



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

Village Board

Tuesday, June 18, 2024, at 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Roll Call Foster Kubasta Olson Bouras Janikowski Stelzner Boucher

Pledge of Allegiance

Regular Business

Consideration and action to approve consent agenda and payment of bills:

- May 31, 2024 Treasurer's Report/Balance Sheet
- May 31, 2024 Budget Comparisons
- May 2024 Check Register

Consideration and action to approve May 21, 2024 Village Board Minutes

Communications

Public Participation

Administrator's Report

Committee Reports

Beautification, Cemetery, Fire District, Historic Preservation, Library, Parks,
Personnel & Finance, Plan Commission, Public Safety, Public Works

Old Business

New Business

Consideration and action to approve CMAR CMOM Resolution for 2024

Consideration and action to approve the Sanitary District 3 contract as presented with updates from attorney Chad Wade

Consideration and action to accept Speedy Clean's quote in amount of \$2,675 to repair a sanitary sewer line on Wolf Run.

Consideration and action to approve extending noise restrictions for Sovereign State Days until midnight on Fri. July 19, 2024 and Sat. July 20, 2024

Consideration and action to approve a Temporary Class B license for beer sales at Sovereign State Days July 18, 2024 through Sunday, July 21, 2024

Consideration and action to approve Direct Seller's permits for the following:

- Tracy Gallagher – light-up novelty products
- Martin Paulik – firework products

Consideration and action to approve the Alcohol licenses as presented for the licensing year July 1, 2024 through June 30, 2025

Consideration and action to approve the Cigarette, Tobacco and E-Vaping licenses as presented for the licensing year July 1, 2024 through June 30, 2025

Consideration and action to approve the Operator licenses as presented for the licensing year July 1, 2024 through June 30, 2025

Consideration and action to close Village Hall office on Friday, July 5, 2024

Consideration and action to approve the updated personnel handbook policy.

Consideration and action to enter closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation date of public employees

Discuss 5th police officer position

Consideration and action to return to open session

Consideration and possible action to approve hiring of 5th police officer

Adjourn

The Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Hall at 920-582-381 and we will make every effort to accommodate the requests.

Notice of this meeting was posted at the following locations: Village Hall, 30 S. 1st St., Winneconne, Premier Bank, 927 Main St., Winneconne, Winneconne Post Office, 34 S. 2nd St, Winneconne, Village website.

VILLAGE OF WINNECONNE, WISCONSIN
MONTHLY TREASURER'S REPORT
May 31, 2024

	<u>TOTAL CASH AND INVESTMENTS</u>	<u>Interest Earned</u>
Local Government Investment Pool	\$ 5,281,931.17	\$ 24,341.77
Premier Community Bank Checking - Bank Recon Balance	\$ 106,710.12	\$ 1,105.30
Subtotal Pooled Cash	<u>\$ 5,388,641.29</u>	
Premier Community Bank Library checking	\$ 1,122.28	
Premier Community Bank Christmas fund	\$ 6,029.62	\$ 0.10
Petty Cash	\$ 900.00	
TOTAL VILLAGE CASH AND INVESTMENTS	<u><u>\$ 5,396,693.19</u></u>	<u><u>\$ 25,447.17</u></u>

CASH AND INVESTMENT DETAIL BY FUND

UNRESTRICTED CASH

General fund	\$ 2,967,800.12
Solid Waste/Recycling	\$ (26,965.28)
Water Fund	\$ (186,441.24)
Water Fund - Tower repainting	\$ 191,506.62
Sewer Fund	\$ 1,428,011.93
Stormwater Fund	\$ 24,912.68
Petty Cash	\$ 900.00

RESTRICTED CASH

Library checking - restricted for Library	\$ 1,122.28
Christmas Crusade	\$ 6,029.62
Cemetery Care	\$ 82,381.08
Cemetery Perpetual Care	\$ 84,722.11
Sewer Equipment Replacement	\$ 229,363.27
ARPA Funds	\$ 180,394.07
Beautification Funds	\$ 5,724.07
Park Donation Funds	\$ (2,413.20)
Library Donations	\$ 23,595.98
Sewer Debt Service	\$ 220,534.40
Community Development (CDBG)	\$ 25,974.84
Debt Service - special assessments collected -future debt	\$ 146,251.17
Debt Service - current year levy for current year debt	\$ (189,665.97)
TID No. 3	\$ (8,481.23)
TID No. 5	\$ 2,337.81
TID No. 6	\$ 81,312.49
TID No. 7	\$ 10,530.37
TID No. 8	\$ (67,620.12)
TID No. 3,5,6	\$ (6,975.00)
Capital Projects	\$ 171,850.32
	<u>\$ 5,396,693.19</u>

* Interest earned moved to cemetery care fund quarterly

\$

Dated From: 1/01/2024
Thru: 5/31/2024

Fund: All Funds

Account Number		Debit	Credit
101-00-11007-000-000	LIBRARY CHECKING	1,122.28	
101-00-11008-000-000	CHRISTMAS CRUSADE	6,029.62	
101-00-11111-000-000	POOLED CASH GENERAL FUND	2,967,800.12	
202-00-11111-000-000	POOLED CASH CEMETERY CARE	82,381.08	
203-00-11111-000-000	POOLED CASH CEM PERPETUAL CARE	84,722.11	
205-00-11111-000-000	POOLED CASH TID NO. 5	2,337.81	
208-00-11111-000-000	POOLED CASH TID NO. 3		8,481.23
209-00-11111-000-000	POOLED CASH TID NO. 6	81,312.49	
210-00-11111-000-000	POOLED CASH TID NO. 7	10,530.37	
211-00-11111-000-000	POOLED CASH TID NO. 8		67,620.12
212-00-11111-000-000	POOLED CASH ARPA FUNDS	180,394.07	
213-00-11111-000-000	POOLED CASH TIF #3, 5, 6		6,975.00
219-00-11111-000-000	POOLED CASH LIBRARY DONATIONS	23,595.98	
221-00-11111-000-000	POOLED CASH BEAUTIFICATION	5,724.07	
222-00-11111-000-000	POOLED CASH PARK DONATIONS		2,413.20
230-00-11111-000-000	POOLED CASH SOLID WASTE/RECYCL		26,965.28
291-00-11111-000-000	POOLED CASH COMMUNITY DEVELOP	25,974.84	
301-00-11111-000-000	POOLED CASH DEBT SERVICE NEW		43,414.80
500-00-11111-000-000	POOLED CASH GENERAL CAPITAL	171,850.32	
601-00-11111-000-000	POOLED CASH WATER UTILITY NEW	5,065.38	
602-00-11111-000-000	POOLED CASH SEWER UTILITY NEW	1,877,909.60	
603-00-11111-000-000	POOLED CASH STORMWATER	24,912.68	
101-00-11800-000-000	PETTY CASH	350.00	
101-00-11801-000-000	PETTY CASH	50.00	
101-00-11802-000-000	PETTY CASH - PD	500.00	
CASH AND MARKETABLE SECURIT		5,396,693.19	

Fund: 101 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
101-00-40000-000-000	GENERAL REVENUE OFFSET	0.00	0.00	-1,430,596.64	1,430,596.64	0.00
101-10-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	16,773.15	-16,773.15	0.00
101-11-40000-000-000	GENERAL REVENUE ALLOCATION	0.00	0.00	438,074.93	-438,074.93	0.00
101-12-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	28,233.28	-28,233.28	0.00
101-14-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	518,294.89	-518,294.89	0.00
101-15-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	63,603.03	-63,603.03	0.00
101-17-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	114,079.49	-114,079.49	0.00
101-18-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	20,457.92	-20,457.92	0.00
101-19-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	142,795.50	-142,795.50	0.00
101-20-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	66,747.71	-66,747.71	0.00
101-22-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	0.00	21,536.74	-21,536.74	0.00
GENERAL REVENUES ALLOCATION		0.00	0.00	0.00	0.00	0.00
101-01-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,239,189.00	-1,239,189.00	0.00
101-01-41310-000-000	TAXES FROM WATER UTILITY	0.00	0.00	87,000.00	-87,000.00	0.00
101-01-41320-000-000	TAXES FROM HOUSING AUTHORITY	0.00	0.00	14,500.00	-14,500.00	0.00
TAXES		0.00	0.00	1,340,689.00	-1,340,689.00	0.00
101-01-43410-000-000	STATE SHARED REVENUES	0.00	0.00	290,743.00	-290,743.00	0.00
101-01-43411-000-000	PERSONAL PROPERTY STATE AIDE	562.44	562.44	380.00	182.44	148.01
101-01-43412-000-000	VIDEO SERVICE STATE AID	0.00	0.00	7,776.00	-7,776.00	0.00
101-15-43420-000-000	STATE SHARED FIRE INSURANCE	0.00	0.00	11,500.00	-11,500.00	0.00
101-01-43430-000-000	EXEMPT COMPUTER AID	0.00	0.00	926.00	-926.00	0.00
101-14-43521-000-000	POLICE STATE AID TRAINING	0.00	0.00	1,120.00	-1,120.00	0.00
101-14-43529-000-000	STATE GRANTS - SFTY	0.00	0.00	10,000.00	-10,000.00	0.00
101-17-43529-000-000	STATE GRANTS - SFTY	0.00	6,634.00	0.00	6,634.00	0.00
101-17-43530-000-000	STATE TRANSPORTATION AID	0.00	116,729.18	235,758.37	-119,029.19	49.51
101-01-43690-000-000	OTHER STATE AIDS	0.00	257.25	0.00	257.25	0.00
101-19-43720-000-000	LIBRARY AID WINNEBAGO COUNTY	0.00	107,228.00	107,228.00	0.00	100.00
101-18-43740-000-000	WINNEBAGO COUNTY IDB FUNDS	0.00	0.00	4,000.00	-4,000.00	0.00
INTERGOVERNMENTAL REVENUES		562.44	231,410.87	669,431.37	-438,020.50	34.57
101-11-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	10.00	30.00	4,000.00	-3,970.00	0.75
101-11-44120-000-000	BARTENDER & LICENSES	50.00	475.00	1,400.00	-925.00	33.93
101-11-44130-000-000	CIGARETTE LICENSES	0.00	0.00	400.00	-400.00	0.00
101-11-44140-000-000	OTHER BUSINESS LICENSES	10.00	10.00	150.00	-140.00	6.57
101-11-44220-000-000	DOG LICENSES	813.00	2,410.48	2,500.00	-89.52	96.42
101-11-44300-000-000	BUILDING PERMITS	26,130.00	35,928.60	10,000.00	25,928.60	359.29
101-11-44400-000-000	ZONING PERMITS & FEES	600.00	2,122.40	1,500.00	622.40	141.49
101-00-44900-000-000	OTHER PERMITS	4,600.00	4,800.00	0.00	4,800.00	0.00
101-11-44910-000-000	OTHER PERMITS	0.00	0.00	10,500.00	-10,500.00	0.00
101-11-44920-000-000	CHARTER FRANCHISE FEES	3,185.44	6,482.60	7,500.00	-1,017.40	86.43
LICENSES AND PERMITS		35,398.44	52,259.08	37,950.00	14,309.08	137.71
101-12-45110-000-000	COURT PENALTIES & COSTS	2,355.94	13,423.00	15,000.00	-1,577.00	89.49
101-14-45130-000-000	PARKING VIOLATIONS	1,207.00	2,930.00	4,000.00	-1,070.00	73.25
FINES, FORFEITS AND PENALTIES		3,562.94	16,353.00	19,000.00	-2,647.00	86.07
101-11-46110-000-000	CLERK-TREASURER FEES	290.00	840.00	1,500.00	-660.00	56.00
101-14-46210-000-000	POLICE FEES	43.88	233.88	800.00	-566.12	29.24

Fund: 101 - GENERAL FUND

Account Number		2024	2024	2024	Budget	% of
		May	Actual 05/31/2024			
101-19-46260-000-000	LIBRARY CHARGES	258.89	1,113.66	3,125.00	-2,011.34	35.64
101-17-46310-000-000	HWY CHARGES FOR SERVICE-MAINT	122.16	451.62	2,000.00	-1,548.38	22.58
101-17-46440-000-000	CHARGES FOR WEED NOTICES	0.00	0.00	300.00	-300.00	0.00
101-22-46540-000-000	CEMETERY FEES & PERP CARE INT	1,475.00	6,680.00	11,000.00	-4,320.00	60.73
101-20-46720-322-000	MARBLE PARK RENTAL FEES	420.00	780.00	2,500.00	-1,720.00	31.20
101-20-46720-322-100	LAKE WINNECONNE RENTALS	510.00	585.00	7,000.00	-6,415.00	8.36
101-20-46720-322-200	WATERFRONT PARK RENTALS	0.00	275.00	250.00	25.00	110.00
101-20-46730-000-000	MARBLE PARK SWIMMING REVENUES	0.00	0.00	50,000.00	-50,000.00	0.00
101-20-46730-312-600	MARBLE PRK REV CONCESSION	0.00	0.00	12,000.00	-12,000.00	0.00
101-20-46742-000-000	RECREATION SPONSOR FEES	150.00	150.00	750.00	-600.00	20.00
101-20-46750-000-000	BOAT TRAILER PARKING PERMIT	14,766.11	27,778.43	40,000.00	-12,221.57	69.45
101-20-46752-000-000	PIER PASS	1,935.00	5,085.00	10,000.00	-4,915.00	50.85
101-20-46755-000-000	BOAT SLIP REVENUE	0.00	8,975.00	7,500.00	1,475.00	119.67
101-20-46756-000-000	BEACH HOUSE RENTAL	0.00	0.00	750.00	-750.00	0.00
PUBLIC CHARGES FOR SERVICES		19,971.04	52,947.59	149,475.00	-96,527.41	35.42
101-14-47221-000-000	SRO CHARGES FROM SCHOOL	0.00	17,888.88	77,578.00	-59,689.12	23.06
INTERGOV'T. CHARGES FOR SERV.		0.00	17,888.88	77,578.00	-59,689.12	23.06
101-01-48100-000-000	INTEREST ON INVESTMENTS	21,731.13	110,853.26	140,000.00	-29,146.74	79.18
101-11-48210-000-000	RENTS & LEASES	0.00	0.00	67,781.00	-67,781.00	0.00
101-00-48303-000-000	SALE OF PUBLIC WORKS EQUIPMENT	0.00	7,289.00	0.00	7,289.00	0.00
101-11-48400-000-000	INSURANCE RECOVERIES	0.00	3,420.94	0.00	3,420.94	0.00
101-14-48400-000-000	INSURANCE RECOVERIES	2,500.00	5,000.00	0.00	5,000.00	0.00
101-20-48500-000-000	FIREWORKS DONATIONS	0.00	0.00	15,600.00	-15,600.00	0.00
101-14-48500-000-000	DONATIONS POLICE	-39.29	8,778.50	0.00	8,778.50	0.00
101-19-48500-860-000	LIBRARY DONATIONS	0.00	0.00	5,000.00	-5,000.00	0.00
101-11-48900-000-000	MISC INCOME	0.00	5,501.92	0.00	5,501.92	0.00
CAPITAL CONTRIBUTIONS		24,191.84	140,843.62	228,381.00	-87,537.38	61.67
Total Revenues		83,686.70	511,703.04	2,522,504.37	-2,010,801.33	20.29

