



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, October 21st, 2025, 5:30 pm

Village Board Room, 30 S. 1st St., Winneconne

Call to Order

Roll Call: Olson, Bouras, Stelzner, Janikowski, Krings, Miller, Boucher

Pledge of Allegiance

Public Hearing

Consideration and action to open the public hearing to hear public comment on the amendment to Chapter 580. Zoning, Article III. Zoning General Provisions, §580-26(G). Accessory Buildings amending allowable square footage to 1,500 square feet

Consideration and action to close the public hearing

Regular Business

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

- September 30, 2025, Treasurer's Report/Budget Comparisons
- September 2025, Check Register

Consideration and action to approve September 16th, 2025, Village Board meeting minutes

Consideration and action to approve September 19th, 2025, Village Board budget workshop meeting minutes

Communications

Public Participation

Administrator's Report

- Business Update
- Operations Update
- Key Meetings & Events
- Finance Update

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 introduce RES-2025-006 declaring intent to reimburse expenditures from proceeds of borrowing for 14th Ave Street project

Consideration and action to adopt Wis. Stat. Chapter SPS 327 Camping Units under Chapter 245 Building Construction at the direction of the Department of Safety and Professional Services

Consideration and action to amend Chapter 580. Zoning, Article III. Zoning General Provisions, §580-26(G). Accessory Buildings to read allowable square footage as 1,500 square feet

Consideration and action to approve the issuance of a Mobile Food Vendor Permit to Katie Harter of Dahl Haus LLC. DBA Kat's Kafe

Consideration and action to approve the Federal Requirements Compliance Certification for Project No. 4939-04 as it relates to Wisconsin Department of Natural Resources Safe Drinking Water Loan Program

Consideration and action to approve McMahon Compliance Alternatives Plan for the WWTF (\$75,000)

Consideration and action to approve a fill permit for Melberg Ingersoll, LLC at 200 Ingersoll Road

Consideration and action to review and approve expansion rendering & plans for Multi-Conveyor LLC (25 Industrial Drive)

Consideration and Action to approve Harter's Lakeside Disposal as waste management provider

Consideration and action to approve changes to the Personnel Policy Handbook

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

- Update on DPW progress & job posting of FS, DPW reflections

Continue in closed session under Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

- Update on Police Union WPPA contract negotiations
- Update on the offer related to Village owned property

Consideration and action to move into open session.

Consideration and action to appoint Mr. Allen Mankiewicz as the Director of Public Works

Consideration and action to approve Resolution RES-2025-007 to amend Resolution 4.1-2025 Appointing Village Officials

- Director of Public Works Allen Mankiewicz as the Zoning Administrator
- Lieutenant Kyle Sorensen as the Village Weed Commissioner

Confirm next meeting

Tuesday, November 18th, 2025, 5:30 pm – Village Hall Board Room

Adjourn

The Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Hall at 920-582-4381 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, 915 Main St., Winneconne, Winneconne Post Office, 34 S. 2nd St, Winneconne, Village website.

VILLAGE OF WINNECONNE, WISCONSIN
MONTHLY TREASURER'S REPORT
September 30, 2025

	TOTAL CASH AND INVESTMENTS	Interest Earned
Local Government Investment Pool	\$ 7,431,549.98	\$ 26,492.45
Premier Community Bank Checking - Bank Recon Balance	\$ 296,888.42	\$ 1,219.43
Subtotal Pooled Cash	<u>\$ 7,728,438.40</u>	
Premier Community Bank Library checking	\$ 1,000.59	\$ -
Premier Community Bank Christmas fund	\$ 6,268.00	\$ 0.11
Petty Cash	\$ 850.00	
TOTAL VILLAGE CASH AND INVESTMENTS	<u><u>\$ 7,736,556.99</u></u>	<u><u>\$ 27,711.99</u></u>

CASH AND INVESTMENT DETAIL BY FUND

UNRESTRICTED CASH

General fund	\$ 1,860,847.70
Solid Waste/Recycling	\$ 179,025.33
Water Fund	\$ (26,727.43)
Water Fund - Tower repainting	\$ 224,444.04
Sewer Fund	\$ 1,594,991.61
Stormwater Fund	\$ 503,461.99
Petty Cash	\$ 850.00

RESTRICTED CASH

Library checking - restricted for Library	\$ 1,000.59
Christmas Crusade	\$ 6,268.00
Cemetery Care	\$ 97,617.64
Cemetery Perpetual Care	\$ 97,440.28
Sewer Equipment Replacement	\$ 244,143.10
ARPA Funds	\$ -
Beautification Funds	\$ 7,256.86
Park Donation Funds	\$ 1,004.39
Library Donations	\$ 10,582.39
Sewer Debt Service	\$ 234,745.30
Community Development (CDBG)	\$ 27,788.13
Debt Service - special assessments collected -future debt	\$ 155,675.36
Debt Service - current year levy for current year debt	\$ 705,955.10
TID No. 3	\$ -
TID No. 5	\$ 466,877.03
TID No. 6	\$ 247,479.80
TID No. 7	\$ -
TID No. 8	\$ (25,522.64)
TID No. 3,5,6	\$ (6,975.00)
Capital Projects	\$ 1,128,327.42
	<u>\$ 7,736,556.99</u>

* Interest earned moved to cemetery care fund quarterly

\$ -

Dated From: 1/01/2025
Thru: 9/30/2025

Fund: All Funds

Account Number		Debit	Credit
101-00-11007-000-000	LIBRARY CHECKING	1,000.59	
101-00-11008-000-000	CHRISTMAS CRUSADE	6,268.00	
101-00-11111-000-000	POOLED CASH GENERAL FUND	1,860,847.70	
202-00-11111-000-000	POOLED CASH CEMETERY CARE	97,617.64	
203-00-11111-000-000	POOLED CASH CEM PERPETUAL CARE	97,440.28	
205-00-11111-000-000	POOLED CASH TID NO. 5	466,877.03	
208-00-11111-000-000	POOLED CASH TID NO. 3		
209-00-11111-000-000	POOLED CASH TID NO. 6	247,479.80	
210-00-11111-000-000	POOLED CASH TID NO. 7		
211-00-11111-000-000	POOLED CASH TID NO. 8		25,522.64
212-00-11111-000-000	POOLED CASH ARPA FUNDS		
213-00-11111-000-000	POOLED CASH TIF #3, 5, 6		6,975.00
219-00-11111-000-000	POOLED CASH LIBRARY DONATIONS	10,582.39	
221-00-11111-000-000	POOLED CASH BEAUTIFICATION	7,256.86	
222-00-11111-000-000	POOLED CASH PARK DONATIONS	1,004.39	
230-00-11111-000-000	POOLED CASH SOLID WASTE/RECYCL	179,025.33	
291-00-11111-000-000	POOLED CASH COMMUNITY DEVELOP	27,788.13	
301-00-11111-000-000	POOLED CASH DEBT SERVICE NEW	861,630.46	
500-00-11111-000-000	POOLED CASH GENERAL CAPITAL	1,128,327.42	
601-00-11111-000-000	POOLED CASH WATER UTILITY NEW	197,716.61	
602-00-11111-000-000	POOLED CASH SEWER UTILITY NEW	2,073,880.01	
603-00-11111-000-000	POOLED CASH STORMWATER	503,461.99	
101-00-11800-000-000	PETTY CASH - FRONT DESK	350.00	
101-00-11801-000-000	PETTY CASH - MP POOL		
101-00-11802-000-000	PETTY CASH - PD	500.00	
CASH AND MARKETABLE SECURIT		7,736,556.99	

Fund: 101 - GENERAL FUND

Account Number		2025 September	2025 Actual 09/30/2025	2025 Budget	Budget Status	% of Budget
101-00-40000-000-000	GENERAL REVENUE OFFSET	0.00	-1,824,467.88	-1,824,467.88	0.00	100.00
101-10-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	16,573.15	16,573.15	0.00	100.00
101-11-40000-000-000	GENERAL REVENUE ALLOCATION	0.00	573,664.61	573,664.61	0.00	100.00
101-12-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	23,974.68	23,974.68	0.00	100.00
101-14-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	617,098.59	617,098.59	0.00	100.00
101-15-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	125,356.35	125,356.35	0.00	100.00
101-17-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	161,692.03	161,692.03	0.00	100.00
101-18-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	42,089.29	42,089.29	0.00	100.00
101-19-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	164,108.27	164,108.27	0.00	100.00
101-20-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	67,765.51	67,765.51	0.00	100.00
101-22-40000-000-000	GENERAL REVENUES ALLOCATION	0.00	32,145.40	32,145.40	0.00	100.00
GENERAL REVENUES ALLOCATION		0.00	0.00	0.00	0.00	0.00
101-01-41110-000-000	GENERAL PROPERTY TAXES	0.00	1,252,016.00	1,252,016.00	0.00	100.00
101-01-41310-000-000	TAXES FROM WATER UTILITY	0.00	109,528.00	90,000.00	19,528.00	121.70
101-01-41320-000-000	TAXES FROM HOUSING AUTHORITY	0.00	13,288.95	13,138.00	150.95	101.15
TAXES		0.00	1,374,832.95	1,355,154.00	19,678.95	101.45
101-01-43410-000-000	STATE SHARED REVENUES	0.00	86,622.16	308,665.00	-222,042.84	28.06
101-01-43411-000-000	PERSONAL PROPERTY STATE AIDE	0.00	9,028.41	3,500.00	5,528.41	257.95
101-01-43412-000-000	VIDEO SERVICE STATE AID	0.00	7,776.22	7,776.22	0.00	100.00
101-15-43420-000-000	STATE SHARED FIRE INSURANCE	0.00	16,052.23	13,340.00	2,712.23	120.33
101-01-43430-000-000	EXEMPT COMPUTER AID	0.00	4,872.66	4,872.66	0.00	100.00
101-14-43521-000-000	POLICE STATE AID TRAINING	0.00	0.00	1,120.00	-1,120.00	0.00
101-17-43529-000-000	STATE GRANTS - SFTY	0.00	0.00	500.00	-500.00	0.00
101-17-43530-000-000	STATE TRANSPORTATION AID	0.00	194,421.51	235,000.00	-40,578.49	82.73
101-19-43720-000-000	LIBRARY AID WINNEBAGO COUNTY	0.00	126,454.00	126,454.00	0.00	100.00
INTERGOVERNMENTAL REVENUES		0.00	445,227.19	701,227.88	-256,000.69	63.49
101-11-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	0.00	3,673.75	3,500.00	173.75	104.96
101-11-44120-000-000	BARTENDER & LICENSES	0.00	1,335.00	1,500.00	-165.00	89.00
101-11-44130-000-000	CIGARETTE LICENSES	0.00	250.00	300.00	-50.00	83.33
101-11-44140-000-000	OTHER BUSINESS LICENSES	20.00	345.00	10.00	335.00	3,450.00
101-11-44220-000-000	DOG LICENSES	87.00	2,416.44	2,500.00	-83.56	96.66
101-11-44300-000-000	BUILDING PERMITS	523.20	26,586.46	25,000.00	1,586.46	106.35
101-11-44400-000-000	ZONING PERMITS & FEES	100.00	2,579.60	2,000.00	579.60	128.98
101-11-44910-000-000	OTHER PERMITS	300.00	1,620.00	5,000.00	-3,380.00	32.40
101-11-44920-000-000	CHARTER FRANCHISE FEES	0.00	9,338.53	8,000.00	1,338.53	116.73
LICENSES AND PERMITS		1,030.20	48,144.78	47,810.00	334.78	100.70
101-12-45110-000-000	COURT PENALTIES & COSTS	3,257.56	28,747.78	17,500.00	11,247.78	164.27
101-14-45130-000-000	PARKING VIOLATIONS	120.00	3,702.00	5,000.00	-1,298.00	74.04
FINES, FORFEITS AND PENALTIES		3,377.56	32,449.78	22,500.00	9,949.78	144.22
101-11-46110-000-000	CLERK-TREASURER FEES	225.00	1,655.00	1,500.00	155.00	110.33
101-14-46210-000-000	POLICE FEES	1,220.00	7,133.41	1,500.00	5,633.41	475.56
101-19-46260-000-000	LIBRARY CHARGES	79.40	1,378.37	3,000.00	-1,621.63	45.95
101-17-46310-000-000	HWY CHARGES FOR SERVICE-MAINT	179.91	1,589.31	1,560.00	29.31	101.88
101-22-46540-000-000	CEMETERY FEES & PERP CARE INT	180.00	10,565.00	12,500.00	-1,935.00	84.52
101-20-46720-322-000	MARBLE PARK RENTAL FEES	0.00	885.00	2,000.00	-1,115.00	44.25

Fund: 101 - GENERAL FUND

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 September	Actual 09/30/2025			
101-20-46720-322-100	LAKE WINNECONNE RENTALS	450.00	5,345.00	2,000.00	3,345.00	267.25
101-20-46720-322-200	WATERFRONT PARK RENTALS	0.00	450.00	500.00	-50.00	90.00
101-20-46730-000-000	MARBLE PARK SWIMMING REVENUES	0.00	36,761.68	45,000.00	-8,238.32	81.69
101-20-46730-312-600	MARBLE PRK REV CONCESSION	0.00	11,811.98	13,000.00	-1,188.02	90.86
101-20-46742-000-000	RECREATION SPONSOR FEES	0.00	150.00	150.00	0.00	100.00
101-20-46750-000-000	BOAT TRAILER PARKING PERMIT	1,543.50	44,662.03	55,000.00	-10,337.97	81.20
101-20-46752-000-000	PIER PASS	36.00	6,989.00	5,000.00	1,989.00	139.78
101-20-46755-000-000	BOAT SLIP REVENUE	0.00	9,185.00	8,000.00	1,185.00	114.81
PUBLIC CHARGES FOR SERVICES		3,913.81	138,560.78	150,710.00	-12,149.22	91.94
101-14-47221-000-000	SRO CHARGES FROM SCHOOL	19,314.53	57,943.59	81,191.00	-23,247.41	71.37
INTERGOV'T. CHARGES FOR SERV.		19,314.53	57,943.59	81,191.00	-23,247.41	71.37
101-01-48100-000-000	INTEREST ON INVESTMENTS	23,089.89	215,756.20	160,000.00	55,756.20	134.85
101-11-48210-000-000	RENTS & LEASES	70,492.00	70,492.00	70,492.00	0.00	100.00
101-17-48303-000-000	SALE OF PUBLIC WORKS EQUIPMENT	0.00	10,052.00	0.00	10,052.00	0.00
101-11-48400-000-000	INSURANCE RECOVERIES	0.00	1,046.00	0.00	1,046.00	0.00
101-14-48400-000-000	INSURANCE RECOVERIES	0.00	2,850.00	2,500.00	350.00	114.00
101-20-48500-000-000	FIREWORKS DONATIONS	0.00	16,500.00	16,500.00	0.00	100.00
101-14-48500-000-000	DONATIONS POLICE	0.00	0.00	9,100.00	-9,100.00	0.00
101-11-48900-000-000	MISC INCOME	0.00	2,532.83	0.00	2,532.83	0.00
CAPITAL CONTRIBUTIONS		93,581.89	319,229.03	258,592.00	60,637.03	123.45
Total Revenues		121,217.99	2,416,388.10	2,617,184.88	-200,796.78	92.33

