



# REVISED - VILLAGE BOARD MEETING AGENDA

June 26, 2023 at 6:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

**3. REPORTS FROM STAFF AND VENDORS**

- C. Treasurer-Finance Director Report
- D. Community Development Planning and Zoning Director Report
- E. Staff Projects Report

**4. NEW BUSINESS**

- F. Discussion & Possible Action: Ordinance to Amend Code 180- Village Board, Section 180-3 Regular Meetings
- G. Discussion & Possible Action: Used Asphalt Roller & New Trailer
- H. Discussion & Possible Approval: Firefighter Job Description
- I. Discussion & Possible Approval: Commercial Crime Insurance Policy
- J. Discussion & Possible Approval: Interim Administrator Contract - Kim Manley
- K. Discussion & Possible Approval: Retract Elimination of Human Resource Policy - HR-001
- L. Discussion & Possible Approval: Revision of Human Resource Police - HR -003
- M. Discussion & Possible Approval: Revision of Finance Policy FIN-003
- N. Discussion & Possible Approval: Revision of Finance Policy FIN-004
- O. Discussion & Possible Approval: Revision of Finance Policy FIN-005
- P. Discussion & Possible Action: Revision of General Policy GEN-007
- Q. Discussion & Possible Approval: Village Board and Committee Onboarding Checklist
- R. Discussion & Possible Action: Renaming of Parks & Facilities
- S. Discussion & Possible Action: Creation of Ad-HOC Committee to Discuss a Formal Recommendation on Structuring an Independent Ethics Committee

**5. OLD BUSINESS**

**6. CONSENT AGENDA**

- T. Operator's (Bartender's) License - Timothy Curtis, Angela Anderson
- U. Village Board Meeting Minutes June 12, 2023
- V. Village Board Meeting Minutes June 20, 2023

**7. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

- W. APC Meeting Minutes April 05, 18, 28 & May 16, 2023

8. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

9. ADJOURNMENT

*NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.*

Posted: 06/23/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

VILLAGE OF KRONENWETTER  
CASH AND INVESTMENTS

May-23

Section 3, Item C.

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
<b>INCREDIBLE BANK ACCOUNTS</b>		
<b>TAX SAVINGS ACCOUNT</b>	<b>4.29%</b>	<b>3,358,968.57</b>
General Fund #100		1,856,789.65
Debt Service Fund (350)	<b>Interest</b>	290,535.68
TIF #1 - Fd. #451	<b>Earned:</b>	333,823.65
TIF #2 - Fd. #452	<b>\$ 12,296.01</b>	512,938.36
TIF #3 - Fd. #453		14,897.58
TIF #4 - Fd. #454		141,793.95
Capital Projects - Fd. #410		205,775.62
Equipment Replacement - Fd. #750		2,414.08
<b>GENERAL CHECKING (ICS)</b>	<b>4.29%</b>	<b>1,667,316.35</b>
General Fund (100)		190,833.62
Municipal Court (221)		(7,536.22)
Park Fund (250)		4,041.35
Fire Department Donation (260)	<b>Interest</b>	35,654.00
2% Fire Dues (270)	<b>Earned:</b>	56,006.97
Debt Service Fund (350)	<b>\$ 12,690.65</b>	3,417.35
Capital Projects (410)		340,271.72
TIF 1 (451)		(1,443,012.80)
TIF 2 (452)		870,444.13
TIF 3 (453)		87,914.71
TIF 4 (454)		1,008.85
ARPA (500)		3,100.63
Water Utility (601)		660,273.81
Sewer Utility (650)		546,190.13
Equipment Replacement Fund (750)		318,708.10
<b>LOCAL GOVERNMENT INVESTMENT POOL (LGIP)</b>		
	<b>5.01%</b>	<b>2,053,408.60</b>
General Fund		86,216.06
Water Utility Fund	<b>Interest</b>	330,182.25
TIF 1	<b>Earned:</b>	25,154.33
TIF 2	<b>\$ 1,048.75</b>	88.57
TIF 4		10,789.45
Parks		65,017.85
Water Utility Replacement Fund		752,955.51
Sewer Utility Fund		200,054.93
Sewer Utility Replacement Fund		582,949.65
<b>0.850%</b>		
General Fund	<b>Interest</b>	<b>6,984.93</b>
TIF 2	<b>Earned:</b>	-
TIF 3	<b>\$ 5.04</b>	-
<b>Total Cash and Investments:</b>		<b>7,086,678.45</b>

**Total Interest Earned**                      **\$ 26,040.45**                      **Rate of Earnings:**                      0.367456%

Cash and Investments - Balance By Fund	
Fund	Balance
<b>General Fund</b>	
General Checking	190,833.62
Tax Savings Account	1,856,789.65
Local Government Investment Pool	86,216.06
Valley Communities Credit Union	6,984.93
Wood Trust Asset Mgmt-CD	-
<b>General Fund Total</b>	<b>2,140,824.26</b>
<b>Municipal Court Fund</b>	
General Checking	(7,536.22)
<b>Court Fund Total</b>	<b>(7,536.22)</b>

Cash and Investments - Balance By Fund	
Fund	Balance
<b>Park Fund</b>	
General Checking	4,041.35
Local Government Investment Pool	65,017.85
<b>Park Fund Total</b>	<b>69,059.20</b>
<b>Fire Department Donation</b>	
General Checking	35,654.00
Wood Trust Asset Mgmt-CD	-
<b>Fire Department Donation Total</b>	<b>35,654.00</b>
<b>2% Fire Dues</b>	
General Checking	56,006.97
Wood Trust Asset Mgmt-CD	-
<b>2% Fire Dues Total</b>	<b>56,006.97</b>
<b>Debt Service Fund</b>	
General Checking	3,417.35
Tax Savings Account	290,535.68
<b>Debt Service Fund Total</b>	<b>293,953.03</b>
<b>Capital Projects Fund</b>	
General Checking	340,271.72
Tax Savings Account	205,775.62
<b>Capital Projects Fund Total</b>	<b>546,047.34</b>
<b>TIF #1</b>	
General Checking	(1,443,012.80)
Tax Savings Account	333,823.65
Local Government Investment Pool	25,154.33
<b>TIF #1 Total</b>	<b>(1,084,034.82)</b>
<b>TIF #2</b>	
General Checking	870,444.13
Tax Savings Account	512,938.36
Local Government Investment Pool	88.57
<b>TIF #2 Total</b>	<b>1,383,471.06</b>
<b>TIF #3</b>	
General Checking	87,914.71
Tax Savings Account	14,897.58
Local Government Investment Pool	-
<b>TIF #3 Total</b>	<b>102,812.29</b>
<b>TIF #4</b>	
General Checking	1,008.85
Tax Savings Account	141,793.95
Local Government Investment Pool	10,789.45
<b>TIF #4 Total</b>	<b>153,592.25</b>
<b>Water Utility Fund</b>	
General Checking	660,273.81
Local Government Investment Pool	1,083,137.76
<b>Water Utility Fund Total</b>	<b>1,743,411.57</b>
<b>Sewer Utility Fund</b>	
General Checking	546,190.13
Local Government Investment Pool	783,004.58
<b>Sewer Utility Fund Total</b>	<b>1,329,194.71</b>
<b>ARPA</b>	
General Checking	3,100.63
<b>ARPA Total</b>	<b>3,100.63</b>
<b>Equipment Replacement Fund</b>	
General Checking	318,708.10
Tax Savings Account	2,414.08
<b>Equipment Replacement Fund Total</b>	<b>321,122.18</b>
<b>Total Cash and Investments:</b>	<b>7,086,678.45</b>

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-41000-000-000	TAXES	0.00	0.00	0.00	0.00	0.00
100-00-41000-001-110	General Property Taxes	0.00	1,631,019.34	1,631,018.90	0.44	100.00
100-00-41000-002-100	Prop. Tax Equivalent - Utility	0.00	0.00	0.00	0.00	0.00
100-00-41000-002-140	Mobile Home Fees (Monthly)	594.67	1,806.61	2,895.00	-1,088.39	62.40
100-00-41000-002-141	Mobile Home Lottery Credit	0.00	237.73	1,834.00	-1,596.27	12.96
100-00-41000-002-150	Forest Crop Law (FCL)	0.00	0.00	0.00	0.00	0.00
100-00-41000-002-151	Managed Forest Law (MFL)	0.00	31,228.99	30,475.00	753.99	102.47
100-00-41800-001-000	Agricultural Conversion Charge	0.00	0.00	0.00	0.00	0.00
100-00-41800-002-000	Interest and Penalty on Taxes	0.00	51.60	0.00	51.60	0.00
<b>Tax - Developer Guaranteed</b>		<b>594.67</b>	<b>1,664,344.27</b>	<b>1,666,222.90</b>	<b>-1,878.63</b>	<b>99.89</b>
100-00-43000-000-000	INTERGOVERNMENTAL REVENUES	0.00	0.00	0.00	0.00	0.00
100-00-43000-001-000	State; Shared Revenues	0.00	0.00	242,892.00	-242,892.00	0.00
100-00-43000-001-409	Shared Taxes Weston 4 - Debt	0.00	0.00	0.00	0.00	0.00
100-00-43000-001-410	Shared Taxes-Weston 4	0.00	0.00	1,332,847.00	-1,332,847.00	0.00
100-00-43000-001-411	Shared Taxes - Magellan Term.	0.00	0.00	62,500.00	-62,500.00	0.00
100-00-43000-002-531	State; Quarterly Highway Aid	0.00	161,386.12	321,000.00	-159,613.88	50.28
100-00-43000-003-000	All Other Intergovernmental	0.00	0.00	0.00	0.00	0.00
100-00-43000-003-420	2% Fire Insurance	0.00	0.00	0.00	0.00	0.00
100-00-43000-003-521	Law Enforcement Grants	0.00	0.00	18,500.00	-18,500.00	0.00
100-00-43000-003-523	Other Law Enforcement Grants	0.00	0.00	1,000.00	-1,000.00	0.00
100-00-43000-003-540	Local Roads Improvement Grants	0.00	0.00	0.00	0.00	0.00
100-00-43000-003-545	State; Recycling Aid	0.00	0.00	28,500.00	-28,500.00	0.00
100-00-43000-003-550	State; Computer Aid	0.00	0.00	404.27	-404.27	0.00
100-00-43000-003-560	Video Service Provider Aid	0.00	0.00	12,079.00	-12,079.00	0.00
100-00-43000-003-565	State; COVID Reimbursement Aid	0.00	0.00	0.00	0.00	0.00
100-00-43000-003-650	Crossing Guard Fees	0.00	0.00	2,500.00	-2,500.00	0.00
100-00-43000-003-710	Local Bridge Aid	0.00	0.00	0.00	0.00	0.00
100-00-43000-004-100	Environmental Impact Fees	34,627.00	34,627.00	34,627.00	0.00	100.00
100-00-43211-000-000	Federal Law Enforcement Grants	0.00	0.00	0.00	0.00	0.00
100-00-43650-000-000	Forest Crop/Man Forest Land	0.00	0.00	3,800.00	-3,800.00	0.00
100-00-43670-000-000	Personal Property State Aid	15,505.25	15,505.25	15,000.00	505.25	103.37
100-00-43790-000-000	Other Local Government Grants	9,975.94	9,975.94	15,505.25	-5,529.31	64.34
<b>State; COVID Reimbursement Aid</b>		<b>60,108.19</b>	<b>221,494.31</b>	<b>2,091,154.52</b>	<b>-1,869,660.21</b>	<b>10.59</b>
100-00-44000-000-000	REGULATION & COMPLINCE REVENUE	0.00	0.00	0.00	0.00	0.00
100-00-44000-001-300	Building Permits	5,281.84	15,866.81	80,000.00	-64,133.19	19.83
100-00-44000-002-000	All Other Permits & Licenses	2,295.00	2,580.00	0.00	2,580.00	0.00
100-00-44000-002-110	Liquor & Beer Licenses	0.00	0.00	2,400.00	-2,400.00	0.00
100-00-44000-002-120	Operator Licenses	35.00	135.00	807.08	-672.08	16.73
100-00-44000-002-121	Cigarette Licenses	0.00	0.00	300.00	-300.00	0.00
100-00-44000-002-122	Kennel Licenses & Permits	0.00	0.00	375.00	-375.00	0.00
100-00-44000-002-123	Mobile Home Court Licenses	0.00	100.00	100.00	0.00	100.00
100-00-44000-002-124	Dog License Late Fees	0.00	0.00	100.00	-100.00	0.00
100-00-44000-002-131	Farmers Market Permit	60.00	390.00	400.00	-10.00	97.50
100-00-44000-002-200	Dog Licenses	126.00	2,061.25	1,160.00	901.25	177.69
100-00-44000-002-210	Sign Permits/Misc Lic/Permits	80.00	180.00	100.00	80.00	180.00
100-00-44000-002-310	Sign Inspection Fees	0.00	0.00	0.00	0.00	0.00
100-00-44000-002-320	Special Assessment Search	385.00	805.00	0.00	805.00	0.00
100-00-44000-002-330	Open Record Search	0.00	0.00	0.00	0.00	0.00
100-00-44000-002-400	Zoning & Variance Changes	0.00	525.00	1,500.00	-975.00	35.00

