIS J		160.00	3,440.00	1,169.26	2,270.74
DODD, JACK		160.00	3,118.42	1,174.78	1,943.64
FISCHER, SANDRA		8.50	68.00	0.00	68.00
FOSTER, MITCHELL W		160.00	5,434.62	1,833.00	3,601.62
FREEMAN, KAY		8.50	68.00	0.00	68.00
GIDDINGS, ROGER		6.50	52.00	0.00	52.00
GUBIN, EMILY		10.00	115.00	8.80	106.20
HOENECKE, ARLINE		8.50	68.00	0.00	68.00
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		161.00	2,907.00	1,085.91	1,821.09
KELM, ADAM		48.00	552.00	84.41	467.59
KINTOPF, ANDREW		161.50	3,162.28	1,087.97	2,074.31
KRUEGER, CYNTHIA		8.50	68.00	0.00	68.00
LEHR, JEANNE		10.00	80.00	6.12	73.88
LIVINGSTONE, SHARON		10.50	84.00	0.00	84.00
MCQUEEN, KATHLEEN		163.50	3,121.57	1,125.53	1,996.04
MEYER, LUCAS A		36.00	414.00	55.68	358.32
NELSON, KELLY		116.25	1,541.48	331.31	1,210.17
O'NEAL, AMANDA		131.50	1,516.28	243.88	1,272.40
OLSON, PAUL		160.00	4,698.70	1,704.08	2,994.62
PETERSON, ADELINE		8.50	68.00	0.00	68.00
PHILLIPS, TIFFANY		148.00	2,357.65	1,018.14	1,339.51
RENGSTORF, DI-ANNE		6.50	52.00	0.00	52.00
ROGERS, LYNN		8.50	68.00	0.00	68.00
RUETTEN, KIRK E		128.00	3,542.73	957.50	2,585.23
RUNNING, PETER		136.00	4,588.21	1,342.35	3,245.86
SAURIOL, BEN		150.00	4,338.00	1,092.98	3,245.02
SCHROEDER, MARY LOU		160.00	1,982.40	590.16	1,392.24
SEELY, JOANNE		8.50	68.00	0.00	68.00
SELWITSCHKA, HOLLY		160.00	3,359.58	940.76	2,418.82
SIX, KIM		8.50	68.00	0.00	68.00
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		60.50	514.25	76.79	437.46
ZAUNER, LYNNE E		8.50	68.00	0.00	68.00
Grand Totals:		3,112.25	64,259.35	19,312.33	44,947.02

December, 2016

Village of Winneconne Administrator's Report

- Kirk and I have been in contact with the DOT on several items related to the STH 116 project including reduced Village costs for the bridge utilities and changes to the DOT personnel handling the project.
- Met with a developer interested in Winneconne as a potential site. They are providing investment amount in order to do a TID analysis.
- Please review the list of accomplishments (2016) and priorities (2017) that are included in the packet. If there is anything missing or something you don't believe should be included please let me know.
- Is there any interest in a review of my performance at the January meeting?

2016 Village of Winneconne Accomplishments

- *Updates to Industrial and Commercial Zoning districts;*
- *Expansion of Switchgear Power Systems and GoFetch;*
- *New Businesses (Wolf Isle, Landing on the Wolf, Frugal Fashions, Dapper Dog Salon, Reliable Plus Car Wash);*
- *Updated Road Maintenance Plan/Execution of that plan;*
- *2009 General Obligation Debt Refinance/2005 & 2006 CDA Bond Refinance (Savings of \$550,000 over life);*
- *Updates to Personnel Handbook;*
- *Low tax rate/stable*
- *Public Works Department Restructure*
- *LED Light Conversion in facilities;*
- *Updated CIP*
- *Project financing for STH 116 project;*
- *Increased ordinance enforcement;*
- *Paid off Winnebago County IDB Loans;*
- *Public Works Department Standard Operating Procedures (SOP)*
- *TID Long-term Analysis;*
- *ECWRPC Industrial Park Study;*
- *Large increase in home sales and several new home builds;*
- *1,378 (74%) voter turnout for November elections;*
- *New tree's in both our parks and the cemetery;*
- *Tree City USA designation from the Arbor Day Foundation;*
- *A successful transition to the YMCA for operation of the pool and recreation baseball/softball;*
- *Prescription Drug Take Back program collected over 69 pounds of prescription drugs during the two Winneconne Police department events;*
- *Capacity, Management, Operations Maintenance (CMOM) Program created and online to comply with State regulations;*
- *Cooperative Parks Use agreements with several community organizations;*
- *Increased installation of new radio read meters;*
- *New waste and recycle hauling contract with Advanced Disposal;*
- *Purchase and utilization of Pontem Cemetery Software;*
- *Purchase and utilization of OpenGov software.*

Priorities/Goals for 2017

- *Planning/Economic Development*
 - *Updates to Zoning Ordinance (Parking, Signs, Fence, Setbacks)*
 - *Full Ordinance Recodification*
 - *Commercial/Industrial Advertising*
 - *Façade Program Guidelines*
 - *New Branding (PW, Beautification)*
- *Public Works*
 - *Rapid Flashing Beacons (7th St, Grant, 9th Ave)*
 - *Continue Road Maintenance*
 - *Well Study Implementation*
 - *GIS Update/Utilizations*
- *Parks*
 - *Bike Share Program*
 - *Full Marble Park Path*
 - *CORP*
- *Administration*
 - *OpenGov Utilization*
 - *Digital Board Packets*
 - *Increased email utility billing*
 - *Permit Updating*
 - *Pontem Completion/Utilization*
- *Police*
 - *Long Range Staffing*
 - *Succession Plan*
 - *Continued community involvement*

PARK BOARD MEETING MINUTES

TUESDAY, December 6, 2016 @ 4:30p.m. at Village Hall, Annex Location, to consider;

Board Members Present:

- | | |
|-------------------------------|--------------------------------|
| 1. <u>Doug Falk</u> | 2. <u>Jeanne Lehr</u> |
| 3. <u>Lani Stanek</u> | 4. <u>Andy Beiser (Absent)</u> |
| 5. <u>Dave Reetz (Absent)</u> | 6. _____ |

Others Present:

- | | |
|-------------------------------|--------------------------------------|
| 1. <u>Kirk Ruetten DPW</u> | 2. <u>Mitch Foster Administrator</u> |
| 3. <u>Jordan Dunham (SSD)</u> | 4. _____ |
| 5. _____ | |

Call to Order: 4:30 p.m. by Falk

Public Participation
None

Communication:
None

Approve Minutes from Nov 01, 2016 meeting

Motion By: Lehr

Seconded By: Stanek Approved 3 / 0

Operations Progress: Given By DPW Ruetten

- See Attached Report

Old Business

Watercraft Rentals – (Tabled until Fall Bring forward for Spring)

DPW gave an update on pricing, they are similar to the previous prices however, there is a sale on at Scheels

Marble Park Trail Extension:

Administrator put a letter together to the foundation for a response. The foundations has signed for the letter. No response back as of yet.

Michael Sommers – Marble Park Basket Ball Court

- Discussion – Reetz was absent therefore tabled.

- Update – DPW received an estimate for redoing the basketball court through Valley Sealcoat Inc. This was to let the foundation know about how much it would be. The estimate came in at \$8430.00.

Sovereign State Park Use Agreement

- Discussion – DPW Reviewed updates from Sovereign State Board.
- Recommendation – Lehr motioned to recommend the agreement with the changes. that were discussed, to the Village Board for approval. Seconded by Stanek. Carried by voice vote 3-0.

New Business

None

Set next meeting date and adjourn Next Meeting was set for; January 03, 2017 at 4:30 P.M.

Motion to adjourn by Lehr / Seconded by Stanek Approved 3 / 0

Minutes Taken By; Kirk Ruetten PWD

BEAUTIFICATION COMMITTEE MINUTES

December 8, 2016

The meeting was held in the Gallery and called to order at 5:30. In attendance: Lori Oliphant, Laura Broderick, Tracie Galione, Brenda Volkman, Louis Metzsig and Jeanne Lehr. Also present was Kirk Ruetten.

The minutes from November 10, 2016 meeting were approved with a motion from Broderick and a second from Galione, all ayes.

The Christmas decorations were discussed. A village wreath was mentioned and Kirk was consulted on the availability of one and if possible for the Village to put it up on the pilings at the East entrance. Kirk said it was a doable thing.

The committee had a lengthy discussion regarding the Main Street trees. The lights were breaking and non-functional. Outdoor, industrial lights were discussed and it was the decision the committee to purchase 40 sets of 100 lights. It was suggested by Kirk to talk to Mary Lou Schroeder regarding the ordering of the lights. The new lights will be put on the Boat Trees when the weather is warmer and the old lights taken off at which time the trees will be trimmed.

The idea of creating an ice rink was revisited. Kirk said he would talk to Omro to see how much a liner would cost and if any unforeseen problems.

Metzsig showed us several designs for a logo and entrance signs. The colors were selected to be close to the school colors (maroon and white) were selected. The committee voted to accept the logo, entrance sign, and street signage as presented by Metzsig. The chosen items were to be sent to the Public Works Committee for further approval.

The committee's commitment to the Jingle Book Bash was discussed and a work schedule was decided. Metzsig stated that he could supply us with shipping boxes to use in the gift wrapping efforts.

The next meeting was determined to be Thursday, January 12, 2017. We adjourned at 6:55.

Submitted by Jeanne Lehr

MEETING MINUTES: INDUSTRIAL DEVELOPMENT BOARD FOR VILLAGE of WINNECONNE

TUESDAY, NOVEMBER 29th @ 4:00 p.m. located @ Village Hall in Board Room to consider;

Meeting called to order at 4:00pm by President John Rogers with members Berry Wentzel, Dennis Biggar, Ross Fuller, Ed Fischer and Brenda Kubasta in attendance.

Also in attendance are Jay Koch, Dwight Jechort, Becky Fuhs, Debbie Ryf and Administrator Mitchell Foster.

Public Participation

None

NEW BUSINESS

- Conditional Use Permit Request
 - *Becky Fuhs reviews request on behalf of Jechorts Wood Boat Works Conditional Use request.*
 - *Property he currently is in has been sold to DOT for STH project.*
 - *Industrial park has space and would fit his business well.*
 - *Rogers expresses concern over past issue with Jechort business.*
 - *Fuhs makes statement about upkeep of property if granted request.*
 - *Deb Ryf comments on suitability of the business in the industrial park.*
 - *Additional discussion with numerous members about potential issues/solutions.*
 - *Biggar discusses enforcement of Village ordinances to keep appearance of Village high.*
 - *Jay Koch states that he has been using all buildings for welding/machine shop during his ownership.*
 - *Fuller asks whether Jechort has plans for additional hiring; Jechort hopes to hire additional staff in the year.*
 - *Motion by Fuller, second by Wentzel to approve Jechort Wood Boat Works (boat restoration) Conditional Use request and to move it forward to the Plan Commission with recommendations. 5-1 approve.*
- Gold Shovel Program
 - *Administrator reviewed.*
 - *More information will be provided in the coming months.*
- Updates on Developments
 - *Old Valley Vinyl building has been sold, and a portion is already occupied by a new tenant.*
- Review of November 7th Visioning Event
 - *Administrator reviewed.*
 - *Asked for feedback from committee members before final documents is ready.*

OLD BUSINESS

None

Motion made by Fischer, second by Kubasta to adjourn meeting at 4:55pm.

Mitchell W. Foster, MPA, Administrator

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.

Winneconne Public Library Board of Trustees

Meeting Minutes

Thursday, December 8, 2016

Meeting called to order by Library Board President, Jeff Jensen at 5:00pm.

ROLL CALL

Members Present: Jeff Jensen, Kara Riley, Di-Anne Rengstorf, Cherish Glubka, Tom Snider, Ed Fischer (left at 6:04pm), Mary Brefeld (attended via Skype)

Absent:

Also Present: Holly Selwitschka

ADOPT AGENDA

Motion by Snider to Adopt the Agenda.

Second: Rengstorf

Vote: All

MINUTES

Motion made by Fischer to approve the minutes from the Monday, November 14, 2016 meeting.

Second: Rengstorf

Vote: Unanimous

2016 VOUCHERS PAYABLE

Motion made by Snider to approve the bills as presented.

Second: Fischer

Roll Call Vote: Snider -- yes
Fischer -- yes
Riley -- yes
Rengstorf -- yes
Glubka -- yes
Brefeld -- yes
Jensen - yes

2016 FINANCIAL REPORT

Jensen asked if we would most likely end up over-budget. Holly replied yes -- it depends on how the utilities come out, but most likely, we will come out over budget.

Motion by Glubka to approve the 2016 YTD expense report.

Second: Snider

Roll Call Vote: Glubka -- yes
Snider -- yes
Fischer -- yes
Riley -- yes
Rengstorf -- yes
Brefeld -- yes
Jensen -- yes

PUBLIC PARTICIPATION -- none

DIRECTOR'S REPORT

- Holly informed the Library Board about the Village plans to update the phone lines are progressing. The hardware will be installed in December. The library's phone bill will increase in 2017, but that has been accounted for in the budget.
- There was a discussion about Winston's retirement.
- Snider asked about the email that was in the board packets from Mitch Foster regarding a possible UWO-student organized Policy Analysis. Holly explained that the library could propose a project for the students to conduct and suggested the Joint Library venture. Jensen commented that having a third party analysis would help inform a non-biased direction in this area. The board requested that Holly propose this project option to Mitch and ask him to share it with UWO.