Fund: 101 - GENERAL FUND

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 September	Actual 09/30/2025			
101-10-51110-110-000	VILLAGE BOARD WAGES	0.00	9,500.00	13,000.00	3,500.00	73.08
101-10-51110-150-000	VILLAGE BOARD EMPL BEN	0.00	726.77	1,073.15	346.38	67.72
101-10-51110-210-600	AWARDS & MEMORIALS	0.00	419.17	500.00	80.83	83.83
101-10-51110-321-000	VILLAGE BOARD MEMBERSHIP DUES	0.00	1,530.03	1,500.00	-30.03	102.00
101-10-51110-330-000	VILLAGE BOARD TRAVEL & CONVENT	0.00	0.00	500.00	500.00	0.00
101-12-51210-110-000	MUNICIPAL COURT WAGES	1,664.21	13,134.52	21,912.80	8,778.28	59.94
101-12-51210-150-000	MUNICIPAL COURT BENEFITS	127.31	1,004.80	3,461.88	2,457.08	29.02
101-12-51210-210-000	MUNICIPAL COURT PRO SERV	0.00	150.00	0.00	-150.00	0.00
101-12-51210-210-500	MUNICIPAL COURT WITN FEE	0.00	0.00	500.00	500.00	0.00
101-12-51210-229-000	COURT SOFTWARE	0.00	0.00	500.00	500.00	0.00
101-12-51210-310-000	MUNICIPAL COURT OFFIC SUPPLIES	23.85	430.87	750.00	319.13	57.45
101-12-51210-311-000	MUNICIPAL COURT POSTAGE	0.00	0.00	500.00	500.00	0.00
101-12-51210-321-000	MUNICIPAL COURT DUES	0.00	205.00	200.00	-5.00	102.50
101-12-51210-330-000	MUNICIPAL COURT TRAV/LOD	250.13	1,043.54	500.00	-543.54	208.71
101-12-51210-331-000	MUNICIPAL COURT TRAINING	40.00	840.00	1,000.00	160.00	84.00
101-12-51210-333-000	MUNICIPAL COURT COLLECT-LEXIS	0.00	0.00	2,000.00	2,000.00	0.00
101-12-51210-348-000	MUNICIPAL COURT MISC EXP	0.00	35.00	150.00	115.00	23.33
101-11-51300-210-000	LEGAL COUNSELING	3,202.80	16,104.90	40,000.00	23,895.10	40.26
101-12-51300-210-000	COURT LEGAL COUNSEL PRO SERV	1,515.00	7,650.00	10,000.00	2,350.00	76.50
101-11-51410-110-000	ADMINISTRATOR WAGES	3,443.72	34,644.69	39,655.00	5,010.31	87.37
101-11-51410-150-000	ADMINISTRATOR BENEFITS	911.32	5,388.27	9,470.00	4,081.73	56.90
101-11-51410-310-000	WCMA / ICMA DUES	0.00	0.00	300.00	300.00	0.00
101-11-51410-330-000	PROFESSIONAL DEVELOPMENT ADMIN	60.00	251.00	5,000.00	4,749.00	5.02
101-11-51410-348-000	ADMIN CELL PHONE REIMBURSEMENT	41.21	329.79	520.00	190.21	63.42
101-11-51420-110-000	CLERK WAGES	3,437.56	43,521.74	40,274.47	-3,247.27	108.06
101-11-51420-150-000	CLERK BENEFITS	1,168.16	14,433.75	14,757.71	323.96	97.80
101-11-51420-321-000	WMCA DUES	0.00	65.00	75.00	10.00	86.67
101-11-51422-210-000	ACCOUNTING SOFTWARE SUBSCRIPT	0.00	4,150.00	6,000.00	1,850.00	69.17
101-11-51422-226-000	GENERAL ADMIN FLEX FEES	60.00	1,083.20	1,100.00	16.80	98.47
101-11-51422-227-000	GENERAL ADMIN EAP FEE	0.00	333.45	430.00	96.55	77.55
101-11-51422-310-000	OFFICE SUPPLIES- GEN ADMIN	285.99	2,992.39	3,000.00	7.61	99.75
101-11-51422-311-000	POSTAGE - GEN ADMIN	300.00	1,850.00	5,000.00	3,150.00	37.00
101-11-51422-312-000	PRINTING & PUBLISHING- GEN ADM	0.00	2,593.89	6,000.00	3,406.11	43.23
101-11-51422-312-100	LEGAL NOTICES - GEN ADMIN	0.00	0.00	500.00	500.00	0.00
101-11-51422-312-600	ECODE 360 ANNUAL MAINTENANCE	0.00	995.00	1,500.00	505.00	66.33
101-11-51422-340-000	PHOTO COPIER LEASES	380.59	4,892.17	6,400.00	1,507.83	76.44
101-11-51422-348-000	MISC EXPENSE - GEN ADMIN	294.42	3,111.09	4,500.00	1,388.91	69.14
101-11-51422-450-000	BANK SERVICE FEES	210.00	2,142.90	2,900.00	757.10	73.89
101-11-51423-110-000	CUSTOMER SERVICE REP WAGES	774.85	5,212.93	4,214.00	-998.93	123.71
101-11-51423-150-000	CUSTOMER SERVICE REP BENEFITS	527.16	1,027.33	665.75	-361.58	154.31
101-11-51430-730-000	MWR EXPENSE	292.77	1,044.82	4,000.00	2,955.18	26.12
101-11-51440-110-000	ELECTION WORKER WAGES	0.00	2,665.50	3,000.00	334.50	88.85
101-11-51440-312-000	ELECTION SUPPLIES	200.54	2,310.64	1,500.00	-810.64	154.04
101-11-51450-210-000	IT SUPPORT	5,111.68	27,269.30	26,000.00	-1,269.30	104.88
101-11-51450-210-123	WEBSITE HOSTING	0.00	2,700.00	2,700.00	0.00	100.00
101-11-51450-310-000	IT HARDWARE	41.36	1,258.52	1,000.00	-258.52	125.85
101-11-51510-210-000	ANNUAL AUDIT & REPORTING	0.00	8,954.88	15,000.00	6,045.12	59.70
101-11-51520-110-000	TREASURER WAGES	4,459.51	35,178.82	39,000.00	3,821.18	90.20
101-11-51520-150-000	TREASURER BENEFITS	1,027.43	5,385.55	12,336.70	6,951.15	43.65
101-11-51520-210-000	FINANCIAL ADVISING	0.00	7,605.87	8,000.00	394.13	95.07
101-11-51520-321-000	MTAW DUES	0.00	60.00	150.00	90.00	40.00
101-11-51520-330-000	PROF DEVELOP TREASURER/CLERK	0.00	1,910.28	2,500.00	589.72	76.41

Fund: 101 - GENERAL FUND

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 September	Actual 09/30/2025			
101-11-51530-210-000	PROPERTY ASSESSMENT	0.00	11,375.00	18,500.00	7,125.00	61.49
101-11-51540-200-000	BUILDING INSPECTION	0.00	10,602.76	0.00	-10,602.76	0.00
101-11-51600-220-000	MUNICIPAL CENTER PHONE	532.00	2,394.00	3,200.00	806.00	74.81
101-11-51600-221-000	MUNICIPAL CENTER ELECTRICITY	0.00	15,093.17	25,500.00	10,406.83	59.19
101-11-51600-224-000	MUNICIPAL CENTER WATER/SEWER	643.32	1,914.40	5,000.00	3,085.60	38.29
101-11-51600-225-000	MUNICIPAL CENTER INTERNET	31.76	142.92	200.00	57.08	71.46
101-11-51600-414-000	MUNICIPAL CENTER MAINTENANCE	1,395.17	12,998.77	9,000.00	-3,998.77	144.43
101-11-51800-000-000	PROPERTY INLAND INSURANCE	0.00	18,196.80	15,397.60	-2,799.20	118.18
101-11-51810-000-000	GENERAL LIABILITY INSURANCE	0.00	10,401.75	10,540.20	138.45	98.69
101-11-51810-100-000	CRIME INSURANCE	0.00	1,184.00	1,184.00	0.00	100.00
101-11-51930-000-000	UNEMPLOYMENT INSURANCE	337.00	337.00	1,000.00	663.00	33.70
101-11-51931-000-000	WORKERS COMPENSATION INSURANCE	0.00	5,361.60	3,340.40	-2,021.20	160.51
101-11-51940-000-000	WORKING CAPITAL	0.00	0.00	85,996.73	85,996.73	0.00
GENERAL GOVERNMENT		32,790.82	368,139.54	544,355.39	176,215.85	67.63
101-14-52100-110-000	POLICE DEPT WAGES	25,791.57	239,372.29	362,389.00	123,016.71	66.05
101-14-52100-110-500	POLICE DEPT - PART TIME WAGES	6,990.50	70,436.96	77,000.00	6,563.04	91.48
101-14-52100-150-000	POLICE DEPT BENEFITS	11,920.19	110,706.41	185,420.78	74,714.37	59.71
101-14-52100-150-500	POLICE PART TIME BENEFITS	534.79	5,669.46	9,225.11	3,555.65	61.46
101-14-52100-210-000	POLICE DEPT IT SERVICES	2,889.28	5,282.22	3,900.00	-1,382.22	135.44
101-14-52100-220-000	POLICE DEPT PHONE	266.00	1,197.00	1,600.00	403.00	74.81
101-14-52100-225-000	POLICE DEPT AIRCARD/SQUAD PHON	0.00	2,065.97	3,500.00	1,434.03	59.03
101-14-52100-310-000	POLICE DEPT OFFICE SUPPLIES	62.99	534.66	700.00	165.34	76.38
101-14-52100-311-000	POLICE DEPT POSTAGE	0.00	11.38	300.00	288.62	3.79
101-14-52100-312-000	POLICE DEPT PRINT & PUBLIC	369.56	1,732.77	2,000.00	267.23	86.64
101-14-52100-321-000	POLICE DEPT DUES	0.00	1,569.10	1,395.00	-174.10	112.48
101-14-52100-330-000	POLICE DEPT TRAVEL/LODGING	0.00	874.94	500.00	-374.94	174.99
101-14-52100-331-000	POLICE DEPT TRAINING	149.00	1,927.71	3,500.00	1,572.29	55.08
101-14-52100-342-000	POLICE DEPT UNIFORMS	17.95	1,141.55	1,500.00	358.45	76.10
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	1,069.42	9,399.73	15,000.00	5,600.27	62.66
101-14-52100-346-000	POLICE DEPT COMMUNITY PROGRAMS	35.94	683.49	1,500.00	816.51	45.57
101-14-52100-347-000	POLICE DEPT FLOCK/LEXIPOL	0.00	13,762.16	13,600.00	-162.16	101.19
101-14-52100-348-000	POLICE DEPT MISC EXPENSES	616.00	7,516.68	6,000.00	-1,516.68	125.28
101-14-52100-351-000	POLICE DEPT VEHICLE MAINTENANC	540.46	3,753.75	4,000.00	246.25	93.84
101-14-52100-514-000	POLICE DEPT PROP & LIAB INSUR	0.00	7,229.10	6,798.90	-430.20	106.33
101-14-52100-516-000	WORKERS COMPENSATION INSURANCE	0.00	6,007.20	6,680.80	673.60	89.92
101-14-52100-810-000	POLICE DEPT EQUIP OUTLAY	266.80	10,272.10	10,000.00	-272.10	102.72
101-15-52200-600-000	FIRE DEPT COMBINED FIRE	0.00	60,260.00	60,259.55	-0.45	100.00
101-15-52210-600-000	OSHKOSH AMBULANCE CONTRACT	0.00	0.00	78,436.80	78,436.80	0.00
PUBLIC SAFETY		51,520.45	561,406.63	856,205.94	294,799.31	65.57
101-17-53100-110-000	PUBLIC WORKS ADMIN WAGES	5,483.94	55,695.91	32,839.85	-22,856.06	169.60
101-17-53100-150-000	PUBLIC WORKS ADMIN BENEFITS	1,968.17	13,824.59	11,783.27	-2,041.32	117.32
101-17-53100-210-000	PUBLIC WORKS IT SERVICES	887.08	1,910.07	0.00	-1,910.07	0.00
101-17-53100-310-000	PUBLIC WKS OFFICE SUPPLIES	0.00	2,261.62	3,000.00	738.38	75.39
101-17-53100-330-000	PUBLIC WKS TRAVEL/LODGING	1,366.63	25.00	2,500.00	2,475.00	1.00
101-17-53100-331-000	PUBLIC WKS TRAINING	70.00	886.88	9,280.00	8,393.12	9.56
101-17-53100-342-000	PUBLIC WKS UNIFORMS	104.04	1,233.88	2,000.00	766.12	61.69
101-17-53100-348-000	PUBLIC WKS MISC EXPENSES	3,091.31	10,020.24	25,500.00	15,479.76	39.30
101-17-53100-355-000	PUBLIC WKS DRUG TESTS	0.00	300.00	1,000.00	700.00	30.00