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-44000-002-401	Conditional Use Permits	0.00	875.00	1,000.00	-125.00	87.50
100-00-44000-002-402	Plat/CSM/Site Plan Reviews	975.00	2,525.00	2,500.00	25.00	101.00
100-00-44000-002-900	Excavating Permits	100.00	100.00	12,000.00	-11,900.00	0.83
<b>Regulation &amp; Compliance Rev</b>		<b>9,337.84</b>	<b>26,143.06</b>	<b>102,742.08</b>	<b>-76,599.02</b>	<b>25.45</b>
100-00-45100-000-000	MUNICIPAL COURT	0.00	0.00	0.00	0.00	0.00
100-00-45100-100-000	Fines	0.00	2,161.59	24,000.00	-21,838.41	9.01
100-00-45100-200-000	Restitution Payments	0.00	50.41	0.00	50.41	0.00
<b>Municipal Court Revenues</b>		<b>0.00</b>	<b>2,212.00</b>	<b>24,000.00</b>	<b>-21,788.00</b>	<b>9.22</b>
100-00-46000-000-000	PUBLIC CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
100-00-46000-001-200	Special Assessment Search	0.00	370.00	4,000.00	-3,630.00	9.25
100-00-46000-001-220	Fire Department Services	0.00	0.00	0.00	0.00	0.00
100-00-46000-003-420	Garbage Collection Fees	116.62	510,362.24	514,535.00	-4,172.76	99.19
100-00-46000-005-210	Police Department Services	30.00	45.00	0.00	45.00	0.00
100-00-46000-005-220	Police Department CVR Services	0.00	0.00	0.00	0.00	0.00
<b>Public Charges for Services</b>		<b>146.62</b>	<b>510,777.24</b>	<b>518,535.00</b>	<b>-7,757.76</b>	<b>98.50</b>
100-00-47000-000-000	INTERGOV'T. CHARGES FOR SERV.	0.00	0.00	0.00	0.00	0.00
100-00-47000-001-323	Town of Guenther-Standby Fees	0.00	0.00	0.00	0.00	0.00
100-00-47000-001-324	Town of Guenther-Fire Ins Due	0.00	0.00	5,100.00	-5,100.00	0.00
<b>Inter-Govt Charge for Services</b>		<b>0.00</b>	<b>0.00</b>	<b>5,100.00</b>	<b>-5,100.00</b>	<b>0.00</b>
100-00-48000-000-000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
100-00-48000-001-100	Interest Earned on Investments	7,896.63	77,633.26	6,000.00	71,633.26	1,293.89
100-00-48000-002-200	Municipal Center & Park Rental	1,020.00	4,900.00	3,350.00	1,550.00	146.27
100-00-48000-002-201	Athletic/Soccer Field Rental	20.00	2,800.00	75.00	2,725.00	3,733.33
100-00-48000-002-306	Sale of Scrap	0.00	0.00	10,000.00	-10,000.00	0.00
100-00-48000-002-309	Wood Sales-County Forest Land	0.00	11,110.52	12,500.00	-1,389.48	88.88
100-00-48000-002-310	Pop Machine Income	0.00	0.00	5,410.53	-5,410.53	0.00
100-00-48000-002-311	Miscellaneous Revenue	0.00	6,347.36	13,500.00	-7,152.64	47.02
100-00-48000-002-312	Sale of Office Supplies	5.75	36.31	750.00	-713.69	4.84
100-00-48000-002-314	Culvert Work	0.00	0.00	9,800.00	-9,800.00	0.00
100-00-48000-002-315	Non-governmental Grants	0.00	0.00	9,867.48	-9,867.48	0.00
100-00-48000-002-316	Franchise Fee	13,191.95	17,728.48	60,000.00	-42,271.52	29.55
100-00-48000-002-441	Reimbursement for Road Repair	0.00	0.00	0.00	0.00	0.00
100-00-48000-002-500	Donations; Other	0.00	0.00	0.00	0.00	0.00
100-00-48000-002-530	Donations-Police Department	0.00	0.00	500.00	-500.00	0.00
100-00-48301-000-000	Sale of Law Enforcement Equipm	0.00	0.00	0.00	0.00	0.00
100-00-48302-000-000	Sale of Fire Dept Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48400-000-000	Insurance Claim Proceeds	-5,276.49	1,930.90	0.00	1,930.90	0.00
100-00-48500-000-000	Donation/Private Contributions	0.00	0.00	0.00	0.00	0.00
100-00-48510-000-000	Community Events Sponsorships	3,559.87	3,559.87	1,350.00	2,209.87	263.69
<b>Other Misc. Sewer Revenues</b>		<b>20,417.71</b>	<b>126,046.70</b>	<b>133,103.01</b>	<b>-7,056.31</b>	<b>94.70</b>
100-00-49000-000-000	OTHER FINANCING SOURCES	0.00	25.00	0.00	25.00	0.00
100-00-49000-130-000	Loan Proceeds	0.00	0.00	0.00	0.00	0.00
100-00-49000-240-000	Trans. from Cap Projects Fund	0.00	0.00	0.00	0.00	0.00
100-00-49000-252-000	Transfer from Water Fund	0.00	0.00	0.00	0.00	0.00
100-00-49000-451-000	Transfer from TID 1	0.00	0.00	0.00	0.00	0.00

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-49000-600-000	Insurance Proceeds; Other	0.00	2,853.00	0.00	2,853.00	0.00
100-00-49155-000-000	Undesignated Fund Revenue	0.00	0.00	310,000.00	-310,000.00	0.00
<b>Proceeds; Loans/Financing</b>		0.00	2,878.00	310,000.00	-307,122.00	0.93
<b>Total Revenues</b>		90,605.03	2,553,895.58	4,850,857.51	-2,296,961.93	52.65