Closed Session

Motion by Fischer to enter Closed Session per WI State Statutes Section 19.85(1)(c) to 1) discuss the Annual Performance Review of the Library Director and 2) discuss wage increases for each library staff member.

Second: Glubka

Roll Call Vote: Fischer – yes
Glubka – yes
Riley – yes
Rengstorf – yes
Snider – yes
Brefeld – yes
Jensen – yes

Library Board entered Closed Session at 5:16pm.

Motion by Snider to re-enter Open Session per WI State Statutes Section 19.85(1)(c) to 1) discuss the Annual Performance Review of the Library Director and 2) discuss wage increases for all library personnel.

Second: Glubka

Roll Call Vote: Snider – yes
Glubka – yes
Fischer – yes
Riley – yes
Rengstorf – yes
Brefeld – yes
Jensen – yes

The Library Board re-entered Open session at 5:55pm.

The Library Board will conduct the Director Review at a future board meeting.

New Business

Motion by Fischer to approve the rate of increase for each part-time library staff member as proposed effective January 1, 2017.

Second: Riley

Roll Call Vote: Fischer – yes
Riley - yes
Rengstorf – yes
Glubka – yes
Snider – yes
Brefeld – yes
Jensen - yes

Motion by Snider to table the Financial Management Policy and Cash Handling Procedures to the next library board meeting.

Second: Glubka

Vote: Unanimous

Organizational Chart

Jensen requested that Mitch be added to the organizational chart. After discussion, it was decided that he should be added in as advisory to the Library Director and Library Board.

6:04pm – Ed Fischer Left the Meeting.

Personnel Manual Updates: Holly did not have this ready for approval, but will bring it back in January.

Village Holiday Staff Luncheon: Discussion to close the library for one hour during employee holiday luncheon with the Village employees. In the past, we've put a note on the door requesting the people come find us if they need to get in. It has never been busy at this time on the day before Christmas break. The board agreed that this procedure would be find again for this year so that all staff may participate in the luncheon.

Old Business

Motion by Rengstorf to approve the Employee Job Descriptions.

Second: Snider

Vote: Unanimous

Village Survey Questions: Holly revised the survey questions as requested and narrowed them down to one page on two sides. She would like to use this version of the survey to have people fill out at Jingle Book Bash. The board agreed.

Visioning Session with Jeff Guilderson-Duwe – Tabled until January for further thought and discussion.

Items for the Next Meeting Agenda

- Closed Session for Library Director Review
- Financial Management Policy
- Cash Handling Procedures
- Organizational Chart
- Personnel Handbook
- Discussion about the state of the building
- Strategic Planning/ Visioning session

Motion by Glubka to adjourn.

Second: Riley

Vote: Unanimous

Meeting adjourned at 6:15pm.

December, 2016 Public Works Operations Report

Operations:

1. 98 Public Works and Zoning permits issued to date in 2016 (listing attached);
2. 134 Service Requests to date in 2016 (listing attached);
3. Public Works;
 - a. Tarring of Manholes and Valves
 - b. Roding and Flushing of Issue areas
 - c. Finish grading at the end of N. 5th Street easement
 - d. Winter equipment prep and Route marking
 - e. Assisted RJ Immel with lateral replacement on Aster Ln
 - f. Winter decorations and enhancers installation
 - g. Shouldering roads throughout the Village
4. Grounds/Facilities;
 - a. Remove Buoys and Dock
 - b. Pulled life jacket dispensers
 - c. Fenced all trees
 - d. Winterized and shut down all Shelters and Parks
5. Water Utility (MCO):
 - a. 379 Diggers Hotline Locates to Date 2016 (listing attached)
 - b. Well #1 cleaned and inspect. Looks Good.
 - c. RJ Immel and PW crew, repaired a leaking lateral service on Aster Lane.
 - d. Continue with Meter change out schedule in book #2
 - e. Determined which valve is leaking on the softening unit at well #1. Will get quote to replace valve.
 - f. Installed exhaust fan in brine pit at well #2
6. Waste Water Treatment Plant (MCO):
 - a. Replace roto press. It has been ordered but, it is still not in
 - b. Contact chamber valve actuator has been ordered.
 - c. Influent and effluent meters were calibrated
 - d. Continued working on large locates at high school
 - e. Installed new rotometer valves on RAW pumps
 - f. Covanta (Chief) disposed of polymer barrels at WWTP

All work during this period was a combined effort of the entire Public Works Staff.

DPW Report:

- Working with OMNNI Associates and Wis DOT, on Bridge and Main St. Project, the Village has several requirements that are needed for design considerations.
- Working on the Village Standard Specifications for Public Works Construction
- Coordinating Water, Sewer, and Storm Water construction at High School.
- The New Field Supervisor has been hired and is going through introduction.

Public Works Committee Meeting Minutes For:

Tuesday, December 13, 2016 @ 12:30 p.m. at Village Hall Municipal Center – Annex Room, to consider:

Board Members Present:

- | | |
|------------------------|--------------------------------|
| <u>1. Joe Hoenecke</u> | <u>2. Andy Beiser (Absent)</u> |
| <u>3. Jennie Lehr</u> | <u>4.</u> |

Others Present:

- | | |
|---|--|
| <u>1. DPW Kirk Ruetten</u> | <u>2. Administrator Mitchel Foster</u> |
| <u>3. Brandon Kaufman WW</u> | <u>4. Cory Gruse PW Field Supervisor</u> |
| <u>5. Mike Borski (McMahon Engineers)</u> | |
| <u>6.</u> | <u>7.</u> |

Call to Order: 12:30 by Hoenecke

Public Participation
None

Communications:

DPW discussed a complaint of the bright lights across from Waterfront Park. Due to the LED upgrade, these lights are brighter than before. PW will check to see if they can be tilted to the lowest point in order to lessen the lights from shining across the River.

Approve Minutes from November 01, 2016 meeting:

Motioned By: Lehr Seconded By: Hoenecke

Approved: 2 Apposed: 0

Operations Progress:

Introductions to the new PW Field Supervisor

Foreman's Report –Cory Gruse
- See attached

Grounds/Facilities Report – Given by DPW Ruetten
- See Attached

MCO Report – Brandon Kaufman

- See attached

DPW Report – Kirk Ruetten

Old Business

Ordinance creation for Garbage and Recycling Totes

- Discussion

DPW reviewed a Frequently Ask Questions (FAQ) due to the automated trucks coming online within the Village. Recommended placing the FAQ on the Village website.

Village Storage Space

- Discussion

PWD Reviewed and noted that this item is or could be covered in subsequent agenda items.

Recommended removing from future agendas

North 3rd Ave Right-of-Way Acquisition

- Update

PWD and Administrator reviewed

Martenson & Eisle is currently looking into this area and is providing surveying support Through some preliminary documents the Village may not need to acquire the property it may already be the Village right-of-way.

New Business

Village Hall Corrections

- Discussion – Mike Borski

Overview of the project was given by Mike Borski of McMahon

Rough cost estimate is \$802,400.00 with a \$20,000.00 contingency

Questions were discussed on either renovating the current building verses a new build

HVAC renovation pricing is also being included for the Village Board presentation

There will be a more detailed estimate for the Village Board

- Recommendations

The Village Board will review at the December meeting

Review RFQ for Engineering Services

- Discussion

PWD Reviewed

Discussed Questions regarding process and current issues

Administrator discussed the difference between the RFQ and the RFP process

Discussed procedures after RFQ and utilizing either a retainer payment source verses a hourly cost

- Recommendation

Motion by Lehr seconded by Hoenecke to Approve and issue the RFQ to the Village Board carried by voice vote 2 / 0

WisDOT Project Update

- Informational
- Update by PWD
Reviewed latest PS&E information on project and road closures
Start date of June 2017
Updated Village cost share estimates (Village Costs went down)

Village Logo and Signage – Recommendation from the Beatification Committee

- Discussion
PWD reviewed recommendation from the Beatification Committee meeting
New ideas for signage and logo were presented

- Recommendation
Push back to Beatification Committee for additional options and possibly having a Brand competition for new ideas

Set next meeting date and adjourn

Next meeting date set for January 10, 2017 at 12:30 p.m. at the Village Hall Annex room.

Motioned by: Lehr Seconded by: Hoenecke Carried by Voice vote: 2 / 0

Minutes taken by: DPW Kirk Ruetten/Administrator Foster

MEETING MINUTES: PERSONNEL & FINANCE COMMITTEE

AGENDA

TUESDAY, December 13th, 2016 at 2:30pm in Village Annex Room located @ 30 South 1st Street to consider;

Meeting called to order at 2:34pm by Trustee Chris Boucher and Trustee Joey Hoenecke. Trustee Andy Beiser is absent.

Also in attendance is Administrator Mitchell Foster.

*Motion to go into Closed Session by Hoenecke, Second by Boucher. Hoenecke – Aye, Boucher – Aye
Closed session to discuss compensation and performance evaluation of employee under Stats.
19.85 (1)(c)*

Motion to return to Regular Session by Hoenecke, Second by Boucher. Hoenecke – Aye, Boucher – Aye

Old Business

- Recommend Approval of Employee Contracts (Ruetten, Olson, Running, Foster)
 - *Motion by Hoenecke, second by Boucher to recommend approval of Employment Agreement with Kirk Ruetten, Paul Olson, Peter Running, and Mitchell Foster. 2-0 Approve*

New Business

- Priority Based Budgeting – Discussion
 - *Administrator Foster introduced the Trustees to the concept of Priority Based Budgeting.*
 - *Focus on what we do well, stop doing things we don't have to do and that we don't do well.*
 - *Public Works Department already moving in this direction.*
 - *Boucher likes the idea and would like to see its effect on the budget.*
- 2017 Priorities/Goals
 - *Administrator reviewed.*
 - *Will be provided to the Village Board along with accomplishments from 2016.*
 - *Boucher would like electronic utility billing as another focus.*
 - *Hoenecke would like to see the utilization of preventative maintenance software for better efficiencies.*

Motion to adjourn at 3:37pm by Hoenecke, second by Boucher. 2-0 Approved

Mitchell W. Foster, MPA
Village Administrator

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.

mailed 12/2/2016



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

December 2, 2016

Dear Neighboring Property Owner:

The Village Plan Commission will hold a public hearing at **6:00 p.m.** on **Monday, December 19, 2016** at the Winneconne Municipal Center, 30 South 1st Street, Winneconne, on the following rezoning request:

Village of Winneconne is requesting Parcel # 030-0312-05-01 be rezoned from R1a Single Family Residential to R3 Multi Family. The property is also known as the 5th Avenue Cemetery Expansion lot.

Interested parties may express their opinion at the hearing or if unable to attend, submit a written notarized statement to Village Offices, P.O. Box 488, Winneconne, WI 54986, prior to the hearing.

Jacquin Jensen, Secretary
Village Plan Commission

RESOLUTION 12.1-2016

Approving Offer to Purchase, Developer's Agreement and Designating Certain Funds to the Cemetery Care Fund with Regard to the Sale and Development of 5th Avenue Parcel no. 03003120501

WHEREAS, the Board of Trustees of the Village of Winneconne has reviewed an offer to purchase (the "Offer") for parcel no. 03003120501 (the "Property") and Developer's Agreement with Northpointe Development Corporation ("Northpointe") setting forth the terms by which the Property will be purchased and developed for use as a 32-unit multi-family townhouse rental development (the "Project"); and

WHEREAS, the Property is currently owned by the Village of Winneconne;

WHEREAS, the Property has been appraised by independent appraiser, Gregory Kargus on December 14, 2016 for a value of Sixty-six thousand and no/100 dollars (\$66,000.00)

WHEREAS, the Village Board has determined that it is necessary, proper and in the public interest of the Village to approve the Offer and Developer's Agreement;

WHEREAS, as part of the Offer and the Developer's Agreement, the Village Board will sell the Property to Northpointe for one dollar (\$1) and Northpointe shall develop the Project and contribute one hundred and sixty thousand dollars and no/100 (\$160,000.00) to the cost of extending Village water and sewer service to the Property (the "Utilities");

WHEREAS, the Village will pay for the remaining cost of the Utilities, estimated at one hundred fifty-nine thousand and no/100 dollars (\$159,000.00);

WHEREAS, without these contributions toward the Project by the Village, the Project could not be constructed;

WHEREAS, the public benefits the Project brings to the Village in the form of additional high-quality rental housing and increased tax base are adequate consideration for the sale of the Property and the Village's contribution to the cost of the Utilities;

WHEREAS, the Property has been designated as an asset of the Village's Cemetery Care Fund, per Resolution No. 2.2-2016;

WHEREAS, the sale price of the Property in the Offer is not equal to or greater than the appraised value of the Property;

WHEREAS, the Village desires to designate funds to the Cemetery Care Fund in the future in the total amount of Sixty-six thousand and no/100 dollars (\$66,000.00) to compensate that Fund for the sale of the Property;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees for the Village of Winneconne, Winnebago County, Wisconsin, hereby finds that the consideration contained in the Offer and Developer's Agreement and the value to the public resulting from the increase in tax base and development of high quality rental housing in the Village exceed the appraised value of the Property;

BE IT FURTHER RESOLVED: that the Village Board hereby approves the Offer and Developer's Agreement;

BE IT FURTHER RESOLVED: that the Village Board shall designate amounts equal to the annual tax revenues from the Property to the Cemetery Care Fund until the amount designated is Sixty-six thousand and no/100 dollars (\$66,000.00), the appraised value of the Property;

BE IT FURTHER RESOLVED: that John Rogers, the Village President and Jacquin Stelzner, the Village Clerk and the Village Attorney are all hereby authorized to execute the Offer, Developer's Agreement and any necessary related documents and perform any other necessary acts to fulfill the Village's commitments under those documents and this Resolution

Adopted at Winneconne, Wisconsin this 20th of December, 2016, by a vote of __ in favor, against, and __ abstain.