Fund: 101 - GENERAL FUND

Account Number	2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget	
101-10-51110-110-000	VILLAGE BOARD WAGES	0.00	11,250.00	13,000.00	1,750.00	86.54
101-10-51110-150-000	VILLAGE BOARD EMPL BEN	0.00	860.65	1,073.15	212.50	80.20
101-10-51110-210-000	VILLAGE BOARD PROF SERVICES	0.00	739.00	0.00	-739.00	0.00
101-10-51110-210-600	AWARDS & MEMORIALS	0.00	0.00	200.00	200.00	0.00
101-10-51110-321-000	VILLAGE BOARD MEMBERSHIP DUES	0.00	1,509.12	1,500.00	-9.12	100.61
101-10-51110-330-000	VILLAGE BOARD TRAVEL & CONVENT	0.00	0.00	1,000.00	1,000.00	0.00
101-12-51210-110-000	MUNICIPAL COURT WAGES	2,580.43	7,865.58	20,352.80	12,487.22	38.65
101-12-51210-150-000	MUNICIPAL COURT BENEFITS	197.40	601.72	3,225.47	2,623.75	18.66
101-12-51210-210-500	MUNICIPAL COURT WITN FEE	0.00	0.00	1,000.00	1,000.00	0.00
101-12-51210-229-000	COURT SOFTWARE	0.00	0.00	1,300.00	1,300.00	0.00
101-12-51210-310-000	MUNICIPAL COURT OFFIC SUPPLIES	92.72	283.37	750.00	466.63	37.78
101-12-51210-321-000	MUNICIPAL COURT DUES	0.00	45.00	145.00	100.00	31.03
101-12-51210-330-000	MUNICIPAL COURT TRAV/LOD	0.00	257.41	300.00	42.59	85.80
101-12-51210-331-000	MUNICIPAL COURT TRAINING	0.00	800.00	1,000.00	200.00	80.00
101-12-51210-333-000	MUNICIPAL COURT COLLECT-LEXIS	130.00	650.00	1,560.00	910.00	41.67
101-12-51210-348-000	MUNICIPAL COURT MISC EXP	62.50	62.50	100.00	37.50	62.50
101-11-51300-210-000	LEGAL COUNSELING	5,459.51	18,823.55	40,000.00	21,176.45	47.06
101-12-51300-210-000	COURT LEGAL COUNSEL PRO SERV	1,125.00	2,865.00	13,500.00	10,635.00	21.22
101-11-51410-110-000	ADMINISTRATOR WAGES	6,471.18	23,727.66	54,470.00	30,742.34	43.56
101-11-51410-150-000	ADMINISTRATOR BENEFITS	957.06	3,509.22	8,390.51	4,881.29	41.82
101-11-51410-310-000	WCMA / ICMA DUES	0.00	0.00	1,384.00	1,384.00	0.00
101-11-51410-330-000	PROFESSIONAL DEVELOPMENT	519.00	1,317.93	5,000.00	3,682.07	26.36
101-11-51410-348-000	ADMIN CELL PHONE REIMBURSEMENT	41.15	164.59	1,620.00	1,455.41	10.16
101-11-51420-110-000	CLERK WAGES	3,075.30	11,276.10	26,880.40	15,604.30	41.95
101-11-51420-150-000	CLERK BENEFITS	1,096.02	4,018.74	9,435.00	5,416.26	42.59
101-11-51420-321-000	WMCA DUES	0.00	335.37	65.00	-270.37	515.95
101-11-51420-348-000	IRS & STATE WH PENALTIES & INT	0.00	0.00	1,500.00	1,500.00	0.00
101-11-51422-210-000	ACCOUNTING SOFTWARE SUBSCRIPT	0.00	5,100.00	9,600.00	4,500.00	53.13
101-11-51422-226-000	GENERAL ADMIN FLEX FEES	50.00	700.00	1,000.00	300.00	70.00
101-11-51422-227-000	GENERAL ADMIN EAP FEE	228.15	304.20	150.00	-154.20	202.80
101-11-51422-310-000	OFFICE SUPPLIES- GEN ADMIN	312.95	2,059.30	3,000.00	940.70	68.64
101-11-51422-311-000	POSTAGE - GEN ADMIN	350.00	1,180.00	4,500.00	3,320.00	26.22
101-11-51422-312-000	PRINTING & PUBLISHING- GEN ADM	393.65	1,453.87	6,000.00	4,546.13	24.23
101-11-51422-312-100	LEGAL NOTICES - GEN ADMIN	19.95	19.95	1,000.00	980.05	2.00
101-11-51422-312-600	ECODE 360 ANNUAL MAINTENANCE	0.00	0.00	4,300.00	4,300.00	0.00
101-11-51422-340-000	PHOTO COPIER LEASES	506.54	3,566.97	5,100.00	1,533.03	69.94
101-11-51422-348-000	MISC EXPENSE - GEN ADMIN	75.00	1,342.51	3,500.00	2,157.49	38.36
101-11-51422-450-000	BANK SERVICE FEES	210.00	1,060.00	2,700.00	1,640.00	39.26
101-11-51423-110-000	CUSTOMER SERVICE REP WAGES	671.25	2,497.12	1,957.00	-540.12	127.60
101-11-51423-150-000	CUSTOMER SERVICE REP BENEFITS	51.34	191.01	310.14	119.13	61.59
101-11-51440-110-000	ELECTION WORKER WAGES	0.00	2,565.00	10,500.00	7,935.00	24.43
101-11-51440-150-000	ELECTION WORKER BENEFITS	0.00	126.74	0.00	-126.74	0.00
101-11-51440-312-000	ELECTION SUPPLIES	31.96	1,231.33	3,000.00	1,768.67	41.04
101-11-51450-210-000	IT SUPPORT	9,938.31	16,642.55	11,000.00	-5,642.55	151.30
101-11-51450-210-123	WEBSITE HOSTING	0.00	0.00	10,000.00	10,000.00	0.00
101-11-51450-310-000	IT HARDWARE	0.00	0.00	1,500.00	1,500.00	0.00
101-11-51510-210-000	ANNUAL AUDIT & REPORTING	2,461.05	9,107.25	26,880.00	17,772.75	33.88
101-11-51520-110-000	TREASURER WAGES	10,085.27	25,792.79	50,860.20	25,067.41	50.71
101-11-51520-150-000	TREASURER BENEFITS	2,217.35	6,877.91	14,886.52	8,008.61	46.20
101-11-51520-210-000	FINANCIAL ADVISING	1,700.00	2,962.10	3,000.00	37.90	98.74
101-11-51520-321-000	MTAW DUES	0.00	0.00	150.00	150.00	0.00
101-11-51520-330-000	PROFESSIONAL DEVELOP TREASURER	0.00	0.00	2,000.00	2,000.00	0.00

Fund: 101 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 May	Actual 05/31/2024			
101-11-51530-210-000	PROPERTY ASSESSMENT	0.00	5,687.00	18,500.00	12,813.00	30.74
101-11-51530-311-000	PROPERTY ASSESSMENT MISC	0.00	558.01	0.00	-558.01	0.00
101-11-51600-220-000	MUNICIPAL CENTER PHONE	0.00	0.00	1,220.00	1,220.00	0.00
101-11-51600-220-101	TELEPHONE EQUIPMENT	0.00	0.00	1,000.00	1,000.00	0.00
101-11-51600-221-000	MUNICIPAL CENTER ELECTRICITY	2,044.57	7,403.22	25,500.00	18,096.78	29.03
101-11-51600-224-000	MUNICIPAL CENTER WATER/SEWER	0.00	0.00	5,300.00	5,300.00	0.00
101-11-51600-225-000	MUNICIPAL CENTER INTERNET	0.00	2,309.99	1,000.00	-1,309.99	231.00
101-11-51600-348-000	MUNICIPAL CENTER MISCELLANEOUS	0.00	187.50	1,500.00	1,312.50	12.50
101-11-51600-414-000	MUNICIPAL CENTER MAINTENANCE	362.14	2,316.21	12,000.00	9,683.79	19.30
101-11-51800-000-000	PROPERTY INLAND INSURANCE	23,371.18	23,371.18	34,824.60	11,453.42	67.11
101-11-51810-000-000	GENERAL LIABILITY INSURANCE	2,690.48	5,656.15	11,961.56	6,305.41	47.29
101-11-51810-100-000	CRIME INSURANCE	0.00	1,184.00	1,500.00	316.00	78.93
101-11-51820-000-000	VEHICLE COLLISION/COMPREHENSIV	4,903.88	10,021.96	12,000.00	1,978.04	83.52
101-11-51930-000-000	UNEMPLOYMENT INSURANCE	0.00	839.78	0.00	-839.78	0.00
GENERAL GOVERNMENT		84,482.29	235,278.11	511,951.35	276,673.24	45.96
101-14-52100-110-000	POLICE DEPT WAGES	40,338.04	140,536.28	303,236.60	162,700.32	46.35
101-14-52100-110-500	POLICE DEPT - PART TIME WAGES	11,803.20	40,261.54	71,566.00	31,304.46	56.26
101-14-52100-150-000	POLICE DEPT BENEFITS	19,237.88	68,200.82	165,395.21	97,194.39	41.24
101-14-52100-150-500	POLICE PART TIME BENEFITS	1,167.56	3,344.64	8,574.08	5,229.44	39.01
101-14-52100-210-000	POLICE DEPT IT SERVICES	1,249.25	1,249.25	3,900.00	2,650.75	32.03
101-14-52100-220-000	POLICE DEPT PHONE	38.01	120.30	1,440.00	1,319.70	8.35
101-14-52100-225-000	POLICE DEPT AIRCARD/SQUAD PHON	333.30	440.24	2,163.00	1,722.76	20.35
101-14-52100-230-000	POLICE DEPT SUPPLIES & MAINT	0.00	0.00	1,430.00	1,430.00	0.00
101-14-52100-310-000	POLICE DEPT OFFICE SUPPLIES	24.59	10.29	525.00	514.71	1.96
101-14-52100-311-000	POLICE DEPT POSTAGE	0.00	0.00	200.00	200.00	0.00
101-14-52100-312-000	POLICE DEPT PRINT & PUBLIC	27.65	648.34	1,565.00	916.66	41.43
101-14-52100-321-000	POLICE DEPT DUES	0.00	250.00	550.00	300.00	45.45
101-14-52100-330-000	POLICE DEPT TRAVEL/LODGING	0.00	0.00	500.00	500.00	0.00
101-14-52100-331-000	POLICE DEPT TRAINING	255.00	255.00	4,000.00	3,745.00	6.38
101-14-52100-342-000	POLICE DEPT UNIFORMS	121.90	592.59	1,280.00	687.41	46.30
101-14-52100-342-300	POLICE DEPT BULLET PROOF VESTS	0.00	0.00	1,000.00	1,000.00	0.00
101-14-52100-343-000	POLICE DEPT GAS/DIESEL FUEL	1,126.31	4,342.16	18,400.00	14,057.84	23.60
101-14-52100-346-000	POLICE DEPT COMMUNITY PROGRAMS	0.00	0.00	350.00	350.00	0.00
101-14-52100-348-000	POLICE DEPT MISC EXPENSES	4,648.22	16,634.13	8,218.00	-8,416.13	202.41
101-14-52100-351-000	POLICE DEPT VEHICLE MAINTENANC	91.93	704.64	3,000.00	2,295.36	23.49
101-14-52100-514-000	POLICE DEPT PROP & LIAB INSUR	3,020.00	3,020.00	4,500.00	1,480.00	67.11
101-14-52100-810-000	POLICE DEPT EQUIP OUTLAY	0.00	0.00	10,000.00	10,000.00	0.00
101-15-52200-600-000	FIRE DEPT COMBINED FIRE	0.00	31,112.55	66,099.03	34,986.48	47.07
101-15-52210-600-000	OSHKOSH AMBULANCE CONTRACT	0.00	0.00	9,004.00	9,004.00	0.00
101-11-52400-000-000	BUILDING INSPECTION	3,177.76	10,516.26	0.00	-10,516.26	0.00
PUBLIC SAFETY		86,660.60	322,239.03	686,895.92	364,656.89	46.91
101-17-53100-110-000	PUBLIC WORKS ADMIN WAGES	4,415.62	13,951.89	27,847.00	13,895.11	50.10
101-17-53100-150-000	PUBLIC WORKS ADMIN BENEFITS	1,032.65	3,542.88	6,661.87	3,118.99	53.18
101-17-53100-310-000	PUBLIC WKS OFFICE SUPPLIES	0.00	127.52	3,000.00	2,872.48	4.25
101-17-53100-330-000	PUBLIC WKS TRAVEL/LODGING	0.00	1,050.22	10,000.00	8,949.78	10.50
101-17-53100-331-000	PUBLIC WKS TRAINING	0.00	0.00	3,095.00	3,095.00	0.00
101-17-53100-342-000	PUBLIC WKS UNIFORMS	514.64	3,839.15	5,000.00	1,160.85	76.78
101-17-53100-348-000	PUBLIC WKS MISC EXPENSES	93.35	4,292.76	17,500.00	13,207.24	24.53
101-17-53100-355-000	PUBLIC WKS DRUG TESTS	0.00	300.00	500.00	200.00	60.00

Fund: 101 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 May	Actual 05/31/2024			
101-17-53100-362-000	PUBLIC WKS SAFETY EQUIPMENT	0.00	299.00	3,595.20	3,296.20	8.32
101-17-53150-110-000	BLDG & GROUNDS MAINT WAGES	2,360.29	23,458.04	29,101.10	5,643.06	80.61
101-17-53150-150-000	BLDG & GROUNDS MAINT BENEFITS	324.27	5,221.61	6,669.32	1,447.71	78.29
101-17-53150-310-000	BLGS SUPPLIES & MAINTENANCE	104.05	5,284.07	9,600.00	4,315.93	55.04
101-17-53230-220-000	GARAGE INTERNET	103.33	671.97	120.00	-551.97	559.98
101-17-53230-221-000	GARAGE ELECTRIC	197.32	2,082.07	6,000.00	3,917.93	34.70
101-17-53230-224-000	GARAGE WATER & SEWER	0.00	293.84	0.00	-293.84	0.00
101-17-53240-110-000	PW FLEET & OTHER SERV WAGES	3,990.43	14,615.63	35,864.30	21,248.67	40.75
101-17-53240-150-000	PW FLEET & OTHER SERV BENEFITS	1,200.94	4,524.50	16,114.32	11,589.82	28.08
101-17-53240-230-200	PW MACHINERY	34.03	1,114.87	15,000.00	13,885.13	7.43
101-17-53240-343-000	PUBLIC WKS MACH GAS/DIES FUEL	609.20	2,381.17	12,625.00	10,243.83	18.86
101-17-53240-348-000	PUBLIC WKS MACH MISC EXPENSE	330.70	1,153.70	17,000.00	15,846.30	6.79
101-17-53240-350-000	PUBLIC WKS MACH EQUIP PARTS	651.86	742.44	0.00	-742.44	0.00
101-17-53300-110-000	PW STREET WAGES	1,225.57	13,980.88	33,972.00	19,991.12	41.15
101-17-53300-150-000	PW STREET BENEFITS	475.11	4,943.08	13,042.75	8,099.67	37.90
101-17-53300-359-000	STREET MAINT CRACK SEALING	0.00	0.00	6,000.00	6,000.00	0.00
101-17-53314-350-000	SNOW & ICE REMOVAL EQUIP/PARTS	3,441.02	7,023.29	8,500.00	1,476.71	82.63
101-17-53314-371-000	SNOW & ICE REMOVAL SALT & BRIN	7,634.43	7,718.99	10,000.00	2,281.01	77.19
101-17-53316-356-000	STREET SIGNS AND BANNERS	151.31	495.98	1,000.00	504.02	49.60
101-17-53420-221-000	STREET LIGHTING ELECTRIC	3,635.54	14,625.72	35,000.00	20,374.28	41.79
101-17-53645-230-000	TREES BRUSH & WEED CONTROL	0.00	466.69	10,000.00	9,533.31	4.67
101-17-53932-000-000	PW PROPERTY INLAND INSURANCE	1,348.93	1,348.93	2,010.00	661.07	67.11
101-17-53932-100-000	PW GENERAL LIABILITY INSURANCE	1,484.52	2,695.85	6,600.00	3,904.15	40.85
PUBLIC WORKS		35,359.11	142,246.74	351,417.86	209,171.12	40.48
101-22-54910-110-000	CEMETERY WAGES	4,536.64	9,984.98	20,607.50	10,622.52	48.45
101-22-54910-150-000	CEMETERY BENEFITS	1,188.49	3,254.49	4,079.24	824.75	79.78
101-22-54910-343-000	CEMETERY GAS/DIESEL FUEL	82.32	321.77	2,850.00	2,528.23	11.29
101-22-54910-348-000	CEMETERY MISC EXPENSES	1,847.50	2,972.50	2,500.00	-472.50	118.90
101-22-54910-350-000	CEMETERY EQUIP PARTS	0.00	0.00	1,500.00	1,500.00	0.00
101-22-54910-810-000	CEMETERY EQUIP OUTLAY	0.00	0.00	1,000.00	1,000.00	0.00
HEALTH AND HUMAN SERVICES		7,654.95	16,533.74	32,536.74	16,003.00	50.82
101-19-55110-110-000	LIBRARY WAGES	11,071.60	41,932.10	99,181.00	57,248.90	42.28
101-19-55110-150-000	LIBRARY BENEFITS	1,741.40	6,487.37	17,158.70	10,671.33	37.81
101-19-55110-230-100	LIBRARY CONTRACT SERVICES	0.00	18,543.38	18,600.00	56.62	99.70
101-19-55110-310-000	LIBRARY OFFICE SUPPLIES	588.86	1,582.38	3,000.00	1,417.62	52.75
101-19-55110-311-000	LIBRARY POSTAGE	0.00	0.00	200.00	200.00	0.00
101-19-55110-312-000	LIBRARY PRINTING & PUBLISHING	317.73	1,394.40	3,400.00	2,005.60	41.01
101-19-55110-320-000	LIBRARY SUBSCRIPTIONS	253.86	1,869.41	2,400.00	530.59	77.89
101-19-55110-320-500	LIBRARY BOOKS	1,117.26	19,429.56	25,000.00	5,570.44	77.72
101-19-55110-320-501	LIBRARY AUDIO BOOKS	558.52	5,498.79	7,528.00	2,029.21	73.04
101-19-55110-320-502	LIBRARY VIDEOS	457.25	783.34	4,600.00	3,816.66	17.03
101-19-55110-323-000	LIBRARY PROGRAMMING	203.00	2,366.16	5,000.00	2,633.84	47.32
101-19-55110-330-000	LIBRARY TRAVEL & CONVENTIONS	0.00	273.50	1,600.00	1,326.50	17.09
101-19-55110-341-000	LIBRARY CLEANING SUPPLIES	0.00	65.24	200.00	134.76	32.62
101-19-55110-348-000	LIBRARY MISC EXPENSES	0.00	894.02	1,000.00	105.98	89.40
101-19-55110-414-000	LIBRARY FACILITY MAINTENANCE	0.00	0.00	67,780.80	67,780.80	0.00
101-19-55110-810-000	LIBRARY EQUIP OUTLAY	0.00	799.90	1,500.00	700.10	53.33
101-11-55120-221-000	HIST SOCIETY ELECTRIC	308.69	2,108.28	5,000.00	2,891.72	42.17
101-11-55120-224-000	HIST SOCIETY WATER/SEWER	0.00	483.12	1,500.00	1,016.88	32.21