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-51000-000-000	GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00
100-00-51000-108-110	Board Members Salaries & Wages	1,700.00	6,100.00	33,000.00	26,900.00	18.48
100-00-51000-108-112	FICA Tax - Village Board	130.07	466.70	2,524.50	2,057.80	18.49
100-00-51000-108-320	Expenses - Board Members	0.00	97.19	4,778.00	4,680.81	2.03
100-00-51200-000-000	MUNICIPAL COURT	0.00	0.00	0.00	0.00	0.00
100-00-51200-100-333	Municipal Court Legal Fees	2,317.00	2,351.00	12,000.00	9,649.00	19.59
100-00-51250-350-000	Joint Court - Cost Share	0.00	0.00	0.00	0.00	0.00
100-00-51250-352-000	Kronenwetter Court Expenditure	0.00	0.00	25,000.00	25,000.00	0.00
100-00-51300-000-000	LEGAL	0.00	0.00	0.00	0.00	0.00
100-00-51300-302-000	Legal Fees-General	939.08	1,166.58	25,000.00	23,833.42	4.67
100-00-51400-000-000	Bank & Investment Fees	32.50	779.85	0.00	-779.85	0.00
100-00-51400-460-000	Office Supplies	1,658.41	7,637.95	10,000.00	2,362.05	76.38
100-00-51400-470-000	Office Equipment/Service Agree	33.75	3,295.29	13,000.00	9,704.71	25.35
100-00-51400-480-000	Computer Program Support	4,908.87	32,466.45	20,000.00	-12,466.45	162.33
100-00-51400-485-000	Computer Supplies & Expenses	7,114.79	50,074.27	152,500.00	102,425.73	32.84
100-00-51400-490-000	Surplus Item Disposal	0.00	0.00	0.00	0.00	0.00
100-00-51400-510-000	Independent Audit/Accounting	0.00	5,632.12	25,000.00	19,367.88	22.53
100-00-51400-511-000	Other Professional Services	9,419.81	44,057.84	0.00	-44,057.84	0.00
100-00-51400-512-000	Municipal Code	0.00	0.00	4,900.00	4,900.00	0.00
100-00-51400-514-000	Incentives for Individuals	0.00	0.00	0.00	0.00	0.00
100-00-51400-515-000	Health Ins Administration/HSA	0.00	0.00	0.00	0.00	0.00
100-00-51400-516-000	Uniforms	0.00	0.00	500.00	500.00	0.00
100-00-51400-517-000	Employee Safety/Wellness	0.00	0.00	350.00	350.00	0.00
100-00-51410-000-000	ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00
100-00-51410-110-000	Salaries & Wages - Administrat	0.00	-1,809.29	59,500.00	61,309.29	-3.04
100-00-51410-110-111	FICA Tax - Administrator	0.00	-138.41	4,553.00	4,691.41	-3.04
100-00-51410-130-000	Health Insurance - Administrat	0.00	-859.74	13,222.00	14,081.74	-6.50
100-00-51410-131-000	EAP Fringe - Administrator	0.00	6.75	27.00	20.25	25.00
100-00-51410-132-000	Retirement (WRS) - Administrat	0.00	-117.60	4,045.00	4,162.60	-2.91
100-00-51410-322-000	Misc-Business/Mtg Expenses	0.00	0.00	300.00	300.00	0.00
100-00-51410-330-000	Mileage - Administrator	0.00	0.00	500.00	500.00	0.00
100-00-51410-332-000	Administrator's Relocation Exp	0.00	0.00	5,000.00	5,000.00	0.00
100-00-51410-340-000	Schooling, Training	0.00	0.00	1,100.00	1,100.00	0.00
100-00-51420-000-000	COMMUNITY DEVELOPMENT/ZONING	0.00	0.00	0.00	0.00	0.00
100-00-51420-110-000	Salaries & Wages - Zoning Admi	4,538.28	21,460.72	49,500.00	28,039.28	43.35
100-00-51420-110-001	Wages & Benefits - PC Clerk	0.00	0.00	205.75	205.75	0.00
100-00-51420-110-111	FICA Tax - Zoning Admin	338.02	1,596.07	3,787.00	2,190.93	42.15
100-00-51420-130-000	Health Insurance - Zoning Admi	3,632.40	8,202.89	18,888.48	10,685.59	43.43
100-00-51420-131-000	EAP Fringe - Zoning Administra	0.00	0.00	27.00	27.00	0.00
100-00-51420-132-000	Retirement (WRS) - Zoning Admi	308.62	1,459.42	3,365.00	1,905.58	43.37
100-00-51420-330-000	Mileage - CD/Zoning Admin	105.46	105.46	2,000.00	1,894.54	5.27
100-00-51420-340-000	Training/Schooling/Meetings	0.00	0.00	1,500.00	1,500.00	0.00
100-00-51420-345-000	CD/ZA Materials and Supplies	0.00	305.47	200.00	-105.47	152.74
100-00-51420-350-000	Community Events	450.00	1,263.74	3,500.00	2,236.26	36.11
100-00-51420-360-000	Marketing	576.63	790.19	2,000.00	1,209.81	39.51
100-00-51420-365-000	Entrance Signs	0.00	0.00	0.00	0.00	0.00
100-00-51420-370-000	Engineering/Surveying/Consulti	0.00	0.00	5,000.00	5,000.00	0.00
100-00-51421-000-000	CLERK	0.00	0.00	0.00	0.00	0.00
100-00-51421-110-000	Salaries & Wages - Clerk	3,960.00	18,548.51	54,000.00	35,451.49	34.35
100-00-51421-110-111	FICA Tax - Clerk	291.82	1,463.22	4,129.00	2,665.78	35.44
100-00-51421-130-000	Health Insurance - Clerk	3,632.40	8,480.64	17,000.00	8,519.36	49.89
100-00-51421-131-000	EAP Fringe - Clerk	0.00	6.75	27.00	20.25	25.00

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-51421-132-000	Retirement (WRS) - Clerk	269.28	1,270.83	3,671.00	2,400.17	34.62
100-00-51421-322-000	Misc - Bonding	0.00	0.00	110.00	110.00	0.00
100-00-51421-330-000	Mileage - Clerk	0.00	0.00	500.00	500.00	0.00
100-00-51421-340-000	Training/Schooling/Meetings	575.34	1,958.61	1,500.00	-458.61	130.57
100-00-51422-000-000	DEPUTY CLERK	0.00	0.00	0.00	0.00	0.00
100-00-51422-110-000	Salaries & Wages - Deputy Cler	720.32	3,601.60	9,364.16	5,762.56	38.46
100-00-51422-110-111	FICA Tax - Deputy Clerk	52.64	264.43	717.00	452.57	36.88
100-00-51422-111-000	EAP Salary - Deputy Clerk	0.00	0.00	0.00	0.00	0.00
100-00-51422-130-000	Health Insurance - Deputy Cler	726.48	1,756.56	3,777.00	2,020.44	46.51
100-00-51422-131-000	EAP Fringe - Deputy Clerk	0.00	0.00	0.00	0.00	0.00
100-00-51422-132-000	Retirement (WRS) - Deputy Cler	48.98	244.90	637.00	392.10	38.45
100-00-51422-322-000	Miscellaneous-Bonding	0.00	0.00	100.00	100.00	0.00
100-00-51422-330-000	Mileage - Deputy Clerk	0.00	0.00	200.00	200.00	0.00
100-00-51422-340-000	Training/Schooling/Meetings	0.00	0.00	1,000.00	1,000.00	0.00
100-00-51423-000-000	ADMIN ASSIST	0.00	0.00	0.00	0.00	0.00
100-00-51423-110-000	Salaries & Wages - AA	2,785.63	14,607.39	46,820.80	32,213.41	31.20
100-00-51423-110-111	FICA Tax - AA	203.60	1,068.94	3,582.00	2,513.06	29.84
100-00-51423-130-000	Health Insurance - AA	3,632.40	8,860.00	0.00	-8,860.00	0.00
100-00-51423-131-000	EAP Fringe - AA	0.00	0.00	26.00	26.00	0.00
100-00-51423-132-000	Retirement (WRS) - AA	189.42	1,015.22	3,184.00	2,168.78	31.89
100-00-51423-330-000	Mileage - Administration	0.00	0.00	100.00	100.00	0.00
100-00-51423-340-000	Training/Schooling/Meetings	0.00	0.00	250.00	250.00	0.00
100-00-51425-000-000	PLANNING TECHNICIAN	0.00	0.00	0.00	0.00	0.00
100-00-51425-110-000	Salary & Wages - Plan Tech	2,180.52	10,902.60	30,186.00	19,283.40	36.12
100-00-51425-110-111	FICA Tax - Plan Tech	158.48	791.58	2,308.00	1,516.42	34.30
100-00-51425-130-000	Health Insurance - Plan Tech	3,632.40	6,594.03	12,749.00	6,154.97	51.72
100-00-51425-131-000	EAP Fringe - Plan Tech	0.00	0.00	2,052.00	2,052.00	0.00
100-00-51425-132-000	Retirement (WRS) - Plan Tech	148.28	741.40	0.00	-741.40	0.00
100-00-51425-330-000	Mileage - Plan Tech	0.00	469.64	1,000.00	530.36	46.96
100-00-51425-340-000	Training/Schooling/Meetings	0.00	200.00	1,000.00	800.00	20.00
100-00-51427-000-000	ACCT CLERK	0.00	0.00	0.00	0.00	0.00
100-00-51427-110-000	Salaries & Wages - Acct Clerk	4,626.30	21,891.01	36,701.80	14,810.79	59.65
100-00-51427-110-111	FICA Tax - Acct Clerk	338.27	1,604.23	3,236.00	1,631.77	49.57
100-00-51427-130-000	Health Insurance - Acct Clerk	3,269.16	8,439.54	17,001.00	8,561.46	49.64
100-00-51427-131-000	EAP Fringe - Acct Clerk	0.00	6.75	27.00	20.25	25.00
100-00-51427-132-000	Retirement (WRS) - Acct Clerk	314.58	1,490.88	2,877.00	1,386.12	51.82
100-00-51427-322-000	Misc - Bonding - Acct Clerk	0.00	0.00	300.00	300.00	0.00
100-00-51427-330-000	Mileage - Acct Clerk	109.65	215.76	650.00	434.24	33.19
100-00-51427-340-000	Training/Schooling/Meetings	0.00	0.00	500.00	500.00	0.00
100-00-51440-000-000	ELECTIONS	-2,548.83	0.00	0.00	0.00	0.00
100-00-51440-110-000	Salaries & Wages - Elections	0.00	9,244.20	5,000.00	-4,244.20	184.88
100-00-51440-110-111	FICA Tax - Elections	0.00	19.00	100.00	81.00	19.00
100-00-51440-132-000	Retirement (WRS) - Elections	0.00	0.00	0.00	0.00	0.00
100-00-51440-350-000	Other Expenses & Supplies	4,218.21	7,437.72	4,000.00	-3,437.72	185.94
100-00-51500-000-000	COMMISSIONS, COMMITTEES, BDS	0.00	0.00	0.00	0.00	0.00
100-00-51500-530-000	Properties & Infrastructure	0.00	645.91	1,000.00	354.09	64.59
100-00-51500-532-000	Board of Appeals	0.00	161.46	300.00	138.54	53.82
100-00-51500-540-000	Community Life & Public Safety	0.00	672.81	1,000.00	327.19	67.28
100-00-51500-560-000	Planning Commission	0.00	1,318.72	1,100.00	-218.72	119.88
100-00-51500-580-000	Recruitment	151.00	306.00	15,000.00	14,694.00	2.04
100-00-51500-580-001	Recruiting	88.00	890.47	5,000.00	4,109.53	17.81
100-00-51500-585-000	Ethics Committee	0.00	0.00	0.00	0.00	0.00