WINNECONNE VILLAGE BOARD

By: _____
John Rogers, President

ATTEST:

Jacquin Stelzner, Village Clerk

NOTICE OF PUBLIC HEARING ON REZONING

The Village of Winneconne Plan Commission will hold a **Public Hearing** on Monday, December 19, 2016 at 6:00 P.M. at the Winneconne Municipal Center on the proposed rezoning of the following parcels from R-1A Single Family Residential District to R-3 Multi-Family Residential District:

Winnebago County Parcel Nos: 03003120501, also known as the 5th Avenue Cemetery Expansion lot.

Interested parties may express their opinions at the Public Hearing, or if unable to attend, submit a written notarized statement to the Village Offices, P.O. Box 488, Winneconne, WI 54986 prior to the hearing date.

Jacquie Stelzner
Plan Commission, Secretary

<Title>



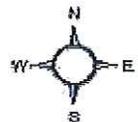
McMAHON
ENGINEERS ARCHITECTS

Utilities Data

- | | | |
|---|--|--|
|  Water Main |  Hydrant |  Catch Basin |
|  Storm Main |  Storm Manhole |  System Valve |
|  Sanitary Main |  Sanitary Manhole |  Outlet |
|  Curb Jls |  Record Drawings | |

Land Base Data

- | | | |
|--|--|--|
|  Water Body |  Parcel Boundary |  Municipal Boundary |
|  Roads |  Contour Interval | |



McMahon Engineers Architects, Inc. is not responsible for the accuracy of the information provided in this drawing. The user of this drawing is advised that the user is responsible for the accuracy of the information provided in this drawing. The user is advised that the user is responsible for the accuracy of the information provided in this drawing. The user is advised that the user is responsible for the accuracy of the information provided in this drawing.

12/07/2016
Scale 1:2000



230 Ohio Street, Suite 200
Oshkosh, WI 54902
Phone: 920-379-1645
Fax: 920-230-6484

November 18, 2016

Mitchell Foster
Village Administer
Village of Winneconne
30 S 1st Street
Winneconne, WI 54986

**RE: Letter of Intent
Winneconne Townhomes
South Fifth Avenue**

Dear Mr. Foster:

We are pleased to provide you with the following information regarding our proposed Winneconne Townhomes development in the Village of Winneconne.

Development Description

The development will be completed in one phase of 32 townhomes. The 32 townhomes in 4 buildings will include a community building with on-site office, community room and fitness center. Construction will begin in October 2017 and be completed in phases with final completion in in July 2018.

The townhomes will have two bedrooms of 1,200 square feet and three bedrooms of 1,350 square feet. Each townhome will have individual entrances and attached garages. The buildings will be wood framed on slab. Amenities include: two full bathrooms, central air conditioning, individual forced air heat, in-unit washer/dryer, stainless steel appliances, granite countertops, and ceiling fans. Residents are responsible for gas and electricity, and owner pays for water and sewer. The exterior will consist of brick veneer, cement board siding, and asphalt shingled roof. Please refer to the architectural floor plans and building elevations included with the application submittal; note that the plans are from a past development project but are representative of the townhomes that are proposed for the Winneconne Townhome development. They development will have 32 attached garage stalls, 32 driveway stalls and 7 general surface parking stalls. The grounds will be distinctively landscaped. All efforts will be made to preserve the existing trees. The property will have an on-site manager and maintenance person. Potential tenants must meet rigorous standards set by Northpointe

which include criminal background check, credit check, job verification, and previous landlord history.

Northpointe will enter into a mutually agreeable Developer Agreement with the Village that will include an impact fee to be paid to the Village in the amount of \$160,000. The Agreement will include the extension of water and sewer to the site to be paid by the Village. The Village will sell Parcel #030031201 to Northpointe Development for \$1.



Nicolet Townhomes, De Pere

Northpointe Development Corporation

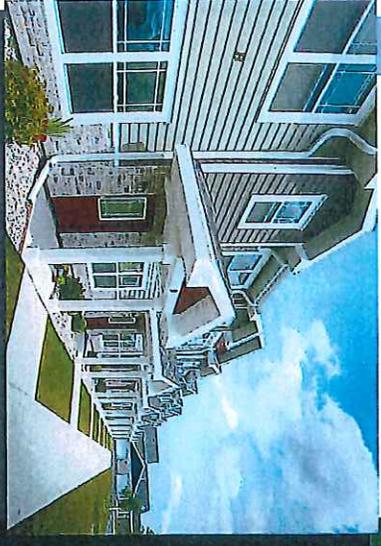
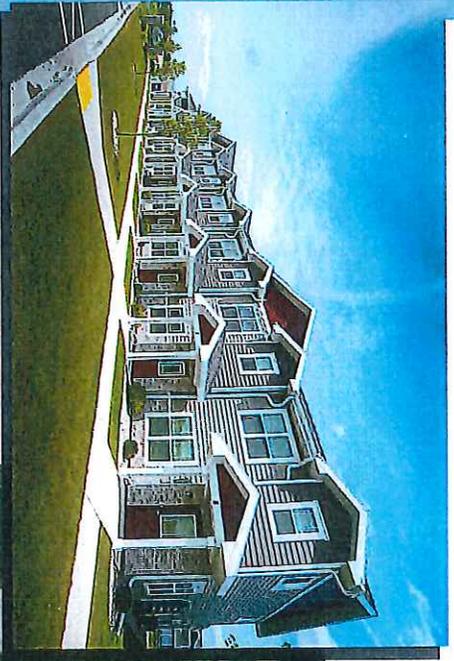
Northpointe Development Corporation is a real estate development company founded by Cal Schultz and Andy Dumke for the purpose of bringing revitalization and development to various neighborhoods in Wisconsin. Northpointe envisions vibrant communities that strengthen neighborhoods, enhance livelihoods, respond to the environment, and connect people and places. The company's mission is fulfilled by conducting business in an open, honest, and transparent manner, and accepting responsibility for our individual and collective actions with a long-term view to real estate ownership.

Northpointe has developed new construction family and senior apartment housing, historic rehabilitation, and commercial properties throughout Wisconsin in excess of \$100 million. The company has received numerous awards including the 2013 Top Projects Award in Milwaukee, 2015 National Historic Preservation Award, and was the 2014 runner-up for the prestigious J. Timothy Anderson National Award for Excellence.

Sincerely,

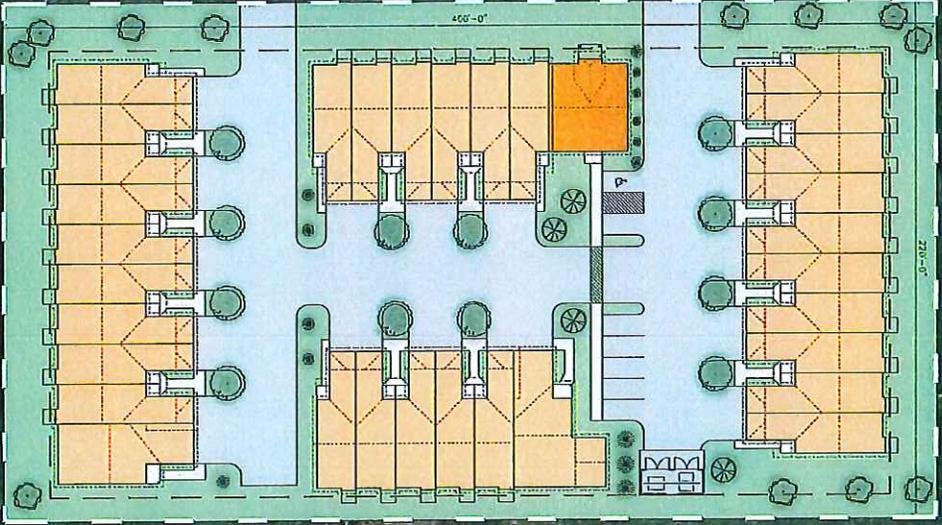
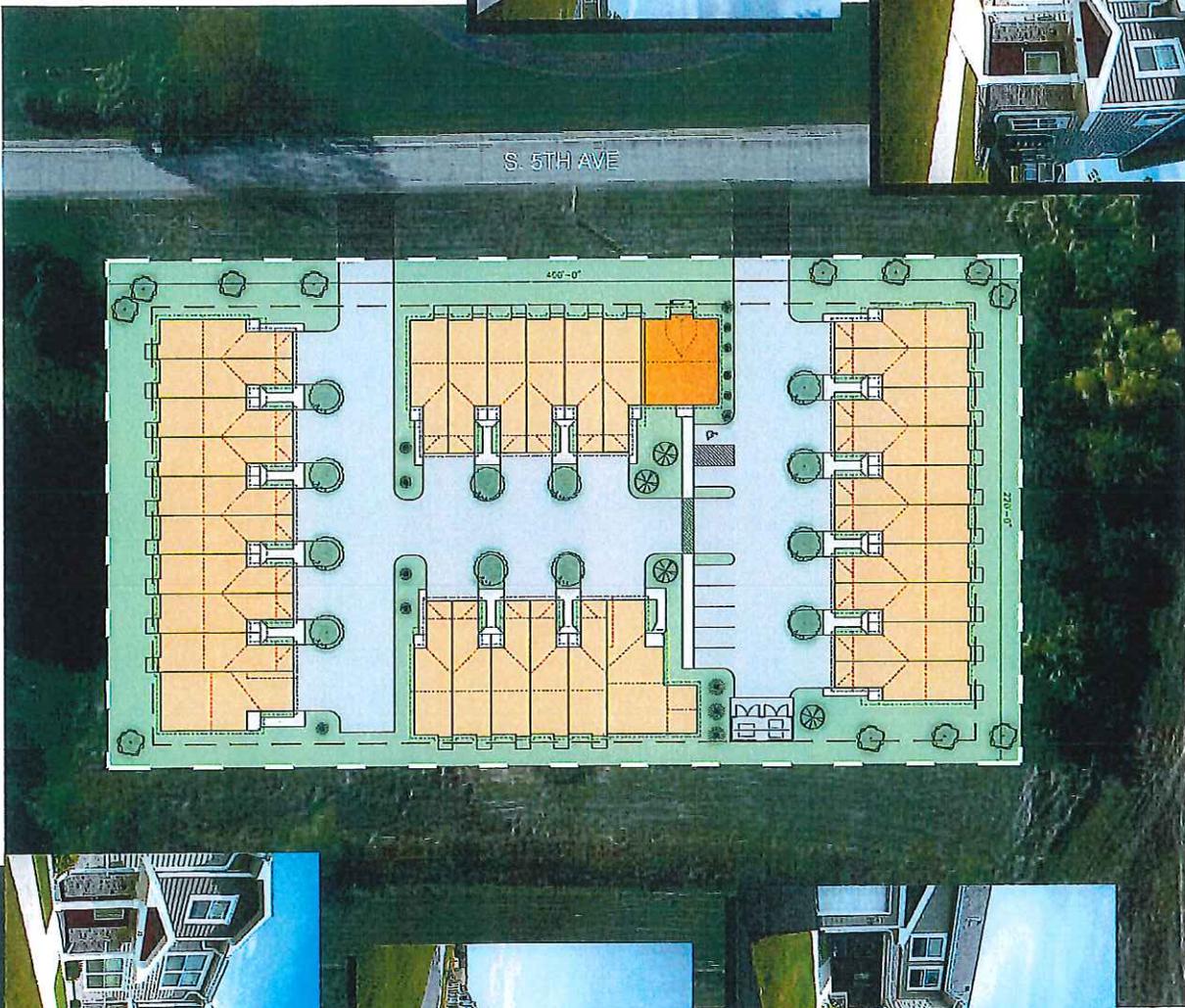
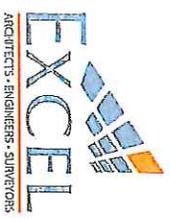
Andy Dumke