Fund: 101 - GENERAL FUND

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 September	Actual 09/30/2025			
101-17-53100-362-000	PUBLIC WKS SAFETY EQUIPMENT	120.00	1,241.06	4,000.00	2,758.94	31.03
101-17-53150-110-000	BLDG & GROUNDS MAINT WAGES	1,538.88	29,804.14	35,355.00	5,550.86	84.30
101-17-53150-150-000	BLDG & GROUNDS MAINT BENEFITS	188.77	5,719.32	9,042.63	3,323.31	63.25
101-17-53150-310-000	BLGS SUPPLIES & MAINTENANCE	9.99	2,735.53	9,600.00	6,864.47	28.50
101-17-53230-220-000	GARAGE INTERNET	47.70	214.65	288.00	73.35	74.53
101-17-53230-221-000	GARAGE ELECTRIC	0.00	1,087.20	2,000.00	912.80	54.36
101-17-53230-222-000	GARAGE NATURAL GAS	0.00	2,416.31	4,000.00	1,583.69	60.41
101-17-53230-224-000	GARAGE WATER & SEWER	303.18	787.24	1,500.00	712.76	52.48
101-17-53240-110-000	PW FLEET & OTHER SERV WAGES	4,231.11	28,725.38	39,956.75	11,231.37	71.89
101-17-53240-150-000	PW FLEET & OTHER SERV BENEFITS	1,075.18	7,588.37	15,646.42	8,058.05	48.50
101-17-53240-230-200	PW MACHINERY	3,264.04	5,293.97	15,000.00	9,706.03	35.29
101-17-53240-343-000	PUBLIC WKS MACH GAS/DIES FUEL	680.66	4,898.63	10,000.00	5,101.37	48.99
101-17-53300-110-000	PW STREET WAGES	3,282.80	16,192.36	42,139.50	25,947.14	38.43
101-17-53300-150-000	PW STREET BENEFITS	932.53	5,047.08	15,128.71	10,081.63	33.36
101-17-53300-359-000	STREET MAINT CRACK SEALING	0.00	1,780.87	6,000.00	4,219.13	29.68
101-17-53314-350-000	SNOW & ICE REMOVAL EQUIP/PARTS	0.00	30.98	8,500.00	8,469.02	0.36
101-17-53314-371-000	SNOW & ICE REMOVAL SALT & BRIN	0.00	13,159.32	16,000.00	2,840.68	82.25
101-17-53316-356-000	STREET SIGNS AND BANNERS	0.00	255.74	1,000.00	744.26	25.57
101-17-53420-221-000	STREET LIGHTING ELECTRIC	0.00	26,885.78	45,000.00	18,114.22	59.75
101-17-53645-230-000	TREES BRUSH & WEED CONTROL	612.96	718.96	15,000.00	14,281.04	4.79
101-17-53932-000-000	PW PROPERTY INLAND INSURANCE	0.00	6,823.80	5,774.10	-1,049.70	118.18
101-17-53932-100-000	PW GENERAL LIABILITY INSURANCE	0.00	9,468.84	9,917.80	448.96	95.47
PUBLIC WORKS		29,258.97	257,033.72	398,752.03	141,718.31	64.46
101-22-54910-110-000	CEMETERY WAGES	1,777.00	17,322.98	29,111.59	11,788.61	59.51
101-22-54910-150-000	CEMETERY BENEFITS	247.00	3,524.94	7,683.81	4,158.87	45.87
101-22-54910-343-000	CEMETERY GAS/DIESEL FUEL	220.76	1,128.82	1,850.00	721.18	61.02
101-22-54910-348-000	CEMETERY MISC EXPENSES	890.00	5,842.21	3,500.00	-2,342.21	166.92
101-22-54910-350-000	CEMETERY EQUIP PARTS	303.47	540.72	1,500.00	959.28	36.05
101-22-54910-810-000	CEMETERY EQUIP OUTLAY	0.00	219.99	1,000.00	780.01	22.00
HEALTH AND HUMAN SERVICES		3,438.23	28,579.66	44,645.40	16,065.74	64.01
101-19-55110-110-000	LIBRARY WAGES	8,638.54	84,513.45	120,748.52	36,235.07	69.99
101-19-55110-150-000	LIBRARY BENEFITS	1,534.28	11,488.40	25,745.75	14,257.35	44.62
101-19-55110-230-100	LIBRARY CONTRACT SERVICES	0.00	19,154.65	19,154.00	-0.65	100.00
101-19-55110-310-000	LIBRARY OFFICE SUPPLIES	684.86	2,757.22	3,000.00	242.78	91.91
101-19-55110-311-000	LIBRARY POSTAGE	0.00	154.00	200.00	46.00	77.00
101-19-55110-312-000	LIBRARY PRINTING & PUBLISHING	315.37	2,599.82	3,900.00	1,300.18	66.66
101-19-55110-320-000	LIBRARY SUBSCRIPTIONS	15.00	1,392.68	1,300.00	-92.68	107.13
101-19-55110-320-500	LIBRARY BOOKS	3,631.81	23,384.10	30,000.00	6,615.90	77.95
101-19-55110-320-501	LIBRARY AUDIO BOOKS	0.00	3,722.67	10,322.00	6,599.33	36.07
101-19-55110-320-502	LIBRARY VIDEOS	245.46	1,507.94	2,000.00	492.06	75.40
101-19-55110-323-000	LIBRARY PROGRAMMING	750.14	2,977.26	4,000.00	1,022.74	74.43
101-19-55110-330-000	LIBRARY TRAVEL & CONVENTIONS	100.00	300.00	1,000.00	700.00	30.00
101-19-55110-341-000	LIBRARY CLEANING SUPPLIES	0.00	164.28	200.00	35.72	82.14
101-19-55110-348-000	LIBRARY MISC EXPENSES	18.99	267.72	500.00	232.28	53.54
101-19-55110-414-000	LIBRARY FACILITY MAINTENANCE	70,492.00	70,492.00	70,492.00	0.00	100.00
101-19-55110-810-000	LIBRARY EQUIP OUTLAY	0.00	1,093.14	1,000.00	-93.14	109.31
101-11-55120-221-000	HIST SOCIETY ELECTRIC	0.00	3,535.60	5,000.00	1,464.40	70.71
101-11-55120-224-000	HIST SOCIETY WATER/SEWER	495.90	1,579.92	1,500.00	-79.92	105.33
101-00-55140-000-000	DONATIONS COMMUNITY ROOM	15,308.00	15,308.00	15,500.00	192.00	98.76

Fund: 101 - GENERAL FUND

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 September	Actual 09/30/2025			
101-20-55200-110-000	PARKS WAGES	3,906.10	35,831.13	39,084.90	3,253.77	91.68
101-20-55200-150-000	PARKS BENEFITS	699.90	6,520.78	9,674.60	3,153.82	67.40
101-20-55200-221-000	PARKS ELECTRIC	0.00	2,748.00	5,000.00	2,252.00	54.96
101-20-55200-224-000	PARKS WATER & SEWER	1,157.10	3,831.30	4,000.00	168.70	95.78
101-20-55200-230-100	PARKS CONTRACT SERVICES	2,920.05	13,784.75	10,000.00	-3,784.75	137.85
101-20-55200-341-000	PARKS CLEANING SUPPLIES	343.91	2,730.91	3,500.00	769.09	78.03
101-20-55200-343-000	PARKS GAS/DIESEL FUEL	570.29	4,104.28	6,500.00	2,395.72	63.14
101-20-55200-348-000	PARKS MISC EXPENSES	2,355.08	3,030.22	9,000.00	5,969.78	33.67
101-20-55200-350-000	PARKS EQUIPMENT	14.00	2,263.05	8,000.00	5,736.95	28.29
101-20-55200-356-000	PARKS FACILITIES MAINTENANCE	5.98	4,637.05	24,000.00	19,362.95	19.32
101-20-55210-000-000	MSB/VENTEK FEES	949.00	6,027.50	5,300.00	-727.50	113.73
101-20-55310-310-000	FIREWORKS SUPPLIES	0.00	17,500.00	17,500.00	0.00	100.00
101-20-55420-110-000	BEACH/BEACH HOUSE WAGES	2,274.92	39,293.54	46,222.20	6,928.66	85.01
101-20-55420-150-000	BEACH/BEACH HOUSE BENEFITS	179.40	3,325.66	4,045.81	720.15	82.20
101-20-55420-221-000	BEACH/BEACH HOUSE ELECTRIC	0.00	2,290.84	2,500.00	209.16	91.63
101-20-55420-225-000	BEACH/BEACH HOUSE INTERNET	47.70	214.65	288.00	73.35	74.53
101-20-55420-310-000	BEACH/BEACH HOUSE SUPPLIES/EXP	50.00	933.51	1,600.00	666.49	58.34
101-20-55420-310-100	BEACH/BEACH HOUSE CHEMICALS	0.00	500.00	1,200.00	700.00	41.67
101-20-55420-313-000	POOL CONCESSION SUPPLIES	456.16	9,258.62	12,000.00	2,741.38	77.16
101-20-55420-348-000	BEACH/BEACH HOUSE MISC EXPS	295.83	2,296.19	2,500.00	203.81	91.85
101-20-55420-810-000	SWIMMING EQUIP OUTLAY	0.00	1,852.91	3,000.00	1,147.09	61.76
CULTURE, RECREATION AND EDU.		118,455.77	409,367.74	530,477.78	121,110.04	77.17
101-18-56700-110-000	ECONOMIC DEVELOP WAGES	2,152.70	19,697.21	28,325.00	8,627.79	69.54
101-18-56700-150-000	ECONOMIC DEVELOP BENEFITS	325.92	3,096.24	6,764.29	3,668.05	45.77
101-18-56700-210-000	ECONOMIC DEVELOP PRO SERVICES	3,154.00	10,572.54	7,000.00	-3,572.54	151.04
CONSERVATION AND DEVELOPMENT		5,632.62	33,365.99	42,089.29	8,723.30	79.27
101-11-59200-000-000	OPERATING TRANSFER OUT	0.00	0.00	200,659.05	200,659.05	0.00
OTHER FINANCING USES		0.00	0.00	200,659.05	200,659.05	0.00
Total Expenses		241,096.86	1,657,893.28	2,617,184.88	959,291.60	63.35
Net Totals		-119,878.87	758,494.82	0.00	-758,494.82	

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH Manual Check	9/05/2025	UNITED STATES TREASURY-FED W/H SEPTEMBER 5 PAYROLL	10,546.73
ACH Manual Check	9/05/2025	WISCONSIN DEPARTMENT OF REVENUE-WI W/H SEPTEMBER 5 STATE W/H	1,655.63
ACH Manual Check	9/05/2025	EXPERT PAY CHILD SUPPORT SEPTEMBER 5 PAYROLL	825.69
ACH Manual Check	9/05/2025	HOLIDAY WHOLESALE POOL CONCESSIONS	336.25
ACH Manual Check	9/05/2025	GORDON FLESCH CO INC COPIER USAGE FEES	208.16
ACH Manual Check	9/05/2025	GREAT-WEST RETIREMENT SERVICES (EMPOWER) SEPTEMBER 5 PAYROLL	150.00
ACH Manual Check	9/05/2025	EMPLOYEE BENEFITS CORPORATION SEPTEMBER 5 PAYROLL	35.00
ACH Manual Check	9/04/2025	ALLIANT ENERGY/WPL JULY ENERGY BILL	5,568.95
ACH Manual Check	9/04/2025	GORDON FLESCH CO INC COPIER USAGE FEES	58.44
ACH Manual Check	9/03/2025	CINTAS CORPORATION AUGUST BILLING	1,497.04
ACH Manual Check	9/02/2025	US INTERNET SEPTEMBER INTERNET	383.33
ACH Manual Check	9/02/2025	DELTA DENTAL - ACH SEPTEMBER DENTAL & VISION INSURANCE	414.58
ACH Manual Check	9/09/2025	AMAZON CAPITAL SERV - LIBRARY BOOKS	364.38
ACH Manual Check	9/10/2025	CARD CONCEPTS MERCHANT SERVICES CREDIT CARD PROCESSING FEE	164.83
ACH Manual Check	9/10/2025	KWIK TRIP STORES FUEL CHARGES FOR AUGUST	1,839.63
ACH Manual Check	9/10/2025	KWIK TRIP STORES FUEL CHARGES FOR JULY	1,069.42
ACH Manual Check	9/03/2025	AMAZON CAPITAL SERV - LIBRARY BOOKS	698.74
ACH Manual Check	9/12/2025	AMAZON BUSINESS - VILLAGE CASE FOR TABLET	30.38
ACH Manual Check	9/15/2025	EMPLOYEE TRUST FUNDS - WISCONSIN RETIREMENT AUGUST REMIT	12,683.75

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	9/15/2025	GROUP INSURANCE ETF-HEALTH INS	13,705.96
	Manual Check	OCTOBER INSURANCE	
ACH	9/15/2025	PAX8 ON BEHALF OF WINHAVEN LLC	774.15
	Manual Check	CLOUD SERVICES	
ACH	9/15/2025	AMAZON BUSINESS - VILLAGE	378.00
	Manual Check	VILLAGE HALL AMAZON SPENDING	
ACH	9/16/2025	AMAZON CAPITAL SERV - LIBRARY	335.20
	Manual Check	LIBRARY AMAZON PURCHASES	
ACH	9/16/2025	GFL ENVIRONMENTAL	72.19
	Manual Check	WASTE PICK UP WASTE WATER TREATMENT	
ACH	9/16/2025	GFL ENVIRONMENTAL	255.04
	Manual Check	WASTE PICK UP LAKE WINNECONNE PARK	
ACH	9/16/2025	GFL ENVIRONMENTAL	365.01
	Manual Check	WASTE PICK UP MARBLE PARK	
ACH	9/17/2025	GFC LEASING	265.47
	Manual Check	COPIER LEASE	
ACH	9/17/2025	GORDON FLESCH CO INC	3.58
	Manual Check	COPIER USAGE FEES	
ACH	9/19/2025	EMPLOYEE BENEFITS CORPORATION	35.00
	Manual Check	SEPTEMBER 19 PAYROLL	
ACH	9/19/2025	EXPERT PAY CHILD SUPPORT	825.69
	Manual Check	SEPTEMBER 19 PAYROLL	
ACH	9/19/2025	GREAT-WEST RETIREMENT SERVICES (EMPOWER)	150.00
	Manual Check	SEPTEMBER 19 PAYROLL	
ACH	9/19/2025	UNITED STATES TREASURY-FED W/H	10,669.53
	Manual Check	SEPTEMBER 19 PAYROLL	
ACH	9/19/2025	WISCONSIN DEPARTMENT OF REVENUE-WI W/H	1,737.76
	Manual Check	SEPTEMBER 19 STATE W/H	
ACH	9/19/2025	AMAZON CAPITAL SERV - LIBRARY	718.28
	Manual Check	BOOKS	
ACH	9/22/2025	VISA - PREMIER COMMUNITY BANK	5,248.76
	Manual Check	AUGUST VISA SPENDING	
ACH	9/22/2025	BOND TRUST SERVICES CORP	70,730.00
	Manual Check	GO BOND 2018A REF: 331363	
ACH	9/23/2025	UNEMPLOYMENT INSURANCE	337.00
	Manual Check	EMPLOYER STATEMENT FOR AUGUST	
ACH	9/23/2025	JCB FINANCE	8,005.96
	Manual Check	BACKHOE LEASE PAYMENT	