Fund: 100 - General Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget	
100-00-51500-590-000	Administrative Policy	0.00	403.69	1,050.00	646.31	38.45
100-00-51500-595-000	Special / Ad Hoc Committees	0.00	430.60	750.00	319.40	57.41
100-00-51520-000-000	TREASURER	0.00	0.00	0.00	0.00	0.00
100-00-51520-110-000	Salaries & Wages - Treasurer	5,555.15	26,617.05	56,000.00	29,382.95	47.53
100-00-51520-110-111	FICA Tax - Treasurer	415.76	1,999.78	4,282.00	2,282.22	46.70
100-00-51520-111-000	Tax Collection Help Wages/FICA	0.00	0.00	0.00	0.00	0.00
100-00-51520-130-000	Health Insurance - Treasurer	3,228.80	6,530.45	13,221.00	6,690.55	49.39
100-00-51520-131-000	EAP Fringe - Treasurer	0.00	6.75	27.00	20.25	25.00
100-00-51520-132-000	Retirement (WRS) - Treasurer	0.00	621.68	3,807.00	3,185.32	16.33
100-00-51520-322-000	Miscellaneous-Bonding	0.00	0.00	650.00	650.00	0.00
100-00-51520-330-000	Mileage - Treasurer	130.48	258.95	350.00	91.05	73.99
100-00-51520-332-000	Treasurer Relocation Exp	0.00	0.00	0.00	0.00	0.00
100-00-51520-340-000	Training/Schooling/Meetings	354.22	354.22	1,500.00	1,145.78	23.61
100-00-51530-000-000	ASSESSOR	0.00	0.00	0.00	0.00	0.00
100-00-51530-110-000	Assessor Fee	1,403.24	7,016.24	15,000.00	7,983.76	46.77
100-00-51530-113-000	Assessor - Manufacturing	0.00	0.00	1,200.00	1,200.00	0.00
100-00-51530-200-000	Revaluation of Property	0.00	0.00	0.00	0.00	0.00
100-00-51600-000-000	MUNICIPAL BUILDING	0.00	0.00	0.00	0.00	0.00
100-00-51600-110-000	Wages -Cleaning/Snow Removal	886.88	6,423.53	16,000.00	9,576.47	40.15
100-00-51600-111-000	FICA - Cleaning & Snow Removal	67.84	491.40	1,224.00	732.60	40.15
100-00-51600-326-000	Utilities	2,180.05	14,939.12	35,000.00	20,060.88	42.68
100-00-51600-354-000	Materials & Supplies	205.76	2,025.68	3,500.00	1,474.32	57.88
100-00-51600-389-000	Maintenance	665.46	16,397.66	30,000.00	13,602.34	54.66
100-00-51900-000-000	OTHER GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00
100-00-51900-095-000	Unemployment	0.00	0.00	0.00	0.00	0.00
100-00-51900-111-000	Employee Development Incentive	0.00	0.00	0.00	0.00	0.00
100-00-51900-115-000	Village Employee Event	55.99	594.57	500.00	-94.57	118.91
100-00-51900-120-000	Employee Settlements	0.00	0.00	7,875.00	7,875.00	0.00
100-00-51900-120-100	Other Settlements	0.00	0.00	0.00	0.00	0.00
100-00-51900-121-000	Gypsy Moth Spraying	0.00	0.00	0.00	0.00	0.00
100-00-51900-910-000	Tax Refunds & Adjustments	0.00	0.00	500.00	500.00	0.00
100-00-51900-938-000	Property & Liability Insurance	0.00	28,650.85	22,000.00	-6,650.85	130.23
100-00-51900-960-000	Publications	62.63	1,405.23	2,000.00	594.77	70.26
100-00-51900-970-000	Newsletter	1,009.24	3,990.28	3,600.00	-390.28	110.84
100-00-51900-980-000	Maps, etc	0.00	0.00	0.00	0.00	0.00
100-00-51900-990-000	Dues & Memberships	0.00	6,486.01	10,000.00	3,513.99	64.86
100-00-51900-991-000	Bank & Investment Fees	0.00	272.51	500.00	227.49	54.50
100-00-51900-994-000	Weights Measures Inspection	400.00	400.00	400.00	0.00	100.00
100-00-51900-995-000	Pop Machine	0.00	0.00	0.00	0.00	0.00
100-00-51900-996-000	Other Miscellaneous	0.00	0.00	0.00	0.00	0.00
100-00-51900-997-000	Web Site Maintenance	0.00	0.00	2,500.00	2,500.00	0.00
100-00-51910-000-000	Illegal Taxes, Refunds, Uncoll	0.00	0.00	0.00	0.00	0.00
100-00-51990-000-000	Non-Recurring Operating Exp.	0.00	0.00	3,000.00	3,000.00	0.00
<b>Equipment Purchases</b>		<b>88,599.52</b>	<b>449,898.47</b>	<b>1,036,991.49</b>	<b>587,093.02</b>	<b>43.38</b>
100-00-52000-000-000	PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00
100-00-52000-110-000	CROSSING GUARDS	0.00	0.00	0.00	0.00	0.00
100-00-52000-110-110	Salaries & Wages - Cross Guard	510.00	2,370.00	4,860.00	2,490.00	48.77
100-00-52000-110-111	FICA Tax - Crossing Guard	39.02	181.34	372.00	190.66	48.75
100-00-52000-110-938	Insurance - Crossing Guard	0.00	188.05	0.00	-188.05	0.00
100-00-52000-120-000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-100	POLICE CHIEF & LIEUTENANT	0.00	0.00	0.00	0.00	0.00

## Fund: 100 - General Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget	
100-00-52000-120-110	Salaries & Wages -Police Chief	7,684.62	36,551.23	94,400.00	57,848.77	38.72
100-00-52000-120-111	FICA Tax - Police Chief	575.52	2,737.57	7,222.00	4,484.43	37.91
100-00-52000-120-131	Health Ins - Police Chief	3,632.40	8,804.78	18,888.48	10,083.70	46.61
100-00-52000-120-132	Retirement (WRS) -Police Chief	1,015.90	4,942.45	10,196.00	5,253.55	48.47
100-00-52000-120-138	Training & Conf - Police Chief	0.00	480.62	1,400.00	919.38	34.33
100-00-52000-120-140	Employee Assistance Prog-Chief	0.00	6.75	27.00	20.25	25.00
100-00-52000-120-145	Life Insurance-Chief	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-146	Professional Dues-Police Chief	0.00	480.00	550.00	70.00	87.27
100-00-52000-120-150	Salary & Wages - Lieutenant	7,235.00	34,210.99	88,878.40	54,667.41	38.49
100-00-52000-120-151	FICA - Lieutenant	541.38	2,556.07	6,800.00	4,243.93	37.59
100-00-52000-120-152	Retirement - Lieutenant	956.91	4,632.42	3,000.00	-1,632.42	154.41
100-00-52000-120-153	Health Insurance - Lieutenant	3,632.40	8,651.44	9,599.00	947.56	90.13
100-00-52000-120-154	Overtime Wages-Lieutenant	0.00	54.41	0.00	-54.41	0.00
100-00-52000-120-155	Overtime FICA-Lieutenant	0.00	4.06	0.00	-4.06	0.00
100-00-52000-120-156	Overtime Retirement-Lieutenant	0.00	7.19	0.00	-7.19	0.00
100-00-52000-120-157	EAP-Lieutenant	0.00	6.75	27.00	20.25	25.00
100-00-52000-120-158	Premium Pay - Lieutenant	3.40	13.85	0.00	-13.85	0.00
100-00-52000-120-159	Professional Dues - Lieutenant	0.00	454.00	150.00	-304.00	302.67
100-00-52000-120-160	Training & Conf - Lieutenant	0.00	0.00	1,500.00	1,500.00	0.00
100-00-52000-120-200	POLICE OFFICERS	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-210	Salaries & Wages - FT Officers	40,351.43	171,193.64	588,418.00	417,224.36	29.09
100-00-52000-120-211	FICA Tax - FT Officers	3,090.66	13,640.77	45,014.00	31,373.23	30.30
100-00-52000-120-212	Premium Pay - FT Officers	588.16	10,315.26	48,635.22	38,319.96	21.21
100-00-52000-120-220	Salaries & Wages - PT Officers	167.70	420.46	10,736.00	10,315.54	3.92
100-00-52000-120-221	FICA Tax - PT Officers	12.83	32.17	822.00	789.83	3.91
100-00-52000-120-222	Retirement (WRS) - PT Officers	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-231	Health Insurance - FT Officers	-859.24	-5,204.49	87,553.92	92,758.41	-5.94
100-00-52000-120-232	Retirement (WRS) - FT Officers	5,203.78	23,971.24	63,550.00	39,578.76	37.72
100-00-52000-120-233	Overtime - FT Officers	754.32	4,612.80	14,815.00	10,202.20	31.14
100-00-52000-120-234	OT FICA Tax - FT Officers	57.71	352.24	4,855.00	4,502.76	7.26
100-00-52000-120-236	OT-FT Officers - Grant Wages	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-237	Retirement OT - FT Officers	99.71	609.80	6,854.00	6,244.20	8.90
100-00-52000-120-238	Training - Officers	250.00	892.76	5,000.00	4,107.24	17.86
100-00-52000-120-240	Emergency Assist Prog-Officers	0.00	60.75	162.00	101.25	37.50
100-00-52000-120-250	Legal Services-Police Dept	0.00	50.00	500.00	450.00	10.00
100-00-52000-120-320	Ammunition	0.00	1,178.98	3,000.00	1,821.02	39.30
100-00-52000-120-321	FT Officers Protective Cloth	437.82	3,846.36	7,500.00	3,653.64	51.28
100-00-52000-120-322	PT Officers Protective Cloth	0.00	0.00	500.00	500.00	0.00
100-00-52000-120-323	Physical Exams	211.50	711.50	2,800.00	2,088.50	25.41
100-00-52000-120-324	Fuel	2,077.60	8,835.56	40,000.00	31,164.44	22.09
100-00-52000-120-326	Telephone & Utilities - Police	629.20	1,675.55	8,000.00	6,324.45	20.94
100-00-52000-120-351	Pooled Car Expenses	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-352	Pooled Car Usage	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-380	Equipment Repairs/Maintenance	667.61	6,537.37	15,000.00	8,462.63	43.58
100-00-52000-120-400	POLICE CLERK	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-410	Salaries & Wages	2,016.44	9,633.95	26,213.83	16,579.88	36.75
100-00-52000-120-411	FICA Tax - Police Clerk	148.20	707.38	2,005.00	1,297.62	35.28
100-00-52000-120-431	Health Ins - Police Clerk	1,598.27	3,933.81	9,255.00	5,321.19	42.50
100-00-52000-120-432	Retirement(WRS) - Police Clerk	137.12	626.14	1,782.00	1,155.86	35.14
100-00-52000-120-434	Employee Assist Prog-PD Clerk	0.00	6.75	27.00	20.25	25.00
100-00-52000-120-437	Mileage - Police Clerk	0.00	0.00	150.00	150.00	0.00
100-00-52000-120-438	Train/Meetings - Police Clerk	0.00	0.00	300.00	300.00	0.00