Andy Dumke

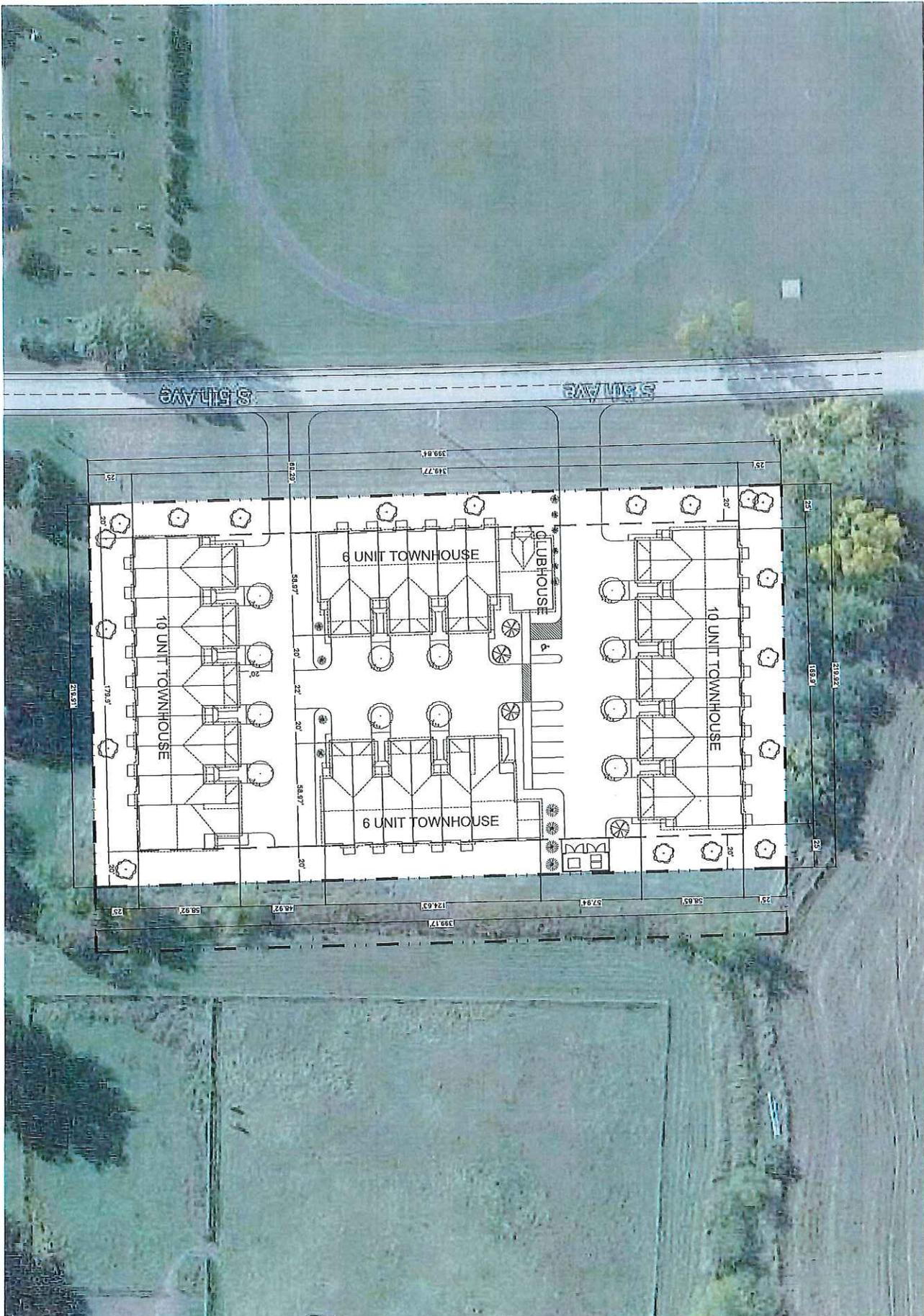


SITE	
2.02 ACRES	TOTAL APPROXIMATE ACREAGE
	UNITS
(23)	PROPOSED TOWNHOUSE UNITS
PARKING	
(23)	PROPOSED DRIVEWAY/PARKING
(23)	PROPOSED GARAGE/PARKING
(7)	PROPOSED SURFACE PARKING
(71)	TOTAL PARKING
22 STALLS/UNIT	

PROPOSED TOWNHOMES
WINNECONNE, WI



TOWNHOUSE EXAMPLE



PRELIMINARY
 SITE PLAN
 SCALE: 1" = 20'-0"

NORTHPOINTE
WINNECONNE TOWNHOMES
 670 S. 5TH STREET • WINNECONNE, WI 54986

EXCEL
 PROJECT ARCHITECTS & INTERIORS
 1000 W. WISCONSIN AVENUE
 SUITE 200
 MILWAUKEE, WI 53233
 PHONE: 414.224.1111
 WWW.EXCELARCHITECTS.COM

A1.0

PRELIMINARY DATE:
 SHEET NO.: 2010
 DATE: OCT. 2010

NOT FOR CONSTRUCTION

<Title>



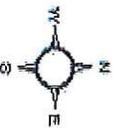
McMAHON
ENGINEERS ARCHITECTS

Utilities Data

- Water Main
- Storm Main
- Sanitary Main
- Curb IS
- Hydrant
- Storm Manhole
- Sanitary Manhole
- Catch Basin
- System Valve
- Outlet
- Record Drawings

Land Base Data

- Water Body
- Parcel Boundary
- Easement
- Municipal Boundary
- Road
- CO Meter Intake/Valve



McMahon, McMahon Engineers Architects and the project's architect shall be jointly and severally liable for the accuracy of the information provided in this drawing. The user of this drawing shall be responsible for verifying the accuracy of the information provided in this drawing. The user of this drawing shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this drawing shall be responsible for obtaining all necessary approvals from the appropriate authorities. The user of this drawing shall be responsible for obtaining all necessary approvals from the appropriate authorities.

12/08/2016
Scale: 1"=100'

Winneconne Townhomes

32 Family Apartments

<u>INCOME</u>	<u>Unit Type</u>	<u># Units</u>	<u>Monthly</u>	<u>Annual</u>
Market				
	1 Bedroom	0	\$0	\$0
	2 Bedroom	14	\$8,698	\$104,376
	3 Bedroom	18	\$13,072	\$156,864
		32	\$21,770	\$261,240
Gross Rental				
	Vacancy		(\$1,524)	(\$18,287)
	Rental Concessions			
Net Rental Income			\$20,246	\$242,953
	Misc. Income		\$250	\$3,000
	Covered Parking	0 /stalls	\$0	\$0
	Vacancy		\$0	\$0
Effective Gross Income			\$20,496	\$245,953
<u>EXPENSES</u>				
	Administrative		\$4,640	\$55,677
	Utilities		\$1,813	\$21,760
	Maintenance		\$2,773	\$33,280
	Taxes & Insurance		\$2,773	\$56,480
	Replacement Reserve		\$800	\$9,600
	Total Operating Expenses		\$12,920	\$155,037
NET OPERATING INCOME			\$7,576	\$90,916

Winneconne Townhomes

SOURCES AND USES OF FUNDS

First Mortgage	\$1,112,000
LIHTC Equity	\$3,730,849
Soft Loan	\$0
AHP Grant	\$405,000

TOTAL SOURCES OF FUNDS	<u>\$5,247,849</u>
-------------------------------	---------------------------

Land	\$0
Construction/Rehab Costs	\$3,892,427
Construction Contingency	\$194,621
Architectural & Engineering	\$165,500
Interim Construction Costs	\$442,605
Financing Fees & Expenses	\$75,670
Soft Costs	\$302,025
Syndication Costs	\$12,000
Operating Reserves	\$163,000

TOTAL USES OF FUNDS	<u>\$5,247,849</u>
----------------------------	---------------------------

Winneconne Townhomes

TIF Calculation

Projected NOI Less Taxes	\$67,716
Cap. Rate	7.00%
Estimated Value	<hr/> \$967,372
2015 Mill Rate	0.02368619
Annual Property Taxes	\$22,913



Nicolet Townhomes – 60 Units
1380 Scheuring Road, De Pere, Wisconsin

Construction Start:	December 2013
Construction Completion:	November 2014
Stabilized Occupancy:	March 2015
2015 Property Taxes:	\$82,903
Current Occupancy:	94%



Fair Acre Townhomes – 55 Units
1911 North Main Street, Oshkosh, WI

Construction Start:	November 2011
Construction Completion:	November 2012
Stabilized Occupancy:	January 2013
2015 Property Taxes:	\$50,367
Current Occupancy:	93%



APARTMENT DEVELOPMENTS

<u>Project Name</u>	<u>Location</u>	<u>Units</u>	
The Rivers Senior Living	Oshkosh	WI 60	
Bayside Apartments	Oconto	WI 24	
Fair Acre Townhomes	Oshkosh	WI 55	
Kenwood Senior Living	Ripon	WI 24	
The Fountains of West Allis	West Allis	WI 35	
Blackstone Harbor Apts.	Sister Bay	WI 24	
Oconomowoc School Apartments	Oconomowoc	WI 55	
Nicolet Townhomes	De Pere	WI 60	
Anthem Luxury Living	Oshkosh	WI 80	
Mercantile Lofts	Milwaukee	WI 36	
The Rivers - Phase II	Oshkosh	WI 40	
Shoe Factory Lofts	Milwaukee	WI 55	Under Construction
Woolen Mills Lofts	Appleton	WI 60	Under Construction
Bayshore Townhomes	Sparta	WI 32	Construction Start December 2016
Century Building	Milwaukee	WI 44	Construction Start January 2017
Total Units		684	

Village Building Inspector Agreement

RECITALS:

- A. Whereas the **Village of Winneconne** (the “Village”), requires high quality professional building inspection services; and
- B. Whereas, **AFR Inspection Service, Inc.**, (the “Contractor”), has agreed to provide inspection services on the terms set forth herein, commencing the date of this document authentication as evidenced by signature and date.

AGREEMENT:

1. Now therefore the parties agree as follows:
2. **Duties and Requirements of the Contractor.**
 - a. The Contractor will provide the Village with municipal inspection services, which shall include, without limitation: building inspections, issuing and enforcing building permits as set forth in the Village of Winneconne Ordinances and all other duties customary for a municipal building inspector and as set forth in any applicable law or code, including, without limitation, the Village Ordinances, Wisconsin Statute or Wisconsin Administrative Code (the “Inspection Services”).
 - b. The Inspection Services shall also include frequent contact with residents and public officials. The Contractor shall have adequate time available both during and after business hours for such meetings and interactions and shall be courteous and respectful at all times.
 - c. In all cases the inspector performing the Inspection Services shall be **Mr. Martin Johnson**, personally, and such duties shall not be delegated or subcontracted to another employee, person or entity without the Village’s express written permission.
3. **Contractor Qualifications.** The Contractor shall be certified in construction, HVAC, electrical, plumbing, commercial construction and commercial electrical as defined in COMM 5 if the Wisconsin Administrative Code.
4. **Contractor Responsibilities.** The Contractor shall provide the following:
 - a. Certificate of insurance showing all necessary coverage
 - b. Any and all field equipment requires to perform the Inspection Services, including related costs
 - c. Proof of all required licenses, certifications and education
5. **Village Responsibilities.** The Village shall provide the following:

- a. Adequate office and work-space for Contractor
 - b. Clear and concise policy directives
 - c. Copies of necessary forms, documents and files
 - d. Police support for enforcement of non-compliant or non-permitted projects.
6. **Exclusive Agreement.** During the term of this agreement the Village shall not negotiate or employ any other entity or person to perform the Inspection Services.

7. **Termination.**

- a. **Not for Cause.** After six (6) months has passed from the date of this Agreement, either the Village or the Contractor may terminate this agreement upon sixty (60) days written notice to the other party of the intention to terminate. At the time of termination, any uncollected fees from residents shall be retained by the municipality. Collected fees shall be paid as provided herein and all Inspection Services relating to those fees shall be performed by the Contractor.
- b. **For Cause.** Either party may terminate this agreement upon a material breach by the non-terminating party. The Village may further terminate this Agreement immediately, without prior notice, for good cause. For the purpose of this subparagraph, "Contractor" shall include Contractor's agents, officers, directors, employees or representatives and "good cause" shall be defined as any one (1) or more of the following: (i) an act of fraud, dishonesty or embezzlement by Contractor with respect to the Village; (ii) conviction of misdemeanor or felony adversely affecting the ability of Contractor or Inspector to carry on his normal duties; (iii) intoxication or illegal drug use which materially affects Contractor's job performance; (iv) repeated unexcused absences or delays which materially affect Contractor's performance of the duties; (v) unauthorized or illegal disclosure of confidential information of residents, public officials or Village employees by Contractor; (vi) conflict of interest, gross insubordination or other conduct having a material adverse effect on the Village; (vii) a material violation of any term or condition set forth in this Agreement that is not cured within a reasonable time after Contractor's receipt and a written demand to cure or (viii) improper and/or unprofessional behavior toward residents, public officials or Village employees by Contractor. Upon the termination of this Agreement for cause, Contractor shall be entitled to receive only the fees that have been collected by the Village, but unpaid to Contractor as of the date of termination of this Agreement.

Indemnification. The Contractor and the Village each agree to indemnify and hold harmless the other - including, its employees and its agents against all claims, suits, demands or causes of action arising out of any act or omission of the other, and causing injury to any persons or property to the extent allowed or permitted by applicable law. Each party agrees to carry comprehensive general liability insurance and shall provide to each other evidence of such

coverage.

8. Contractor Fee Calculation and Payment.

- a. Percentage of Permit Fees. The Village agrees to pay the Contractor the sum of 90% of the total standard building permit fees generated by the Village related to the Inspection Services. The Contractor shall not be entitled to any portion of penalty fees, including, without limitation, late fees.
- b. Hourly Fees. The Village shall compensate the Contractor for any activities and meetings related to duties where a permit fee is not generated at a rate of \$40 per hour, regardless of time of day and only when pre-authorized in writing by the Village Administrator. The Contractor shall be compensated \$40 per hour to attend meetings of the Village Board, Board of Appeals or the Village Planning Commission as necessary.

9. The Contractor shall perform, at the direction of the Village Administrator and without monetary compensation, property maintenance inspections, complaint inspections and inspections from permits issued before the date of this Agreement, for which no permit fee was substantially generated.