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	9/23/2025	AMAZON CAPITAL SERV - LIBRARY	401.00
	Manual Check	PROGRAMMING SUPPLIES	
ACH	9/24/2025	ADVANCED DISPOSAL SERVICES INC.	18,037.89
	Manual Check	AUGUST SERVICES	
ACH	9/26/2025	MUNICIPAL COURT	23.85
	Manual Check	PRINTING CHECKS CHARGE	
ACH	9/29/2025	NEOPOST	500.00
	Manual Check	POSTAGE FOR WATER BILLS	
ACH	9/29/2025	NEOPOST	500.00
	Manual Check	POSTAGE FOR WATER BILLS	
ACH	9/26/2025	GFC LEASING	302.85
	Manual Check	COPIER LEASE	
ACH	9/30/2025	AMAZON BUSINESS - VILLAGE	273.34
	Manual Check	OFFICE AND MISC SUPPLIES	
ACH	9/30/2025	EMPLOYEE BENEFITS CORPORATION	60.00
	Manual Check	SEPTEMBER ADMIN FEES	
ACH	9/30/2025	US INTERNET	383.33
	Manual Check	OCTOBER INTERNET	
ACH	9/30/2025	PREMIER COMMUNITY BANK	210.00
	Manual Check	SERV FEES	
51142	9/05/2025	JESSIE GRIPP	1,658.77
		PAYROLL DIRECT DEPOSIT DENIED	
51143	9/15/2025	AIT BUSINESS TECHNOLOGIES LLC	9,543.90
		AIT MANAGED SERVICES	
51144	9/15/2025	BAKER & TAYLOR	1,634.39
		BOOKS	
51145	9/15/2025	CENTER POINT LARGE PRINT	158.42
		BOOKS	
51146	9/15/2025	CHARTER COMMUNICATIONS	96.34
		SEPTEMBER BILLING	
51147	9/15/2025	DEMCO	454.79
		OFFICE SUPPLIES	
51148	9/15/2025	DOMINION VOTING SYSTEMS INC	200.54
		PREVENTIVE MAINTENANCE FOR TABULATOR	
51149	9/15/2025	EXPERT TOWING AND RECOVERY	300.00
		TOWING FOR IMPOUND VEHICLE	
51150	9/15/2025	GILA LLC	949.00
		CC CONV FEE JULY 2025	

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
51151	9/15/2025	J & H CONTROLS AIR CONDITIONING REPAIRS	717.43
51152	9/15/2025	JAMES FLUETTE REIMBURSEMENT FOR APWA MEETING	70.00
51153	9/15/2025	LEO'S SERVICE TIRE PATCH	42.00
51154	9/15/2025	MADISON NATIONAL LIFE INS. CO. LTD INSURANCE - SEPTEMBER	288.13
51155	9/15/2025	MICHELS MATERIALS GRAVEL FOR SHOOTING RANGE	772.97
51156	9/15/2025	MIDWEST TAPE LLC DIGITAL MEDIA	557.17
51157	9/15/2025	MINNESOTA MUTUAL LIFE INS CO OCTOBER LIFE INSURANCE	36.70
51158	9/15/2025	MUZA LAW LLC LEGAL SERVICES	1,515.00
51159	9/15/2025	PJ KORTENS & COMPANY, INC CHEMICAL TANK METER INSTALLATION	2,086.25
51160	9/15/2025	RAY'S SANITATION PORTABLE RESTROOMS	2,440.00
51161	9/15/2025	RENNING LEWIS & LACY LEGAL COUNSELING	3,182.50
51162	9/15/2025	SPEEDY CLEAN DRAIN & SEWER REMOVE SLUDGE FROM LIFT STATIONS	7,955.00
51163	9/15/2025	STANDARD INSURANCE COMPANY STD - SEPTEMBER	258.50
51164	9/15/2025	TED ECKSTEIN GRAVE COVER - WUCKIE	750.00
51165	9/15/2025	TRANSCENDENT TECHNOLOGIES, LLC ANNUAL SOFTWARE MAINTENANCE	1,482.00
51166	9/15/2025	VERIZON WIRELESS AUGUST CELL PHONE BILLING	161.64
51167	9/15/2025	VON BRIESEN & ROPER S.C. TRAVEL TO BOARD WORKSHOP	20.30
51168	9/15/2025	Winnebago Liquid Waste VACUUM TRUCK FOR FORCE MAIN REPAIR	675.00
51169	9/15/2025	WISCONSIN SUPREME COURT 2025 MUNICIPAL COURT CLERK SEMINAR	40.00

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
51170	9/19/2025	JESSIE GRIPP REIMBURSEMENT FOR BUDGET WORKSHOP LUNCH	107.47
51171	9/26/2025	ASCENSION MEDICAL GROUP-FOX VALLEY/OSHKOSH PREPLACEMENT PHYSICAL	316.00
51172	9/26/2025	BADGER BOYZ GREENHOUSES, LLC GAZEBO IMPROVEMENTS	160.00
51173	9/26/2025	BADGER LABORATORIES & ENGINEERING INC LAB EXPENSES	2,581.00
51174	9/26/2025	BOND TRUST SERVICES CORP REF: 98629-PA	400.00
51175	9/26/2025	BRAZEE ACE HARDWARE MAINTENANCE SUPPLIES	685.76
51176	9/26/2025	CORE & MAIN LP METER GASKETS	3,082.70
51177	9/26/2025	DAVID PAVLIK EXPENSE REIMBURSEMENT	250.13
51178	9/26/2025	FERGUSON WATERWORKS ORINGS AND GASKETS	264.00
51179	9/26/2025	GREATER OSHKOSH ECONOMIC DEVELOPMENT CORP GOEDC INVESTMENT 2025	3,154.00
51180	9/26/2025	HIGHLANDS AT RIVER CROSSING LLC 2025 Senior Activity Center Cost Sharing	15,308.00
51181	9/26/2025	J4 LLC REFUND OVERPAYMENT TO ZERO OUT BALANCE	157.00
51182	9/26/2025	JEFF WALDVOGEL TRUCKING INC. SLUDGE HAULING	6,180.00
51183	9/26/2025	KITZ & PFEIL INC OIL AND FILTERS	916.43
51184	9/26/2025	KLEIN FORD SQUAD MAINTENANCE	540.46
51185	9/26/2025	MADISON NATIONAL LIFE INS. CO. LTD INSURANCE - OCTOBER	318.01
51186	9/26/2025	MIDWEST CONTRACT OPERATIONS INC SERVICES FOR SEPTEMBER	54,246.87
51187	9/26/2025	MR VINYL GRAPHINS & APPAREL POOL PASS CARDS	313.00
51188	9/26/2025	NORTHEAST ASPHALT HOT PATCH FOR ROAD REPAIRS	1,411.95

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
51189	9/26/2025	SHERWIN WILLIAMS COMPANY PAINT FOR CROSSWALKS AND PARKING STALLS	297.00
51190	9/26/2025	STANDARD INSURANCE COMPANY STD - OCTOBER	258.50
51191	9/26/2025	STATE OF WISCONSIN COURT FINES & Surcharges COURT COSTS/SURCHARGES	1,413.81
51192	9/26/2025	USA BLUE BOOK WATER PLANT SUPPLIES	1,217.52
51193	9/26/2025	VILLAGE OF WINNECONNE 3RD QTR WATER BILLS	9,326.50
51194	9/26/2025	WI DNR WATER USE FEES	162.50
51195	9/26/2025	WINNEBAGO COUNTY TREASURER SURCHARGES	446.60
51196	9/26/2025	WINNECONNE PROF POLICE ASSOCIATION 3RD QTR DUES	400.90
51197	9/26/2025	WINNEFOX LIBRARY SYSTEM JULY 2025 UNIQUE MANAGEMENT SERVICES	46.32
Grand Total			315,844.94

POOLED CASH

Accounting Checks

Posted From: 9/01/2025 From Account:
Thru: 9/30/2025 Thru Account:

	Amount
Total Expenditure from Fund # 101 - GENERAL FUND	123,249.21
Total Expenditure from Fund # 209 - TAX INCREMENT DISTRICT #6	790.48
Total Expenditure from Fund # 219 - LIBRARY STATE INV POOL DONATIO	700.73
Total Expenditure from Fund # 221 - BEAUTIFICATION SPECIAL REVENUE	160.00
Total Expenditure from Fund # 230 - SOLID WASTE/ RECYCLING	21,444.02
Total Expenditure from Fund # 301 - DEBT SERVICE	55,320.50
Total Expenditure from Fund # 500 - GENERAL CAPITAL FUND	832.00
Total Expenditure from Fund # 601 - WATER UTILITY FUND	59,160.80
Total Expenditure from Fund # 602 - SEWER UTILITY	54,083.17
Total Expenditure from Fund # 603 - STORMWATER UTILITY	104.03
Total Expenditure from all Funds	315,844.94



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DRAFT MINUTES

Village Board

Tuesday, September 16th, 2025, 5:30 pm
Village Board Room, 30 S. 1st St., Winneconne

Call to Order

Meeting called to order 5:31pm.

Roll Call: Olson (present), Bouras (present), Stelzner (absent), Janikowski (present), Krings(present), Miller (present), Boucher (present)

Pledge of Allegiance said in unison.

Public Hearing

Motion by Bouras, Second by Olson to open the public hearing to hear public comment on the issuance of a Special Event Vending Permit to the Winneconne Area Chamber of Commerce for Fall Fest 2025

Motion passes by voice vote 6-0-0

1st Call: No comment.

2nd Call: No comment.

3rd Call: No comment.

Motion by Olson, Second by Bouras to close the public hearing

Motion passes by voice vote 6-0-0

Regular Business

Motion by Bouras, Second by Janikowski to approve consent agenda and payment of bills:

- August 31, 2025, Treasurer's Report/Budget Comparisons
- August 2025, Check Register

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Motion by Miller, Second by Krings to approve August 19th, 2025 Village Board meeting minutes with amendment of Historic Preservation committee report to "July" from "August"

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Communications

Public Participation

John Broderick - 200 Twin Harbor Drive

Mr. Broderick spoke to the Board regarding the Marble Park reimagination plan; the first phase of the project is estimated at \$2.55 million, with \$2.2 million already raised, most of which was done silently, in addition to the Village's financial commitment. According to Mr. Broderick, he is significantly certain regarding a donation for the beach house and pavilion. Once that donation is confirmed, the team plans to engage Rettler Corporation for civil engineering services. Questions were raised about the appropriate process to present

the drawings to the Village Board. Administrator Fuller will send the procedural details to Mr. Broderick to ensure the review process is properly followed. The project will go through the Planning Commission before reaching the Village Board for final consideration. Mr. Broderick requested a copy of the Village's financial Memorandum of Understanding (MOU), and the Administrator confirmed he can send a signed copy to Mr. Broderick.

Administrator's Report

- **Business Update**

- During closed session later in the meeting, Administrator Fuller will provide an update and discuss details regarding the offer for the Village-owned waterfront property.
- This month, Administrator Fuller met with a prominent regional builder to discuss development opportunities previously identified by the Planning Commission. Updates and more detailed information are expected to be presented at the next Village Board meeting.
- Administrator Fuller and staff also met with the Chamber of Commerce to discuss the level of support needed for Fall Fest 2025, including road closures, policing, and items related to the Special Event Vending Permit process.
- A meeting with Waste Management is scheduled for Thursday. A related resolution appears on the agenda for consideration.
- With the hiring of a full-time Customer Service Representative, the Village will transition to full-time office hours beginning September 29th. The updated hours will be Monday through Thursday from 9:00 AM to 4:00 PM, and Fridays from 9:00 AM to 1:00 PM. Office hours may be expanded during tax season and other high-traffic periods.
- The Treasurer has ordered new laptops to better support email access and review of meeting materials. The initial devices received were not compatible with required software. The replacement laptops are expected to arrive Friday and be fully operational by next week.

- **Operations Update**

- The focus of year 2 of the current administration is on process improvement. The team is actively working to develop and expand internal policies that better support day-to-day operations.
 - Since January, the team has developed 61 Standard Operating Procedures (SOPs), policies, and informational guidelines. These documents provide clarity and help ensure that new staff members understand the expectations and responsibilities of their roles.
- Fleet management remains an ongoing operational focus, with continued evaluation of needs and future planning.
- Work is underway on the draft 2026 Village budget, with updates to be provided as key components are finalized.
- An update on EMS operations will be provided by Trustee Bouras during the Committee Updates section of the meeting.
- There are currently two open positions posted: one for Director of Public Works and another for a Field Supervisor, which have received 30 and 12 applications, respectively.

- **Key Meetings & Events**

- The budget workshop with the Village Board is scheduled for the end of the week to review preliminary figures and discuss fiscal priorities for the coming year.
- The Administrator will be meeting with Greater Oshkosh Economic Development Corporation (GOEDC) on Wednesday to discuss grant opportunities, including recent changes to the Community Development Block Grant (CDBG) program, particularly regarding matching requirements.

- **Finance Update**

- Currently operating at 54.3% – about 5% less than last year at the same time.
- The budget workshop is scheduled for Friday, where guidance from the Village Board will assist in refining the draft budget ahead of the Personnel and Finance Committee's review in October. The final budget presentation is anticipated in November.

Committee Reports

Beautification – Trustee Stelzner was not present; if interested in Beautification Committee reports, contact Trustee Stelzner directly.

Cemetery Board – Cemetery Board did not meet in September.

Fire District – The District presented updates on the proposed budget, in addition to recent building repairs. It was reported that the southwest corner of the building had settled, requiring block removal, installation of a new support bracket, and reapplication of the brick. Preparations are underway for the kindergarten fire prevention event scheduled in October. The team will also participate in Fall Fest, which will include a Touch-a-Truck event. As part of ongoing training, personnel will tour the remodeled middle school to become familiar with the new layout for emergency response purposes. A \$12,000 increase in the proposed budget for the upcoming year was discussed.

Historic Preservation – The Historic Preservation Committee met on August 21st and discussed the potential to identify any buildings that may qualify for historical designation. The discussion also included a review of the requirements and steps necessary to pursue official recognition or listing as a historic place.