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Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-52000-120-439	Dues & Memberships - PD Clerk	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-440	OT Wages - Police Clerk	0.00	0.00	394.00	394.00	0.00
100-00-52000-120-441	OT FICA - Police Clerk	0.00	0.00	31.00	31.00	0.00
100-00-52000-120-442	OT Retirement - Police Clerk	0.00	0.00	27.00	27.00	0.00
100-00-52000-120-443	PROPERTY ROOM MANAGER	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-444	Salaries & Wages	729.00	1,863.00	10,388.00	8,525.00	17.93
100-00-52000-120-445	FICA Tax - Prop Room Mgr	55.77	142.53	794.68	652.15	17.94
100-00-52000-120-459	POLICE DEPARTMENT - OTHER	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-460	Office Supplies	106.83	1,916.66	5,000.00	3,083.34	38.33
100-00-52000-120-475	Postage & Shipping	20.00	238.32	500.00	261.68	47.66
100-00-52000-120-476	Property Room/Evidence	0.00	59.08	800.00	740.92	7.39
100-00-52000-120-477	Narcans supplies	0.00	-120.00	0.00	120.00	0.00
100-00-52000-120-500	POLICE ADM ASSISTANT	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-510	Salaries & Wages	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-511	FICA Tax - Adm Assist	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-531	Health Insurance - Adm Assist	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-532	Retirement (WRS) Adm Assist	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-600	PD Licensing Expenses	0.00	0.00	100.00	100.00	0.00
100-00-52000-120-809	PD K-9	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-810	MCHS Animal Transport Expense	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-811	Outlay-Equipment	0.00	1,273.78	7,000.00	5,726.22	18.20
100-00-52000-120-812	PD Grant Expenditures	0.00	18,309.92	18,500.00	190.08	98.97
100-00-52000-120-815	PD Contracted Services	0.00	0.00	500.00	500.00	0.00
100-00-52000-120-820	Computer Purchase/Software	0.00	0.00	2,100.00	2,100.00	0.00
100-00-52000-120-821	Computer Support/Upgrades	0.00	13,039.00	30,000.00	16,961.00	43.46
100-00-52000-120-822	Computer & Background Cks	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-823	Mobile Data Air Card Service	0.00	0.00	0.00	0.00	0.00
100-00-52000-120-938	Police Department Insurance	0.00	26,833.37	32,000.00	5,166.63	83.85
100-00-52000-201-000	FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-110	Salaries & Wages	16,173.50	67,316.00	70,000.00	2,684.00	96.17
100-00-52000-201-111	FICA Tax - Fire Department	1,240.01	5,177.80	4,500.00	-677.80	115.06
100-00-52000-201-131	Employee Assistance Program	0.00	175.50	1,200.00	1,024.50	14.63
100-00-52000-201-135	Unemployment	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-200	ADMINISTRATIVE ASSISTANCE	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-210	Salaries & Wages AA	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-211	FICA Tax AA	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-230	Health Insurance AA	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-232	Retirement AA	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-321	Protective Clothing	0.00	4,838.32	20,000.00	15,161.68	24.19
100-00-52000-201-322	Miscellaneous FD Supplies	124.99	282.54	1,000.00	717.46	28.25
100-00-52000-201-323	Physical Exams	0.00	409.50	1,500.00	1,090.50	27.30
100-00-52000-201-324	Fuel	618.14	1,543.85	5,000.00	3,456.15	30.88
100-00-52000-201-325	Foam	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-326	Utilities - Siren	101.66	304.87	430.00	125.13	70.90
100-00-52000-201-327	Radios	0.00	0.00	7,500.00	7,500.00	0.00
100-00-52000-201-328	Disab/Accident Death Policy	0.00	3,683.51	2,500.00	-1,183.51	147.34
100-00-52000-201-329	Mileage - Fire Department	340.60	782.17	1,300.00	517.83	60.17
100-00-52000-201-330	Phone Reimbursement	40.00	120.00	800.00	680.00	15.00
100-00-52000-201-331	FD Dues & Memberships	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52000-201-340	Training/Schooling/Meetings	0.00	1,275.00	1,000.00	-275.00	127.50
100-00-52000-201-350	Office Expenses & Supplies	109.70	2,040.29	1,500.00	-540.29	136.02
100-00-52000-201-351	Fire Prevention Supplies	0.00	0.00	0.00	0.00	0.00

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-52000-201-380	Equipment Repairs/Maintenance	3,030.68	6,926.09	25,000.00	18,073.91	27.70
100-00-52000-201-381	Vehicle Maintenance	-200.49	0.00	0.00	0.00	0.00
100-00-52000-201-382	Bad Debt Expense-Fire Calls	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-383	Field Tools Outlay	0.00	7,064.24	7,500.00	435.76	94.19
100-00-52000-201-500	Fund Raising	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-810	Outlay-Truck Replacement	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-820	Computer Purchase/Software	0.00	0.00	1,500.00	1,500.00	0.00
100-00-52000-201-822	Emergency Operations Center	0.00	0.00	0.00	0.00	0.00
100-00-52000-201-938	Fire Department Insurance	119.16	18,081.94	16,500.00	-1,581.94	109.59
100-00-52000-201-940	FD Grant Matching	0.00	0.00	0.00	0.00	0.00
100-00-52000-300-000	FIRST RESPONDERS	0.00	0.00	0.00	0.00	0.00
100-00-52000-300-110	EMS/FR WAGE	3,590.50	16,714.75	25,000.00	8,285.25	66.86
100-00-52000-300-111	FICA Tax - First Responders	267.40	1,242.43	1,300.00	57.57	95.57
100-00-52000-301-000	Equipment Supplies/Maintenance	0.00	366.37	5,000.00	4,633.63	7.33
100-00-52000-301-322	First Responder/EMS Bad Debt	0.00	0.00	0.00	0.00	0.00
100-00-52000-301-340	Training/Schooling/Add'l Mtgs	0.00	0.00	1,600.00	1,600.00	0.00
100-00-52000-301-350	Supplies, Mileage & Expenses	81.29	209.67	3,000.00	2,790.33	6.99
100-00-52000-301-360	Medical/Physicals	0.00	0.00	0.00	0.00	0.00
100-00-52000-301-370	EMS Grant Expense	-62,863.05	-56,293.69	0.00	56,293.69	0.00
100-00-52000-301-811	Outlay-Equipment	0.00	1,339.45	4,000.00	2,660.55	33.49
100-00-52000-310-000	AMBULANCE SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-52000-310-210	Outside Services	10,300.00	5,150.00	22,000.00	16,850.00	23.41
100-00-52000-310-322	Bad Debt Expense-Misc	0.00	0.00	0.00	0.00	0.00
100-00-52000-310-329	Service/Standby Fee	-10,300.00	50,681.12	55,000.00	4,318.88	92.15
100-00-52000-370-000	EMS Grant Expense	0.00	0.00	0.00	0.00	0.00
100-00-52000-400-000	BUILDING INSPECTOR	0.00	0.00	0.00	0.00	0.00
100-00-52000-400-110	Salaries & Wages	1,066.82	4,877.62	14,846.67	9,969.05	32.85
100-00-52000-400-130	Retirement (WRS)	72.54	331.66	1,136.50	804.84	29.18
100-00-52000-400-131	Health Insurance	0.00	-123.61	5,668.00	5,791.61	-2.18
100-00-52000-400-134	FICA-Building Inspector	78.10	357.15	1,010.00	652.85	35.36
100-00-52000-400-250	Contracted Inspector Services	0.00	325.00	20,000.00	19,675.00	1.63
100-00-52000-400-352	Administrative Books, Codes	0.00	0.00	1,600.00	1,600.00	0.00
100-00-52000-400-354	Computer Software and Supplies	0.00	0.00	0.00	0.00	0.00
100-00-52800-000-000	POLICE & FIRE COMMISSION	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-000	PFC Wages	0.00	1,150.00	1,500.00	350.00	76.67
100-00-52800-100-010	PFC FICA Tax	0.00	87.98	114.75	26.77	76.67
100-00-52800-100-100	PFC Clerk Salaries & Wages	246.92	1,179.71	3,209.86	2,030.15	36.75
100-00-52800-100-111	PFC Clerk FICA Tax	18.14	91.07	246.00	154.93	37.02
100-00-52800-100-130	Health Insurance-PFC Clerk	500.46	863.24	1,134.00	270.76	76.12
100-00-52800-100-131	PFC Clerk Retirement	16.80	84.00	219.00	135.00	38.36
100-00-52800-100-132	OT Wages PFC Clerk	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-133	OT FICA PFC Clerk	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-134	OT Retirement PFC Clerk	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-320	PFC Expenses	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-321	PFC Postage	20.00	77.21	40.00	-37.21	193.03
100-00-52800-100-330	Mileage - Police & Fire Comm.	0.00	0.00	0.00	0.00	0.00
100-00-52800-100-340	PFC Training/Schooling	0.00	0.00	275.00	275.00	0.00
100-00-52800-100-354	Materials & Supplies	0.00	0.00	50.00	50.00	0.00
100-00-52800-330-000	Legal Fees-Police & Fire Comm	0.00	0.00	100.00	100.00	0.00
100-00-52800-331-000	Hearing Expense - PFC	0.00	0.00	0.00	0.00	0.00
<b>EMS Grant Expense</b>		<b>49,172.84</b>	<b>578,263.13</b>	<b>1,687,232.31</b>	<b>1,108,969.18</b>	<b>34.27</b>