10. **Submission of Statement of Contractor Services.** By the third Tuesday of each month, the Contractor shall provide a written statement of services rendered and a written recap of permits issued each month. The Village shall compensate the Contractor by the 30th of each month following the period services were rendered.

11. This agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized agents of both the Village and the Contractor.

12. The Contractor is providing the services as an independent contractor and not as an employee of the Village.

Martin Johnson
AFR Inspection Service, Inc.

John Rogers – Village President
Village of Winneconne

Date

Date



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

PARK USE AGREEMENT BETWEEN THE VILLAGE OF WINNECONNE AND SOVEREIGN STATE DAYS OF WINNECONNE INC.

An agreement between the Village of Winneconne, WI and the Sovereign State of Winneconne, Inc. (SSD) a non-profit organization, for the use of an area of land in Arthur Marble Park, Waterfront Park, and their facilities so that SSD can carry out its annual Sovereign State Days celebration for the community.

ARTICLE I – BACKGROUND

1. The Village of Winneconne (The Village) owns Arthur Marble Park (Marble Park), a park approximately 43.5-acre parcel park located on the west side edge of the Village. Marble Park is home to a four-acre swimming pond, four (4) baseball/softball fields (the “Ball Fields”), basketball courts, archery range and toddler/youth playground equipment. Two shelters are available to rent for private use (the “Shelter Facilities”), with the Large Shelter having access to the concession stand. The channel through Marble Park is a favorite fishing location and is bounded on two sides by an improved walking path, which is handicap accessible and has handicap fishing spots.
2. The Village also owns Waterfront Park (Waterfront), a park approximately 1-acre parcel located along the west side of the Wolf River in downtown Winneconne. There is one multi-use shelter on the property consisting of a performance stage, storage room, and a concession area. The property also has a public boat dock area with access from the Wolf River.
3. The Village has had a long standing informal agreement with the SSD to provide the use of Marble Park and Waterfront Park, along with the use of a portion of the Waterfront Shelter for annual storage of items used during the SSD Celebration, for their annual Sovereign State Days celebration. Based on these informal agreements, SSD has conducted the event on Village property and within the street right-of-way for little cost. The general public has enjoyed use of the park facilities when they have not been in use for the SSD program.
4. The Village and SSD have now determined that it is in their mutual best interest to formalize their relationship in regard to the use and maintenance of Marble Park and Waterfront through the preparation and execution of a written agreement.

ARTICLE II – PURPOSE OF AGREEMENT

The purpose of this agreement is to:

1. Provide the terms and conditions under which the SSD can continue to use both Marble Park and Waterfront Park for the annual celebration as well as for year-round storage in Waterfront Shelter for their celebration equipment.
2. Define operational and maintenance responsibilities.
3. Identify responsibility for costs.

4. Identify a process to provide for improvements and upgrades.

ARTICLE III – DURATION OF AGREEMENT

1. This Agreement shall extend for a term of five (5) years from the date the Agreement is executed by the Parties and shall allow for renewal of this Agreement after said date with approval of both Parties.
2. Prior to the expiration of this Agreement, SSD may apply to the Village for a renewal or extension. The renewal or extension will be granted only upon the written consent of the Parties; which extension agreement must be executed prior to the expiration of the previous period.
3. The Agreement shall be considered null and void if the Agreement is not renewed after the life of the Agreement.

ARTICLE IV – EFFECTIVE DATE OF AGREEMENT

1. This Agreement shall become effective on the date first appearing below.

ARTICLE V – PERMITTED USES

SSD use of Marble Park and Waterfront Park is allowed under the following conditions:

1. The entire Marble Park and Waterfront Park, will be turned over to the SSD beginning the Thursday before the event through the Sunday of the event and available for set up and cleaning the Monday before the event through the Monday after the event, except for the Pool area and the Historical Museum area of Marble Park. SSD shall not use or permit the use of the Pool and Museum Facilities to be used for any purpose without prior written approval of the Village of Winneconne. SSD is authorized to establish and collect reasonable fees and or donations from tournament teams and other event participants to offset their operating costs.
2. On or about May of each year, SSD will provide any changes from the previous year's event, along with the planned schedule of events and dates, to the Village of Winneconne Director of Public Works. The Village of Winneconne Director of Public Works retains the right to make adjustments in Parks use based upon the information provided, in order to facilitate Park schedules, maintenance and repairs.

ARTICLE VI – PERIOD OF USE

1. Use of the two parks are limited to the week of the scheduled Summer Sovereign State Days celebration dates and times described or established above. If there are other events scheduled in the parks on the Monday through Thursday before the event begins on Friday, SSD shall not disturb such events and will work around any scheduled use of the Parks. All use must be concluded by end of the day on Monday after the event. Any SSD use beyond that date must be requested and approved in writing by the Village of Winneconne Park Board. Approval of such request will not be unreasonably withheld. SSD shall not be responsible for maintenance and repair of the parks following the conclusion of the Period of Use.
2. SSD shall have the exclusive right, along with the Village, to use the storage room in the Waterfront Shelter for year-round storage of its equipment and other items needed for the event. The Village and SSD shall both use reasonable care to be sure the facility is secure, but SSD shall hold the Village harmless for any theft or damage to SSD's items that are in storage. SSD uses

the storage at its own risk and shall obtain insurance for its items at its discretion. SSD shall keep the storage area well organized and clean to assurance access by the Village for repairs and/or maintenance.

ARTICLE VII – USE BY OTHERS

1. The Village of Winneconne retains the right to allow and approve Marble Park, Waterfront Park, Ball Fields, Shelter Facilities Equipment, and Grounds use by others during the times when SSD is not scheduled to use the any of the facilities as noted above.

ARTICLE VIII – PROPERTY

1. At the time of this Agreement, SSD does not own the Ball Fields, Shelter Facilities, Equipment or any improvements there to, including, without limitation, any materials, buildings, fences, backstops or other fixtures, improvements or real estate located in Marble Park or Waterfront Park. All ownership rights to such items belong to the Village of Winneconne. At the termination or expiration of this Agreement SSD shall have ninety (90) days to notify the Village of its intent to remove all SSD owned property. SSD shall have one (1) year following the expiration or termination of this Agreement to remove its property. Any SSD property not removed shall become the property of the Village.
2. Any improvements to or expansion of Marble Park, Waterfront Park, the Shelter Facilities, Grounds or the Equipment or any other related facilities performed by the SSD shall become the property of the Village after installation or construction is complete and the Village Board has accepted such improvement. After acceptance by the Village Board, any such improvements will be maintained by the Village.

ARTICLE IX – IMPROVEMENTS

1. Park facility improvements, proposed by the SSD for installation or modification after the date of this Agreement, must be requested and approved by the Village Board. No improvements will be installed or provided by the SSD without the written permission of the Village Park Board or the Director of Public Works, after approval by the Village Board. This permission will be granted provided it can be shown the improvement will provide a benefit to the community and the SSD participants and will not detract from the appearance and function of the park.
2. SSD shall obtain any and all local, state or federal permits associated with the park facility improvements prior to installation.
3. Any park facility improvements made by the SSD, either voluntary or monetary, will become property of the Village as set forth above unless otherwise agreed upon prior, in writing, by the Village Park Board. Should an improvement be made without the permission of the Village, the Village has the right to direct SSD to remove the improvement within thirty (30) days at the SSD cost. If the improvement is not removed within 30 days, the Village may remove the improvement and bill SSD for all related costs and will be entitled to full payment for those removal costs.

ARTICLE X – MAINTANANCE

1. Maintenance by SSD during use of Marble Park and Waterfront Park:

- a. Shall maintain all dirt cut out surfaces in such a manner as to keep the Ball Fields in a safe, playable condition and or return to original condition. This maintenance shall include but not be limited to, weeding, grass removal, raking, grading, removal of rocks, placement of chalk lines, installation and maintenance of nets, installation and maintenance of advertising, control of mud, and replacement of unsuitable dirt.
 - b. Shall have the right to hire a Village employee, outside of normal work hours, at their current rate, for maintenance, during the prescribed times listed above, and use of all Village equipment related to maintenance.
 - d. Shall provide litter control to Marble Park and Waterfront areas daily or as needed, during the prescribed use times and dates, and shall keep the facilities and areas free of litter to include minor upkeep, and restocking.
 - e. Shall maintain the storage area in the Waterfront Park pavilion throughout the year in a way that does not prohibit access to utilities or other uses for the facility.
 - f. Shall be responsible for any and all permits for selling goods and services during the prescribed events above.
2. Maintenance by the Village:
- a. All maintenance provided for Arthur Marble Park and Waterfront Park is in accordance with the Village Standard Operating Procedures (SOP).
 - b. The Village will supply the Field liner and field rakes and shovels for SSD maintenance.
 - c. The Village shall place requested picnic tables/benches out as outlined in the event map.
 - d. The Village shall place “No Parking” signs along the parade route in advance of the event date as outlined in the event map.
 - e. The Village shall conduct additional trash pick-up the mornings of the event.
 - f. The Village shall place desired traffic control devices along parade route and provide traffic control as requested during the annual prep meeting between Village staff and SSD.
 - g. The Village shall provide additional police efforts for traffic control as requested during the annual prep meeting between Village staff and SSD.
3. Maintenance by SSD to a higher standard than identified in Article X (2) is allowed, provided that SSD assumes all related costs resulting from the higher standard and complies with any present or future federal, state, or Village laws and policies with regard to pesticide/herbicide use, chemical applications, and energy and water consumption.

ARTICLE XI – RESPONSIBILITY FOR COSTS

- 1. The Village will assume the costs for services noted in Article X(2); the costs of repairing or replacing facilities owned by the Village, unless damaged by SSD; and the costs of improvements determined to solely meet the general community’s interests.

2. The Village and SSD will share in the costs of improvements that are determined to have benefit between SSD participants and the general community. The installation of such improvements and the amount of the shared cost will be negotiated, based on the benefit.
3. The Village agrees to give an annual donation to SSD of at least \$1,000.00. This can be used by the SSD to offset the costs of insurance or as they see fit.

ARTICLE XII – PARKING AND TRAFFIC CONTROL

1. During the annual Sovereign State Days celebration use, SSD will use its best efforts to manage and control parking to designated parking areas, and to keep fire lanes and access for emergency vehicles clear.

ARTICLE XIII – RULES, LAWS, AND ORDANANCES

1. SSD agrees to abide by and uphold the policies and ordinances of the Village of Winneconne and the laws and regulations of the State of Wisconsin, including those which regulate the operation of food and beverage serving facilities.

ARTICLE XIV – RIGHT TO ENTER

1. The Village shall have the right to enter the either park or their accompanying facilities during SSD use for any reasonable purpose to include, but not limited to, safety inspections and ensuring code compliance.

ARTICLE XV – TERMINATION

1. This Agreement may be terminated by either of the Parties following the giving of ninety (90) day's written notice of the Party's intent to terminate.
2. Upon termination, for any reason, any property in the possession of the other Party, which was provided by the Village or SSD, shall be returned to said Party.
3. Failure to fulfill the terms, conditions, and obligations of this Agreement by either Party may be determined to constitute a breach of the Agreement, giving rise to termination of the Agreement after written notice of such breach and failure to cure within 30 days of such notice.

ARTICLE XVI – SCHEDULED MEETINGS

1. By April 1 of each year, the SSD President or designated officer shall meet with the Village Administrator for the purpose of reviewing and planning; identification of SSD numbers of participants and scheduled dates of events; maintenance needs; planned event locations; concerns and policies and practices to be followed.

ARTICLE XVII – LIABILITY

1. SSD shall secure and maintain commercial general liability insurance for the entire term of this agreement to cover all SSD uses of Marble Park and Waterfront Park, including, without limitation, the Ball Fields, Shelter/Storage Facilities, Equipment and related uses. Said insurance shall be in the amount of not less than \$1 million per occurrence. The Village shall be named additional insured for said policy or policies, and a certificate of insurance so naming the Village, along with a copy of the policy binder, shall be provided to the Village within fifteen (15) days of the effective date of the policy.

Jordandunham58@gmail.com

IN WITNESS THEREOF, the Village of Winneconne and the SSD have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the _____ day of _____, 20_____.

Village of Winneconne

Sovereign State Days of Winneconne, Inc.

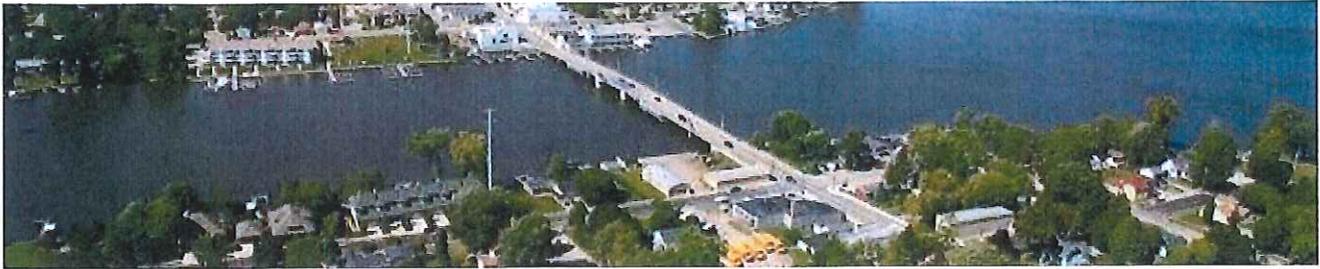
By: _____
John Rogers Village President

By: _____
President of the Board

Attest: _____
Jacquin Stelzner, Village Clerk

By: _____
Vice President of the Board

Historic Bridge Photo



Let's meet on the bridge!