Library – The Library Board met last Monday to wrap up the summer season and review program outcomes. The summer reading program saw strong participation. In addition, over 400 children were served through the summer lunch program. Looking ahead, the 2026 summer reading theme will be "Dinosaurs." The library continues to collaborate with other Winnefox libraries through director-led webinars aimed at generating new ideas and identifying cost-saving strategies. A new mural has been installed on the back of the flower shop, and the Beautification Committee has reached out to other local businesses to encourage additional community art and enhancement projects. The Library Board and Director are also in the process of updating internal policies, including the computer use and Wi-Fi policies. September is National Library Card Sign-Up Month, and the library is currently holding a food drive to support the Winneconne Area Community.

Parks - The Parks Committee convened on September 11th to review ongoing initiatives and upcoming projects: Marble Park Fundraising: Efforts continue with active contributions being received. Community Support: The Village extends its gratitude to the Winneconne Men's Club for donating two concrete picnic tables, one has been placed on each fishing pier. Electric Boat Wash Station: Delivery has been completed; installation will proceed

following finalization of the project outline. Lake Winneconne Barn Renovation: Siding installation is underway. The Committee approved BMD Concrete Innovations to remove the existing patio and install a new stamped concrete patio. The next Parks Committee meeting is scheduled for October 7 at 5:30 p.m.

Personnel & Finance – The committee met last Monday with a focus on budget preparation. Discussions included personnel-related actions, which were addressed in closed session.

Plan Commission- The commission met last Monday to discuss multiple items including accessory building ordinances and economic development strategies.

Public Safety – Chief Sauriol share that preparations are underway to support the upcoming Fall Fest, including participation in the Touch-a-Truck event. The committee also discussed ongoing issues at the compost site. Concerns were raised regarding improper use, including the dumping of large, unauthorized items. To address this, an educational post will be shared on Facebook to inform residents about relevant ordinances. Police are conducting periodic spot checks at the site, and violations will result in automatic citations.

Additionally, surveillance cameras are active at the location.

EMS – Trustee Bouras provided an update from the SWEMS Board meeting, noting a brief standstill in progress. Architects have been consulted to review and scale blueprints.

Discussions are ongoing regarding mutual aid coordination. The next meeting is scheduled for next Wednesday.

Public Works – The Public Works Committee met on September 9th to review current infrastructure projects and discuss future planning: 6th Avenue Street Construction: Paving is now complete. The binder layer was finalized at the previous board meeting. Ash Tree

Status: An update was provided on the ash trees that remain standing on village terraces.

Capital Improvement Planning: Continued discussion focused on upcoming street construction projects as part of the Village's Five-Year Capital Improvement Plan (CIP).

Fall Fest Support: Scheduled for October 4th, the Village will assist with road closures, garbage and parking to support the event. The next Public Works Committee meeting is scheduled for Monday, October 6 at 10:30 a.m.

Old Business

None.

New Business

Consideration and action to introduce RES-2025-001 to vacate the right-of-way between parcel 191040801 and 1910421 on South 1st Street

The resolution was introduced. No motion necessary for the introduction of the resolution, and as such, no vote was taken.

Consideration and action to introduce RES-2025-002 to vacate the right-of-way between parcel 1910835 and 1910650 on North 7th Street

The resolution was introduced. No motion necessary for the introduction of the resolution, and as such, no vote was taken.

Motion by Olson, Second by Krings to approve the renaming of a portion of Wolf Run to North 14th Avenue through Resolution RES-2025-003

RES-2025-003 was presented to rename the public road currently known as “Wolf Run” to “North 14th Avenue” to promote consistency with the Village’s street grid and improve wayfinding. The Village Clerk will update all relevant records and notify necessary agencies.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Motion by Janikowski , Second by Krings to approve a Special Event Vending Permit to the Winneconne Area Chamber of Commerce for Fall Fest 2025 through Resolution RES-2025-004

The Winneconne Area Chamber of Commerce has completed all necessary steps to be approved for a Special Event Vending permit, including providing a list of all vendors, all of which have been verified by the Winnebago County Health department as having active licenses, a map of the designated vending areas, and payment of associated fees.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Motion by Krings, Second by Bouras to approve Resolution RES-2025-005 authorizing the non-renewal of residential waste and recyclable material collection contract with Waste Management

Administrator Fuller reported an increased number of complaints in 2025 regarding waste services. The resolution (RES-2025-005) was presented to allow the Village to formally notify Waste Management of its intent to transition to a new provider. One quote has already been received to provide waste removal services for 2026; the Village anticipates receiving more. The Village will proceed with sending a notice to Waste Management, in accordance with the required 90-day advance notice period, if the resolution is approved.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Motion by Bouras, Second by Miller to award AJ Inspection Services as the village building inspector

Administrator Fuller shared that longtime building inspector Marty Johnson’s son, Andrew Johnson “AJ”, is requesting to take over inspection duties for the Village, with Marty remaining on for support over the next few years. The new contract mirrors Marty’s previous agreement, with the same pricing model—approximately 90% of fees going to AJ and 10% to the Village. While McMahan has been a valuable partner, their inspection services are significantly more expensive, in part due to their time-and-materials billing model.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

Motion by Olson, Second by Bouras to reject the WPPA tentative agreement

The discussion began with Administrator Fuller's briefing to the Board on the Tentative Agreement with the Police Union. In accordance with the memo, this tentative agreement reflects a balanced compromise. The Board sought to close the 19% gap in entry-level wages while keeping tenured employees at or slightly above market levels. The union pushed for uniform increases across all pay scales. The final structure achieves both objectives, narrowing the entry-level disparity and maintaining competitive pay for experienced staff. While the board's targeted wage proposal was declined, the parties agreed to a uniform 5% annual increase over four years, totaling a 20% adjustment. The discussion included the agreement term, work week/schedule, compensation and insurance contributions.

Attorney Wade explained that bargaining teams have come together and are obligated to present the agreement, though the Village is not required to accept it. It was noted this offer differs from the initial offer, which was more aligned with the current step program and wage study showing tenured positions closer to market averages, while entry-level roles had larger gaps. Attorney Wade clarified that the proposed 5% increase is slightly higher than typical settlements of 3-4%. Trustee Miller asked if the new work schedule increases part-time staff requirements, and Chief Sauriol confirmed it does not.

Treasurer Schoenberger provided an update on health coverage, noting that while the Village uses the ETF (Employee Trust Fund) for insurance, other municipalities may use different providers with varying coverage percentages. Treasurer Schoenberger had previously reviewed insurance comparisons with similar communities, focusing mainly on non-union employees, noting the City of Omro covers over 80% of costs based on his study. Trustee Olson remarked that most municipalities appear to be enrolled in ETF. Administrator Fuller clarified that ETF insurance is based on the county in which the municipality is located, and all municipalities are required to choose the lowest-cost plan available in their region. He noted challenges with ETF, including the lack of demographic considerations such as age and usage, which are typically factored into private sector plans. The Village has explored alternative options through USI, a health care brokerage, but ETF provides greater predictability and stability. It was also noted that when the City of Omro moved away from ETF to a private provider, they were required to pay a fee to rejoin the ETF. Additionally, ETF does not release the data needed to effectively shop around in the private market.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (no), Krings (aye), Boucher (aye) 5-1-0

Motion by Bouras, Second by Krings to move into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, or performance evaluation data of public employees

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

- Approval of Closed Session Minutes from August 19th, 2025
Motion by Krings, Second by Miller to approve the meeting minutes.

Motion passes by roll call vote: Miller (aye), Olson (aye), Bouras (aye), Janikowski (aye), Krings (aye), Boucher (aye) 6-0-0

- Update on DPW progress & job posting of FS, DPW reflections

Continue in closed session under Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

- Review initial offer of the village owned waterfront land

Motion by Bouras, Second by Olson to move into open session

Motion passes by voice vote 6-0-0

Confirm next meeting

Tuesday, October 21st, 2025, 5:30 pm – Village Hall Board Room

Adjourn

Motion by Krings, Second by Olson to adjourn the meeting

Motion passes by voice vote 6-0-0

Meeting adjourned at 7:45pm

DRAFT



VILLAGE OF WINNECONNE

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Draft Minutes
Village Board Budget Workshop
Friday, September 19th, 2025 at 9:00 am
Village Board Room, 30 South First Street

Call to Order

Meeting called to order 9:20am

Roll Call: Olson (absent), Bouras (present), Stelzner (present), Janikowski (present), Krings (present), Miller (present), Boucher (absent)

New Business

- Budget Workshop to discuss **draft** 2026 Municipal Budget
 - Logan Fuller, Allen Mankiewicz, and Mike Schoenberger presented the packet for the 2026 budget.

Confirm Next Meeting

Tuesday, October 21st, 2025, 5:30 pm – Village Hall Board Room

Adjourn

Motion by Janikowski, Second by Miller to adjourn the meeting

Motion passes by voice vote 5-0-0

Meeting adjourned at 12:50 pm

The Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Hall at 920-582-4381 and we will make every effort to accommodate the requests.

As defined under Wisconsin State Statute 19.82, a quorum of the Winneconne Village Board Members may be present, but no action will be taken.

RESOLUTION DECLARING INTENT

RESOLUTION NO. RES-2025-006

**RESOLUTION DECLARING OFFICIAL INTENT
TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, the Village of Winneconne, Winnebago County, Wisconsin (the "Issuer") plans to undertake the 14th Avenue street project;

WHEREAS, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the Village of Winneconne, of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer that:

Section 1. Expenditure of Funds. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

Section 2. Declaration of Official Intent. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$1,000,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded October 21st, 2025.

Approved October 21st, 2025.

Chris Boucher, Village President

ATTEST:

Ahlana Saray, Village Clerk



VILLAGE OF WINNECONNE

Consideration and action to adopt Wis. Stat. Chapter SPS 327 Camping Units under Chapter 245 Building Construction at the direction of the Department of Safety and Professional Services.

§ 245-3 State Uniform Dwelling Code adopted.

A. Adoption of codes.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

(1) The following Wisconsin Administrative Codes and subsequent revisions are adopted for municipal enforcement:

Chapter SPS 305, Administrative

Chapters SPS 320-325, Uniform Dwelling Code

Chapter SPS 367, Rental Unit Energy Efficiency

(2) Chapters SPS 375-379, Wis. Adm. Code (Existing Buildings Code) are hereby adopted and made a part of this chapter with respect to those classes of building to which this Building Code specifically applies. Any future amendments, revisions and modifications of said Wisconsin Administrative Code provisions incorporated herein are intended to be made a part of this chapter. A copy of said Wisconsin Administrative Code provisions and amendments thereto shall be kept with the Building Inspector.

Consideration and action to amend Chapter 580. Zoning, Article III. Zoning General Provisions, §580-26(G). Accessory Buildings to read allowable square footage as 1,500 square feet

§ 580-26 Accessory buildings.

Accessory buildings in all residential districts:

A. Shall be limited to two per lot.

B. Shall not exceed 15 feet in height.

C. Shall be placed so as to maintain a minimum five-foot yard to all existing lot lines (detached structures).

D. Shall be placed no closer than 10 feet from the principal dwelling.

E. Shall be placed no closer to the front lot line than the principal dwelling on the lot.

F. Total square footage of accessory buildings in a multifamily residential zoning district shall not exceed the greater of 300 square feet per dwelling unit or 900 square feet in total floor area.

G. Total combined floor area of any attached garage and all accessory buildings in an R-1 or R-2 zoning district shall not exceed 1,200 square feet.

H. Accessory buildings of area or number exceeding these standards shall be subject to the procedures for variance in this chapter.



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EXHIBIT G

FEDERAL REQUIREMENTS COMPLIANCE CERTIFICATION

The undersigned officials of the Village of Winneconne (the “Municipality”) hereby certify that, for all expenditures made for construction of DNR Project No. 4939-04 (the “Project”), the Municipality has met the prevailing wage rate requirements of the Davis-Bacon Act.

The Municipality further certifies that, after taking into account any national or project-specific waivers approved by the U.S. Environmental Protection Agency, DNR Project No. 4939-04 has met the requirements for the use of American Iron and Steel mandated under EPA’s Drinking Water State Revolving Fund Program.

The above certification is determined, after due and diligent investigation, to be true and accurate to the best of my knowledge.

By: Chris Boucher
Village President

Dated as of: _____

Attest: Ahlana Saray
Village Clerk

Dated as of: _____



VILLAGE OF WINNECONNE

Attn: Mr. James Fluette
30 S. 1st Street
Winneconne, WI 54986

AGREEMENT
FOR PROFESSIONAL SERVICES

AUGUST 15, 2025

McM. No. M0032-09-99-00001.00
FACILITY PLAN & PRELIMINARY
COMPLIANCE ALTERNATIVES PLAN

PROJECT DESCRIPTION

Preliminary Compliance Alternatives Plan for Total Phosphorus Limits and Wastewater Treatment Facility Plan

STATEMENT OF UNDERSTANDING

The Village of Winneconne WWTF discharges treated effluent to the Wolf River in the Pine and Willow Rivers Watershed in the Wolf River Basin, under its Wisconsin Pollution Discharge Elimination System (WPDES) Permit No. WI-21938-10-0.

The WWTF consists primarily of the following unit processes:

- Fine screening and influent pumping
- Grit removal
- Conventional activated sludge secondary treatment
- Final clarification
- Ferric chloride feed for phosphorus removal
- Effluent chlorine disinfection
- Aerobic digestion
- Mechanical sludge dewatering and cake solids storage

The existing WWTF is rated for an average design flow of 0.77 mgd.

The current WPDES Permit, which was reissued effective January 1, 2023, contains an interim effluent limit for Total Phosphorus of 1.0 mg/L, which will be followed by final TMDL mass limits of 1.3 lbs./day (6-month average) and 3.9 lbs./day (monthly average) during the following permit period, unless as part of the application for the next reissuance, or prior to filing the application, the permittee submits either: 1) a Watershed Adaptive Management Plan and a completed Watershed Adaptive Management Request Form 3200-129; or 2) an application for Water Quality Trading; or 3) an application for a Variance; or 4) new information or additional data that supports a recalculation of the numeric limitation; and the Department modifies, revokes and reissues, or reissues the permit to incorporate a revised limitation before the expiration of the compliance schedule.

The WPDES Permit contains a Compliance Schedule which requires submittal of a Preliminary Compliance Alternatives Plan by **December 31, 2025**, which outlines the Village's intended method of compliance with the effluent phosphorus limits. This Plan specifically evaluates alternatives for meeting future effluent phosphorus limits. It does not address other issues facing the existing WWTF.