Fund: 101 - GENERAL FUND

Account Number		2024	2024	2024	Budget Status	% of Budget
		May	Actual 05/31/2024	Budget		
101-00-55140-000-000	DONATIONS COMMUNITY ROOM	0.00	0.00	14,500.00	14,500.00	0.00
101-20-55200-110-000	PARKS WAGES	8,813.68	17,622.53	39,565.90	21,943.37	44.54
101-20-55200-150-000	PARKS BENEFITS	2,767.05	5,842.24	10,005.39	4,163.15	58.39
101-20-55200-220-000	PARKS PHONE	0.00	-118.00	260.00	378.00	-45.38
101-20-55200-221-000	PARKS ELECTRIC	327.25	1,227.82	6,500.00	5,272.18	18.89
101-20-55200-224-000	PARKS WATER & SEWER	0.00	1,097.28	3,000.00	1,902.72	36.58
101-20-55200-230-100	PARKS CONTRACT SERVICES	3,134.42	3,134.42	10,000.00	6,865.58	31.34
101-20-55200-310-000	PARKS SUPPLIES & EXP	59.99	1,128.86	0.00	-1,128.86	0.00
101-20-55200-341-000	PARKS CLEANING SUPPLIES	215.19	480.19	3,500.00	3,019.81	13.72
101-20-55200-343-000	PARKS GAS/DIESEL FUEL	510.41	1,995.04	10,450.00	8,454.96	19.09
101-20-55200-348-000	PARKS MISC EXPENSES	71.57	711.03	9,000.80	8,289.77	7.90
101-20-55200-350-000	PARKS EQUIPMENT	881.64	902.04	8,000.00	7,097.96	11.28
101-20-55200-356-000	PARKS FACILITIES MAINTENANCE	205.96	365.86	24,000.00	23,634.14	1.52
101-20-55200-417-300	POOL CHEMICALS	0.00	0.00	1,400.00	1,400.00	0.00
101-20-55210-000-000	MSB/VENTEK FEES	2,903.00	2,932.00	5,300.00	2,368.00	55.32
101-20-55310-310-000	FIREWORKS SUPPLIES	0.00	0.00	16,600.00	16,600.00	0.00
101-20-55420-110-000	BEACH/BEACH HOUSE WAGES	270.89	516.89	44,993.80	44,476.91	1.15
101-20-55420-150-000	BEACH/BEACH HOUSE BENEFITS	140.19	243.87	4,121.82	3,877.95	5.92
101-20-55420-221-000	BEACH/BEACH HOUSE ELECTRIC	359.93	605.10	2,500.00	1,894.90	24.20
101-20-55420-225-000	BEACH/BEACH HOUSE INTERNET	0.00	0.00	100.00	100.00	0.00
101-20-55420-310-000	BEACH/BEACH HOUSE SUPPLIES/EXP	0.00	0.00	1,600.00	1,600.00	0.00
101-20-55420-313-000	POOL CONCESSION SUPPLIES	0.00	0.00	12,000.00	12,000.00	0.00
101-20-55420-348-000	BEACH/BEACH HOUSE MISC EXPS	0.00	0.00	2,500.00	2,500.00	0.00
101-20-55420-810-000	SWIMMING EQUIP OUTLAY	0.00	0.00	3,000.00	3,000.00	0.00
CULTURE, RECREATION AND EDU.		37,279.34	143,198.12	497,546.21	354,348.09	28.78
101-18-56700-110-000	ECONOMIC DEVELOP WAGES	1,258.29	4,613.73	12,528.10	7,914.37	36.83
101-18-56700-150-000	ECONOMIC DEVELOP BENEFITS	186.12	682.44	1,929.82	1,247.38	35.36
101-18-56700-210-000	ECONOMIC DEVELOP PRO SERVICES	0.00	0.00	10,000.00	10,000.00	0.00
CONSERVATION AND DEVELOPMENT		1,444.41	5,296.17	24,457.92	19,161.75	21.65
Total Expenses		252,880.70	864,791.91	2,104,806.00	1,240,014.09	41.09
Net Totals		-169,194.00	-353,088.87	417,698.37	770,787.24	-84.53

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	5/03/2024	EMPLOYEE BENEFITS CORPORATION	634.00
	Manual Check	MAY 3 PAYROLL	
ACH	5/03/2024	EXPERT PAY CHILD SUPPORT	825.69
	Manual Check	MAY 3 PAYROLL	
ACH	5/03/2024	WISCONSIN DEPARTMENT OF REVENUE-WI W/H	1,728.19
	Manual Check	MAY 3 STATE W/H	
ACH	5/03/2024	UNITED STATES TREASURY-FED W/H	10,244.11
	Manual Check	MAY 3 PAYROLL	
ACH	5/06/2024	GREAT-WEST RETIREMENT SERVICES (EMPOWER)	226.59
	Manual Check	MAY 3 PAYROLL	
ACH	5/03/2024	GROUP INSURANCE ETF-HEALTH INS	17,601.76
	Manual Check	JUNE INSURANCE	
ACH	5/10/2024	KWIK TRIP STORES	2,772.68
	Manual Check	APR	
ACH	5/01/2024	DELTA DENTAL - ACH	430.34
	Manual Check	MAY DENTAL & VISION INSUR	
ACH	5/14/2024	PAX8 ON BEHALF OF WINHAVEN LLC	550.00
	Manual Check	CLOUD SERVICES	
ACH	5/17/2024	EMPLOYEE BENEFITS CORPORATION	92.00
	Manual Check	MAY 17 PAYROLL	
ACH	5/15/2024	LEXIS NEXIS RISK SOLUTIONS FL INC	130.00
	Manual Check	USER FEE	
ACH	5/15/2024	UNITED STATES TREASURY-FED W/H	9,563.20
	Manual Check	MAY 17 PAYROLL	
ACH	5/15/2024	AMAZON CAPITAL SERV - LIBRARY	145.43
	Manual Check	BOOKS	
ACH	5/06/2024	AMAZON CAPITAL SERV - LIBRARY	693.82
	Manual Check	BOOKS	
ACH	5/17/2024	GREAT-WEST RETIREMENT SERVICES (EMPOWER)	226.59
	Manual Check	MAY 17 PAYROLL	
ACH	5/25/2024	GFC LEASING	302.85
	Manual Check	COPIER LEASE	
ACH	5/05/2024	GORDON FLESCH CO INC	203.69
	Manual Check	COPIER	
ACH	5/04/2024	GORDON FLESCH CO INC	27.65
	Manual Check	COPIER	
ACH	5/10/2024	CINTAS CORPORATION	1,049.22
	Manual Check	APRIL	

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	5/17/2024	EXPERT PAY CHILD SUPPORT	825.69
	Manual Check	MAY 17 PAYROLL	
ACH	5/17/2024	GFL ENVIRONMENTAL	570.48
	Manual Check	TRASH WASTE WATER TREATMENT	
ACH	5/01/2024	ALLIANT ENERGY/WPL	2,438.67
	Manual Check	MAY	
ACH	5/22/2024	ADVANCED DISPOSAL SERVICES INC.	17,274.39
	Manual Check	APRIL	
ACH	5/22/2024	AMAZON CAPITAL SERV - LIBRARY	711.48
	Manual Check	BOOKS	
ACH	5/23/2024	VISA - PREMIER COMMUNITY BANK	4,035.55
	Manual Check	CANVA MARKETING YEARLY	
ACH	5/30/2024	ALLIANT ENERGY/WPL	2,044.57
	Manual Check	VILLAGE HALL UTILITIES	
ACH	5/30/2024	ALLIANT ENERGY/WPL	308.69
	Manual Check	HISTORICAL SOCIETY UTILITIES	
ACH	5/30/2024	ALLIANT ENERGY/WPL	197.32
	Manual Check	175 WASHINGTON ST GARAGE UTILITIES	
ACH	5/30/2024	ALLIANT ENERGY/WPL	3,635.54
	Manual Check	STREET LIGHTS UTILITIES	
ACH	5/30/2024	ALLIANT ENERGY/WPL	687.18
	Manual Check	PARKS UTILITIES	
ACH	5/30/2024	ALLIANT ENERGY/WPL	2,889.40
	Manual Check	100 WASHINGTON ST WATER EXP	
ACH	5/30/2024	ALLIANT ENERGY/WPL	4,639.94
	Manual Check	SEWER UTILITIES	
ACH	5/15/2024	EMPLOYEE TRUST FUNDS - WISCONSIN RETIREMENT	10,255.48
	Manual Check	APRIL REMIT	
ACH	5/31/2024	NEOPOST	300.00
	Manual Check	POSTAGE	
ACH	5/31/2024	EMPLOYEE BENEFITS CORPORATION	92.00
	Manual Check	MAY 31 PAYROLL	
ACH	5/31/2024	EMPLOYEE BENEFITS CORPORATION	50.00
	Manual Check	ADMIN FEE MAY	
ACH	5/31/2024	US INTERNET	383.33
	Manual Check	MAY SERVICE	
ACH	5/31/2024	UNITED STATES TREASURY-FED W/H	9,384.36
	Manual Check	MAY 31 PAYROLL	

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
 Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	5/31/2024	WISCONSIN DEPARTMENT OF REVENUE-WI W/H	3,241.26
		Manual Check MAY 31 STATE W/H	
ACH	5/31/2024	EXPERT PAY CHILD SUPPORT	825.69
		Manual Check MAY 31 PAYROLL	
ACH	5/31/2024	PREMIER COMMUNITY BANK	210.00
		Manual Check SERV FEES	
ACH	5/10/2024	KWIK TRIP STORES	0.10
		Manual Check APR	
ACH	5/02/2024	NEOPOST	50.00
		Manual Check POSTAGE	
ACH	5/17/2024	GFL ENVIRONMENTAL	-110.29
		Manual Check WASTE PICK UP MARBLE PARK	
49970	5/07/2024	EVIDENT	-312.79
		Manual Check VOID CHECK FOR DUPLICATE PMT	
50072	5/10/2024	ACCURTE ALIGNMENT & FRAME SERV	230.40
		ALIGNMENT FOR F250	
50073	5/10/2024	AFR INSPECTION SERVICE INC	2,372.76
		APR FEES	
50074	5/10/2024	AIT BUSINESS TECHNOLOGIES LLC	399.00
		MAY LICENSE & USER FEES	
50075	5/10/2024	ALL-SPORT TROPHY & ENGRAVING	69.00
		NAMEPLATES VILLAGE TRUSTEES	
50076	5/10/2024	ANTHEM LIFE	281.06
		STD	
50077	5/10/2024	AUGUST WINTER & SONS, INC	270,192.30
		REVERSE OSMOSIS MEMBRANE TREATMENT #9	
50078	5/10/2024	AURORA EAP	152.10
		EAP 1ST & 2ND QTR FEE	
50079	5/10/2024	BADGER LABORATORIES & ENGINEERING INC	428.00
		PFAS	
50080	5/10/2024	BAER INSURANCE SERVICES LLC	9,991.00
		2ND QTR INSUR PMT W/C, GEN LIAB & AUTO	
50081	5/10/2024	BAKER & TAYLOR	509.43
		BOOKS	
50082	5/10/2024	BASICALLY DIGITAL	920.00
		SOCIAL MEDIA & WEBSITE MAINT MAR & APR	
50083	5/10/2024	CITY OF OSHKOSH	15.35
		ABSENTEE VOTING PUBLICATION	

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
50084	5/10/2024	COMPASS MINERALS AMERICA BULK HIGHWAY COARSE W/YPS	7,634.43
50085	5/10/2024	DEMCO MISC SUPPLIES	588.86
50086	5/10/2024	FAIRCHILD EQUIPMENT, INC. WASH BOTTLE CAP	34.03
50087	5/10/2024	GFC LEASING COPIER BASE CHG	265.47
50088	5/10/2024	GILA LLC CC CONV FEE FOR APRIL	623.00
50089	5/10/2024	GORDON FLESCH CO INC COPIER EXP	2.26
50090	5/10/2024	HAWKINS WATER TREATMENT GROUP AZONE	3,286.55
50091	5/10/2024	KITZ & PFEIL INC ZERO TURN REPAIRS	450.33
50092	5/10/2024	KLEIN FORD POLICE VEHICLE MAINTENANCE	49.57
50093	5/10/2024	LERNER PUBLISHING GROUP BOOKS	22.99
50094	5/10/2024	LEXIPOL LLC ANNUAL LAW ENFORCEMENT POLICY MAN & BULL	4,471.51
50095	5/10/2024	MADISON NATIONAL LIFE INS. CO. MAY	234.21
50096	5/10/2024	MCMAHON ASSOCIATES INC WOLF RUN SUB SHOP DRAWING REVIEW	30,797.03
50097	5/10/2024	MENARDS - OSHKOSH TOILET REPAIR	887.99
50098	5/10/2024	MICHEL'S MATERIALS GRAVEL FOR WATER MAIN REPAIR	717.57
50099	5/10/2024	MIDWEST CONTRACT OPERATIONS INC 2024 SERVICES-JUNE	20,384.88
50100	5/10/2024	MIDWEST TAPE LLC AUDIO BOOKS	558.52
50101	5/10/2024	MINNESOTA MUTUAL LIFE INS CO JUNE LIFE INSUR	220.95
50102	5/10/2024	MONROE TRUCK EQUIPMENT MOTOR	3,441.02

POOLED CASH

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Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
50103	5/10/2024	MULTI CONVEYOR LLC REFUND DONATION FOR FLOCK CAMERAS	39.29
50103	5/24/2024	MULTI CONVEYOR LLC Manual Check VOID	-39.29
50104	5/10/2024	NAPA AUTO PARTS OIL FILTERS FOR MOWERS	25.98
50105	5/10/2024	NCL OF WISCONSIN INC. FILTERS, PETRI DISHES, COLIBLUE, TEST ST	764.62
50106	5/10/2024	OMNISITE WATER PUMP MONITOR FOR RO	223.26
50107	5/10/2024	PEI JAN BILL	25.00
50108	5/10/2024	QUALITY WASTE DISPOSAL INC DUMPSTER AT COMPOST SITE	3,820.96
50109	5/10/2024	QUILL SUPPLIES	117.31
50110	5/10/2024	RAY'S SANITATION PORTABLE RESTROOMS	1,322.49
50111	5/10/2024	REINDERS INC AIR FILTERS	74.32
50112	5/10/2024	RENNING LEWIS & LACY LEGAL COUNSELING	4,838.51
50113	5/10/2024	SPEEDY CLEAN DRAIN & SEWER AUGER & TELEWISE WWTP BATHROOM	16,356.88
50114	5/10/2024	STATE OF WISCONSIN COURT FINES & Surcharges COURT COSTS/SURCHARGES	1,005.76
50115	5/10/2024	TED ECKSTEIN GRAVE COVER GERALD REETZ	900.00
50116	5/10/2024	VENTEK INTERNATIONAL ANNUAL FEE	2,280.00
50117	5/10/2024	VERIZON WIRELESS APR	161.50
50118	5/10/2024	VON BRIESEN & ROPER S.C. GENERAL LABOR	621.00
50119	5/10/2024	WI DEPT. OF JUSTICE- TIME QTRLY TIME ACCESS CHG & SUPPORT	256.50
50120	5/10/2024	WINHAVEN LLC IT SERVICES	5,847.41