Bring family, friends and pets for a community aerial photo and video to be taken of us, the Winneconne Bridge and surrounding properties. Demolition of properties in preparation for the new bridge is scheduled to begin in 2017, changing the landscape of our Village forever. Let's gather together and mark this moment in time for our Winneconne community!

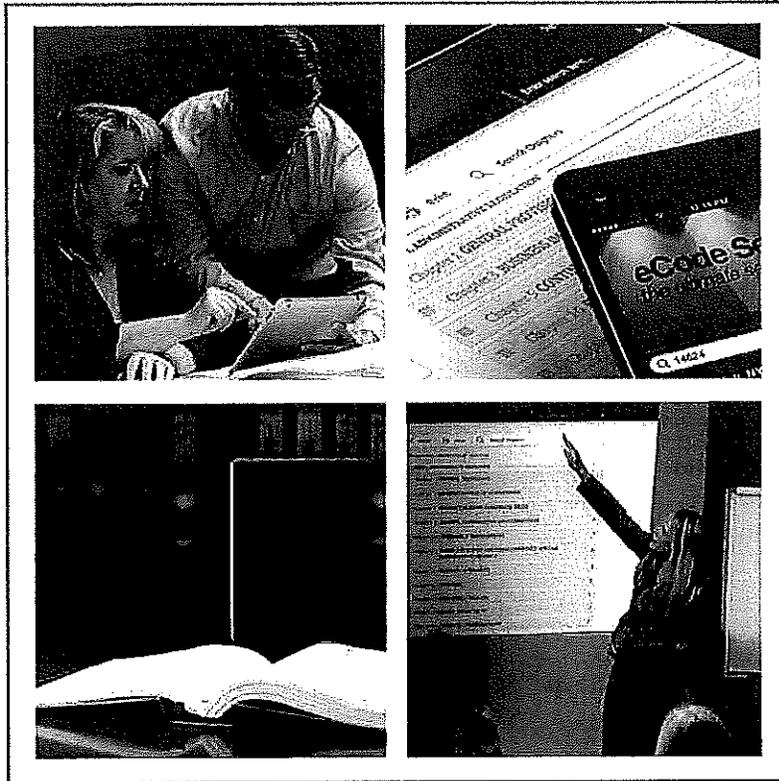
***"Don't it always seem to go
That you don't know what you've got
'till it's gone."***

**Photo/Video taken at:
NOON, December 31, 2016
Rain, Sleet, Snow or Shine!**

Find us on  [Facebook.com/winneconnebridgephoto2016](https://www.facebook.com/winneconnebridgephoto2016)

GENERAL CODE

Proposal for Codification Services



Prepared for:

Village of Winneconne, Wisconsin

Marcia Clifford, Esq.
Codification Account Manager
(855) GEN CODE
mclifford@generalcode.com

Date:
November 4, 2016
(Valid for 6 Months)

**GENERAL
CODE**
Codification Division

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Executive Summary



GENERAL CODE Codification Division

Serving the needs of communities for over 50 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

Situation Analysis

Thank you for the opportunity to present this proposal for comprehensive codification services.

The Code of Ordinances of the Village of Winneconne was originally published by another codifier in 2012, and has been updated most recently in 2013. Presently, the Village of Winneconne wishes to undertake a comprehensive review and updating of the 2012 Code of Ordinances and include all legislation of a general and permanent nature through May 22, 2013. The scope of services is to include research and editorial and legal review to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the printing of 20 copies of the Code; and the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation. The Village is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 3.

General Code Solution

The Village of Winneconne's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- ♦ An Editorial and Legal Analysis and recodification of existing materials
- ♦ Standard eCode360® online code
- ♦ 20 Custom printed Code books, with an option for additional printed books

Investment Summary

The cost of General Code's recommended solution will be \$12,852.

A detailed breakdown of the investment and available options can be found on page 12.

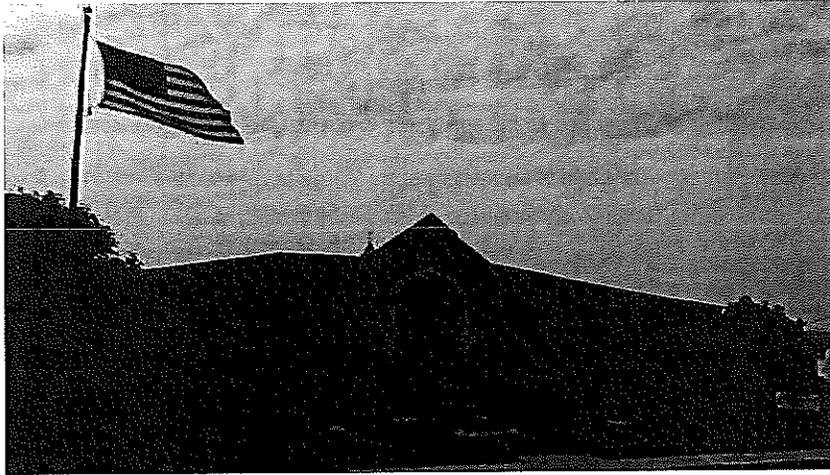
Accepting This Proposal

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Scan and email the completed form to ezsupp@generalcode.com, fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elm Grove Road, Rochester, NY 14624.

Situation Analysis



**GENERAL
CODE**
Codification Division



The Village of Winneconne is located in Winnebago County in Wisconsin and was incorporated in 1887. Today the Village is home to more than 2,300 residents.

Prior Codification

The Code of Ordinances of the Village of Winneconne was originally published by another codifier in 2012. Since then it has been supplemented several times, most recently in 2013, including legislation through May 22, 2013.

Source Materials

The Village of Winneconne has provided to General Code the following, which will be used as the source materials for the codification project:

- ♦ A copy of the Village's 2012 Code of Ordinances, as updated through May 22, 2013, as emailed to General Code from the Village on April 14, 2016

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Village set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

Recommended Solution



General Code will provide the Village of Winneconne with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Village of Winneconne, including posting on the Internet and traditional print formats.

Services Included

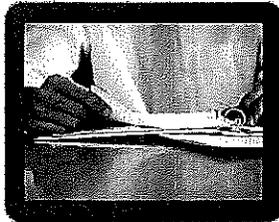
eCode360



General Code's *eCode360* makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable.

For more detail, see the full *eCode360* description on page 9.

Publication of New Code Volumes



The base price includes the publication of 20 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Village Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Village Attorney for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

Derivation Table

Our agreement with the Village provides for the renumbering and reorganization of the Code into our standard format. To ease the transition from the old numbering to the new numbering system, we will prepare a Derivation Table. The Derivation Table, which will be included at the end of the published Code, will clearly show the chapter numbers from the Village's existing 2012 Code of Ordinances, and where they have been included in the new Code.

The General Code Codification Process

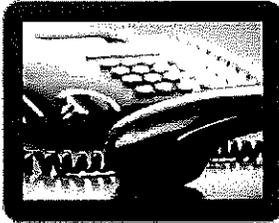


We see you as a partner in the codification process. General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

Including You in the Process

The unique project workflow that General Code has developed engages the Village with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

Process Outline

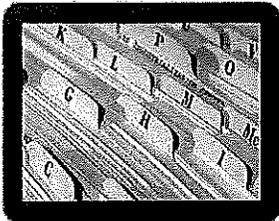


Beginning a Code Project

To begin the project, the Village of Winneconne has provided the source materials for the new Code. For more detail, see the source materials listed on page 3.

Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Village's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Village.



Organizational Analysis

The first part of the analysis of the Village's legislation will be the preparation of an Organizational Analysis for the Village to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The Village will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Village. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



Editorial and Legal Analysis

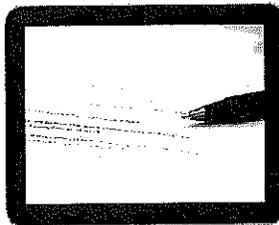
For the second part of the analysis of the Village's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Village officials, including the Attorney, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- ✦ Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- ✦ Identification of duplications, conflicts and inconsistencies with Wisconsin statutes
- ✦ Any practical recommendations to make your legislation more enforceable
- ✦ Suggestions regarding fines, fees and penalties
- ✦ Suggestions on ways to modernize your legislation

The Village will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Village officials and the Village Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code. Our staff attorney, Marcia Clifford, is available to meet with the Village to discuss the Editorial and Legal Analysis at no charge, upon request by the Village.



Final Editing of the Manuscript

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During the editing process, we will:

- ✦ Prepare a Table of Contents listing all chapters and articles included in the Code
- ✦ Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- ✦ Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- ✦ Copyread to correct typographical and spelling errors

Draft

General Code will submit a Draft of the Code for final review by the Village. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the Village's review may be made. Any substantial changes in organization or content shall be subject to additional charges.

Comprehensive Index; Code Adoption Legislation

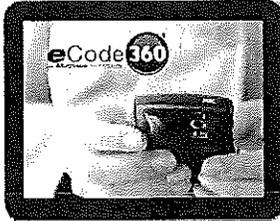
During final publication, General Code will prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Village Attorney for review and enactment by the governing body.



Code Delivery; Recordkeeping; Supplement Distribution

After the Code is delivered, we will review the project with the Village to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

eCode360[®]



General Code's *eCode360* is our electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones and tablets. Engineered for speed and designed for easy searching and navigation, *eCode360* will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

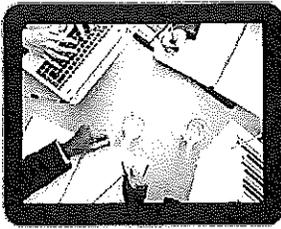
General Code's *eCode360* is a secure, reliable, and virtually maintenance-free product containing the complete current text of the Village's Code online. Hosted and maintained by General Code, *eCode360* will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

Standard *eCode360* (included in the base project) includes the following features:

- ✦ Posting of New Laws: Post legislation not yet codified in between supplements
- ✦ Easy and Flexible Searching: Use key words or phrases, section numbers and more
- ✦ Download to Word: Download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
- ✦ Dynamic Table of Contents: Find the information you're looking for and see your current location with a table of contents that moves with you
- ✦ Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- ✦ Email or Share Links: Shortcuts to email a link to a specific Code section, or to share via social media
- ✦ Printing: Simple, user-friendly print functionality and a variety of user options
- ✦ Bookmarking Searches: Save as "favorites" to quickly return to popular sections of the Code
- ✦ *eCode360* Search App: Use your mobile device to search throughout your municipal Code
- ✦ Sample Legislation (MultiCode Search): Search across multiple Codes
- ✦ Archive View: View a permanent online archive of your Code, updated with each supplement
- ✦ Public and Private Notes: Create personalized links and annotations within the Code
- ✦ **Optional Customized Banner:** Add a customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code

Upgrade to Premium *eCode360* (optional) includes all of the above Standard features plus:

- ✦ PubDocs Module: Post non-Code documents along with your online Code
- ✦ eAlert: Sign up to receive notifications of changes in the Code
- ✦ Download to PDF: Directly download text and graphics to an Adobe PDF document to view and share offline



Public Documents Module (Optional)

General Code is proud to offer our Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium *eCode360*, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your Village's transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today's digital world. (Please note that PubDocs is not a repository for archiving purposes.)

Lacey Township, NJ
Ocean County

Minutes

Showing: All Documents

Select Category | Select Year | Select Month | Select Day

Category: Caucus

2014

2014-08-14 C
2014-07-10 C
2014-06-23 C
2014-06-12 C
2014-05-22 C
2014-05-08 C
2014-04-24 C
2014-04-10 C

Benefits of PubDocs:

- Easy to use, self-managing process
- Secure process for posting documents
- Documents are automatically converted to searchable PDFs
- Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- Fully integrated and accessible through *eCode360*
- Fully hosted service through General Code
- Upload all types of documents (e.g., Word documents, Excel spreadsheets, etc.) to view and search
- Public documents viewable by anyone – anytime, anywhere

PubDocs is included with Premium *eCode360* at no additional charge. Costs associated with any necessary scanning services will be provided upon request.

Performance and Payment Schedule



Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Village has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 180 days of receipt of the responses to the Organizational Analysis; the Village has 100 days for review
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Village has 45 days to review
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code

Performance schedule reflects business days excluding legal holidays.

Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
30%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
Balance	Invoiced upon delivery of the Code

Investment Detail and Options



Base Codification Project Price **\$ 12,852**

Your base codification project includes the following:

- ✦ Preliminary Telephone Conference
- ✦ Creation of a New Code Through May 22, 2013
- ✦ Conversion of the Code into an XML Document with General Code Numbering and Format
- ✦ Organizational Analysis
- ✦ Editorial and Legal Analysis
- ✦ Manuscript
- ✦ Editorial Work
- ✦ Proofreading
- ✦ Draft
- ✦ Duplication and Publication of 20 Code Volumes in Standard Imprinted Post Binders
- ✦ Comprehensive Index
- ✦ Disposition List
- ✦ Derivation Table
- ✦ Customizable Tabs
- ✦ Code Adoption Legislation
- ✦ Standard eCode360 (Set-Up and First Year)
- ✦ Shipping

Standard eCode360 Annual Maintenance \$ 995

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Village budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

Future Services

Supplementation Services

General Code will provide supplementation services to the Village at a rate of \$18 per page, plus an additional \$10 per table, graphic, or image on each page, through December 31, 2018.