Fund: 100 - General Fund

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
100-00-53000-000-000	PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
100-00-53000-300-000	Engineering Costs	0.00	0.00	50,000.00	50,000.00	0.00
100-00-53000-300-110	Consultant Fees/Contract	0.00	0.00	0.00	0.00	0.00
100-00-53000-301-000	Stormwater Permit Requirements	0.00	0.00	1,200.00	1,200.00	0.00
100-00-53000-302-000	PUBLIC WORKS DIRECTOR	50.00	50.00	0.00	-50.00	0.00
100-00-53000-302-110	Salaries & Wages - PW Director	1,830.72	11,235.39	32,390.00	21,154.61	34.69
100-00-53000-302-111	FICA Tax - PW Director	135.15	835.81	2,477.00	1,641.19	33.74
100-00-53000-302-130	Health Insurance - PW Director	3,632.40	8,942.66	7,556.00	-1,386.66	118.35
100-00-53000-302-131	EAP Fringe - PW Director	0.00	6.75	27.00	20.25	25.00
100-00-53000-302-132	Retirement (WRS) - PW Director	124.47	765.97	2,202.00	1,436.03	34.79
100-00-53000-302-322	Phone Expense - PW Director	80.00	80.00	480.00	400.00	16.67
100-00-53000-302-330	Mileage - Public Works	24.89	96.28	1,500.00	1,403.72	6.42
100-00-53000-302-340	Schooling, Training	140.00	1,052.82	1,500.00	447.18	70.19
100-00-53000-311-000	ROAD & STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00
100-00-53000-311-110	Salaries & Wages	19,829.41	120,682.91	290,764.80	170,081.89	41.51
100-00-53000-311-111	Wages-Part Time	0.00	338.41	1,689.00	1,350.59	20.04
100-00-53000-311-113	FICA Part Time	0.00	63.31	130.00	66.69	48.70
100-00-53000-311-114	Public Works Crew OT	45.00	8,677.88	18,125.00	9,447.12	47.88
100-00-53000-311-115	Public Works Crew OT FICA	3.33	648.35	1,387.00	738.65	46.74
100-00-53000-311-116	Public Works Crew OT Retirement	3.06	590.09	1,233.00	642.91	47.86
100-00-53000-311-130	PW Employees Physicals	110.00	173.75	300.00	126.25	57.92
100-00-53000-311-131	Health Insurance	13,738.54	36,663.04	83,109.00	46,445.96	44.11
100-00-53000-311-132	Retirement - PW Crew Gen/Call	1,348.40	7,425.53	19,772.00	12,346.47	37.56
100-00-53000-311-134	SS FICA - PW Crew Gen/Call	1,465.56	9,521.83	22,244.00	12,722.17	42.81
100-00-53000-311-137	PW Crew EAP Fringe	0.00	33.75	135.00	101.25	25.00
100-00-53000-311-340	Workshops & Training	0.00	0.00	500.00	500.00	0.00
100-00-53000-311-342	Salt/Brine	0.00	55,221.79	175,000.00	119,778.21	31.56
100-00-53000-311-343	Dust Control	0.00	0.00	0.00	0.00	0.00
100-00-53000-311-344	Patching Material-Asphalt	0.00	1,624.00	30,000.00	28,376.00	5.41
100-00-53000-311-345	Seal Coating	24,605.18	24,605.18	235,000.00	210,394.82	10.47
100-00-53000-311-346	Crackfilling	0.00	0.00	45,000.00	45,000.00	0.00
100-00-53000-311-347	Pavement Marking	0.00	0.00	20,000.00	20,000.00	0.00
100-00-53000-311-348	Gravel & Road Base	0.00	-7,766.25	25,000.00	32,766.25	-31.07
100-00-53000-311-349	Capital - Road Improvements	12.74	-2,298.86	90,000.00	92,298.86	-2.55
100-00-53000-311-357	Culverts	5,243.03	5,243.03	15,000.00	9,756.97	34.95
100-00-53000-311-358	Road Signs	0.00	0.00	4,245.00	4,245.00	0.00
100-00-53000-311-359	Bridge Inspections	0.00	0.00	3,000.00	3,000.00	0.00
100-00-53000-311-360	Storm Water	881.25	2,381.25	2,500.00	118.75	95.25
100-00-53000-311-380	Equipment; Repairs/Maintenance	2,226.32	31,172.75	54,000.00	22,827.25	57.73
100-00-53000-311-381	Traffic Signal Maintenance	341.28	341.28	3,500.00	3,158.72	9.75
100-00-53000-311-382	Traffic Signal Major Repairs	4,229.96	4,229.96	3,000.00	-1,229.96	141.00
100-00-53000-311-384	PWKS; Fuel Charges	2,583.89	31,684.51	54,414.00	22,729.49	58.23
100-00-53000-311-385	Tires	0.00	0.00	0.00	0.00	0.00
100-00-53000-311-811	Outlay-Equipment	0.00	0.00	0.00	0.00	0.00
100-00-53000-311-814	Equipment Rental Fees	0.00	409.70	47,000.00	46,590.30	0.87
100-00-53000-311-815	PW Non-Recurring Oper Expense	0.00	0.00	0.00	0.00	0.00
100-00-53000-312-326	Garage Utilities	1,502.62	8,767.28	11,500.00	2,732.72	76.24
100-00-53000-312-329	Uniforms & Safety Equipment	578.34	1,770.99	4,500.00	2,729.01	39.36
100-00-53000-312-354	Office Supplies	0.00	83.77	265.00	181.23	31.61
100-00-53000-312-355	Winter Maint-Plow Blades ETC	0.00	2,769.33	8,000.00	5,230.67	34.62
100-00-53000-312-356	Winter Damage-Private Property	0.00	0.00	150.00	150.00	0.00
100-00-53000-314-320	Garage Supplies & Expenses	6,352.90	10,813.45	12,000.00	1,186.55	90.11

Fund: 100 - General Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
100-00-53000-314-422	Weather Sirens	0.00	0.00	1,000.00	1,000.00	0.00
100-00-53000-315-420	Street Lighting	4,325.09	20,554.19	50,000.00	29,445.81	41.11
100-00-53000-620-110	Recycling Salaries & Wages	0.00	0.00	0.00	0.00	0.00
100-00-53000-620-111	FICA Tax - Recycling	0.00	0.00	0.00	0.00	0.00
100-00-53000-620-133	Crew Yard Site Salaries	0.00	0.00	0.00	0.00	0.00
100-00-53000-620-134	Crew Yard Site FICA	0.00	0.00	0.00	0.00	0.00
100-00-53000-620-310	Disposal of Roadside Garbage	0.00	0.00	0.00	0.00	0.00
100-00-53000-620-315	Recycling Expenses	13,375.03	45,020.99	134,089.00	89,068.01	33.58
100-00-53000-620-317	Yard Waste Site Exp	0.00	2,500.00	0.00	-2,500.00	0.00
100-00-53000-620-320	Solid Waste Collection Expense	39,171.00	111,666.38	366,512.00	254,845.62	30.47
100-00-53000-938-000	Public Works Insurance	0.00	22,415.14	40,000.00	17,584.86	56.04
100-00-53000-940-000	ROW Tree Work	0.00	0.00	0.00	0.00	0.00
<b>PWKS; Fuel Charges</b>		<b>147,989.56</b>	<b>581,094.39</b>	<b>1,973,395.80</b>	<b>1,392,301.41</b>	<b>29.45</b>
100-00-54000-000-000	HEALTH AND HUMAN SERVICES	0.00	0.00	0.00	0.00	0.00
100-00-54110-000-000	ANIMAL CONTROL	0.00	0.00	0.00	0.00	0.00
100-00-54110-210-000	Animal Control-Contracted	0.00	0.00	2,200.00	2,200.00	0.00
100-00-54110-211-000	Animal Control-Held for Cause	0.00	4,995.00	0.00	-4,995.00	0.00
<b>Health &amp; Human Services</b>		<b>0.00</b>	<b>4,995.00</b>	<b>2,200.00</b>	<b>-2,795.00</b>	<b>227.05</b>
100-00-55000-000-000	PARKS	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-040	Salary & Wages - CDD/ZA	307.68	1,461.49	3,666.67	2,205.18	39.86
100-00-55000-200-041	FICA Tax - CDD/ZA	22.92	108.69	280.50	171.81	38.75
100-00-55000-200-042	Retirement (WRS) - CDD/ZA	20.92	99.37	250.00	150.63	39.75
100-00-55000-200-043	Health Insurance - CDD/ZA	0.00	-20.60	945.00	965.60	-2.18
100-00-55000-200-045	Salary & Wages - Plan Tech	193.82	872.19	2,236.00	1,363.81	39.01
100-00-55000-200-046	FICA Tax - Plan Tech	14.10	63.48	172.00	108.52	36.91
100-00-55000-200-047	Retirement - Plan Tech	13.18	59.31	153.00	93.69	38.76
100-00-55000-200-048	Health Insurance - Plan Tech	0.00	-20.58	945.00	965.58	-2.18
100-00-55000-200-050	Public Works Director - Wages	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-051	PWD - FICA Tax	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-052	PWD - Retirement	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-053	PWD - Health Insurance	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-055	PWD - Mileage	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-080	PW Crew - Salary & Wages	0.00	0.00	13,216.59	13,216.59	0.00
100-00-55000-200-081	PW Crew - FICA	0.00	0.00	1,011.00	1,011.00	0.00
100-00-55000-200-082	Retirement - PW Crew	0.00	0.00	899.00	899.00	0.00
100-00-55000-200-083	Health Insurance - PW Crew	0.00	0.00	3,778.00	3,778.00	0.00
100-00-55000-200-112	Parks Worker Salaries	3,689.45	4,760.70	54,230.00	49,469.30	8.78
100-00-55000-200-113	Dues/Memberships	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-115	Parks Dept FICA Taxes	282.23	364.18	4,150.00	3,785.82	8.78
100-00-55000-200-116	Parks Schooling, Training	0.00	0.00	100.00	100.00	0.00
100-00-55000-200-130	Parks Dept Retirement	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-133	Parks Health Insurance	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-140	Parks Dept Physicals	-110.00	63.75	70.00	6.25	91.07
100-00-55000-200-326	Parks; Utilities	402.04	1,057.70	4,500.00	3,442.30	23.50
100-00-55000-200-327	Portable Restroom/Wash Station	750.00	750.00	4,500.00	3,750.00	16.67
100-00-55000-200-329	Uniforms & Safety Equipment	112.97	112.97	450.00	337.03	25.10
100-00-55000-200-355	Parks; Fuel Charges	426.42	1,385.92	5,500.00	4,114.08	25.20
100-00-55000-200-361	Maintenance Supplies	315.51	638.26	12,000.00	11,361.74	5.32
100-00-55000-200-380	Equipment Repairs	-839.30	2,615.83	2,500.00	-115.83	104.63

Fund: 100 - General Fund

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
100-00-55000-200-382	Capital Outlay - Equip/Impr	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-383	Maintenance-Sunset Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-384	Maintenance-Seville Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-385	Maintenance-Norm Plaza Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-386	Maintenance-General/Paths - MU	-58.56	0.00	0.00	0.00	0.00
100-00-55000-200-387	Maintenance-Gooding Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-388	Maintenance-Municipal Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-389	Maintenance -River Oaks	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-390	Maintenance-Wellhead Park	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-395	Maintenance Soccer Fields	0.00	0.00	0.00	0.00	0.00
100-00-55000-200-397	Maintenance - Friendship Park	-207.79	0.00	0.00	0.00	0.00
100-00-55000-200-400	Parks -Other Projects	1,287.18	1,614.56	30,000.00	28,385.44	5.38
100-00-55000-210-000	Forestry	0.00	-299.43	0.00	299.43	0.00
100-00-55000-938-000	Parks Insurance	0.00	4,832.07	5,600.00	767.93	86.29
<b>Parks; Fuel Charges</b>		<b>6,622.77</b>	<b>20,519.86</b>	<b>151,152.76</b>	<b>130,632.90</b>	<b>13.58</b>
100-00-57000-000-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-57000-100-203	Land Purchase	0.00	0.00	0.00	0.00	0.00
<b>Capital Outlay Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
100-00-58000-001-100	Principal-Debt Service	0.00	0.00	0.00	0.00	0.00
100-00-58000-001-110	Principal-PW Capital Lease	0.00	0.00	0.00	0.00	0.00
100-00-58000-001-221	Bond Issurance Costs	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
100-00-59000-000-000	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
100-00-59000-200-000	Transfer to Parks Fund	0.00	0.00	0.00	0.00	0.00
100-00-59000-240-000	Transfer to Capital Projects	0.00	0.00	0.00	0.00	0.00
100-00-59000-300-000	Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00
100-00-59000-451-000	Transfer to TID 1	0.00	0.00	0.00	0.00	0.00
100-00-59000-452-000	Transfer to TID 2	0.00	0.00	0.00	0.00	0.00
100-00-59000-453-000	Transfer to TID 3	0.00	0.00	0.00	0.00	0.00
100-00-59000-454-000	Transfer to TID 4	0.00	0.00	0.00	0.00	0.00
100-00-59000-650-000	Transfers To Sewer Fund	0.00	0.00	0.00	0.00	0.00
100-00-59000-750-000	Transfer to Equipment Replace	0.00	0.00	0.00	0.00	0.00
100-00-59000-800-000	Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>292,384.69</b>	<b>1,634,770.85</b>	<b>4,850,972.36</b>	<b>3,216,201.51</b>	<b>33.70</b>
<b>Net Totals</b>		<b>-201,779.66</b>	<b>919,124.73</b>	<b>-114.85</b>	<b>-919,239.58</b>	