It may be in the Village's best interest to complete a Facility Plan that not only evaluates options for phosphorus limit compliance, but also evaluates the WWTF as a whole and provides recommendations for necessary and cost-effective improvements to extend the facility's service life for at least another 20-years.

SCOPE OF SERVICES

Project Kick-Off Meeting

- Confirm project goals and objectives by conducting a meeting with the Village. The meeting will accomplish such items as review of the Scope of Services and Project Schedule, review Village objectives, identification of key project personnel, obtain WWTF information, and discussion of project issues.

Current Situation & Needs Assessment

- Summarize current conditions in the planning area.
- Summarize environmental conditions in the planning area.
- Summarize and describe existing wastewater collection system.
- Conduct a Needs Assessment for the WWTF. The Needs Assessment will include the following:
 - ▶ Review up to 5-years of influent, effluent and biosolids data, as well as any other applicable reports with the Village's permission. Summarize any industrial loadings. During this task, McMahon will evaluate the performance of the existing WWTF as a whole and of individual unit processes.
 - ▶ Interview WWTF Operations and Maintenance Staff.
 - ▶ Summarize the age and condition of equipment, structures, and buildings.
 - ▶ Include evaluation of electrical, controls, HVAC, plumbing, and structural systems.
 - ▶ Evaluate existing facility for compliance with applicable NR 110 Codes.
 - ▶ Evaluate existing electrical systems for compliance with applicable National Electric Code (NEC) and NFPA 820 Guidelines.
 - ▶ Analyze hydraulic and organic treatment capacity and performance of the existing facilities, and identify capacity shortfalls or excesses.
 - ▶ Identify equipment and systems requiring upgrading or replacement.
 - ▶ Summarize federal and state regulations that impact the treatment facility. Summarize the WPDES permit requirements.
 - ◆ Summarize current and anticipated Wisconsin Department of Natural Resources (DNR) activities that may impact the project.
 - ◆ Evaluate impact of pending effluent limits (Total Phosphorus, etc.), while also giving consideration to other potential treatment requirements (i.e., E. coli, Total Nitrogen, PFOS/PFOA).
 - ◆ Confirm with the DNR the effluent limits that should be used for Facilities Planning.

Infiltration / Inflow (I/I) Analysis

- Conduct an Infiltration/Inflow (I/I) Analysis to determine if I/I are excessive or non-excessive, based on DNR accepted criteria and as required by NR 110.

Identify Future Conditions

- Develop 10-year and 20-year flow and loading projections for the Village's WWTF based on population projections for the Village as well as anticipated increases in flows and loadings from industrial customers and hauled-in waste.

Review Meeting #1

- Organize and lead Review Meeting #1 with Village Staff to review the status of the project, the Needs and Capacity Analysis and basis of design, and begin preliminary discussions of improvement alternatives.

SCOPE OF SERVICES

Alternatives Identification

- Identify wastewater treatment and biosolids management alternatives that address the issues currently faced at the existing WWTF.
 - ▶ Non-treatment alternatives (Adaptive Management, Water Quality Trading, Variance) will be identified for Total Phosphorus limits compliance.
- Conduct a preliminary screening of the alternatives in order to eliminate those that are not feasible for technical or economic reasons.
 - ▶ A workshop will be held with Village Staff to review treatment alternatives and receive valuable input prior to eliminating any proposed alternatives or moving forward with further evaluations of feasible alternatives.
- Preliminary flow schematics and layout drawings will be prepared for feasible alternatives that make it through the screening process. Unit process summaries, including sizing and key process parameters, will also be prepared for those alternatives.

Cost Effectiveness Evaluation

- Prepare a Cost Effectiveness Evaluation of the alternatives that survived the preliminary screening process.
 - ▶ The Cost-Effective Evaluation compares the alternatives on the basis of economic factors (capital and annual operations and maintenance costs) over a 20-year period, and non-economic factors (operability, flexibility, reliability, maintenance requirements, and environmental impact).
- A second workshop will be held with the Village Staff to present the Cost-Effective Analysis of treatment and non-treatment alternatives, and to obtain Village input before proceeding with the preparation of the Recommended Plan.

Recommended Plan Description

- Prepare a detailed description for the Recommended Plan, including a preliminary process flow schematic, hydraulic profile and site plan. Prepare a Preliminary Opinion of Probable Cost (capital) and estimate annual Operation & Maintenance (O&M) costs for the Recommended Plan.
- Investigate and evaluate potential funding options that may be available for financing the project. Grant and loan programs may include United States Department Of Agriculture (USDA) Rural Development, Clean Water Fund (CWF) and Focus On Energy.
- Develop a proposed Implementation Plan and project schedule. The advantages and disadvantages of phased implementation will be evaluated.

Environmental Impact Assessment

- Prepare an Environmental Assessment and Environmental Resources Impact Summary for the Recommended Plan, in accordance with NR 110 requirements.

Prepare Facility Plan

- Prepare a 'draft' Facility Plan for review by the Village.
 - ▶ A preliminary draft of the Facility Plan will be submitted to the DNR as a Preliminary Compliance Alternates Plan to satisfy the WPDES Permit Compliance Schedule for Total Phosphorus Compliance.

SCOPE OF SERVICES

Review Meeting #2

- Organize and lead Review Meeting #2 with the Village Staff to review the draft Facility Plan. Incorporate Staff comments, as necessary, and prepare a 'final draft' Report.
- Present the 'final draft' Facility Plan to the Public Work Committee and/or Village Board.

Public Hearing

- With the assistance of Village Staff, organize and lead a Public Hearing presentation of the Recommended Plan to the public and Village if necessary.
- McMahan will prepare a sample news release for publication in the local newspaper.

Finalize Wastewater Treatment Facility - Facility Plan Report

- Finalize the Facility Plan, incorporating minutes from the Public Hearing, for submittal to the DNR and East Central Wisconsin Regional Planning Commission (ECWRPC) for review and approval.
- Respond to review questions and comments raised by the DNR and ECWRPC to obtain approval of the Facility Plan.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Geotechnical services.
- Fees associated with publication or affidavits of publication for legal advertisements.
- Fees associated with Public Hearing.
- Fees associated with permitting.
- Easement or property acquisition.
- Rate analysis.
- Design, Bidding, and Construction Phase Services.

CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that the Village will provide the following:

- An individual authorized to act at the Village's Representative to accept completed services and provide appropriate liaison.
- Access to the project site and components.
- Access to drawings, reports, specifications, and records necessary to complete the project.
- Payment of geotechnical services.
- Payment of fees associated with publication or affidavits of publication for legal advertisements.
- Payment of fees associated with Public Hearing.
- Payment of fees associated with permitting.
- Payment of fees associated with easement or property acquisition.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Winneconne agrees that the Project Description, Scope of Services, and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following compensation.

- Preparation of WWTF Facility Plan | Time & Expense Basis\$75,000

COMPLETION SCHEDULE

McMahon agrees to complete a preliminary draft of the WWTF Facility Plan and submit it to the WI DNR by December 31, 2025 to satisfy the requirements of the WPDES Permit Compliance Schedule for Total Phosphorus. Furthermore, McMahon agrees to complete the Facility Plan by May 31, 2026.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

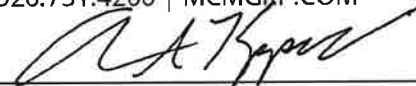
VILLAGE OF WINNECONNE

30 S. 1st Street
Winneconne, WI 54986

McMAHON ASSOCIATES, INC.

1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MCMGRP.COM

Authorized Signature



Anthony S. Kappell, P.E.
Associate / Director - Water & Wastewater
Services

Date

August 15, 2025

Date

- Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

1. STANDARD OF CARE

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation.....	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage.....	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 **Client:** Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 **McMahon:** If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 **Suspension for Non-Payment:** McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

- 6.1 **Instruments of Service:** McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 **Licenses:** McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 **Re-use:** Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 **Modifications:** This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 **Governing Law:** This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 **Mutual Non-Assignment:** The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 **Severability:** The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 **Third Party:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

- 8.1 **Additional Client Services:** The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 **Means and Methods:** McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 **Purchase Orders:** In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 **Project Maintenance:** The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 **Corporate Protection:** It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 **Contingency:** McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 **Project Costs Associated with Agency Plan Review:** McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 **Hazardous Materials:** McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 **Climate:** Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$210.00
Senior Project Manager	\$190.00 - \$210.00
Project Manager	\$140.00 - \$180.00
Senior Engineer	\$190.00 - \$200.00
Engineer	\$110.00 - \$180.00
Senior Engineering Technician	\$140.00 - \$150.00
Engineering Technician	\$80.00 - \$130.00
Senior Architect	\$175.00 - \$195.00
Architect	\$150.00 - \$170.00
Senior Designer	\$125.00 - \$145.00
Designer	\$95.00 - \$115.00
Senior Land Surveyor	\$135.00 - \$180.00
Land Surveyor	\$125.00
Land Surveyor Technician	\$90.00 - \$110.00
Surveyor Apprentice	\$75.00
Erosion Control Technician	\$95.00
Senior Hydrogeologist	\$210.00
Senior Ecologist	\$200.00
Environmental Scientist	\$105.00 - \$120.00
Senior G.I.S. Analyst	\$180.00
G.I.S. Analyst	\$100.00 - \$120.00
Wetland Delineator	\$120.00
Senior Wetland Delineator	\$150.00
Municipal Planner	\$170.00
Senior Public Management Specialist	\$165.00
Public Management Specialist	\$135.00
Senior Public Safety Specialist	\$165.00
Public Safety Specialist	\$135.00
Building Inspector Specialist	\$135.00
Water / Wastewater Specialist	\$110.00 - \$140.00
Senior On-Site Project Representative	\$125.00
On-Site Project Representative	\$65.00 - \$110.00
K-12 Administrative Specialist	\$130.00
State Plan Reviewer	\$150.00
Certified Grant Specialist	\$150.00
Graphic Designer	\$115.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$50.00 - \$75.00
Professional Witness Services	\$380.00

REIMBURSABLE EXPENSE SCHEDULE * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.81/Mile
Mileage - Truck/Van	\$1.11/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.50/Each
Survey Lath	\$1.00/Each
Survey Paint	\$7.15/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - 5/8"	\$3.50/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$2.50/Each
Pin Flags	\$0.30/Each

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
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1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
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VALPARAISO, IN 46385
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Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

* This schedule is not all inclusive.

VILLAGE OF WINNECONNE
FILL PERMIT

(As specified in Village Zoning Ordinance 460-4)

Name of Applicant MELBERG INGERSOLL LLC

Mailing Address of Applicant 299 Sunnybrook Dr.

City, State, Zip Oshkosh, WI 54904

Address of Property to receive fill: 200 INGERSOLL Rd., Winneconne, WI 54986

Address of Property to have fill taken out (if different): Unknown

Estimated amount of fill to be taken out/put in property: 50+ Cu. yards

0 - 20 cu yards (No permit needed)

20 - 50 cu yards (Public Works Director Approval and a \$100.00 Fee)

50 + cu yards (Planning Commission Approval and a \$100.00 Fee)

Reason to raise or lower property: To make the property more buildable

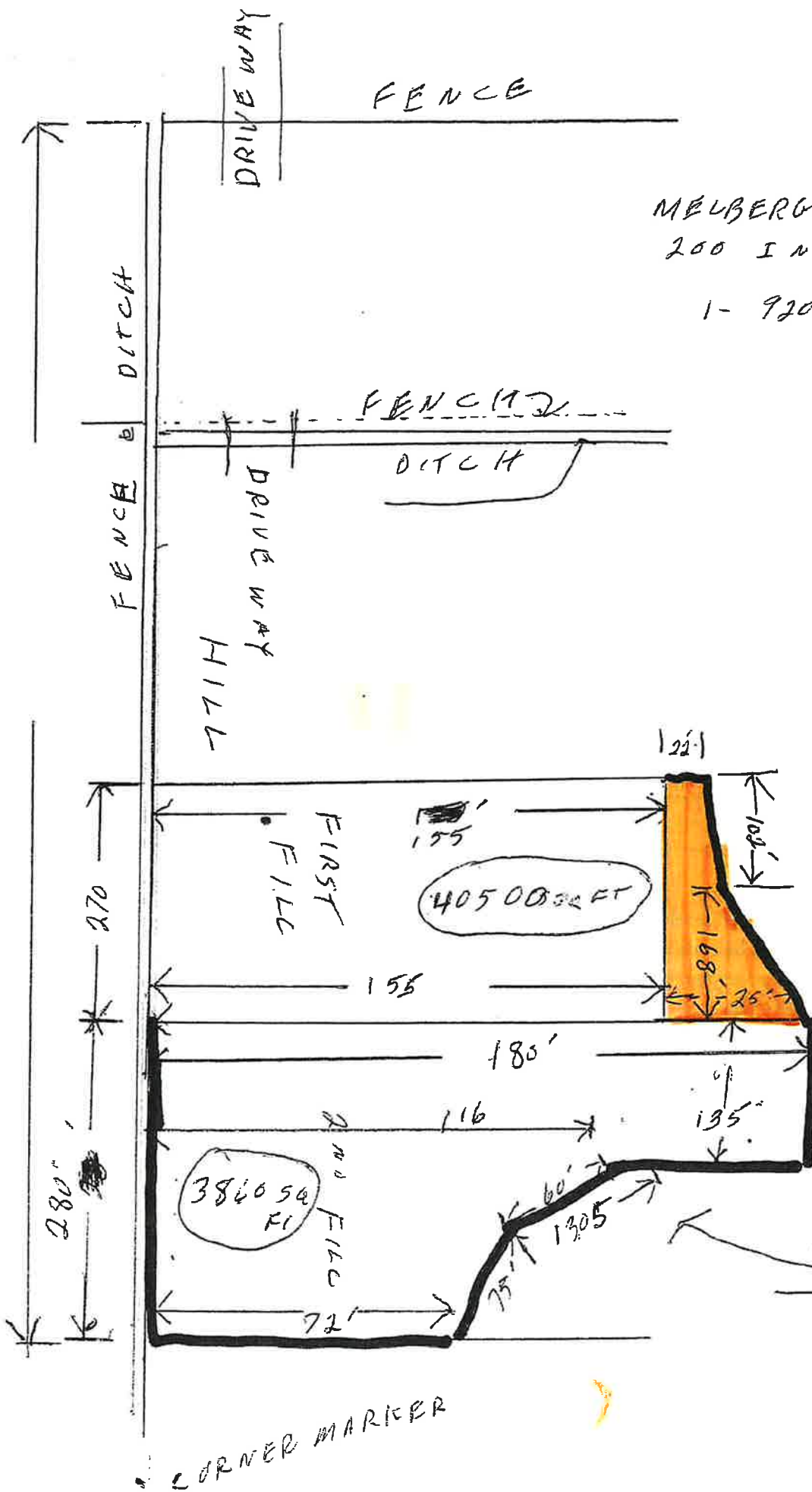
Also include detailed Site Development Plan showing:

- Where fill will be added/removed.
- Detailed Topographic Map showing elevations of property before and after filling/removing.
- Depiction of wetlands, floodplain, neighboring property, structures, streets, ditches, per ordinance.