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
 Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
50121	5/10/2024	WINNEBAGO COUNTY TREASURER SURCHARGES	221.95
50122	5/10/2024	WINNECONNE NEWS LEGAL NOTICE	293.90
50123	5/10/2024	WINNECONNE SANITARY DISTRICT #3 S GILMOUR SANIT PMT PD TO VILLAGE IN ER	80.00
50124	5/10/2024	ZILLGES MATERIALS INC CULVERT REPAIR	3,556.08
50125	5/17/2024	ASCENSION MEDICAL GROUP-FOX VALLEY/OSHKOSH PHYSICAL AND DRUG SCREEN	158.00
50126	5/17/2024	AT&T MOBILITY POLICE PHONE	333.30
50127	5/17/2024	BADGER LABORATORIES & ENGINEERING INC COLIFORM	26.00
50128	5/17/2024	BAKER & TAYLOR LIBRARY BOOKS	151.43
50129	5/17/2024	FERGUSON WATERWORKS 5-1/4X1 VLV BX RSR	29.90
50130	5/17/2024	HAWKINS WATER TREATMENT GROUP AZONE	2,152.22
50131	5/17/2024	KITZ & PFEIL INC BELT AND OIL FILTER	149.97
50132	5/17/2024	LEO'S SERVICE MOUNT, BALANCE, AND DISPOSAL 1 TIRE	18.00
50133	5/17/2024	PEI PEP BILLING	50.00
50134	5/17/2024	WI DNR - ENVIRONMENTAL FEES 2024 ENVIR. FEES	1,380.12
50135	5/17/2024	WINHAVEN LLC IT SUPPORT	761.10
50136	5/17/2024	WINNECONNE NEWS BOARD OF REVIEW LEGAL AD	119.70
50137	5/17/2024	WINNEFOX LIBRARY SYSTEM MARCH 2024 INIQUE MGMT SERVICE	14.11
50138	5/24/2024	AUGUST WINTER & SONS, INC REVERSE OSMOSIS MEMBRANE TREATMENT #10	72,963.72
50139	5/24/2024	AURORA EAP EAP FEE	76.05

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
50140	5/24/2024	BADGER LABORATORIES & ENGINEERING INC WATER LAB EXP	961.00
50141	5/24/2024	BASICALLY DIGITAL SOCIAL MEDIA & WEBSITE MAINT MAY	460.00
50142	5/24/2024	BRETT TOVAR REFUND FOR ROOFING PERMIT	55.00
50143	5/24/2024	CAPSTONE PRESS, INC BOOKS	42.48
50144	5/24/2024	CLIFTON LARSON ALLEN LLP PROGRESS BILL FOR AUDIT	9,083.14
50145	5/24/2024	EMERGENCY LIGHTING AND ELECTRONICS LLC. SHIPPING FOR REPLACEMENT PART	24.36
50146	5/24/2024	HARN R/O SYSTEMS INC RO MEMBRANE TREAT EQ PROCUREMENT PMT #9	6,650.00
50147	5/24/2024	HAWKINS WATER TREATMENT GROUP WATER CHEMICALS	1,563.27
50148	5/24/2024	MADISON NATIONAL LIFE INS. CO. JUNE	234.21
50149	5/24/2024	MENARDS - OSHKOSH SUPPLIES	244.04
50150	5/24/2024	MIDWEST CONTRACT OPERATIONS INC WATER - ADMIN CONSULTING	130.13
50151	5/24/2024	MUNICIPAL PROPERTY INSURANCE COMPANY PROPERTY INSURANCE	38,494.00
50152	5/24/2024	NIELSON COMMUNICATIONS INC RADIOS	11,531.90
50153	5/24/2024	REINDERS INC EDGING	225.46
50154	5/24/2024	RENNING LEWIS & LACY LEGAL COUNSELING	3,158.50
50154	5/24/2024	RENNING LEWIS & LACY Manual Check VOID CHECK # 50154	-3,158.50
50155	5/24/2024	THE UNIFORM SHOPPE UNIFORMS	121.90
50156	5/24/2024	TOWN OF WINNECONNE ANNEXATION TAX	75.00
50157	5/24/2024	WINHAVEN LLC IT SUPPORT	1,093.08

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
50158	5/24/2024	WINNECONNE NEWS SENIOR EDITION SPONSORSHIP 2024	114.58
50159	5/30/2024	ANTHEM LIFE STD - JUNE	281.06
50160	5/30/2024	BADGER BOYZ GREENHOUSES, LLC PLANTS	137.00
50161	5/30/2024	BAKER & TAYLOR BOOKS	121.66
50162	5/30/2024	CUMMINS SALES AND SERVICE SERVICE CALL	1,010.17
50163	5/30/2024	FERGUSON WATERWORKS PARTS FOR WATER MAINT	278.56
50164	5/30/2024	KITZ & PFEIL INC BLADE SHARPENING	69.93
50165	5/30/2024	PUBLIC SERVICE COMMISSION OF WI APPLICATION TO ADJUST WATER RATES	24.51
50166	5/30/2024	RAY'S SANITATION PORTABLE RESTROOMS	1,660.00
50167	5/30/2024	REFE BAIVIER LIM MUZA SUNDET & DUNHAM SC LEGAL SERV	1,125.00
50168	5/30/2024	REINDERS INC TRACTOR SUPPLIES	586.25
50169	5/30/2024	TED ECKSTEIN GROVE COVER	700.00
50170	5/30/2024	ULINE SUPPLIES FOR RO PROJECT	714.85
50171	5/30/2024	WINNECONNE NEWS BUSINESS CARDS	608.08
50172	5/30/2024	WINNECONNE POLICE DEPARTMENT MULTI CONVEYOR DONATION TO XMAS CRUSADE	39.29
V7684	5/03/2024	ANGELL, JESSE Manual Check Pay period 04/13/2024 to 04/26/2024	1,215.69
V7685	5/03/2024	BOERST, KATELYN Manual Check Pay period 04/13/2024 to 04/26/2024	481.79
V7686	5/03/2024	DOBBERSTEIN, JULIE Manual Check Pay period 04/13/2024 to 04/26/2024	507.98
V7687	5/03/2024	FLUETTE, JAMES Manual Check Pay period 04/13/2024 to 04/26/2024	2,101.83

POOLED CASH

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Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V7688	5/03/2024	FULLER, LOGAN	2,210.96
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7689	5/03/2024	GLUBKA, MELIA	276.45
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7690	5/03/2024	HALL, LISA	682.60
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7691	5/03/2024	HOELZEL, JACOB	1,344.59
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7692	5/03/2024	HONER, BENJAMIN	4,779.87
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7693	5/03/2024	JOHNSON, MARK	464.38
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7694	5/03/2024	KELM, ADAM	1,563.30
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7695	5/03/2024	LALUZERNE, DANIELLE	243.80
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7696	5/03/2024	MANKIEWICZ, ALLEN	1,942.05
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7697	5/03/2024	MATSCHKE, JULIANNE	1,723.59
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7698	5/03/2024	O'NEAL, AMANDA	1,500.20
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7699	5/03/2024	PAVLIK, DAVID	364.37
	Manual Check	Pay period 03/30/2024 to 04/26/2024	
V7700	5/03/2024	REINHARD, CHAD	487.60
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7701	5/03/2024	RYF, CONNOR	88.66
	Manual Check	Pay period 01/20/2024 to 04/26/2024	
V7702	5/03/2024	SAURIOL, BEN	2,099.70
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7703	5/03/2024	SCHMOKER, SUZANNE	994.48
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7704	5/03/2024	SORENSEN, KYLE	1,604.01
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7705	5/03/2024	SPAULDING, RONALD L	472.27
	Manual Check	Pay period 11/11/2023 to 04/26/2024	
V7706	5/03/2024	STEINER, JACQUELINE	416.96
	Manual Check	Pay period 04/13/2024 to 04/26/2024	

POOLED CASH

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Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee	Amount
V7707	5/03/2024	TIPLER, LINDA	702.94
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7708	5/03/2024	WASINGER, ANN	1,258.66
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7709	5/03/2024	WASINGER, COREY	913.76
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7710	5/03/2024	WITHEM, AUSTIN	1,748.02
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7711	5/03/2024	ZAMZOW, MICHAEL	225.58
	Manual Check	Pay period 04/13/2024 to 04/26/2024	
V7712	5/17/2024	ANGELL, JESSE	1,215.71
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7713	5/17/2024	BOERST, KATELYN	630.39
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7714	5/17/2024	DOBBERSTEIN, JULIE	404.34
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7715	5/17/2024	FLUETTE, JAMES	2,101.83
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7716	5/17/2024	FULLER, LOGAN	2,210.96
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7717	5/17/2024	GLUBKA, MELIA	264.02
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7718	5/17/2024	HALL, LISA	682.60
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7719	5/17/2024	HOELZEL, JACOB	1,344.60
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7720	5/17/2024	HONER, BENJAMIN	1,755.18
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7721	5/17/2024	JOHNSON, MARK	428.86
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7722	5/17/2024	KELM, ADAM	1,563.30
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7723	5/17/2024	LALUZERNE, DANIELLE	481.79
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7724	5/17/2024	MANKIEWICZ, ALLEN	1,942.05
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7725	5/17/2024	MATSCHKE, JULIANNE	3,953.32
	Manual Check	Pay period 04/27/2024 to 05/10/2024	

POOLED CASH

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Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V7726	5/17/2024	O'NEAL, AMANDA	1,500.20
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7727	5/17/2024	SAURIOL, BEN	2,099.70
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7728	5/17/2024	SCHMOKER, SUZANNE	987.20
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7729	5/17/2024	SORENSEN, KYLE	1,604.01
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7730	5/17/2024	SPAULDING, RONALD L	487.80
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7731	5/17/2024	STEINER, JACQUELINE	410.74
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7732	5/17/2024	TIPLER, LINDA	662.53
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7733	5/17/2024	WASINGER, ANN	1,258.66
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7734	5/17/2024	WASINGER, COREY	607.10
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7735	5/17/2024	WITHEM, AUSTIN	1,780.76
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7736	5/17/2024	ZAMZOW, MICHAEL	225.58
	Manual Check	Pay period 04/27/2024 to 05/10/2024	
V7737	5/31/2024	ANGELL, JESSE	1,215.68
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7738	5/31/2024	BOERST, KATELYN	243.80
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7739	5/31/2024	DOBBERSTEIN, JULIE	484.18
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7740	5/31/2024	FLUETTE, JAMES	2,101.83
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7741	5/31/2024	FULLER, LOGAN	2,210.96
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7742	5/31/2024	GLUBKA, MELIA	245.36
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7743	5/31/2024	HALL, LISA	682.60
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7744	5/31/2024	HOELZEL, JACOB	1,344.57
	Manual Check	Pay period 05/11/2024 to 05/24/2024	

POOLED CASH

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Check Nbr	Check Date	Payee	Amount
V7745	5/31/2024	HONER, BENJAMIN	1,755.18
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7746	5/31/2024	JOHNSON, MARK	464.38
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7747	5/31/2024	KELM, ADAM	1,563.30
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7748	5/31/2024	LALUZERNE, DANIELLE	716.26
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7749	5/31/2024	MANKIEWICZ, ALLEN	1,942.05
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7750	5/31/2024	MASHAK, BENJAMIN	27.70
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7751	5/31/2024	MATSCHKE, JULIANNE	1,723.59
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7752	5/31/2024	O'NEAL, AMANDA	1,500.20
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7753	5/31/2024	PAVLIK, DAVID	184.70
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7754	5/31/2024	REINHARD, CHAD	487.60
	Manual Check	Pay period 04/28/2024 to 05/24/2024	
V7755	5/31/2024	RYF, CONNOR	27.70
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7756	5/31/2024	SAURIOL, BEN	2,099.70
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7757	5/31/2024	SCHELL, MARA	439.59
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7758	5/31/2024	SCHMOKER, SUZANNE	935.77
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7759	5/31/2024	SCHOENBERGER, MICHAEL	1,642.12
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7760	5/31/2024	SORENSEN, KYLE	1,604.01
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7761	5/31/2024	SPAULDING, RONALD L	517.65
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7762	5/31/2024	STEINER, JACQUELINE	441.83
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7763	5/31/2024	TIPLER, LINDA	671.85
	Manual Check	Pay period 05/11/2024 to 05/24/2024	

POOLED CASH

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Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V7764	5/31/2024	WASINGER, ANN	1,258.66
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7765	5/31/2024	WASINGER, COREY	629.82
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7766	5/31/2024	WITHEM, AUSTIN	1,715.28
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7767	5/31/2024	WYSSBROD, DYLAN	27.70
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
V7768	5/31/2024	ZAMZOW, MICHAEL	1,013.67
	Manual Check	Pay period 05/11/2024 to 05/24/2024	
Grand Total			766,882.99

POOLED CASH

ALL Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 101 - GENERAL FUND	247,075.39
Total Expenditure from Fund # 219 - LIBRARY STATE INV POOL DONATIO	2,226.88
Total Expenditure from Fund # 221 - BEAUTIFICATION SPECIAL REVENUE	64.58
Total Expenditure from Fund # 230 - SOLID WASTE/ RECYCLING	21,095.35
Total Expenditure from Fund # 500 - GENERAL CAPITAL FUND	10,851.28
Total Expenditure from Fund # 601 - WATER UTILITY FUND	416,213.32
Total Expenditure from Fund # 602 - SEWER UTILITY	61,642.76
Total Expenditure from Fund # 603 - STORMWATER UTILITY	7,713.43
Total Expenditure from all Funds	766,882.99



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

VILLAGE BOARD MINUTES

Tuesday, May 21, 2024 @ 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 5:30 pm by Village President Chris Boucher.

Roll Call: Foster present, Kubasta present, Olson present, Bouras present, Janikowski not present; arrived at 6:08 pm, Stelzner present, Boucher present.

Also present were Village Administrator Logan Fuller and Attorney Tony Renning.

Pledge of Allegiance said in unison.

Regular Business

Motion by Kubasta second by Olson to approve consent agenda and payment of bills:

- April 30, 2024 Treasurer's Report/Balance Sheet
- April 30, 2024 Budget Comparison
- April 2024 Check Register

Motion passes by unanimous voice vote 7-0-0

Motion by Olson second by Foster to approve April 16, 2024, Village Board Minutes

Motion passes by roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-abstain, Stelzner-abstain, Boucher-aye 5-0-2

Motion by Olson second by Foster to approve May 8, 2024, Village Board Minutes

Motion passes by roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-abstain, Stelzner-abstain, Boucher-aye 5-0-2

Communications

None

Public Participation

None

Administrator's Report

Business update:

- Switchgear construction moving forward with potential for low-rate production in the expansion area.
- Wolf Run broke ground recently and contractors are working in preparation for the first 4 homes to be built on lots 1-4.
- Premier Bank making great progress and on track for fall opening.
- No movement on industrial land or other land sale listings currently.

Grants:

- Additional checklist to be submitted to receive funds from the county.
- CDI grants are available up to \$250,000.

Operations:

- Municipal court continues to pursue and receive past due fines.
- SOPs are developed with policy improvements.
- General Code has received previous ordinances and in process of updating code online.
- Working on 5-year capital improvement plan with CLA.
- Should have audit in next three weeks. Budgeting process to start in July.
- Welcome Mike Schoenberger as Treasurer as Julianne Matsche retired to spend time with family. Tiffany Heeg volunteering in office for summer.
- Waste Management Regional Representative Chad Koehler will provide update addressing at the June Village Board Meeting.
- Negotiations with Verizon for a new cell tower lease have begun.
- Meeting with DNR regarding status on park land appraisal for sale.