Fund: 220 - Joint Municipal Court Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
220-00-48000-001-000 Interest Income	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	0.00	0.00	0.00	0.00	0.00
<b>Net Totals</b>	0.00	0.00	0.00	0.00	



Fund: 221 - Municipal Court Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
221-00-45100-200-100	MUNICIPAL COURT REVENUE	0.00	1,317.00	12,000.00	-10,683.00	10.98
221-00-45100-300-100	MUNICIPAL COURT COST SHARE	0.00	0.00	30,000.00	-30,000.00	0.00
<b>Municipal Court Revenues</b>		0.00	1,317.00	42,000.00	-40,683.00	3.14
221-00-48000-001-000	Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>		0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		0.00	1,317.00	42,000.00	-40,683.00	3.14

Fund: 221 - Municipal Court Fund

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
221-00-51200-100-110	Judge's Salaries & Wages	458.33	2,291.65	5,500.00	3,208.35	41.67
221-00-51200-100-111	Judge FICA Tax	35.07	175.33	420.75	245.42	41.67
221-00-51200-100-320	Court Expense - Bonding	0.00	0.00	200.00	200.00	0.00
221-00-51200-100-330	Mileage - Court Judge	0.00	0.00	0.00	0.00	0.00
221-00-51200-100-334	Interpreter/Substitute Judge	0.00	0.00	150.00	150.00	0.00
221-00-51200-100-354	Material & Supplies	204.12	807.30	2,500.00	1,692.70	32.29
221-00-51200-100-480	Computer Program Support	0.00	1,100.00	1,100.00	0.00	100.00
221-00-51250-100-000	Salaries & Wages - Court Clerk	1,851.84	8,847.54	24,073.92	15,226.38	36.75
221-00-51250-110-111	FICA Tax - Court Clerk	136.12	649.72	1,841.00	1,191.28	35.29
221-00-51250-130-000	Health Insurance - Court Clerk	1,533.68	3,678.56	8,500.00	4,821.44	43.28
221-00-51250-131-000	EAP Fringe - Court Clerk	0.00	0.00	0.00	0.00	0.00
221-00-51250-132-000	Retirement (WRS) - Court Clerk	125.92	629.60	1,637.00	1,007.40	38.46
221-00-51250-140-000	Overtime Wages - Court Clerk	0.00	0.00	0.00	0.00	0.00
221-00-51250-140-111	Overtime FICA- Court Clerk	0.00	0.00	0.00	0.00	0.00
221-00-51250-142-000	Overtime Retire - Court Clerk	0.00	0.00	0.00	0.00	0.00
221-00-51252-330-000	Mileage - Court Clerk	0.00	0.00	175.00	175.00	0.00
221-00-51252-340-000	Training/School/Meetings - All	100.00	845.00	1,500.00	655.00	56.33
221-00-51252-938-000	Prop & Liability Insurance	0.00	112.83	200.00	87.17	56.42
<b>Equipment Purchases</b>		<b>4,445.08</b>	<b>19,137.53</b>	<b>47,797.67</b>	<b>28,660.14</b>	<b>40.04</b>
<b>Total Expenses</b>		<b>4,445.08</b>	<b>19,137.53</b>	<b>47,797.67</b>	<b>28,660.14</b>	<b>40.04</b>
<b>Net Totals</b>		<b>-4,445.08</b>	<b>-17,820.53</b>	<b>-5,797.67</b>	<b>12,022.86</b>	<b>307.37</b>

Fund: 250 - Park Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
250-00-41110-000-000    General Property Taxes	0.00	0.00	0.00	0.00	0.00
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
250-00-43530-000-000    Transportation Grants	0.00	0.00	0.00	0.00	0.00
250-00-43535-000-000    Other Local Grants	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
250-00-46721-000-000    Park Dedication Fees	0.00	0.00	0.00	0.00	0.00
<b>Public Charges for Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
250-00-48130-000-000    Interest Earned on Investments	34.30	437.73	100.00	337.73	437.73
250-00-48530-000-000    Donations - Park Dept.	0.00	0.00	0.00	0.00	0.00
250-00-48540-000-000    Donations - Bike & Walkways	1,500.00	1,500.00	0.00	1,500.00	0.00
<b>Other Misc. Sewer Revenues</b>	<b>1,534.30</b>	<b>1,937.73</b>	<b>100.00</b>	<b>1,837.73</b>	<b>1,937.73</b>
250-00-49000-000-000    Proceeds; Loans/Financing	0.00	0.00	0.00	0.00	0.00
250-00-49210-000-000    Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
250-00-49211-000-000    Transfer from Water Fund	0.00	0.00	0.00	0.00	0.00
250-00-49212-000-000    Transfer from TID 2	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>1,534.30</b>	<b>1,937.73</b>	<b>100.00</b>	<b>1,837.73</b>	<b>1,937.73</b>

Fund: 250 - Park Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
250-00-55200-000-000 Parks Expense	0.00	0.00	0.00	0.00	0.00
<b>Parks; Fuel Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
250-00-57200-000-000 Park Outlay	0.00	0.00	100.00	100.00	0.00
250-00-57300-000-000 Bike and Walkway Outlay	0.00	0.00	0.00	0.00	0.00
250-00-57300-000-100 Bike/Walkway Outlay-State Exp	0.00	0.00	0.00	0.00	0.00
250-00-57300-000-200 Bike Right-of-Way/Acquisition	1,500.00	0.00	0.00	0.00	0.00
<b>Capital Outlay Expenditures</b>	<b>1,500.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
250-00-58200-000-000 Interfund Loan Interest	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
250-00-59000-000-000 Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>1,500.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
<b>Net Totals</b>	<b>34.30</b>	<b>1,937.73</b>	<b>0.00</b>	<b>-1,937.73</b>	

Fund: 260 - Fire Department Donation Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
260-00-48000-001-000	Interest Earned on Investments	145.12	217.80	0.00	217.80	0.00
260-00-48000-003-000	Sale of Fire Extinguishers	0.00	0.00	0.00	0.00	0.00
260-00-48000-004-000	FD Donation - WI Valley Fair	0.00	0.00	1,200.00	-1,200.00	0.00
260-00-48000-005-000	FD Donation - Raffle	0.00	0.00	0.00	0.00	0.00
260-00-48000-006-000	FD Donation - Food Drive	0.00	0.00	0.00	0.00	0.00
260-00-48000-007-000	FD Donation - 5K Run	0.00	0.00	28,000.00	-28,000.00	0.00
260-00-48000-008-000	FD Donation - Fall Fest	0.00	0.00	0.00	0.00	0.00
260-00-48000-009-000	FD Donation - Other	11,919.68	19,021.20	1,000.00	18,021.20	1,902.12
<b>Other Misc. Sewer Revenues</b>		<b>12,064.80</b>	<b>19,239.00</b>	<b>30,200.00</b>	<b>-10,961.00</b>	<b>63.71</b>
<b>Total Revenues</b>		<b>12,064.80</b>	<b>19,239.00</b>	<b>30,200.00</b>	<b>-10,961.00</b>	<b>63.71</b>

Fund: 260 - Fire Department Donation Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
260-00-55200-000-000	FD Donation Expenditures	0.00	0.00	0.00	0.00	0.00
260-00-55200-003-000	FD Donation Exp - Equipment	0.00	0.00	3,000.00	3,000.00	0.00
260-00-55200-004-000	FD Donation Exp - WI Val Fair	0.00	0.00	500.00	500.00	0.00
260-00-55200-005-000	FD Donation Exp - Raffle	0.00	0.00	0.00	0.00	0.00
260-00-55200-005-100	FD Donation Exp - Fall Fest	0.00	0.00	500.00	500.00	0.00
260-00-55200-006-000	FD Donation Exp - Food Drive	0.00	0.00	0.00	0.00	0.00
260-00-55200-007-000	FD Donation Exp - 5K Run	210.00	0.00	5,000.00	5,000.00	0.00
260-00-55200-007-100	Fallen Firefigher's Donations	0.00	0.00	17,000.00	17,000.00	0.00
260-00-55200-900-000	FD Donation Exp - Other	3,959.48	8,508.99	4,000.00	-4,508.99	212.72
<b>Parks; Fuel Charges</b>		4,169.48	8,508.99	30,000.00	21,491.01	28.36
<b>Total Expenses</b>		4,169.48	8,508.99	30,000.00	21,491.01	28.36
<b>Net Totals</b>		7,895.32	10,730.01	200.00	-10,530.01	5,365.01

Fund: 270 - 2% Fire Dues Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
270-00-43420-000-000    2% Fire Dues	0.00	0.00	28,171.00	-28,171.00	0.00
<b>State; COVID Reimbursement Aid</b>	0.00	0.00	28,171.00	-28,171.00	0.00
270-00-47320-000-000    2% Fire Dues from Guenther	0.00	0.00	1,100.00	-1,100.00	0.00
<b>Inter-Govt Charge for Services</b>	0.00	0.00	1,100.00	-1,100.00	0.00
270-00-48100-000-000    Interest on Investments	227.97	439.31	500.00	-60.69	87.86
<b>Other Misc. Sewer Revenues</b>	227.97	439.31	500.00	-60.69	87.86
<b>Total Revenues</b>	227.97	439.31	29,771.00	-29,331.69	1.48