Call with any questions to:

Allen
Public Works Director
Village of Winneconne, WI
920-582-4381

12-15k sqft
dirt fill
Approved for
38,000K



MELBERG INGERSOLL LLC
 200 INGERSOLL RD
 1- 920-279-9091

40500 SQ FT

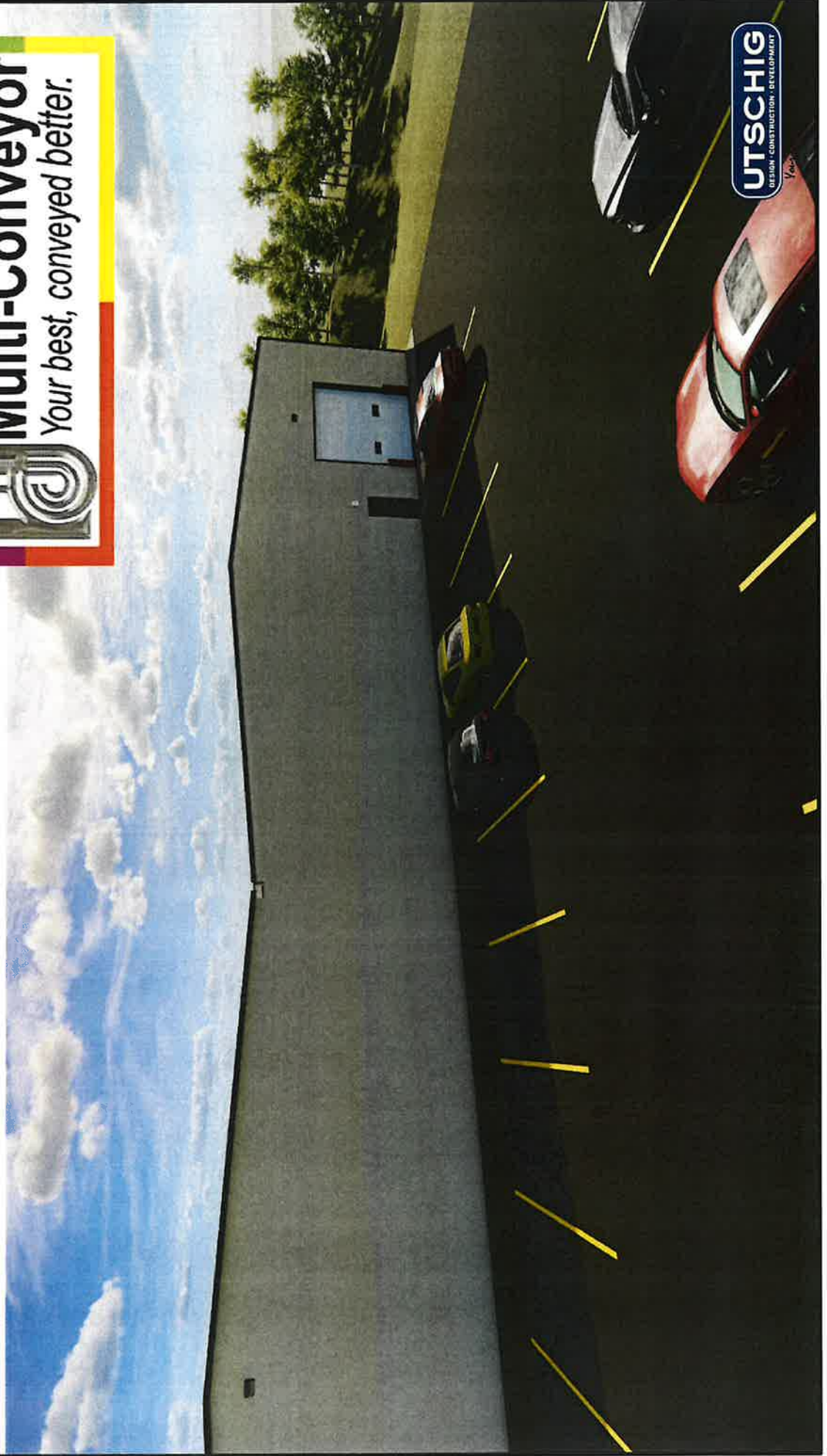
3860 SQ FT

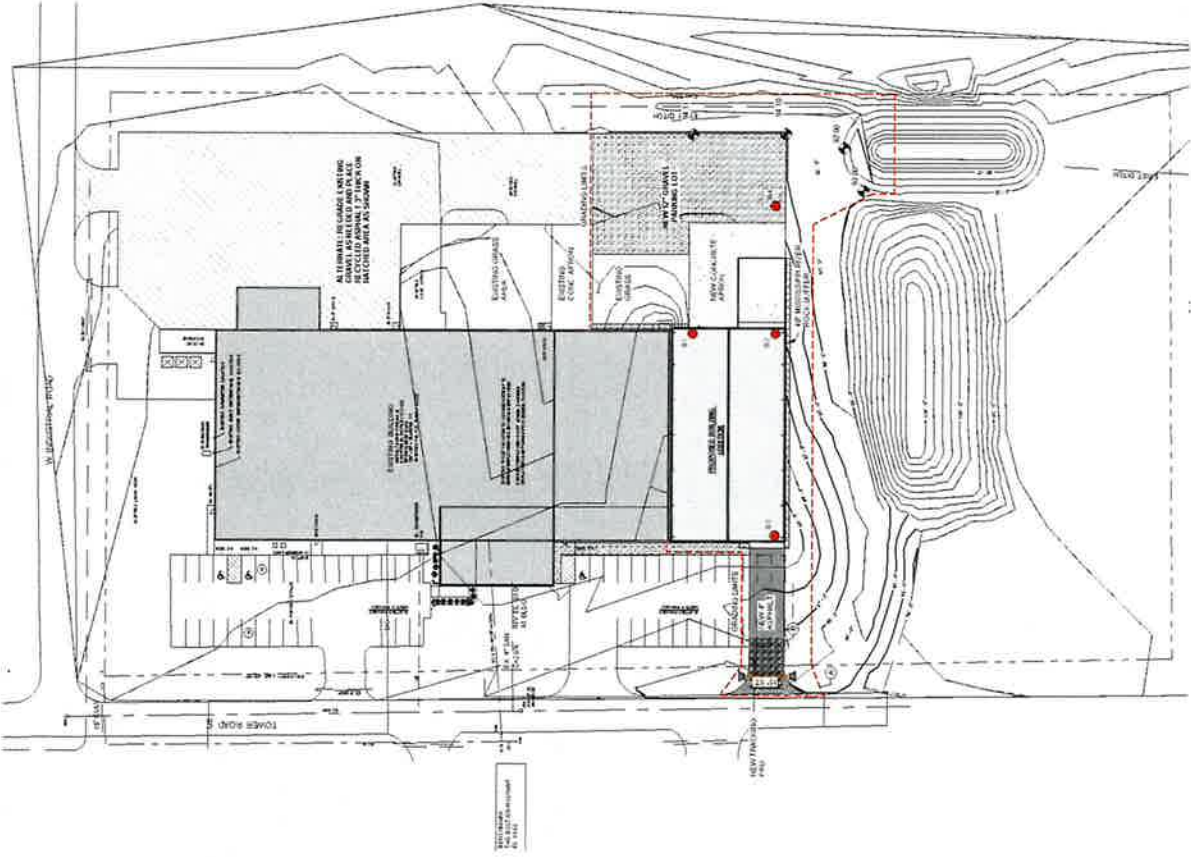
280
180
<hr/>
50400
11300 =
<hr/>
38600 SQ FT
1360
<hr/>
39960
2010
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<u>41,970 SQ FT</u>

PROPOSED BUILDING ADDITION FOR:



Multi-Conveyor
Your best, conveyed better.





SITE PLAN NOTES

DESCRIPTION:
 1. THIS PLAN IS A PRELIMINARY SITE PLAN FOR THE PROPOSED ADDITION TO THE EXISTING BUILDING AND THE ADJACENT PARKING AND DRIVEWAYS.
 2. THE EXISTING BUILDING AND DRIVEWAYS ARE SHOWN IN DASHED LINES.
 3. THE PROPOSED ADDITION IS SHOWN IN SOLID LINES.
 4. THE PROPOSED PARKING SPOTS ARE SHOWN IN DASHED LINES.



PROPOSED ADDITION FOR:
 MULTI-CONVEYOR - PHASE 3
 WISCONSIN, WI
 SITE GRADING PLAN

NO.	DATE	DESCRIPTION
1	09/23/2025	ISSUED FOR CONSTRUCTION

ISSUED FOR CONSTRUCTION 09/23/2025

Page: Information

DATE: 09/23/2025

TIME: 11:21 AM

PROJECT: C1.1

SCALE: 1" = 30' 0"