Committee Reports:

- Beautification met discussed planting crab apple trees, the brat fry fundraiser, Sovereign State Days parade, and policy regarding painting murals on business walls.
- Cemetery did not meet.
- Fire District, Ryan Krings reported on cleaning and replacing fans in firehouse, update on air boat and extra DOJ form required and boats to be ready for the ice, ARPA receipts to be turned in this week, his retirement and staff transition going well. Ryan was thanked with a standing ovation and plaque for this many years of service.
- Historic Preservation, meeting in June.
- Library, met, gave business update, summer will be busy with many exciting programs.
- Parks, met, reported on pool opening, park updates.
- Personnel & Finance, met, reported on numerous items, awaiting AIT Invoice.
- Plan Commission, reviewed Village-owned properties.
- Public Safety, met, department updates, hiring full-time officer, grant with 50% additional funds for safety grant, various traffic updates, ordinances/violations discussed, SSD parade, possible night out event in August.
- Public Works, met reported on numerous project updates.
- Ad-hoc Deduct Meter, no activity.
- Ad-hoc Fee Review, no activity.
- Ad-hoc Channel Review, no activity.

Old Business

None

New Business

Motion by Foster second by Olson to use \$184,420.83 of unspent bond proceeds to be applied to Lake Winneconne Park project to authorize award previously accepted bid contract W0011-09-22-00179.02 to Northwest Asphalt for \$721,746.60

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Olson second by Janikowski to approve final change order to Advance Construction in the amount of \$49,295.55.

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Foster second by Kubasta to approve Jossart Brothers quote of \$16,500, charged to the water utility fund in support of the public to private water main valve near Shallbetter properties.

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Foster second by Kubasta to approve the hiring of McMahon engineers to provide on-site representation services and prepare final records for the Wolf Run Subdivision in the Village of Winneconne at the price of \$40,600.00.

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Bouras second by Olson to enter Closed Session pursuant to §19.85(1)(c), Wis. Stats. to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the committee has jurisdiction or exercises responsibility.

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Kubasta second by Bouras to return to open session

Motion passes by unanimous voice vote 7-0-0

Motion by Janikowski second by Olson to approve the hiring of Michael Zamzow. Fulltime police officer as the replacement of departing officer Adam Kelm.

Motion passes by unanimous roll call vote: Foster-aye, Kubasta-aye, Olson-aye, Bouras-aye, Janikowski-aye, Stelzner-aye, Boucher-aye 7-0-0.

Motion by Foster second by Kubasta to approve Direct Seller Permit Elizabeth LeeFranzen, Norwex products.

Motion passes by unanimous voice vote 7-0-0

Motion by Kubasta second by Bouras to approve Temporary Class B Picnic Licenses

June 9, 2024 – St. Mary Catholic Church, 210 Pleasant Dr.

June 14-16, 2024 – Winneconne Youth Diamond Club-Marble Park

June 21-23, 2024 – Winneconne Youth Diamond Club-Marble Park

Motion passes by unanimous voice vote 7-0-0

Motion by Olson second by Janikowski to approve Operator Licenses:

Names provided on attached copy

Motion passes by unanimous voice vote 7-0-0

Confirm next meeting date:

Tuesday, June 18, 2024, at 5:30 pm in the Board Room

Request from Trustee Janikowski to move meetings to different day to accommodate his work schedule; statement by Trustee Stelzner that she moved her work schedule to accommodate board meetings. Meeting remains as scheduled.

Adjourn

Motion by Kubasta second by Olson to adjourn meeting

Meeting adjourned at 6:55 pm

Motion passes by unanimous voice vote 7-0-0

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 6/18/2024

Department: Public Works

Title: CMAR CMOM Resolution 6.1-2024 for 2024

Description: The Village of Winneconne has completed its 2023 Compliance Maintenance Annual Report, as required by permit.

MOTION: The Public Works committee is recommending that the Village Board pass the resolution as presented.



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

RESOLUTION 6.1-2024

2023 WWTP COMPLIANCE MAINTENANCE RESOLUTION

WHEREAS, the Village of Winneconne has completed its 2023 Compliance Maintenance Annual Report, as required by permit, has reviewed same, and has attached a copy of the report to this resolution; and

WHEREAS, the Village Board of Trustees has reviewed the report and the Village is undergoing extensive improvements to improve utility operations.

NOW, THEREFORE, BE IT RESOLVED the Village Board of the Village of Winneconne, Wisconsin hereby informs the Wisconsin Department of Natural Resources that the following actions were taken by the Village Board:

- (A) Provide funding to maintain the collection system through cleaning and addressing maintenance issues. (replacing or lining sewer mainline).
- (B) Funding legal contract operations to properly operate the facility.
- (C) Provide funds to reduce I & I issues to reduce hydraulic loading.
- (D) Provide funding for maintaining the Wastewater treatment plant equipment to treat for phosphorus removal.
- (E) Provide funding for operation of bio-solids equipment and the disposal.
- (F) Provide funds for safety issues to educate and protect the environment.
- (G) Provide the collection system with a certified operator.
- (H) Provide funding and management of operational funds to continue to treat wastewater.
- (I) Maintain and replace portions of the system as required to maintain its integrity.

The undersigned, Village President and Village Clerk hereby certify that the foregoing Resolution was duly adopted by the Village Board on the 18th day of June 2024.

Chris Boucher, Village President

Attest:

Ann Wasinger, Village Clerk

Resolution Recommended by:
Village Board

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.4688	x	184	x	8.34	=	718
February	0.4383	x	300	x	8.34	=	1,098
March	0.7869	x	64	x	8.34	=	423
April	0.6969	x	82	x	8.34	=	479
May	0.4302	x	278	x	8.34	=	996
June	0.3116	x	474	x	8.34	=	1,232
July	0.2902	x	485	x	8.34	=	1,174
August	0.2953	x	430	x	8.34	=	1,059
September	0.2659	x	298	x	8.34	=	660
October	0.3316	x	336	x	8.34	=	929
November	0.3142	x	313	x	8.34	=	821
December	0.3070	x	406	x	8.34	=	1,039

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.72	x	90	=	1.548
		x	100	=	1.72
Design BOD, lbs/day	1523	x	90	=	1370.7
		x	100	=	1523

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks Holding Tanks Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes

gallons

No

Holding Tanks

Yes

gallons

No

Grease Traps

Yes

gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	3	1	0	0
February	30	27	7	1	0	0
March	30	27	8	1	0	0
April	30	27	3	1	0	0
May	30	27	2	1	0	0
June	30	27	0	1	0	0
July	30	27	1	1	0	0
August	30	27	1	1	0	0
September	30	27	0	1	0	0
October	30	27	1	1	0	0
November	30	27	3	1	0	0
December	30	27	0	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)
2023-09-12

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

I&I after a heavy rainfall would be the only problem that could have threatened treatment.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

Yes

No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

Yes

No

N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	0	1	0	0
February	30	27	2	1	0	0
March	30	27	2	1	0	0
April	30	27	1	1	0	0
May	30	27	2	1	0	0
June	30	27	0	1	0	0
July	30	27	1	1	0	0
August	30	27	1	1	0	0
September	30	27	0	1	0	0
October	30	27	1	1	0	0
November	30	27	1	1	0	0
December	30	27	0	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	34	34	.573	0	.125	.268	1.79	.108	0
February	34	34	.973	0	.856	.817	.295	1.925	0
March	34	34	1.86	0	1.843	1.937	.875	2.783	0
April	34	34	.13	0	.244	.113	.11	.052	0
May	34	34	.107	0	.064	.058	.062	.242	0
June	34	34	.123	0	.143	.112	.1	.135	0
July	34	34	.361	0	1.012	.221	.102	.107	0
August	34	34	.124	0	.113	.121	.123	.141	0
September	34	34	.149	0	.237	.121	.12	.117	0
October	34	34	.161	0	.153	.22	.149	.12	0
November	34	34	.659	0	2.38	.091	.078	.085	0
December	34	34	.09	0	.065	.094	.079	.123	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.491	1	0
February	1	0.670	1	0
March	1	0.284	1	0
April	1	0.512	1	0
May	1	0.836	1	0
June	1	0.583	1	0
July	1	0.638	1	0
August	1	0.813	1	0
September	1	0.808	1	0
October	1	0.611	1	0
November	1	0.477	1	0
December	1	0.465	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Outfall No. 002 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2023 - 12/31/2023
Density:	5,956
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Fecal results are the geometric mean of seven discrete samples.

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0														
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;">003</td> </tr> <tr> <td>Method Date:</td> <td style="text-align: center;">12/31/2023</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td style="text-align: center;">Incorporation when land apply</td> </tr> <tr> <td>Requirement Met:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Land Applied:</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Limit (if applicable):</td> <td></td> </tr> <tr> <td>Results (if applicable):</td> <td></td> </tr> </table> <p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Outfall Number:	003	Method Date:	12/31/2023	Option Used To Satisfy Requirement:	Incorporation when land apply	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):		Results (if applicable):		0
Outfall Number:	003														
Method Date:	12/31/2023														
Option Used To Satisfy Requirement:	Incorporation when land apply														
Requirement Met:	Yes														
Land Applied:	Yes														
Limit (if applicable):															
Results (if applicable):															
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0														
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;"> <p>No issues noticed.</p> </div>															

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2) <input type="checkbox"/><input type="radio"/> No (40 points) <input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Excellent<input type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;">Staff do a really good job at staying on top of the required maintenance.</div>	

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

ERIC J VOIGT

Certification No:

34943

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Basic	OIT	Basic	Advanced
A1	Suspended Growth Processes	X		X	
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X		X	
C	Biological Solids/Sludges	X		X	
P	Total Phosphorus	X		X	
N	Total Nitrogen				
D	Disinfection	X		X	
L	Laboratory				
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No

● N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No

● N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input checked="" type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
--	---

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Mike Schoenberger"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-582-4381"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="treasurer@winnceonnewi.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="213,330.79"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="2,337.09"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="215,667.88"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: center;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 100%;" type="text" value="213,330.79"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="2,337.09"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="215,667.88"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>	
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3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="215,667.88"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>														

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 215,667.88</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.3 What amount should be in your Replacement Fund? \$ 215,667.88</p> <p>Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.</p> <p>3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																
<p>4. Future Planning</p> <p>4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes - If Yes, please provide major project information, if not already listed below. <input type="checkbox"/> <input checked="" type="radio"/> No <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Project #</th> <th style="width: 65%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Various sewer main projects</td> <td>\$200,000</td> <td>2024</td> </tr> <tr> <td>2</td> <td>Various sewer main replacements</td> <td>\$500,000</td> <td>2025</td> </tr> <tr> <td>3</td> <td>Various sewer main projects</td> <td>\$300,000</td> <td>2026</td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Various sewer main projects	\$200,000	2024	2	Various sewer main replacements	\$500,000	2025	3	Various sewer main projects	\$300,000	2026
Project #	Project Description	Estimated Cost	Approximate Construction Year														
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2	Various sewer main replacements	\$500,000	2025														
3	Various sewer main projects	\$300,000	2026														
<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>ENERGY EFFICIENCY AND USE</p>																	
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px;" type="text" value="5"/></p>																	

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:

6/14/2024

2023

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	2,131	
February	2,338	
March	2,051	
April	2,486	
May	1,091	
June	2,208	
July	2,461	
August	1,769	
September	1,488	
October	1,204	
November	1,624	
December	1,653	
Total	22,504	0
Average	1,875	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Nothing at this time.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	40,200	14.53	2,767	22.26	1,806	1,858
February	41,000	12.27	3,341	30.74	1,334	2,055
March	35,200	24.39	1,443	13.11	2,685	1,620
April	41,600	20.91	1,989	14.37	2,895	1,454
May	40,600	13.34	3,043	30.88	1,315	1,099
June	43,200	9.35	4,620	36.96	1,169	265
July	42,600	9.00	4,733	36.39	1,171	4
August	37,000	9.15	4,044	32.83	1,127	4
September	40,200	7.98	5,038	19.80	2,030	4
October	36,400	10.28	3,541	28.80	1,264	3
November	42,400	9.43	4,496	24.63	1,721	1,531
December	39,400	9.52	4,139	32.21	1,223	2,305
Total	479,800	150.15		322.98		12,202
Average	39,983	12.51	3,600	26.92	1,645	1,017

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

- Flared Off
- Building Heat
- Process Heat
- Generate Electricity
- Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

The Village of Winneconne will ensure that the collection system is properly managed, operated, and maintained at all times. The Village will take steps to ensure the sewage collection system provides adequate capacity to convey all peak design flows as well as eliminate excessive infiltration and inflow as defined in NR110.03(14). A process is in place to notify the public and others directly affected parties of any incidents of overflows from the sewerage treatment facility. Create and distribute informational materials to educate consumers on SSO's and need to replace sewer main and private laterals. The Village will continue to televise up to 10 percent of the sewer mains each year. The village will also inspect 10 percent of the manholes at that time as well. The Village will continue to inspect properties for illegal sump pump connections to the sanitary sewer when replacing water meters.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Water Utility Regulations and Rates

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2012-10-01

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]
 - Does your operation and maintenance program and equipment include the following:
 - Equipment and replacement part inventories
 - Up-to-date sewer system map
 - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training
- Design and Performance Provisions [NR 210.23 (4) (e)]
 - What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 - State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

0

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 - Does your emergency response capability include:
 - Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 60px;" type="text" value="10"/>	% of system/year
Root removal	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Flow monitoring	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 60px;" type="text" value="10"/>	% of system/year
Manhole inspections	<input style="width: 60px;" type="text" value="10"/>	% of system/year
Lift station O&M	<input style="width: 60px;" type="text" value="365"/>	# per L.S./year

Manhole rehabilitation

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

Mainline rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Private sewer inspections	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer I/I removal	<input type="text" value="2"/>	% of system/year
River or water crossings	<input type="text" value=".25"/>	% of private services
	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="33.61"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32"/>	Annual average precipitation (for your location)
<input type="text" value="20"/>	Miles of sanitary sewer
<input type="text" value="5"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

If Yes, please describe:
High rainfall events increased the flows at the WWTF.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?
 Yes
 No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
Slight improvement is noticed.

5.4 What is being done to address infiltration/inflow in your collection system?
Various sewer main and lateral replacement projects. Defects that were reported in this year's televising report were repaired with CIPP (cured in place piping),

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 **2023**

Grading Summary

WPDES No: 0021938

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Winneconne Wastewater Treatment Facility

Last Updated: Reporting For:
6/14/2024 2023

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Winneconne- Village Board

Date of Resolution or
Action Taken:

2024-06-18

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 6/18/2024

Department: Public Works

Title: Sanitary District 3 contract

Description: The Town of Winneconne is requesting that the village of Winneconne take on the sanitary district 3 inspections. This is the contract that is being proposed.

MOTION: The Public Works committee is recommending that the Village board approves the contract as presented with the corrections from attorney Chad Wade.

INSPECTION SERVICE AGREEMENT

This AGREEMENT for INSPECTION SERVICE is made and entered into by and between the VILLAGE OF WINNECONNE, a Wisconsin municipality with its principal offices located at 30 South First Street, Winneconne, Winnebago County, Wisconsin 54903 ("VILLAGE"), and the TOWN OF WINNECONNE SANITARY DISTRICT #3, a municipal sanitary district in the State of Wisconsin, located within the Town of Winneconne ("SANITARY DISTRICT 3").

WHEREAS, SANITARY DISTRICT 3 desires to obtain the services of a qualified municipal sewer system inspector ~~to~~; and

WHEREAS, VILLAGE has indicated a desire and willingness to provide such services to SANITARY DISTRICT 3.

NOW, THEREFORE, for and in consideration of the mutual agreements herein contained and other good and valuable consideration, VILLAGE and SANITARY DISTRICT 3 agree as follows:

1. **DESCRIPTION OF SERVICES:** VILLAGE shall provide sewer system inspection service in SANITARY DISTRICT 3. For purposes of this agreement, "inspection service" shall be defined as inspecting and reporting on all permitted work to the Winneconne Sanitary District #3 sewer system performed by those other than the designated system operator.
2. **TERM:** This agreement will renew annually unless terminated as provided in this agreement.
3. **EQUIPMENT AND STAFFING:** VILLAGE shall be responsible to obtain, house and maintain the staffing and equipment required to perform inspections services.
4. **PAYMENT AND BILLING:** The VILLAGE shall be solely responsible for invoicing SANITARY DISTRICT 3 for all fees related to inspections services performed on behalf of SANITARY DISTRICT 3, based on permits submitted to VILLAGE by the SANITARY DISTRICT 3 Deputy Secretary/Treasurer, pursuant to an established and published permit fee.