Optional Components

The following is available to you at an additional charge:

\$200	Upgrade to Premium eCode360, Including PubDocs Module <i>Annual Maintenance: \$1,195</i>
\$50	Customized Masthead Banner

Please note: Additional Code books (in addition to the 20 Code books included in the base price) may also be ordered; pricing is available upon request.

Prices noted are valid for 6 months from the date of this proposal.

Appendix



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Formatting and Style



Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as *eCode360* sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Village's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Village will have the opportunity to review and approve the organization of the Code.

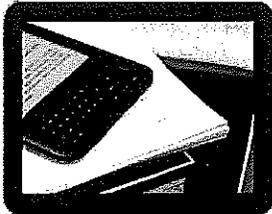
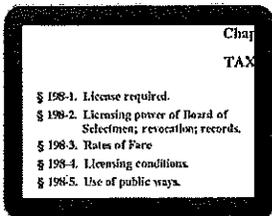


Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

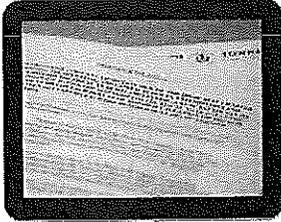


Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Sample Page

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

Chapter 198

§ 198-3

TAXICABS

§ 198-1. License required.
§ 198-2. Licensing authority; revocation; records.

§ 198-3. Rates of fare.
§ 198-4. Licensing conditions.
§ 198-5. Use of public ways.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

§ 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

§ 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

§ 198-3. Rates of fare.

A. Minimum zone rates. **[Amended 2-12-1980 by Ord. No. 80-73.]**

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

A simple internal numbering system presents material in a clear, easy-to-read format.

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

Editor's Notes provide supplementary information for the Code user.

198:1

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

01 - 15 - 2010

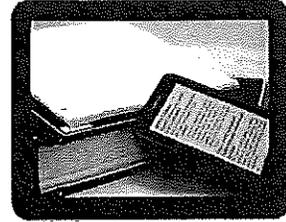
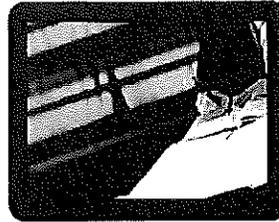
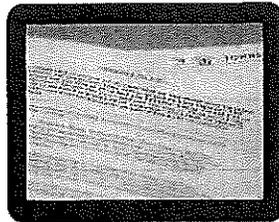
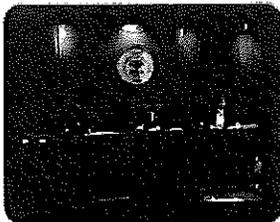
The dateline indicates the date the page was printed.

Future Supplementation Services



Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



Materials

After the enactment of new legislation, the Village can forward a copy by whatever method is most convenient.

- Electronic copies of the legislation can be sent via email to ezsupp@generalcode.com. A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Village. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Supplements will be provided on a schedule designed to meet the needs of the Village. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Village. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

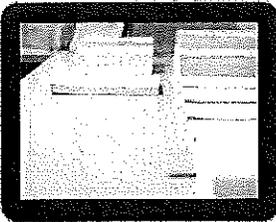
Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Editorial Work on Your Supplement

The editorial work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will do the following:

- ♦ Review the legislation to determine proper placement within the Code.
- ♦ Adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code.
- ♦ Use or impose section and subsection numbering.
- ♦ Create chapter, article, and section titles as appropriate.
- ♦ Add historical annotations as applicable.
- ♦ Correct misspellings so that searchability in eCode360 is not compromised.
- ♦ Check and correct internal section hierarchy, capitalization, grammar, and punctuation.
- ♦ Check internal and statutory references.
- ♦ Correct any missing wording.

General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Village shall be incorporated into the supplement, with improved presentation as necessary. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



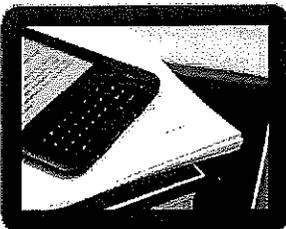
Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an Instruction Page.



Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online.



Delivery

Printed supplements to the Code will be delivered in bulk to the Village, unless the Village chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

Why General Code?

Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from over 50 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 169 in Wisconsin. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.



Experience

- ◆ Over 3,000 clients in 39 states in the United States and Canada
- ◆ Serving local governments since 1962 — over 50 years of broad experience in all aspects of municipal codification
- ◆ Unparalleled reputation for quality and service
- ◆ Leader in providing technical and innovative codification solutions

Customer Service Orientation

- ◆ Highest customer satisfaction ratings
- ◆ Experienced Account Managers
- ◆ Quick responses to questions and commitment to person-to-person interaction
- ◆ Training and support on an ongoing basis
- ◆ Flexible billing plans tailored to meet the specific needs of each client



Professional and Experienced Staff

- ◆ Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- ◆ Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- ◆ Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- ◆ Full-time Code editors, with experience in codification averaging over 15 years
- ◆ Specially trained data entry, proofreading, indexing and research staff

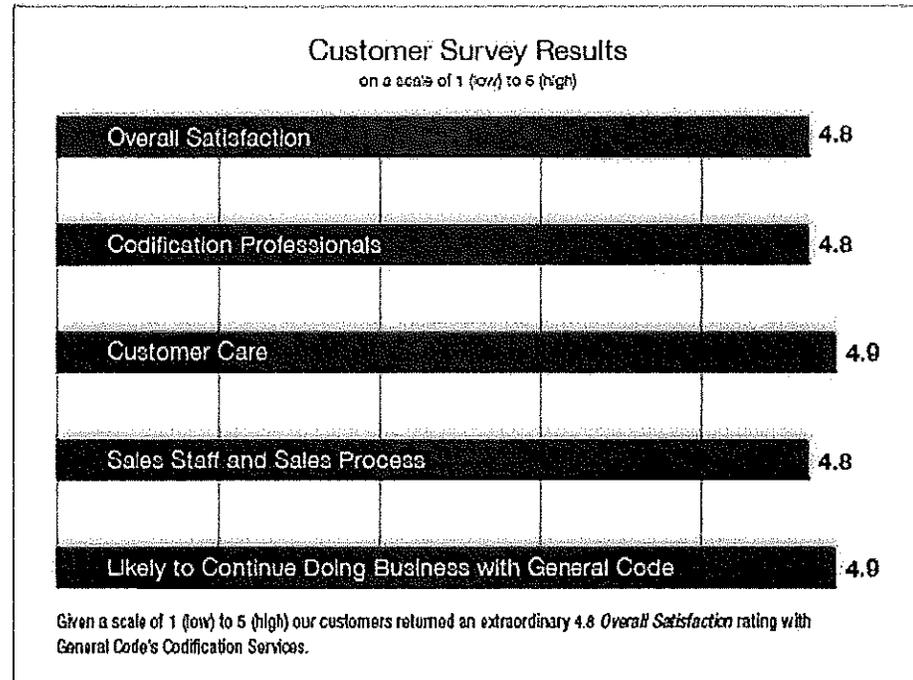


Client Experience

- ◆ User-friendly Code format and organizational system
- ◆ Fast, reliable, accurate supplementation
- ◆ Creative solutions for specific needs
- ◆ Free sample legislation service for clients

Customer Satisfaction

These survey results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.



The Code of Engagement



Our Pledge to You

Our Code of Engagement is General Code's pledge to achieve a high standard, cultivate a long-term working relationship, and earn the status of being your trusted partner.

General Code is a values-based company. As such, our Code of Engagement is the set of principles guiding the way we conduct ourselves. It encompasses how we interact with our co-workers and our community, the way we treat you, the way we communicate with you, and the fact that you are not just our customer, you are our partner. Our Code of Engagement is founded on a set of seven values.

Honesty and Integrity

Every interaction will confirm that you are working with an ethical, conscientious, and trustworthy partner.

Delighting the Customer

We will anticipate, and often surpass, your expectations. We will be proactive and responsive to your needs.

Efficiency

You will receive high-quality products and services in the shortest possible time frame. These solutions will save you time and ease your workload.

Innovation and Creativity

We will stay in front of your ever-changing needs. Visionary thinking, resourcefulness, and technology leadership will make this possible.

Personal Responsibility

Every General Code employee will meet and exceed your expected level of product quality and service excellence.

Caring and Concern

You will receive service that is personable, warm, and reliable—an attentive relationship you can trust.

Teamwork

Across departments and at every level of our company, we will collaborate with each other and with you to meet your needs.

The General Code Codification Process At-a-Glance



Authorization and Agreement

Base Codification Project \$ 12,852

Optional Components

Upgrade to Premium eCode360, Including PubDocs Module \$ 200
Annual Maintenance: \$1,195

Customized Masthead Banner \$ 50

Total Investment

Including all of the options selected above, the project price will be: \$

The Village of Winneconne, Wisconsin, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

VILLAGE OF WINNECONNE, WINNEBAGO COUNTY, WISCONSIN

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Village for its records.



VILLAGE OF WINNECONNE

REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES

KIRK RUETTEN | PUBLIC WORKS DEPARTMENT | 2017

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10.03 Appendix C – Example of Selection Criteria Sheet

DEFINITIONS

1.01 Definitions of Terms in RFQ

Unless the context suggests otherwise, the terms “Firm/Team”, “Contractor”, “Proposer”, “Bidder”, “Submitter”, “Consultant”, or “Vendor” as used in this RFQ (whether capitalized or not) shall refer to the same legal entity that submits qualifications and is responsible for responding to this RFQ.

Whenever the term “Village” is used, it means the Village of Winneconne, Wisconsin.

Similarly, unless the context suggests otherwise, the terms “Bid”, “Qualification”, or “Bid/Qualification” shall refer to the formal response given to this RFQ by the submitting entity incorporating all required elements of this RFQ necessary for the Village to determine whether the submitting entity is a responsible, responsive Firm/Team.

Whenever the term “RFQ,” is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

Whenever the term “SOQ” is used, the reference is to the term standards of qualification submitted by a firm.

1.01.1. Whenever the terms “shall,” “will,” “must,” or “is required” are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.01.2 Whenever the terms “can,” “may,” or “should” are used in the RFQ, the referenced specification is discretionary. Therefore, though the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.01.3 Whenever the terms “apparent successful” or “top-ranked” or “highest ranking” firm/company or offerer are used in this document, the reference is to the firm that the Selection Committee ultimately judges to have submitted the case best satisfying the needs of the Owner in accordance with the RFQ. The selection of an apparent successful firm/company does not necessarily mean the Selection Committee accepts all aspects of the firm’s submittal or proposal.

1.01.4 Whenever the term “submittal” is used in the RFQ, the reference is to the response offered by a firm, person or corporation in accordance with the RFQ. The submittal responds only to the RFQ.

1.01.5 Whenever the term “Selection Committee” or “Review Committee” is used in the RFQ, the reference is to the Owner’s representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.01.6 “Design-Build” refers to the construction project delivery method in which, among other things, the Owner holds a single contract with a business entity that has responsibility both to design and to construct a project, and that holds the trade contracts.

1.01.7 “Lead Design-Builder” refers to the design-build team member that will contract with the Owner for all work and holds all responsibility of project success, performance, and completion.

1.01.8 “Design Professional” (an inclusive term for all licensed building professionals), “Architect of Record,” an/or “Engineer of Record” all refer to the project's architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility.

1.01.9 “Building Commissioning” refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner’s documented project requirements and the construction documents.

1.01.10 “Commissioning Provider” refers to the entity or person providing building commissioning services for a project.

1.01.11 “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives and the expectations of how the project will be used and operated.

1.01.12 “Qualifications Submittal” and “Initial Written Submittal” both refer to a firm’s response to the RFQ.

1.01.13 “Qualifications-Based Selection” and “QBS” both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.01.14 “Firm” shall be interpreted as referencing the design entity, the construction entity, or the combined (e.g., joint venture) entity, as is reasonable.

1.01.15 “Fixed Fee” shall be proposed by the Design Builder and shall be defined as a specific dollar amount (stated as a lump sum) and agreed upon by all parties at the time of Contract Negotiation. This fee shall not be a percentage of the cost of the work.

II. Introduction and Purpose of Request

The Village of Winneconne, located in Winnebago County, Wisconsin, is seeking statements of qualifications (SOQ) from experienced consulting engineering firms to provide general contracted municipal engineering services.

It is the intention of the Village to engage the selected firm to perform day to day municipal engineering work as well as various special projects. The Village reserves the right to select an engineer other than the designated Village engineer on a specific project basis as determined by the Village Board to be in the best interest of the Village.

III. Instructions to Proposing Firms

A. All proposals shall be submitted to and all other correspondence shall be directed to:

Village of Winneconne
Attention: Kirk Ruetten, Director of Public Works
30 S. 1st Street P.O. Box 488
Winneconne, Wisconsin 54986
(920) 582-4381
dpwdirector@winneconnewi.org

B. All proposals must be received no later than 4:00 P.M., on Wednesday, February 1, 2017. Six (6) copies of all proposals must be provided. The copies shall be sealed and clearly identified with 'Village Engineer' by the submittal deadline. Neither verbal nor electronic submittals will be accepted or considered valid.

C. Each proposal shall be signed by the principles of the firm.

D. All questions and requests for clarification relative to the RFQ shall be submitted in writing via e-mail or letter to Kirk Ruetten, Director of Public Works no later than Friday, January 20, 2017.