PLAN NORTH

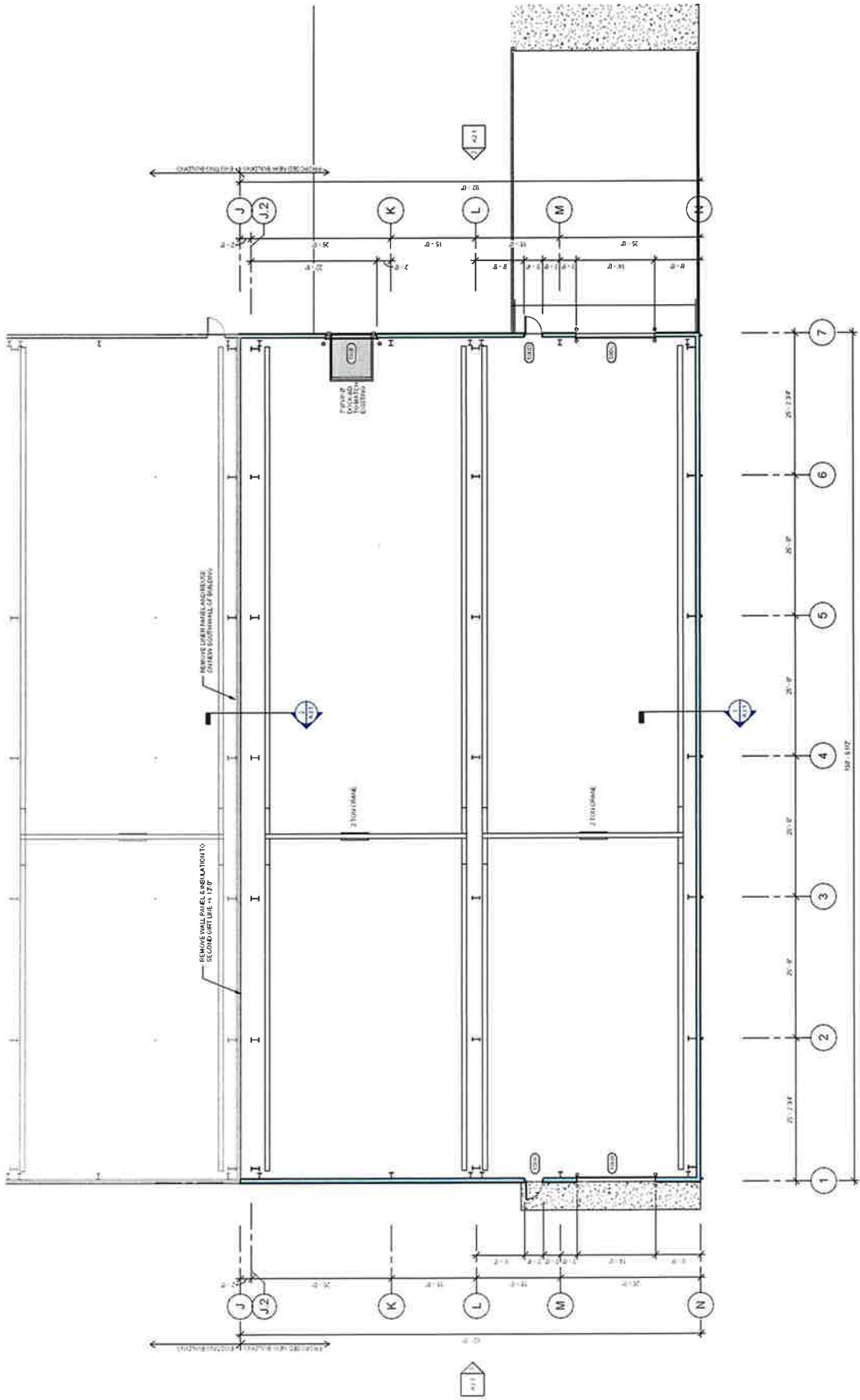
OVERALL SITE PLAN

PROPOSED ADDITION FOR:
 MULTI-CONVEYOR - PHASE 3
 WISCONSIN, WI
 ENLARGED FLOOR PLAN

No.	Date	Description

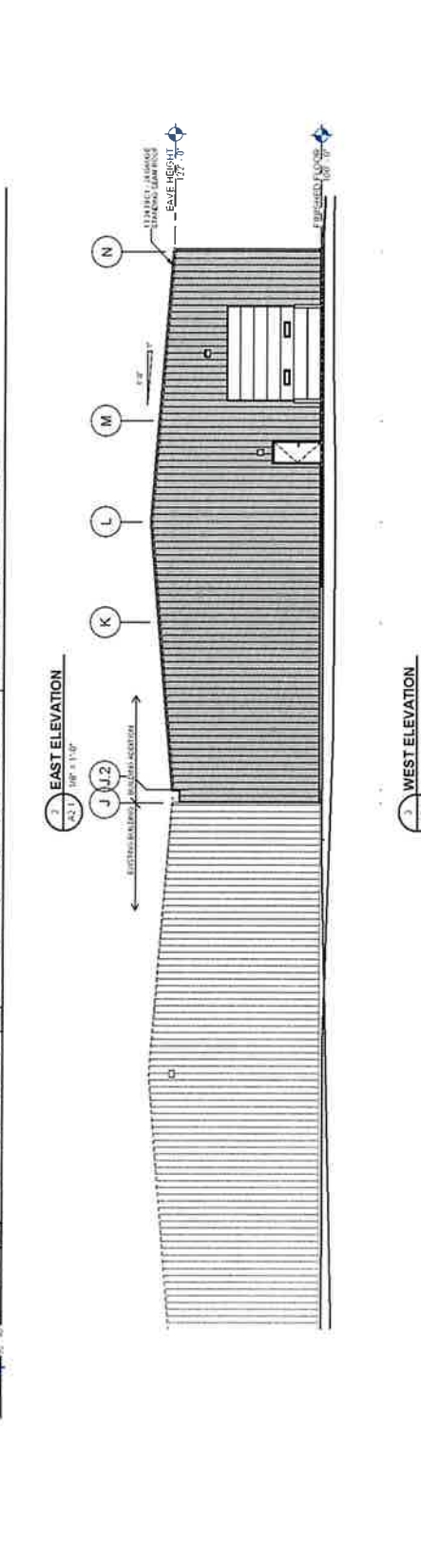
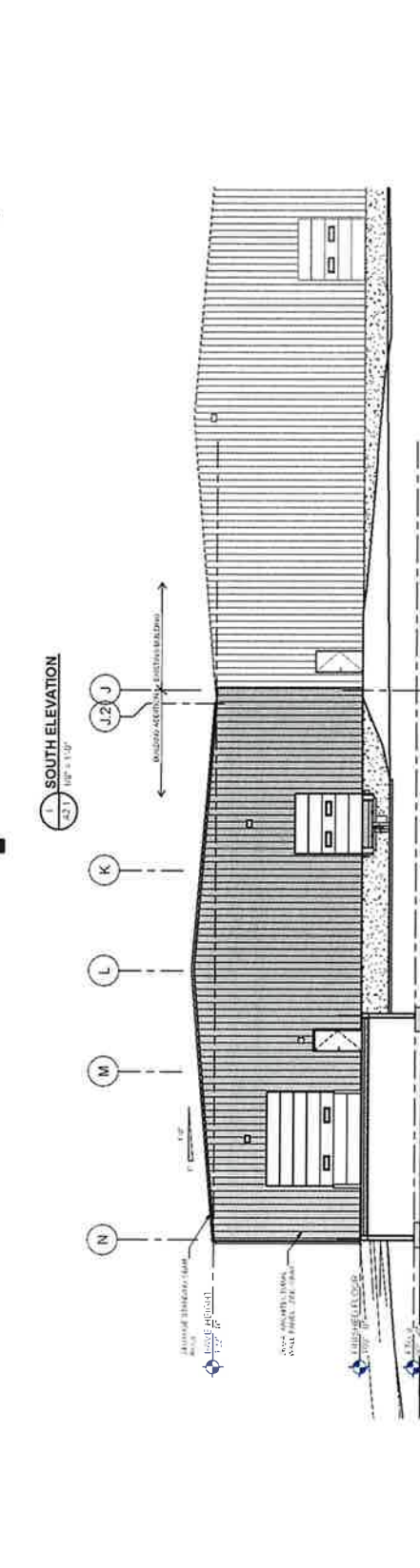
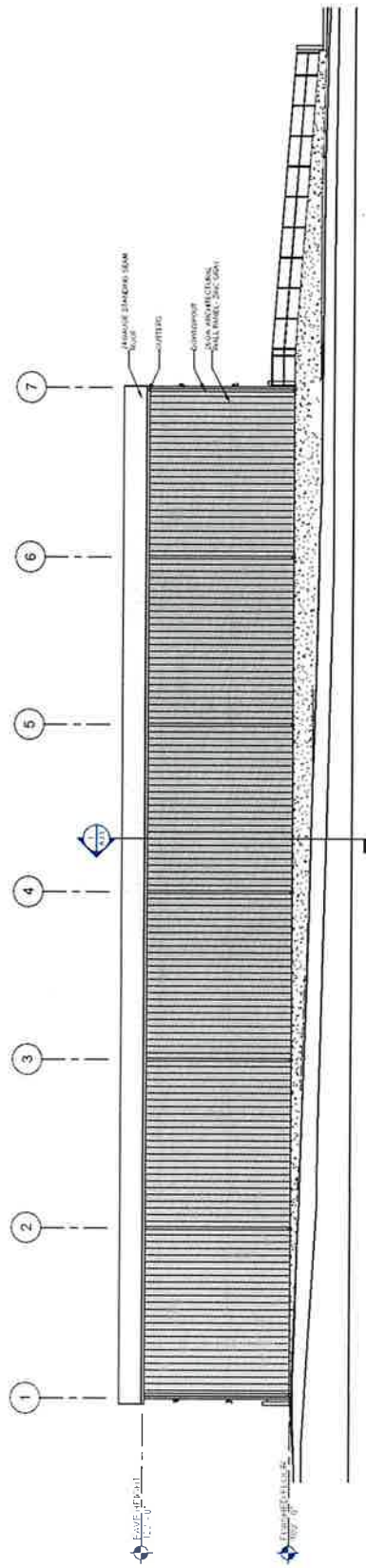
Drawn By:	4/11/2017
Check:	JW
Project No.:	21400
Sheet No.:	000/025
Scale:	AS SHOWN

A1.1



PLAN NORTH
 ENLARGED FIRST FLOOR PLAN
 1/8\"/>

9/29/2023 1:55:58 PM



UTSCHIG
 OFFICE / CONSTRUCTION / DEVELOPMENT
 Years of Construction Solutions
 PHONE: 800.575.0115
 P.O. BOX 1015
 GREENVILLE, MISSISSIPPI

PROPOSED ADDITION FOR:
 MULTI-CONVEYOR - PHASE 3
 WINN-DIXIE, INC.
 BUILDING ELEVATIONS

NO.	DATE	DESCRIPTION

ISSUED FOR CONSTRUCTION 09/22/2025
 PROJECT NO. 24001
 DATE 09/22/25
 DRAWN BY JAW
 APPROVED BY JAW
 SCALE 1/8" = 1'-0"
A2.1

Comparison Analysis Summary – 2025 Solid Waste & Recycling Service Proposals

This summary compares three proposals for residential solid waste and recycling collection services for the Village of Winneconne from GFL Environmental, Harter's Lakeside Disposal, and Waste Management (WM).

1. GFL Environmental

- Weekly trash and recycling collection (single-stream recycling)
- Monthly bulk waste pickup (Option 1)
- 95-gallon carts provided for trash and recycling
- Local customer care center in Omro, WI
- Replacement carts: \$85 each

Municipal Support:

- Free collection for Village Hall, Library, Public Works, Wastewater Plant, and Parks

Pricing (per home per month):

2026: \$17.97 | 2027: \$18.75 | 2028: \$19.55 | 2029: \$20.38 | 2030: \$21.23

Fuel surcharge: ±1% for every \$0.25 change above/below \$4.50 per gallon.

Highlights:

- ✓ Consistent weekly service
- ✓ Local operations (Omro)
- ⚠ Higher total cost and potential future fuel surcharge increases.

2. Harter's Lakeside Disposal

- Weekly trash and recycling with 95-gallon carts
- Two annual bulk waste collection events (spring & fall) at no charge
- Free municipal dumpster servicing
- Bills monthly; 5-year term

Pricing: \$15.75 per home per month (trash + recycling)

Fuel surcharge: ±1% per \$0.25 above \$4.50 per gallon

Highlights:

- ✓ Lower monthly cost than GFL
- ✓ Includes two bulky waste pickups per year
- ✓ Wisconsin-based, family-owned company
- ⚠ Slightly higher than WM's alternate biweekly recycling option.

3. Waste Management (WM)

- 5-year term starting January 1, 2026
- Two options:
 1. Weekly trash + weekly recycling: \$17.33/month
 2. Weekly trash + biweekly recycling: \$15.33/month
- No fuel surcharge
- Free replacement carts (wear/tear); \$75 if resident neglect
- Maintains current Thursday service day
- Free municipal service for Village Hall, Garage, WWTP, and Parks
- CNG fleet – reduced emissions and quieter operation

Highlights:

- ✓ No fuel surcharge for predictable costs
- ✓ Environmentally sustainable fleet (CNG)
- ✓ Seamless continuation as current provider
- △ Slightly higher cost than Harter’s for weekly recycling option.

Price Comparison Summary

Provider	Service Frequency	Monthly Cost/Home	Fuel Surcharge	Bulk Collection	Local Base
GFL	Weekly trash & recycling	\$17.97 (2026)	±1% per \$0.25	Monthly	Omro
Harter’s	Weekly trash & recycling	\$15.75	±1% per \$0.25	2x per year	Oostburg
WM	Weekly trash & recycling	\$17.33	None	By request (\$375/haul)	Berlin
WM (Alt.)	Weekly trash + biweekly recycling	\$15.33	None	By request (\$375/haul)	Berlin



VILLAGE OF WINNECONNE

Consideration and action to approve changes to the Personnel Policy Handbook

Proposed Changes:

- Page 10 – Payroll records are to be kept by the Treasurer. (The clerk does not play a roll in the payroll process other than if she were ever needed to fill in for my absence.)
- Page 11 – Remove the strike through comments requiring committee approval. (The Board approved that PFC and Board participation only need to be required for appointed positions.)
- Page 14 – Remove the breakdown by meal. (We discussed this last year but never changed it. We would like it left at \$75/day without timing restrictions.)
- Page 14 – We need to add that an employee “*with at least two years of service*” is eligible for PTO payout. (This was a stipulation by PFC to approve the new PTO schedule.)
- Page 19 – Replace the existing charts with the new PTO schedule as approved by PFC.

Completed Service	PTO Hours	Maximum Accumulation
0 - 4.99 Years	8.0 hours per pay period	200 Hours
5 - 9.99 Years	9.5 hours per pay period	200 Hours
10 - 14.99 Years	11.0 hours per pay period	200 Hours
15+ Years	12.5 hours per pay period	200 Hours

- Page 22 – Move Good Friday above Memorial Day to keep the holiday list in chronological order.
- Pages 35-37 – Remove treasurer from all highlighted areas that mention Clerk/Treasurer. (These roles have been separated since the original handbook was passed and should reflect that these actions are done by the Clerk.)

Village of Winneconne

Personnel Policy **Handbook**

Effective October __, 2025

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**: Except in the case of health insurance, an employee who regularly works a minimum of thirty-seven and one half (37.5) hours per week on a continuing basis and is eligible for pro-rated holiday, paid time off, or other benefit(s) as applicable. For purposes of health insurance coverage, Regular Full-Time Employee shall mean an employee who works an average of thirty (30) or more hours per week in a year.

(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 two hours shall be paid to employees who physically report to work for a call-in. Employer has right to demand the employee work the minimum show-up time of two hours.

(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 Treasurer. Each Department Head shall submit to the Village Treasurer 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 Village Administrator. The position will be posted and/or advertised only after the Village Administrator has approved the request. Final hiring shall be approved by the Village Administrator.

(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 \$75.00 per day.

(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 with at least two (2) years of service 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 EQUIPMENT (PPE)

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

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

5.00 PERFORMANCE EVALUATIONS AND TRAINING

5.01 PERFORMANCE EVALUATIONS.

(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 after January 1, 2018, will accrue PTO according to the following schedule:

Completed Service	PTO Hours	Maximum Accumulation
0 – 4.99 Years	8.0 hours per pay period	200 Hours
5 – 9.99 Years	9.5 hours per pay period	200 Hours
10 – 14.99 Years	11.0 hours per pay period	200 Hours
15+ Years	12.5 hours per pay period	200 Hours

(e) 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 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
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
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 January 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 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 Village Clerk and shall be returned to Village Clerk for processing.

- d. The Village Clerk 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 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 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 within 5 days of receiving the written response.
 - a. The Clerk 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 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 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'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

VILLAGE OF WINNECONNE
RESOLUTION NO. RES-2025-007

A RESOLUTION TO AMEND RESOLUTION 4.1-2025 APPOINTING VILLAGE OFFICIALS

WHEREAS, the Village of Winneconne previously adopted Resolution 4.1-2025 appointing various Village officials for the calendar year; and

WHEREAS, it is necessary to amend said resolution to reflect updates in official appointments; and

WHEREAS, the Village Board wishes to appoint Director of Public Works Allen Mankiewicz as the Zoning Administrator; and

WHEREAS, the Village Board also wishes to appoint Lieutenant Kyle Sorensen as the Village Weed Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Winneconne, Winnebago County, Wisconsin, that Resolution 4.1-2025 is hereby amended to include the following official appointments:

Zoning Administrator – Allen Mankiewicz, Director of Public Works

Weed Commissioner – Lieutenant Kyle Sorensen

BE IT FURTHER RESOLVED that all other provisions of Resolution 4.1-2025 not amended herein shall remain in full force and effect.

Adopted this 21st day of October, 2025.

APPROVED:

Chris Boucher, Village President

ATTEST:

Ahlana Saray, Village Clerk



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South 1st Street • P.O. Box 488 • Winneconne, WI 54986-0488 • 920-582-4381
www.winneconne.gov

RESOLUTION 4.1-2025

APPROVING APPOINTED VILLAGE OFFICIALS FOR VILLAGE BOARD TERM 2025-26

WHEREAS, Ordinances ordained, authorized, and adopted by the Village Board, designate within the Boards powers, duties, and responsibility to appoint companies, professionals, and individuals to serve at the benefit of the Board and within accordance with the Ordinances for the Village Board term 2025-2026;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees for the Village of Winneconne, Winnebago County, Wisconsin, hereby approve the following entities to act in capacity as presented and within accordance with the Ordinances, as they apply:

- Village Attorney: the distinguished law firm of Renning, Lewis, and Lacy; 43 West 6th Avenue, Oshkosh, WI
- Village Engineer: McMahan Associates Inc., Neenah, WI
- Village Newspaper: Winneconne News, Winneconne, WI
- Weed Commissioner: Allen Mankiewicz, Public Works Supervisor
- Village Forester: Allen Mankiewicz, Public Works Supervisor
- Head of Emergency Government Services: Ben Sauriol, Police Chief
- Boards, Committees, and Commission as per Attachment A.

BE IT FURTHER RESOLVED that each of the above referenced entities are empowered to act in the Village's behalf in accordance with the Code of the Village of Winneconne

Adopted this 15th day of April 2025, by the Village Board of the Village of Winneconne, Wisconsin.

Christopher Boucher
Village President

ATTEST:

Ann Wasinger, Village Clerk