SANITARY DISTRICT 3 shall be solely responsible for collecting permit fees from applicants.

5. **LIABILITY AND HOLD HARMLESS:** Subject to any limitations contained in Secs. 893.80, 893.83, 345.05, and any similar statute, of the Wisconsin Statutes, the VILLAGE agrees to hold SANITARY DISTRICT 3, its officers, officials, employees and agents harmless from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), or damages to person or property arising out of the terms of this Agreement where such liability is founded upon or grows out of the acts or omission of any of the village's officers, employees or agents while acting within the scope of their employment.

Subject to any limitations contained in Secs. 893.80, 893.83, 345.05, and any similar statute, of the Wisconsin Statutes, SANITARY DISTRICT 3 agrees to hold the VILLAGE, its officers, officials, employees and agents harmless from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), or damages to person or property arising out of the terms of this Agreement where such liability is founded upon or grows out of the acts or omission of any SANITARY DISTRICT 3 officers, employees or agents while acting within the scope of their employment.

It is the intention of the parties to this Agreement that each party shall be solely responsible for its own actions and activities and the actions and activities of its own officers, employees and agents while acting within the scope of their employment. Further, it is the intention of the parties to this Agreement that each party shall be entitled to rely upon the municipal limitations and immunities available under Wisconsin law, including but not limited to section 345.05, 893.80 and 893.83 of the Wisconsin Statutes and that such damage limits, caps and immunities shall be used to govern all disputes, contractual or otherwise, as they apply to the parties, their agents, officers and employees.

6. Relationship of the Parties: The parties intend that VILLAGE shall act as an independent contractor in the performance of this Agreement. VILLAGE, its employees, and agents are not employees of SANITARY DISTRICT 3, and as such are not entitled to any of the benefits that SANITARY DISTRICT 3 provides for its own employees. SANITARY DISTRICT 3 is interested only in the results achieved; the conduct and control of the work shall lie with the VILLAGE.

6.7. **RE-EVALUATION OF CONTRACT, TERMINATION:** The parties understand that this is a contract of an indefinite term. It is understood that in the event of

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termination, the parties may need time to make alternative arrangements. Any party may terminate make changes to this agreement, and/or the published permit fee amount, by providing ~~six~~three months written notice to the other party delivered by first class mail. ~~Nothing within this provision shall be construed as limiting the parties from mutually agreeing to modify or terminate this agreement.~~

Commented [RL1]: This is a long termination window. Three months would be more appropriate in my opinion.

7.8. **AMENDMENTS, FULL TEXT OF AGREEMENT:** All agreements and understandings have been embodied in this Agreement and no changes will be made herein except in writing and duly signed by the authorized representatives of the respective parties.

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8.9. **NO THIRD-PARTY BENEFICIARIES.** This agreement is solely for the benefit of the parties to this agreement, and it is not intended to benefit any third party.

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9.10. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties, and any other prior understandings or representations made by any party shall not be binding on any other party unless incorporated within this document or a written amendment thereto.

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(Signature Pages to Follow)

IN WITNESS WHEREOF, the parties have executed this agreement as follows: Dated
this _____ day of _____ 2024.

VILLAGE OF WINNECONNE

Chris Boucher, Village President

Ann Wassinger, Village Clerk

IN WITNESS WHEREOF, the parties have executed this agreement as follows: Dated

this _____ day of _____ 2024.

WINNECONNE SANITARY DISTRICT #3

Brian Rhodes, Sanitary District President

Scott Holland, Sanitary District Secretary

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 6/18/2024

Department: Public Works

Title: Sanitary sewer repair on Wolf run

Description: During the sanitary sewer inspection, it was found that a sewer main wasn't all the way connected. We received two quotes to repair with the best one from Speedy Clean for \$2,675.00.

MOTION: The Public Works committee is recommending that we accept the quote from Speedy Clean in the amount of \$2,675.00.



1380 Earl St
Menasha, WI 54952
920-734-4707

Quote

Date	Estimate
5/14/2024	3462

Name / Address	Service Point
Village of Winneconne PO Box 488 30 S. 1st Street Winneconne, WI 54986	Wolf Run

Scope of Work	Projected Cost
Install 12" X 3' Cured In Place Pipe (CIPP) repair to seal joint at 144' Upstream of MH 313 on Wolf Run. *Prep pipe *Flush out loose debris *Install CIPP repair *Post televising repair	3,520.00
NOTE: If this repair is completed in conjunction with the clean and televising project, Speedy Clean will install the repair after the line is jetted and before it is televised. Cost would be billed at \$2,675.00.	

Total	\$3,520.00
--------------	-------------------

WARRANTY: Cured in place repairs come with a 5-year warranty on parts and installation.

PLEASE REVIEW. IF ACCEPTED WITHIN 30 DAYS SPEEDY CLEAN WILL HONOR PRICING

Proposal Approval: Please list your option choice, sign quote and e-mail back to info@speedycleaninc.com or mail to:

Speedy Clean, Inc
1380 Earl St.
Menasha, WI 54952

Signature: _____ Date: _____

Payment terms: 1/2 of the total estimate is due upon acceptance and the balance is due upon completion.

HOLD HARMLESS DISCLAIMER:
Due to the unique nature of the tasks and the unknown pipe conditions, completion of the work may not be possible. In good faith, Speedy Clean will make every possible effort to perform the work described or will determine that other methods will be needed to complete the repair; at that time, price will revert to a time and materials basis.

DESCALING DISCLAIMER:
The descaling tool is used to prep pipes for the CIPP lining process. This work is very specialized and requires several pieces of equipment on site. Descaling requires two men, and will involve a high-speed chain flail carbide head to descale, water jet to flush loose debris, and a mini camera to monitor work. If the pipe walls are thin and deteriorated, descaling will expose weak spots and flaws.

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 06-18-2024

Department: Clerk

Title: Temporary Class B License – Sovereign State Days

Description: to approve a Temporary Class B License for Sovereign State Days July 18 – 21, 2024

Motion: Consideration and action to approve a Temporary Class B License for beer sales at Sovereign State Days July 18-21, 2024

Approved / Denied
VB Meeting 6/18/24

Ann Wasinger, Clerk

RECEIVED

MAY 24 2024

PAID
CH# 2348
\$1000

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

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

FEE \$ 10
 Town Village City of Winneconne

Application Date: 5-22-24
County of Winnebago

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 - A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.
- at the premises described below during a special event beginning 7-18-24 and ending 7-22-24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Sovereign State of Winneconne Inc
 (b) Address 203 S. 1st Ave Winneconne WI
(Street) Town Village City

(c) Date organized 7-21-1967
 (d) If corporation, give date of incorporation 5-20-1990
 (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:
 President Jordan Dunham 203 S. 1st Ave Winneconne WI 54986
 Vice President Nate Ihrlig 5862 Crestview Dr. Butte des Morts WI 54927
 Secretary Renee Hoffmann 7208 Cty Rd M Winneconne WI 54986
 Treasurer Emily Dunham 203 S 1st Ave Winneconne WI 54986
 (g) Name and address of manager or person in charge of affair: Jordan Dunham 203 S. 1st Ave Winneconne

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

(a) Street number 33 S. 1st Street and Parcel # 191000601
 (b) Lot Waterfront Park Block Marble Park
 (c) Do premises occupy all or part of building? All Park Pavillions
 (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Waterfront Pavillion, Marble Park Pavillions occupied by event

3. Name of Event

(a) List name of the event Sovereign State Days
 (b) Dates of event 7-18-24 and 7-22-24

DECLARATION

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

Officer [Signature]
(Signature/date)
 Officer [Signature]
(Signature/date)
 Date Filed with Clerk 5/24/24
 Date Granted by Council _____

Sovereign State of Winneconne, Inc
(Name of Organization)
 Officer [Signature]
(Signature/date)
 Officer [Signature]
(Signature/date)
 Date Reported to Council or Board 6-18-24
 License No. 2024-07


**TEMPORARY CLASS B LIQUOR LICENSE
ACKNOWLEDEMENT, RELEASE, WAIVER OF LIABILITY AND
INDEMNIFICATION AGREEMENT**

(Required for events held on Village property)

The undersigned, Emily Z. Dunham as Treasurer of Sovereign State of Winneconne Inc. hereby acknowledge and agree as follows:

- I have been authorized to execute this Acknowledgement, Release, Waiver of Liability and Indemnification Agreement ("Agreement") on behalf of the above named organization and represent to the Village of Winneconne that this Agreement will be binding upon the above named organization.
- I am aware that by deciding not to procure liquor liability insurance, the organization and its individual volunteers could be exposed to personal liability which may not be covered by other forms of insurance such as homeowners insurance or umbrella liability coverage.
- I agree to inform the organization its individual volunteers serving liquor of their potential exposure to personal liability.
- I agree, on behalf of the organization and its volunteers, to release, indemnify, forever discharge and hold harmless the Village of Winneconne from any and all liability claims and demands of whatever kind or nature based in law or equity arising from the issuance of use of the Temporary Class B Liquor License that organization is applying for.

I acknowledge that this Agreement is mandatory for organizations who do not have liquor liability insurance and who are applying for a Temporary Class B Liquor License for an event held on Village of Winneconne property.

Printed Name of Organization: Sovereign State of Winneconne Inc
Signature of Representative:  Phone: 920 527-8616
Printed name of Representative: Emily Z. Dunham
Dated: 5-21-24

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 06-18-2024

Department: Clerk

Title: Direct Seller Permit

Description: to approve a Direct Seller Permit to the following:

2024-02 DS - Tracy Gallagher, Light-up novelty products

2024-03 DS - Martin Paulik, Fireworks Stand

Approved / Denied
VB Meeting 6/18/24

Ann Wasinger, Clerk

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 06-18-2024

Department: Clerk

Title: Alcohol License Renewals

Description: to approve the Liquor and Fermented Malt Beverage Licenses as presented on attached form

Motion: Consideration and action to approve the alcohol licenses as presented for the licensing year July 1, 2024 through June 30, 2025.

Approved / Denied
VB Meeting 6/18/24

Ann Wasinger, Clerk

NOTICE FOR APPLICATIONS FOR LIQUOR LICENSES

Notice is hereby given that the following applications have been filed with the Clerk of the Village of Winneconne for the licensing period from July 1, 2024, through June 30, 2025, the granting of which is now pending approval at the regular Village Board Meeting to be held June 18, 2024.

Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor:

Fin-n-Feather LTD, DBA Fin-n-Feather, 22 West Main Street, PO Box 400, Winneconne

Agent: Debra S. Ryf, 111 Lincoln Street, Winneconne, WI

J & J Schmitz LLC, DBA Off the Wolf Supper Club, 204 West Main Street, Winneconne

Agent: Jennifer Schmitz, 4400 Harbor Village Dr, Omro, WI

T & G Lanes, LLC, DBA Marble Park Lanes, 675 Grant Street, Winneconne

Agent: Thomas Seaman, E4021 Bestul Rd, Ogdensburg, WI

Talk of the Town, LLC, DBA Talk of the Town, 135, 139, 141 and 143 West Main Street, Winneconne

Agent: Douglas Nelson, 214 North 6th Avenue, Winneconne, WI

Kenneth W. Thrun, DBA Tiny's Sports Bar, 111 West Main Street, Winneconne

Village Pub Bar & Grill LLC, DBA Village Pub Bar & Grill, 235 West Main Street, Winneconne

Agent: Jacob Perry, 5926 Lakeview Road, Larsen, WI

Critters Wolf River Sports LLC, Critters Wolf River Sports, 700 West Main Street, Winneconne

Agent: Christopher Boucher, 825 Willow Street, Winneconne

Class "B" Fermented Malt Beverage:

American Legion Giles-Luce Post 364, 536 West Main Street, PO Box 131, Winneconne

Agent: Mark Messer, 215 N 12th Ave, Winneconne, WI

Jackie's Parkside, 630 West Main Street, Winneconne

Miguel A. Linares 614 W Main St Apt 8, Winneconne WI

The Landing on the Wolf LLC, 111 North 1st Street, Winneconne

Agent: Christine Vetter-Kurtz, 5915 Gibs Road, Oshkosh, WI

Douglas A. Nelson, Wolf River House Resort, 34 North 1st Avenue, Winneconne

Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor

StoneRidge Winneconne LLC, 910 East Main Street, Winneconne

Agent: Scott Jones, 1317 Otter Avenue, Oshkosh, WI

Kwik Trip Inc, 905 East Main Street, Winneconne

Agent: Nicole Fenske, 146 Briar Lane, Neenah, WI

Family Dollar Stores of Wisconsin LLC, 926 East Main Street, Winneconne

Agent: Joshua Nigbor, 600 Melanie Lane, Ripon, WI

Published June 12, 2024

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 06-18-2024

Department: Clerk

Title: Cigarette, Tobacco, E-Vaping Devices Licenses

Description: to approve the CTV licenses

Motion: Consideration and action to approve the CTV licenses for the following:

Leo's Service, LLC

Tiny's Sports Bar

Family Dollar

Stoneridge Winneconne LLC

Landing on the Wolf, LLC

Kwik Trip, Inc

Approved / Denied
VB Meeting 6/18/24

Ann Wasinger, Clerk

2024 Cigarette, Tobacco, E-Vaping Applications

Leo's Service LLC	302 W. Main St.	Winneconne	54986	OTC
Tiny's Bar	111 W. Main St.	Winneconne	54986	OTC
Family Dollar	926 E. Main St.	Winneconne	54986	OTC
StoneRidge Winneconne LLC	910 E. Main St.	Winneconne	54986	OTC
Landing on the Wolf LLC	111 N. 1st St.	Winneconne	54986	OTC
Kwik Trip Inc	905 E. Main St.	Winneconne	54986	OTC

BOARD AGENDA MEMO PAGE:

Village Board Meeting

Date: 06-18-2024

Department: Clerk

Title: Operator License Applications

Description: to approve the Operator Licenses as presented on attached form

Motion: Consideration and action to approve the operator licenses as presented for the licensing year July 1, 2024 through June 30, 2025.

Approved / Denied
VB Meeting 6/18/24

Ann Wasinger, Clerk

2024-2025 Operator Licenses

Mia Brier

Bethann Kasuboski

Karen Marx

Rodney Busching

Michelle Faust

Jennifer Baker

Daniel Robinson

Samantha Bahrke

Kaila Bingham

Ashlei Hilgers

Rachel Foster

Nicole Sheppard

Tyler Blakesley

Cody Nelson

Susan Gust

Elisabeth Adkins

Heather McHugh

Kimberly Pettit

John Burns VI

Dominique Robl

Courtney Krueger

Andrew Woods

Taylor Pavlak

Anna Meunier

Kayla Lebeck

Valerie Coats

Michael Griep

Gabrielle Neuman

Amy Opperman

Jerome Schultz

Mark Messer

Emily Skogen

Chris Renner

Hailey Makuski

Dylan Heffernon

Phyllis Schultz

Additionally:

Alana Krause

Brion Warrington

Teresa Formiller

Village of Winneconne

Personnel Policy **Handbook**

Effective April 21, 2021

Personnel Policies and Handbook

Table of Contents

Section 1.0 General Purpose and Scope
Section 2.0 Work Hours and Attendance
Section 3.0 Recruiting and Hiring
Section 4.0 Compensation
Section 5.0 Performance Evaluation and Training
Section 6.0 Benefits
Section 7.0 Leaves of Absence and Time-Off
Section 8.0 Employee Responsibilities
Section 9.0 Discipline and Grievance Procedures

ADVISORY:

Individual employment contracts, or Collective Bargaining Agreement sections or specifics may supersede certain provisions found within this manual. Please consult those documents simultaneously prior to making interpretations and decisions.

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

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

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

SECTION 1 - GENERAL

1.00 GENERAL PURPOSE/SCOPE

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

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

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

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

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

1.01 NATURE OF THE EMPLOYMENT RELATIONSHIP

Employment with the Village of Winneconne is voluntary and at-will unless specifically set forth otherwise by statute or written contract. This means that employees and the Village may choose to end the employment relationship at any time. Nothing in this Handbook should be construed as altering the "at-will" relationship in any manner. This Handbook is not an employment contract, and it is not intended to be construed as such. It does not guarantee any rights to employees but serves as a valuable resource document for employees.

1.02 EQUAL EMPLOYMENT OPPORTUNITY

The Village is an equal employment opportunity employer. The Village employs, retains, pays, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's membership in a protected class, such as sex, sexual orientation, race, color, creed, national origin, ancestry, age, marital status, arrest or conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or disability.