E. The proposal shall be limited to a maximum of twenty (20) pages printed on two sides. Maps or larger presentations shall be considered one page.

F. Material not relevant to this request is discouraged.

G. Firms are prohibited from contacting any Village employee (other than the Public Works Director or Village Administrator), the Village President, or any Village Board Trustee or representative for the purpose of lobbying to secure this agreement. All requests for information shall be made to the Director of Public Works.

IV. General Information and Content of Proposal

The Village of Winneconne is a full-service, community of approximately 2,410 residents located in the East central part of Wisconsin, located in Winnebago County.

The Village of Winneconne is governed by an elected Village President and a Six-member Village Board elected to two-year overlapping terms. The firm selected would work extensively with the Public Works, Administration, and the Planning and Development Departments and its Committees.

The Village's annual total budget is approximately \$3.4 million.

The Village has the following departments: Public Works and Parks; Police; Fire; Clerk and Administration; and Library. The Village contracts for, sewer and water operations through Midwest Contract Operations (MCO).

The Village Board appoints the Village Administrator to serve as the Village's Chief Administrative Officer. The Village Administrator is responsible for the day-to-day operation of the Village, including oversight of contracts and contracted staff. The following elements should be inclusive in your proposal:

1. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, etc.
3. A general statement indicating how the candidate envisions being able to provide services to the Village of Winneconne and a demonstrated understanding of the **high expectations of the Village and its residents**.
4. Listing of current and relevant projects in relation to similarities of the Village of Winneconne.
5. List of current clients for engineering services.
6. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for staff.
7. Contact information for five references (past or current clients). Firms shall provide at least five municipal client references specifying entity name, address, services provided, contact person, and telephone number. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2011, to present.

8. A fee schedule identifying hourly rates per staff position and flat project rates if applicable.
9. Information on frequency and method for proposed rate changes including any projections for future rates.
10. What services are charged for and what, if any, are considered as part of the scope of services, such as providing maps, responding to emails and phone calls, etc.

V. Identification and Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

1. The name of the person who will be responsible for the management and administration of an agreement with the Village of Winneconne together with the name of the person who will serve as a backup and a resume describing each person's experience and qualifications.
2. The names and resumes of the professional staff who will be assigned to this community.
3. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.
4. A statement committing the aforementioned staff to this community.
5. The proposal should detail how the firm and its staff are qualified to complete tasks related to the Scope of Services.
6. The individuals identified must be licensed to provide engineering services in the State.
7. The selected engineering firm / consultant will be required to provide a certificate of insurance showing coverage for liability, workers' compensation and automobile.

VI. Scope of Services

The Village of Winneconne is searching for a firm that will provide professional contracted services for engineering. The Village Engineer will not be an employee of the Village for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and Wisconsin Unemployment Compensation and Workers' Compensation Laws. The general work elements are outlined below.

It is important that the selected vendor be capable of responding to the Village's needs in a timely manner, complete projects on time, and be an efficient resource for the Village. The SOQ should provide a detailed explanation on the Consultants approach to ensuring that the Village's needs will be prioritized and met by their firm. This should address situations that occur outside of normal business hours.

1. TYPICAL TYPES OF STANDARD ENGINEERING SERVICES

- a. Prepare preliminary investigations, cost studies, economic analyses and forecasts.
- b. Special planning and engineering studies.
- c. Financial/budgetary planning, grant applications.
- d. Graphic illustrations supporting various analyses.
- e. Surveying and mapping (if required).
- f. Specialized engineering analysis and design.
- g. Preparation of construction plans, specifications and contract documents.
- h. On site management of capital improvement projects.
- i. Appraisals, valuations and utility rate analysis.
- j. Street, sidewalk, and curb and gutter design.
- k. Storm water management designs when requested.
- l. Landscaping, park and greenspace design.
- m. Attendance at Design Review meetings, Public Works meetings, Board Meetings and Planning and Zoning as requested.

2. TYPICAL AREAS OF SPECIFIC PROJECT ENGINEERING SERVICES

- a. Transportation
- b. Water distribution
- c. Wastewater collection
- d. Land and construction surveying
- e. Land use planning
- f. Drainage and storm sewers
- g. Flood control and land reclamation
- h. Assist with utility and access easements

As requested by the Village, the firm will direct engineering services on projects and oversee project management for the construction of the municipal public works projects. The firm may also be requested to prepare or review construction projects and specifications.

The firm may be asked to perform or review feasibility studies, construction inspections, plat review, utility studies, traffic studies, and capital improvements programs. The Village may also request that the firm act as Village liaison or Village representative with private developers and other levels of government. The firm may also be asked to attend internal meetings involving engineering questions or issues.

The firm must be able to effectively perform field inspections, address citizen concerns personally and in writing, make professional public presentations, and provide recommendations to staff and the Village Board.

The Village Board may decide to solicit specific proposals on a case by case review basis, which are not included in this scope of services.

VII. Evaluation and Selection

The firm will be selected based on qualifications and criteria established below.

A. The Village of Winneconne reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the village.

B. The proposals will be evaluated by a committee made up of Village staff, and an elected official. The committee may then narrow the field to three firms who may be requested to participate in an interview process. The committee will then provide their findings to the Village Board.

C. The Village will screen and rank the SOQ's based on the criteria outlined in this section.:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
3. The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
4. The experience and qualifications of the firm's staff that will have primary contact with the Village of Winneconne's staff.
5. The firm's commitment to delivering work on time and within budget.
6. The extent of involvement by the firm's key qualified personnel or team and the likelihood that key personnel and or team will develop a long term and intimate knowledge of the Village's infrastructure.
7. The extent to which previous clients have found the firm's services acceptable.
8. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
9. Geographical location in relation to the Village of Winneconne.

10. Familiarity and experience with the Village of Winneconne and its staff, Winnebago County, WISDOT, WDNR and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

The Village reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgment of the Village is most advantageous to the Village and to re-advertise if desired.

The Village will review and evaluate all responses to this RFQ. The Village may short list the responses to the two or three firms it deems best suited to meet its needs. The selected firms will be notified if necessary for an interview / presentation. Those not selected will be notified by U.S. mail or e-mail.

VIII. Basis for Compensation

All proposals shall outline the basis for compensation including identification of all rates and reimbursable. The proposal should also address what shall be considered 'billable hours'.

The proposal shall also contain an explanation of how overhead, administration, and related charges are passed onto the client.

The proposal shall also include a recent bill to a municipal client for a public works project that illustrates the program and task detail that would be included in the Village of Winneconne's invoices.

IX. Terms and Conditions

A. The Village of Winneconne reserves the right to cancel or modify the RFQ at any time. No changes, revisions, clarifications, or amendments will be made to this RFQ without notifying all invited firms on record as having received this RFQ. The Village reserves the right to determine the successful firm.

B. The Village of Winneconne reserves the right to formally amend any portion of this Request for Qualifications.

C. Upon submission, all proposals become the property of the Village of Winneconne which retains the right to use any ideas presented in any proposal submitted whether or not the proposal is accepted.

D. Upon selection of a firm, an agreement may be negotiated or both parties may agree to the designation of Village Engineer absent an agreement.

E. The Village of Winneconne shall not be liable for any costs incurred by any firm responding to this request.

F. Data contained in the response and all documentation provided therein, become the property of the Village of Winneconne, without compensation to the respondent, and the data becomes public information upon opening the response.

Consultants are solely responsible for all expenses associated with responding to this RFQ. The Village accepts no financial responsibility and will not be liable in any way for any cost incurred in the preparation of documents for this RFQ, or any costs associated with onsite presentations or follow-up questions requested by the Village, unless previously agreed to by the Village in writing. The Village of Winneconne is not under any obligation to award a contract, and reserves the right to terminate the RFQ process at any time and to withdraw from discussions with any or all of the consultants who have responded. All documents and materials prepared pursuant to this proposal are the property of the Village of Winneconne. The Village shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under this process.

If any provision of this Request for Qualifications is invalid, illegal, or unenforceable under any applicable statute or rule of law, the remaining provisions of this agreement shall remain in force and effect and vendor agrees to substitute for the invalid provision a valid provision which most closely approximated the economic effect and intent of the invalid provision.

Appendix A – Trade Secrets and Confidentiality

As a general rule, all submissions to the Village are available to any member of the public. However, if materials qualify as provided in this section, the Village will take reasonable steps to keep Trade Secrets confidential.

(a) Designation of Confidential Records. The terms “Trade Secrets” and “record” are defined in (a)(1) (Definitions). To the extent that the Firm/Team wishes to maintain the confidentiality of Trade Secrets contained in materials provided to the Village that will or may become a record, the Firm/Team shall prominently designate the material as “Trade Secrets” at the time of its initial disclosure to the Village. The Firm/Team shall not designate any material provided to the Village as Trade Secrets unless the Firm/Team has a reasonable and good-faith belief that it contains a Trade Secret. When requested by the Village, the Firm/Team shall promptly disclose to the Village the Firm/Team’s reasoning for designating individual materials as Trade Secrets. In providing materials to the Village, the Firm/Team shall make reasonable efforts to separate those designated as Trade Secrets from those not so designated, both to facilitate the Village’s use of records and to minimize the opportunity for accidental disclosure. For instance, if only a sentence or paragraph on a page is a Trade Secret, the page must be marked clearly to communicate that distinction. To avoid mistake or confusion, it is generally best to have only Trade Secret information on a page and nothing else on that page. To the extent authorized by applicable state and federal law, the Village shall maintain the confidentiality of records designated “Trade Secrets” in accordance with this section. Whenever the Firm/Team ceases to have a good-faith belief that a particular record contains a Trade Secret, it shall promptly notify the Village.

(1) Definitions.

“Trade secret” means business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- a. Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- b. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

The existence of a trade secret shall not be negated merely because the information comprising the trade secret has also been developed, used, or owned independently by more than one person, or licensed to other persons.

“Record” means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, received by the Village of Winneconne in connection with the Firm/Team’s SOQ.

(b) Request by Public for Access to Record. When any person requests the Village to provide access to a record designated as Trade Secrets in accordance with subsection

- (a), the Village may
- (1) decline the request for access,
 - (2) notify the Firm/Team of the request and that the Village intends to provide the person access to the record because applicable law requires that the access be granted, or
 - (3) notify the Firm/Team of the request and that the Village intends to decline the request.
- Before declining the request, the Village may require the Firm/Team to give further assurances so that the Village can be certain that the Firm/Team will comply with subsection (c) (Defense of Village).

(c) Defense of Village. If the Village declines the request for access to a record designated as Trade Secrets in accordance with subsection (a), the Firm/Team shall defend, indemnify, and save harmless Indemnitees from and against all Charges that arise in any manner from, in connection with, or out of the Village's non-disclosure of the records. In providing that defense, the Firm/Team shall at its sole expense defend Indemnitees with legal counsel. The legal counsel shall be limited to attorneys reasonably acceptable to the Village Attorney. Definitions. As used in this subsection (c), "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, fines, penalties, settlements, expenses, attorneys' fees, and interest. Indemnitees" means the Village, and officers, officials, independent contractors, agents, and employees, of the Village. "Indemnitees" does not include the Firm/Team. The Village may require the Firm/Team to provide proof of the Firm/Team's ability to pay the amounts that may reasonably be expected to become monetary obligations of the Firm/Team pursuant to this section. If the Firm/Team fails to provide that proof in a timely manner, the Village shall not be required to keep confidential the records whose non-disclosure gives rise to the potential monetary obligation. Nothing in this agreement shall require the Village to require any natural person to be imprisoned or placed in substantial risk of imprisonment as a result of alleged nondisclosure of records or for alleged noncompliance with a court order respecting disclosure of records. This subsection (c) is separate from and is to be construed separately from any other indemnification and warranty provisions in the contract between the Village and the Firm/Team.

Appendix B – Insurance Requirements

Firm/Team shall maintain insurance not less than the following:

Consultant agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverage and limits. The requirements contained herein, as well as Village's review or acceptance of insurance maintained by Consultant is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under this Contract.

Commercial General Liability: \$1,000,000 per occurrence

Commercial Auto Liability: \$1,000,000 combined single limit

Excess (Umbrella) Liability: \$1,000,000

Workers' Compensation: Statutory

Employer's Liability: \$1,000,000 each accident/total disease/employee disease

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. (The Owner reserves the right to negotiate different limits and coverage in the final contract.)

Additional Insured- Consultant agrees to endorse the Village of Winneconne as an additional Insured on the Professional Liability coverage.

All insurance companies must be authorized to do business in Wisconsin with a Best rating A-VIII or higher.

Certificate of Insurance- Consultant agrees to provide the Village of Winneconne with Certificates of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Consultant's insurer. If Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify the Village within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to the coverage no longer in compliance. Certificate Holder address should read:

Village of Winneconne
Attn: Director of Public Works
30 South 1st Street P.O. Box 488
Winneconne, WI 54986

Appendix C – SELECTION CRITERIA EXAMPLE

A summary of the selection criteria points is provided in the following table:

Selection Criteria		Relative Weight
1.	Approach and understanding of Scope of Services	20
2.	Experience with municipal engineering services	10
3.	Qualifications of staff	10
4.	Time, Budget, Workload	20
5.	References	10
6.	Winneconne Experience	10
7.	Location of firm	10
8.	Experience with state, county, and local government agencies	10
Total		100