1.03 HARASSMENT

(a) It is the policy of the Village to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthy workplace environment. The Village will not tolerate harassment of Village employees by anyone, including any supervisor, co-worker, vendor, client or customer of the Village. This policy provides each Village employee the protection necessary to function in a productive environment.

(b) **Harassment defined:** Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status as defined by law, such as sex, color, race, ancestry, religion, national origin, age, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

(c) **Sexual harassment defined:** Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether such conduct is repeated, constitute sexual harassment when:

- i. Submission to such conduct is an explicit or implicit term or condition of employment;
- ii. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

(d) Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body. Sexual harassment also includes conduct directed by a person at another person of the same or opposite gender.

(e) All Village employees are responsible for helping to prevent harassment. If you feel you have experienced or witnessed harassment, immediately notify your supervisor, the Village’s Human Resources Department, the Village Manager, or any other managerial employee of the Village. Employees may make harassment complaints in confidence. However, confidential complaints may be more difficult for the Village to fully investigate.

(f) The Village takes harassment complaints very seriously. Therefore, the Village will investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and prevent this misconduct from reoccurring. To the fullest extent practicable, the Village will keep complaints and the terms of their resolution confidential. After the investigation is completed, the Village will advise the complainant of the result of that investigation. If an investigation confirms that harassment has occurred, the Village will take corrective action, which may include discipline as appropriate, up to and including immediate termination of employment.

(g) **No Retaliation Policy:** The Village strictly prohibits retaliation against anyone who reports harassment or who cooperates in the investigation of a harassment complaint.

1.04 DEFINITIONS

(a) **Days:** means calendar days, excluding weekends and legal holidays as defined in s. 995.20, Wis. Stat.

(b) **Department Head:** An employee who has responsibility for directing one or more departments or employees.

(c) **Discipline:** means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance

improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

(d) **Exempt Employee**: defined in accordance with the Fair Labor Standards Act (FLSA) Sec. 213, generally understood to test of being; salaried, and executive, administrative, or professional in nature.

(e) **Family Dependent**: a person who is related to the employee and relies on the employee for care when there is no one else to provide care for the family dependent

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

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

(h) **Overtime**: Hours paid at one and one half (1.5) times a non-exempt employee's regular rate of pay for work hours in excess of forty (40) hours in a work week.

(i) **Part-time Employees**: Employees scheduled to work less than full time hours per week.

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

(k) **Regular Full-Time Employee**: An employee who regularly works a minimum of thirty (30) hours per week on a continuing basis and is eligible for pro-rated holiday, paid time off, or other benefit(s) as applicable.

(l) **Regular Part-Time Employee**: An employee who works less than thirty (30) hours per week on a continuing basis.

(m) **Retirement**: Separation from employment by employees in which they are eligible for and receive a pension under the Wisconsin Retirement System. Retirement includes separation from employment due to disability or death in which the former employee, a surviving spouse, or their estate is eligible to receive a Wisconsin Retirement System pension or lump sum payment.

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

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

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

1.05 EMPLOYEE PERSONNEL RECORDS

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

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

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

1.06 REFERENCES

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

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

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

SECTION 2.000 - HOURS AND ATTENDANCE

2.01 WORKING HOURS

- (a) The Village Hall standard office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m., except holidays as approved by the Village Board.
- (b) Due to the nature of work, department hours may deviate from the normal Village Hall hours and/or be established by the Village in order to meet job assignments and provide services. Each Department Head will advise the employee of their specific work hours.
- (c) Seasonal, part-time and temporary employees will work a flexible schedule based on need and as determined by their Department Head.

2.02 HOURS OF WORK AND OVERTIME

- (a) Exempt employees, by definition, are not paid on an hourly basis and do not receive either overtime pay or compensatory time off in lieu of overtime pay. Exempt employee work hours are determined by the employee's direct supervisor (i.e., the Village Board, Village Administrator, or Department Head).
- (b) Non-exempt employees are paid on an hourly basis. Hours may flex or shift based on seasonal changes, workload conditions, and at discretion of Department Head and approval of Village Administrator.
 - i. Overtime is paid only for actual time worked; more than 10 consecutive hours of work during any one work shift or, more than forty (40) hours within any work week (12 a.m. Sunday through 11:59 p.m. Saturday) or, a Village recognized holiday defined in section 7.04, herein.
 - ii. Compensatory leave hours will not be utilized in determining the weekly base total of 40 hours.
 - iii. Holidays and Paid Time Off (PTO) will be utilized to make up the difference between actual hours worked and the employee's customary full-time schedule; Holidays and PTO are not considered actual hours worked for the purpose of calculating overtime.
 - iv. Time off without pay will not be utilized to determine the weekly base total of 40 hours under any circumstance.
 - v. Overtime pay shall be determined by multiplying the employee's regular rate of pay for the workweek 1.5 times the actual number of hours worked in excess of forty (40) hours in standard workweek.
 - vi. Employees may accrue compensatory time off in lieu of overtime pay for hours in which overtime pay would be otherwise owed.

Compensatory time shall be utilized in accordance with section 7.06, herein.

2.03 ATTENDANCE

(a) Punctual and consistent attendance is a condition of employment. Each Department Head is responsible for maintaining accurate attendance records of their employees.

(b) Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time.

- i. If an absence continues beyond one day, the employee is responsible for reporting their status each day to their supervisor.
- ii. The Village may require a doctor's note for any absence. Absence, equal to or in excess of three consecutive working days, typically requires a doctor's notice of excused absence in order for the employee to return to work.
- iii. If the supervisor is unavailable, the employee may leave a message with the Village Administrator stating the reason for being late or unable to report for work.

(c) Employees are expected to be at work even during inclement weather. A Department Head may allow employees to be late or leave early during severe weather conditions.

(d) Any employee who is absent without authorization or notification is subject to disciplinary action.

2.04 MEAL PERIODS

(a) Duty-free meal periods shall be scheduled by the employee's Department Head.

(b) The scheduling of duty-free meal periods may vary depending on department workload.

(c) Duty-free meal periods are unpaid;

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

2.05 CALL IN

(a) All employees are subject to "call-in" return to work, in emergencies or as needed by the Village to provide necessary services to the public. Village necessary

services are typically related to emergency events and may include; but are not limited to, water main breaks, sewage back-ups, utility service interruptions, snow storms, wind storms, tornado, fire events, explosions, traffic issues, or other public safety hazards or concerns as deemed necessary by the Department Head, Village Administrator, or Village Board.

(b) Employees called-in to duty will be paid at time-and-one-half their rate of pay for hours worked outside their normal working hours. Employees receiving statutory overtime pay for work performed during a call-in shall not receive call-in pay for the same hours. A minimum of one hour shall be paid to employees who show up for call-in. Employer has right to demand the employee work the minimum show-up time of one hour.

(c) Repeated failure to respond to "call-in" may result in disciplinary action.

2.06 PAYROLL RECORDS

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

SECTION 3.00 - RECRUITING AND HIRING

3.01 RECRUITING

(a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence; without regard to protected class such as sex, sexual orientation, race, color, creed, national origin, ancestry, age, marital status, arrest or conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or disability.

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

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

3.02 HIRING

(a) When a regular full time position becomes vacant or any new part-time or full-time position is newly created, and prior to any posting or advertisement of said vacancy, the Department Head shall review the position, its job description and the

need for such a position. The Department Head will prepare and submit a written request to fill the position to the appropriate Department Committee and the Village Administrator. The position will be posted and/or advertised only after the Committee has approved the request. Final hiring shall be approved by the Village Administrator and the appropriate committee shall be informed.

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

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

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

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

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

- i. the applicant is unable to perform the duties of the position with or without a reasonable accommodation;
- ii. the applicant refuses to submit to a medical examination or complete medical history forms; or
- iii. the examination reveals the illegal use of alcohol and/or controlled substances.

3.03 TEMPORARY EMPLOYEES.

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

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

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

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

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

3.04 EMPLOYMENT OF RELATIVES (NEPOTISM).

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

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

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

3.06 PROMOTIONS AND TRANSFERS.

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

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

SECTION 4.00 - COMPENSATION

4.01 SALARY CLASSIFICATION AND GRADES.

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

on the Village's salary and wage schedule, a contracted schedule, or which is approved periodically by the Village Board.

4.02 EMPLOYEE PAY RATES.

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

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

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

4.03 PAYDAYS.

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

4.04 DEDUCTIONS.

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

4.05 TRAVEL AWAY FROM THE VILLAGE.

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

4.06 TRAVEL EXPENSE REIMBURSEMENT.

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

lodging, taxi, baggage and travel expenses, but excluding any expenses for alcoholic beverages. Meals, when travelling outside the Village on Village business, including tips are reimbursable up to \$50.00 per day and are delineated as follows:

- \$10 maximum for breakfast meal.
- \$15 maximum for lunch meal.
- \$25 maximum for dinner/supper meal.

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

4.07 COMPENSATION UPON SEPARATION.

Employee compensation when they ceases employment with the Village depends on the manner in which the employment relationship ends. In all cases, a separating employee will receive the following:

- (a) Regular wages for all hours worked up to the time of separation which have not already been paid.
- (b) Any overtime or holiday pay due and applicable.
- (c) A lump sum payment of any accrued but unused compensatory time.
- (d) Any items as outlined in an employee contract.
- (e) Employees shall return all keys, vehicles, equipment or other Village owned personal property items to the Village upon termination.

In addition, an employee who resigns by giving the Village at least two (2) weeks' notice or is laid off due to a reduction in force shall be paid a lump sum for any accrued but unused paid time off.

4.08 VOLUNTEER FIREFIGHTERS AND FIRST RESPONDERS

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

4.09 UNIFORMS

The Village shall provide work uniforms and logo embroidered items to employees as needed.

4.10 PERSONAL PROTECTION EXQUIPMENT (PPE)

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

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

5.00 PERFORMANCE EVALUATIONS AND TRAINING

5.01 PERFORMANCE EVALUATIONS.

(a) The employee performance evaluation process shall be designed to permit the evaluation of an employee's job performance and effectiveness as objectively and fairly as possible. The primary purpose of the performance evaluation is to inform the employee of his/her strengths and areas for improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, establish goals and expectations for future evaluation.

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

- i. Estimating an employee's potential for promotion,
- ii. Increasing the job responsibilities in the position,
- iii. Identifying areas of training needs,
- iv. The determination of merit increases,
- v. The determination of merit pay (See *Employee Merit Pay Program*),
- vi. A basis for taking disciplinary actions, or determination of staff reductions.

(b) Regular Evaluations: All employees shall receive an annual performance evaluation prior to eligibility for any merit increase, longevity/merit pay bonus or other performance-based pay increase.

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

5.02 TRAINING POLICY.

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

6.00 - BENEFITS

6.01 RETIREMENT BENEFITS.

(a) The Village makes contributions on behalf of all eligible employees to the Wisconsin Retirement System and the Social Security System in addition to those contributions made by the employee through FICA payroll deductions; in accordance with applicable Federal and State laws and statutes.

(b) Upon retirement under the Wisconsin Retirement System or death, employees (or their beneficiaries in case of death) shall be paid their unused, accumulated sick leave balance, up to a maximum of 45 days, based on the employee's rate of pay on December 31, 2017. Employees who retire without providing 45 days' advance notice shall forfeit all unused accumulated sick leave.

(c) Employees are immediately eligible to participate in WRS if their employment is expected to last for one year and exceed 1200 hours. Employees may become eligible to participate in WRS after beginning employment if the exceed the following thresholds is a single year.

- i. 600 hours in one year if hired before June 30th, 2011
- ii. 1200 hours in one year if hired after June 30th, 2011

Once an employee is enrolled into the WRS, they will continue in the system with Village contributions as long as they continue to work for the Village.

6.02 DISABILITY BENEFITS.

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

(b) When the employee receives Worker's Compensation benefits, the employee is required to repay to the Village the amount covered by Worker's Compensation if that amount was previously paid to the employee by the Village. This policy is to ensure

that employees will receive prompt and regular payment during periods of injury or disability while ensuring that no employee receives any greater pay than the employee would have received had the injury not occurred.

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

6.03 INSURANCE BENEFITS.

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

- i. successful completion of any insurance policy required waiting period,
- ii. as approved by the Village Administrator,
- iii. as permitted pursuant to an employment contract,
- iv. programs and criteria for eligibility will be explained at the time the employee becomes eligible to join said programs.

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

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

(d) Employees who are eligible for health insurance through the Village of Winneconne, but opt to have coverage through a spouse or other coverage from an outside source are eligible to select a payment in lieu of health coverage through the Village of Winneconne.

- i. To be eligible, the employee must present evidence of other coverage to the Village Administrator. This can be an insurance card or document showing coverage under another policy.
- ii. The month after submittal of such evidence, an employee will be paid the payment in lieu of health insurance coverage biweekly.
- iii. You can be reinstated to the Village health insurance program the first month following notification to the Village Administrator that:
 - a. You are no longer covered under your spouse's (or other) health insurance program; or,
 - b. Your spouse or other coverage is no longer eligible for insurance, it is no longer offered, or the policy coverage was

substantially changed from the time when you dropped/declined the Village's coverage.

- iv. If there are two spouses (or other eligible employees within the same household) employed with the Village who are eligible for health insurance, and one family member chooses the family plan, there will be no health insurance opt-out payout for the remaining family member(s). Two single policies may be purchased.

6.04 UNEMPLOYMENT COMPENSATION.

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

7.00 LEAVES OF ABSENCE AND TIME OFF

Realizing the importance of having a motivated and responsive work force, the Village does provide a competitive recreation time or non-work-related compensation package to its employees. The intent of this benefit is to provide employees time away from work to re-energize. Village will pay the employee's salary or hourly wage, in certain circumstances, for hours not worked based on the following categories.

7.01 PAID TIME OFF (PTO).

Paid Time Off (PTO) is available to all full-time employees (defined as working more than 37.5 hours per week on a regularly scheduled basis for the calendar year) and may be used for vacation, sick leave, personal time, emergency or bereavement leave or for time off to care for dependents.

(a) PTO must be used in full-hour increments and, except for cases of illness or emergency, be approved in advance by the department head. Approval of PTO requests by the department head will be based on seniority, staffing needs and workload. Any PTO request made for longer than 15 consecutive days or 15 days out of 20, shall be dually approved by the Village Administrator.

(b) As a general rule, PTO must be used before any consideration of approval for time off without pay, unless otherwise provided by law (i.e. USERRA s. 4316).

(c) At the discretion of the Village Administrator, a doctor's note may be required for illnesses over 3 days. Short-Term Disability must be applied for when illness is expected to last more than 10 days. PTO may be used to fund the

elimination period (or as allowed by the Village-paid Short-Term Disability policy).

(d) Employees hired or in a newly eligible full-time status on or after January 1, 2018 will be covered under this new policy. PTO includes vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents. Employees hired or in a newly eligible full-time status between January 1, 2018 and April 20, 2021 will accrue PTO according to the following schedule:

Completed Service	PTO Hours	Maximum Accumulation
0 – 4.99 Years	6.5 hours per pay period	280 Hours
5 – 9.99 Years	8.0 hours per pay period	288 Hours
10 – 14.99 Years	9.5 hours per pay period	296 Hours
15+ Years	11.0 hours per pay period	304 Hours

(e) Employees hired or in a newly eligible full-time status on or after April 21, 2021, will accrue PTO according to the following schedule:

Completed Service	PTO Hours	Maximum Accumulation
0 – 4.99 Years	5.0 hours per pay period	120 Hours
5 – 9.99 Years	6.5 hours per pay period	130 Hours
10+ Years	8.0 hours per pay period	140 Hours

(f) PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued above the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon separation, if eligible. Any PTO placed in reserve account will only be used in the event that the total PTO under the cap is used in its entirety. Accrual rates will change on an employees' 5th, 10th, and 15th year anniversaries.

Transition for personnel employed and in full-time status before January 1, 2018.

(a) Vacation earned during 2017 (i.e. Carryover) will still be available effective January 1, 2018.

(b) PTO for personnel employed in full-time status prior to January 1, 2018 will accrue according to the following schedule and will include vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents (see Transition Year Exception for 2018):

Completed Service	PTO Hours	Maximum Accumulation
0 – 4.99 Yrs	8.0 hours per pay period	320 Hours

5 – 9.99 Years	9.5 hours per pay period	320 Hours
10 – 14.99 Years	11.0 hours per pay period	320 Hours
15+ Years	12.5 hours per pay period	320 Hours

(c) Beginning January 1, 2018, PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. The Maximum Accumulation Cap will include vacation days earned in 2017 and available in 2018 (i.e. Carryover). No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued in excess of the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon separation, if eligible. Accrual rates will change on employees' 1st, 5th, 10th, and 15th year anniversaries.

(d) Sick leave balances as of December 31, 2017 will be placed into an account and may be used to fund the Short-Term Disability elimination period (or as allowed by the Village-paid Short-Term Disability policy) or for up to 5 days of emergency leave. Upon retirement of a full-time employee, up to 45 days of remaining sick leave may be converted to cash at the hourly rate in effect in December 2017.

(e) All other provisions of the new policy effective January 1, 2018 will apply to employees active and in full-time status before January 1, 2018.

7.02 LEAVE WITHOUT PAY.

Leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted are possible, based on the following criteria. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, care for an ill relative, or fulfilling a military obligation in excess of thirty (30) continuous days per year.

(a) Only regular full-time and part-time employees are eligible for leave without pay.

(b) Excepting certain rights and obligations for employees absent while on Military Leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the following requirements apply:

- i. Leave may be granted to an employee for a period of up to thirty (30) days cumulatively per calendar year upon the approval of the employee's direct supervisor with concurrence of the Village Administrator.
- ii. Further extensions are at the discretion of the Finance & Personnel Committee with approval of the Village Board.

- iii. Accrued compensatory time off or paid time off, if any, must be exhausted prior to taking any leave without pay unless such requirement is prohibited by law.
- iv. Employee's benefits may be suspended during the period of unpaid leave until the employee returns to work. Paid time off, seniority, and/or any other benefits do not accrue while an employee is on leave without pay, unless required by law.
- v. In certain circumstances, self-payment of benefits may apply.
- vi. An employee who fails to report at the end of the unpaid leave or pre-agreed upon date is presumed to have resigned.
- vii. If the leave without pay is due to an illness or injury, the Village shall require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

(c) Employees absent without pay, on account of Military Leave, shall abide by all requirements found within USERRA.

7.03 ADMINISTRATIVE LEAVE.

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

7.04 HOLIDAYS.

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

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

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

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

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

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

7.05 RELIGIOUS HOLIDAYS.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with the employee's Department Head approval, take the day off using paid time off, compensatory time, or leave without pay. The Village will accommodate employees' religious beliefs unless doing so would cause an undue hardship on the Village's operations.

7.06 COMPENSATORY TIME

With the approval of their department head, non-exempt employees can choose to accrue compensatory time off in lieu of overtime pay:

(a) Accrues at a rate of one and one-half (1½) hours per hour worked beyond 10 consecutive hours per day or 40 hours per week.

(b) Time shall be utilized in the same manner as discussed in Sec. 7.01.

(c) A maximum of 40 hours of compensatory time may be allowed to accrue at any period within a calendar year. Hours "banked" in excess of 40 shall be compensated to the employee, immediately.

(d) Hours earned within a calendar year shall not be carried over beyond July 1st of the following year. In the event this occurs, employee shall be compensated for unused compensatory time at the applicable rate.

(e) Hours shall be paid at the employee's hourly pay rate when it is paid.

Exempt employees are not compensated based on the hours they work. Therefore, they are ineligible for compensatory time. In some circumstances, an exempt employee may flex their work schedule within a pay period with prior approval from

a supervisor. However, exempt employees remain responsible for completing all assigned work, which may not accommodate a flexed schedule in any given pay period.

SECTION 8.00 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.01 GENERAL POLICY.

(a) The safety and welfare of the Village's citizens shall at all times be maintained as a central mission of the Village Government. All Village employees are expected to represent the Village to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Department Head.

(b) Because the proper working relationship between employees and the Village depends upon each employee's ongoing job performance, professional conduct and behavior, the Village has established certain minimum standards of personal conduct. Among the Village's expectations are:

1. basic tact and courtesy toward the public and fellow employees,
2. adherence to Village policies, procedures, safety rules and safe work practices;
3. compliance with directions from supervisors,
4. preserving and protecting the Village's equipment, grounds, facilities and resources, and
5. providing orderly and cost-efficient services to its citizens.

(c) An employee's misuse of Village services, telephones, vehicles, equipment or supplies may result in disciplinary action, up to and including termination.

8.02 POSITIONS WITH LICENSURE OR CERTIFICATION REQUIREMENTS.

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

(a) Certain licensure requirements require random drug and alcohol testing, at Village expense, within the licensure guidelines,

(b) The Village may require drug and alcohol testing, at its expense, performed by a clinic of its choice, to determine employment suitability of an employee involved in any accident, injury, altercation, or event which harms, damages or has reasonable

suspicion the employee is under the influence of alcohol or drugs and may potentially harm or damage Village property, facilities, products or the public. This decision as to whether a test is conducted or not is determined by the Department Head or Village Administrator.

8.03 WEAPONS PROHIBITED IN THE WORKPLACE.

(a) Except as hereinafter described, possession of firearms or other weapons at the workplace, in Village owned vehicles or during the course of performing job duties is prohibited. The exceptions to this prohibition are as follows;

1. law enforcement officers with weapons or firearms as approved by the Chief of Police,
2. weapons for which the employee is licensed or permitted per Wis. Stats. 175.60 may be stored in the employee's own motor vehicle, but only if the vehicle remains locked while the vehicle is parked on Village property and while the vehicle is otherwise unattended and unoccupied and the employee is performing duties in the course of his or her employment.

8.04 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.

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

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

8.05 POLITICAL ACTIVITIES.

(a) Village employees may participate while not on duty, in political or partisan activities of their choosing provided that Village resources and property are not utilized, and the activity does not adversely affect the responsibilities of the

employees in their positions. Employees may not campaign on Village time or in a Village uniform or while representing the Village in any way. Employees may not allow others to use Village facilities or funds for political activities.

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

(c) While Political activity is allowed while not in Village uniform, during Village time or in a Village vehicle, all government employees are encouraged to remain neutral regarding local elections to prevent future conflicts resulting from said activity.

8.06 NO SMOKING POLICY.

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

8.07 USE OF VILLAGE EQUIPMENT.

Village equipment, including vehicles, should be used by employees for Village business only. Occasional and sporadic personal use of Village vehicles during a workday is permitted. Personal use of Village vehicles beyond the work day is subject to approval by the Committee and the Village Waiver form shall be signed by the employee. All maintenance performed on Village equipment or vehicles shall be performed by contractors approved by the Village.

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

8.08 CELL PHONE POLICY

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

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

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

1. A call made in an emergency, such as a call to "911" or a similar emergency number; or
2. Employees may receive and respond to cell phone calls using a hands-free device while driving with the understanding that driving safety and obeying the rules of the road is their primary responsibility. Whenever possible, employees should pull to the side of the road for any call that will last for more than thirty (30) seconds.

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

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

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

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

8.09 COMPUTER USE POLICY.

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

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

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

8.10 SOCIAL MEDIA POLICY

The Village seeks to use social media as a tool to educate and interact with the community, encourage public participation in Village affairs and events, and improve customer service. Using social media will allow the Village to disperse communication rapidly and connect with other businesses and organizations within the community. The Village acknowledges that employees may access and use the internet or social media sites during work hours, and that there may be legitimate reasons for doing so.

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

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

(c) Policy for Authorized Use of Social Media on Behalf of the Village: All information posted on Village social media sites on behalf of the Village, or other official use of social media by the Village shall be made by the Administrator or an individual designated by the Administrator. There shall be no information posted to a Village social media site, or posted on behalf of the Village to a social media site without the consent and prior knowledge of the Administrator.

(d) Best Practices When Representing the Village on Social Media:

- i. Be Respectful: Appropriate business decorum shall be used when representing the Village in all communications on social media sites. Users are expected to comply with applicable federal, state, and local laws, regulations, and policies.
- ii. Respect your audience and your co-workers. Take care not to engage in any conduct that would not be acceptable in the workplace. All Village staff can be viewed (correctly or incorrectly) as representatives of the Village of Winneconne, and your actions on social media sites can frame public opinion on our organization and the work that we do.

- iii. **Get Your Facts Straight:** To ensure you are not misrepresenting the Village, its work, or its positions, consult with the Administrator prior to posting any information on Village social media sites. If you are unsure of how your words will appear to others, it is best to play it safe.
- iv. **Be Mindful of the Village's Public Image:** Consider the image you want to portray to the public. Be mindful that what you post (pictures, political views, etc.) may be viewed by residents, parents, students, administrators, and various community members. Furthermore, this information may stay public for a long time.
- v. **Use Your Best Judgment:** Remember there may be consequences to what you post. Consider your content very carefully prior to posting. If you are about to post something that makes you the slightest bit uncomfortable, review these guidelines and get approval of the Village Administrator prior to posting.

(e) **Policy for Personal Use of Social Media Use**

- i. Personal use of social media during work time should be kept to a minimum. If it is determined that social media use is having an adverse effect on an employee's productivity or performance, the Administrator reserves the right to revoke access to social media sites on Village computers or pursue other discipline measures in accordance with the Personnel Policy Handbook. Social media use is also governed by other related policies such as the computer use policy.
- ii. Employees should be aware that any information posted to social media sites may be considered public records and subject to Open Records law.
- iii. Any social networking performed on Village property or using Village networks is considered Village property, and employees do not have any expectation of privacy with respect to any communications utilizing them.
- iv. The Village reserves the right to monitor social network use during work hours or performed with Village equipment.
- v. If an employee participates in social networking activities in such a manner that the employee's affiliation with the Village is evident, the

employee shall designate that the opinions expressed by the employee are the employee's private opinions and not those of the Village's.

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

(f) Disciplinary Procedures

The Village recognizes that violations of the social media policy outlined above could vary depending on a number of factors. If a violation does occur, the Administrator is responsible for determining the severity of the violation.

Employees who are found to be in violation of the social media policy will be subject to the disciplinary process, up to and including termination.

The Village reserves the right to remove any posts from its social media sites. Any posts to any social media site that are in violation of this Social Media Policy shall be

documented in the employee's personnel file. The documentation will include a copy of the post, time of the post, date of the post, and any other information relevant to the situation.

Nothing in this policy shall be construed to limit an employee's right to engage in concerted activities protected by Wis. Stat. §111.70.

8.11 BULLETIN BOARDS.

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

8.12 CONTACT WITH NEWS MEDIA.

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

8.13 SEAT BELT POLICY.

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

8.14 DRIVER'S LICENSE REQUIREMENTS.

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

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

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

8.15 SAFETY.

(a) Every employee is responsible for maintaining a safe work environment and following the Village's safety rules. Negligence in adherence to on-the-job safety

standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the Department Head. The Village will make every effort to remedy problems as reasonably as possible.

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

8.16 ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCE USE.

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

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

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

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

(d) Employees using any prescription or over the counter drugs which might impair their work performance should notify their supervisor. In the opinion of the supervisor, an employee may be reassigned to less hazardous duty or placed on paid time off if impaired work performance poses a threat to the public's confidence or safety of the employee or others.

8.17 DRUG-FREE WORKPLACE.

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

(a) Employees must immediately notify the Village Administrator or Department Head of any conviction for a drug-related violation.

(b) Any violation of this section while on duty for the Village will result in immediate dismissal of the employee even if the employee self-reports.

(c) Any violation of this section while not on-duty for the Village may result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

SECTION 9.00 -DISCIPLINE

9.01 DISCIPLINE.

(a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the Village.

(b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the Village may result in discipline, including termination.

(c) The Village Administrator or Department Head, as appropriate, has full discretion and authority to impose disciplinary action in accordance with Village policy and the circumstances of the particular case.

(d) The following are examples of the types of behavior which may result in discipline and are not intended to be comprehensive:

- (1) Consuming alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
- (2) Violation of a lawful duty.
- (3) Insubordination.
- (4) Absence from work without first notifying and securing permission from the supervisor.
- (5) Habitual absence or tardiness for any reason.
- (6) Unsatisfactory job performance.
- (7) Conviction of a felony or a misdemeanor which substantially relates to the employee's position.
- (8) Acceptance of fees, gratuities or other valuable items, generally with a value of more than \$25, in the performance of the employee's official duties for the Village.
- (9) Inability, refusal or failure to perform the duties of the assigned job.
- (10) Violation of duties or rules imposed by this Handbook, or by any other Village rule, regulation or administrative order.

The aforementioned list is not all-inclusive, but only serves as a general guide. The Village may discipline or terminate employees for other reasons not stated above.

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

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

- (2) Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed and maintained in the employee's personnel file.
- (3) Suspension. A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action; of which a record of said action is placed and maintained in the employee's personnel file.
- (4) Termination.

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

9.02 EMPLOYEE GRIEVANCE PROCEDURE

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

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

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

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

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

- a. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance.
 - b. In the case of a termination, such a meeting is not required.
 - c. Grievance forms may be obtained from the clerk/treasurer and shall be returned to clerk/treasurer for processing.
 - d. The Village Clerk/Treasurer shall inform the employee's immediate supervisor and the Village Administrator about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor will meet with the grievant within five (5) days of receipt of the written grievance.
- a. The supervisor will provide the grievant with a written response within 5 days of the meeting.
 - b. A copy of the supervisor's response shall be filed in the clerk's office.
 - c. The supervisor's written response to the employee's written grievance must contain:
 1. A statement of the date the meeting between the employee and supervisor was held.
 2. A decision as to whether the grievance is sustained or denied and reasons.
3. In event of a non-favorable decision, the employee may request an appeal to the Village Administrator by filing a written request with the Clerk/Treasurer within 5 days of receiving the written response. If the employee's immediate supervisor is the Village Administrator, this step would not apply and employee may proceed to step 4.
- a. The Village Clerk/Treasurer shall notify the Village Administrator and employee's supervisor about the filing of the request for an appeal within 5 days.
 - b. The Administrator will meet with the grievant within 5 days of receipt of the written grievance.
 - c. The Village Administrator will provide the grievant with a written response within 5 days of the meeting.
 - d. A copy of the Administrator's response shall be filed in the clerk's office.
4. The employee may request an appeal to the hearing officer by filing a written request with the Clerk/Treasurer within 5 days of receiving the written response.
- a. The clerk/treasurer shall notify the Village Administrator and employee's supervisor about the filing of the request for a hearing as soon as practicable.

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

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

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

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

Hearing Officer's Decision:

The hearing officer's written decision must contain:

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

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

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

- a. The clerk shall notify the village president about the request as soon as possible.
 - b. The village board shall decide the matter and issue a written decision within 45 days of the filing of the appeal.
 - c. The village board may sustain, deny or modify the recommendation of the impartial hearing officer.
 - d. A copy of the board's decision shall be provided to the employee and filed in the clerk/treasurer's office.
 - e. The decision of the village board shall be final and binding.
5. All timelines may be extended by mutual written agreement of the village board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
6. A grievance or request for an appeal is considered timely if received by the village clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.
7. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next step within 5 days.
8. The grievant and village board may mutually agree in writing to waive a step or multiple steps within the procedure.
9. Granting the requested or agreed upon remedy resolves the grievance. A written resolution will be filed in the clerk's office.

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

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

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

and the employer paying the other half. The fees of the hearing officer will be: \$75 per hour.

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

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

9.03 REDUCTION IN FORCE.

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

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

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

(d) Employees who are laid off are eligible to be re-employed, if a vacancy occurs in a position for which they are qualified. However, such employees are not entitled to re-employment as a matter of right and must apply for positions like other external candidates.

End of Handbook

EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Village policies, rules, and expectations as set forth in this Handbook, as well as policies, rules, and expectations that the Village may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but it is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the Village Board at a properly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook.

I understand that the contents of this Handbook may be changed by the Village at any time, with or without notice.

I have received the Village's Equal Employment Opportunities and Harassment policies as part of this Handbook. I have read and understood their contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand in this policy and to comply with its provisions.

I have also reviewed the provisions on using Compensatory Time Off in lieu of Cash Payment for Overtime. To the extent that my employment is eligible, I knowingly and voluntarily agree that the Village, at my election, may provide Compensatory Time Off in lieu of Cash Payment for Overtime in conformance with the Fair Labor Standards Act.

After you have read the Handbook, please sign this page to acknowledge receipt. Then please detach the page from the Handbook and return it to your supervisor, who will submit it to be placed in your personnel file.

Signature

Date

Print Name