Fund: 270 - 2% Fire Dues Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
270-00-52200-110-000	Salaries/Wages - Fire Prevent	1,127.00	3,264.00	6,000.00	2,736.00	54.40
270-00-52200-111-000	FICA - Fire Prevention	81.62	238.91	0.00	-238.91	0.00
270-00-52200-131-000	EAP - Fire Prevention	0.00	0.00	0.00	0.00	0.00
270-00-52200-340-000	Training/Schooling/Meetings	0.00	0.00	5,000.00	5,000.00	0.00
270-00-52200-351-000	Fire Prevention Supplies	0.00	2,117.00	3,500.00	1,383.00	60.49
270-00-52200-383-000	Fire Tools Outlay	-8,390.00	0.00	5,000.00	5,000.00	0.00
270-00-52200-811-000	Outlay-Fire Equipment	12,615.32	14,125.32	30,000.00	15,874.68	47.08
270-00-52200-815-000	Bank and Investment Fees	-89.70	0.00	0.00	0.00	0.00
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<b>EMS Grant Expense</b>		5,344.24	19,745.23	49,500.00	29,754.77	39.89
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<b>Total Expenses</b>		5,344.24	19,745.23	49,500.00	29,754.77	39.89
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<b>Net Totals</b>		-5,116.27	-19,305.92	-19,729.00	-423.08	97.86



Fund: 350 - Debt Service Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
350-00-41112-000-000 Property Tax Revenue	0.00	700,000.00	700,000.00	0.00	100.00
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>0.00</b>	<b>100.00</b>
350-00-42000-500-000 Principal - Golden Pond	0.00	0.00	9,200.00	-9,200.00	0.00
350-00-42000-600-000 Principal - Vanderwaal	0.00	0.00	11,652.00	-11,652.00	0.00
350-00-42000-801-000 Principal- Other Developments	0.00	0.00	0.00	0.00	0.00
<b>Principal</b>	<b>0.00</b>	<b>0.00</b>	<b>20,852.00</b>	<b>-20,852.00</b>	<b>0.00</b>
350-00-43400-000-000 State Shared Taxes-Weston 4	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
350-00-48000-001-000 Loan Proceeds	-151.30	0.00	0.00	0.00	0.00
350-00-48000-003-000 Interest Earned on Investments	1,240.43	10,684.24	0.00	10,684.24	0.00
350-00-48000-106-000 Interest - Golden Pond	0.00	0.00	0.00	0.00	0.00
350-00-48000-107-000 Interest - Vanderwaal	0.00	0.00	3,146.00	-3,146.00	0.00
350-00-48000-116-000 Interest - Other Developments	0.00	0.00	0.00	0.00	0.00
350-00-48100-000-000 Bond Premium	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>	<b>1,089.13</b>	<b>10,684.24</b>	<b>3,146.00</b>	<b>7,538.24</b>	<b>339.61</b>
350-00-49210-000-000 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
350-00-49220-000-000 Transfer from Water Fund	0.00	0.00	0.00	0.00	0.00
350-00-49221-000-000 Transfer from Sewer Fund	0.00	0.00	0.00	0.00	0.00
350-00-49400-000-000 Transfer from Capital Projects	0.00	0.00	0.00	0.00	0.00
350-00-49600-000-000 Transfer from Water Utility	0.00	0.00	0.00	0.00	0.00
350-00-49650-000-000 Transfer from Sewer Utility	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>1,089.13</b>	<b>710,684.24</b>	<b>723,998.00</b>	<b>-13,313.76</b>	<b>98.16</b>

Fund: 350 - Debt Service Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
350-00-51400-450-000 Bank & Investment Fees	0.00	0.00	0.00	0.00	0.00
<b>Equipment Purchases</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
350-00-58000-001-221 Bond Issurance Costs	0.00	0.00	0.00	0.00	0.00
350-00-58000-115-000 Principal - \$4.685 GOREFI 2021	0.00	345,000.00	345,000.00	0.00	100.00
350-00-58000-116-000 Principal - \$1.29M GOPN 2018	0.00	255,000.00	255,000.00	0.00	100.00
350-00-58000-231-000 Interest - \$4.685M	48,900.00	48,900.00	90,900.00	42,000.00	53.80
350-00-58000-235-000 Interest \$1.29M GOPN 2018	-48,900.00	15,600.00	27,375.00	11,775.00	56.99
<b>Payment to Refunding Bond Agen</b>	<b>0.00</b>	<b>664,500.00</b>	<b>718,275.00</b>	<b>53,775.00</b>	<b>92.51</b>
350-00-59600-000-000 Payment to Current Noteholder	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>664,500.00</b>	<b>718,275.00</b>	<b>53,775.00</b>	<b>92.51</b>
<b>Net Totals</b>	<b>1,089.13</b>	<b>46,184.24</b>	<b>5,723.00</b>	<b>-40,461.24</b>	<b>806.99</b>

Fund: 410 - Capital Projects Fund

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
410-00-41000-000-000 Tax Revenues	0.00	0.00	0.00	0.00	0.00
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
410-00-43000-000-710 Local Highway & Bridge Aid	0.00	0.00	0.00	0.00	0.00
410-00-43000-003-100 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
410-00-48000-001-000 Interest Earned on Investments	2,609.97	7,083.50	25.00	7,058.50	28,334.00
410-00-48100-000-000 Bond Premium	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>	<b>2,609.97</b>	<b>7,083.50</b>	<b>25.00</b>	<b>7,058.50</b>	<b>28,334.00</b>
410-00-49100-000-000 Bond proceeds	0.00	0.00	0.00	0.00	0.00
410-00-49210-000-000 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
410-00-49300-000-000 Undesignated Fund Revenue	0.00	0.00	125,000.00	-125,000.00	0.00
<b>Proceeds; Loans/Financing</b>	<b>0.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>-125,000.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>2,609.97</b>	<b>7,083.50</b>	<b>125,025.00</b>	<b>-117,941.50</b>	<b>5.67</b>

Fund: 410 - Capital Projects Fund

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
410-00-57100-000-000	Capital Road Improvements	0.00	0.00	125,000.00	125,000.00	0.00
410-00-57100-000-100	Other Capital Projects	0.00	0.00	0.00	0.00	0.00
410-00-57101-000-000	North Road - Seal Coat	0.00	0.00	0.00	0.00	0.00
410-00-57102-000-000	STP Urban - North Road/Bike	0.00	0.00	0.00	0.00	0.00
410-00-57103-000-000	Kowalski Road Interchange	0.00	0.00	0.00	0.00	0.00
<b>Capital Outlay Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>0.00</b>
410-00-58000-001-221	Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
410-00-59302-000-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>0.00</b>
<b>Net Totals</b>		<b>2,609.97</b>	<b>7,083.50</b>	<b>25.00</b>	<b>-7,058.50</b>	<b>28,334.00</b>

Fund: 451 - Tax Increment District 1

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget	
451-00-41000-001-110	Property Tax Revenue	0.00	250,037.71	283,750.00	-33,712.29	88.12
451-00-41000-001-120	Tax - Developer Guaranteed	0.00	0.00	0.00	0.00	0.00
<b>Tax - Developer Guaranteed</b>		0.00	250,037.71	283,750.00	-33,712.29	88.12
451-00-43000-003-550	State Exempt Computer Aid	0.00	0.00	568.00	-568.00	0.00
451-00-43670-000-000	Personal Property State Aid	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>		0.00	0.00	568.00	-568.00	0.00
451-00-47400-000-000	Tax Guarantee - Developers	0.00	49,415.26	47,500.00	1,915.26	104.03
<b>Inter-Govt Charge for Services</b>		0.00	49,415.26	47,500.00	1,915.26	104.03
451-00-48000-001-000	Interest on Investments	2,013.46	8,331.64	2,400.00	5,931.64	347.15
<b>Other Misc. Sewer Revenues</b>		2,013.46	8,331.64	2,400.00	5,931.64	347.15
451-00-49000-130-000	Loan Proceeds	0.00	0.00	0.00	0.00	0.00
451-00-49000-140-000	Loan from Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>		0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		2,013.46	307,784.61	334,218.00	-26,433.39	92.09

## Fund: 451 - Tax Increment District 1

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
451-00-51100-300-001	Engineering	0.00	0.00	0.00	0.00	0.00
451-00-51200-300-001	Marketing	0.00	0.00	0.00	0.00	0.00
451-00-51300-300-001	Legal	0.00	0.00	200.00	200.00	0.00
451-00-51350-300-001	Construction	0.00	0.00	0.00	0.00	0.00
451-00-51400-450-000	Bank and Investment Fees	-150.00	1,077.23	800.00	-277.23	134.65
451-00-51400-460-000	Office Supplies	0.00	0.00	0.00	0.00	0.00
451-00-51400-463-000	TIF Auditing	0.00	150.00	960.00	810.00	15.63
451-00-51400-464-000	TIF Consulting	0.00	236.46	0.00	-236.46	0.00
451-00-51410-302-000	ADMINISTRATIVE STAFF	0.00	0.00	0.00	0.00	0.00
451-00-51410-302-110	Salaries & Wages	329.28	1,429.41	5,486.00	4,056.59	26.06
451-00-51410-302-111	FICA Taxes	24.54	106.22	420.00	313.78	25.29
451-00-51410-302-130	Health Insurance	0.00	-54.76	1,418.00	1,472.76	-3.86
451-00-51410-302-132	Retirement (WRS)	9.84	78.39	373.00	294.61	21.02
451-00-51410-302-330	Mileage	0.00	0.00	0.00	0.00	0.00
451-00-51500-560-000	RDA Committee Compensation	0.00	161.49	600.00	438.51	26.92
<b>Equipment Purchases</b>		<b>213.66</b>	<b>3,184.44</b>	<b>10,257.00</b>	<b>7,072.56</b>	<b>31.05</b>
451-00-57000-100-203	Land Purchase	0.00	0.00	0.00	0.00	0.00
<b>Capital Outlay Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
451-00-58000-001-100	Debt Service - Principal	0.00	315,000.00	315,000.00	0.00	100.00
451-00-58000-001-220	Debt Service - Interest	0.00	56,210.00	108,763.75	52,553.75	51.68
451-00-58000-001-221	Bond Issuance Costs	0.00	0.00	615.00	615.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>371,210.00</b>	<b>424,378.75</b>	<b>53,168.75</b>	<b>87.47</b>
451-00-59000-240-000	Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
451-00-59000-250-000	Transfers To General Fund	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>213.66</b>	<b>374,394.44</b>	<b>434,635.75</b>	<b>60,241.31</b>	<b>86.14</b>
<b>Net Totals</b>		<b>1,799.80</b>	<b>-66,609.83</b>	<b>-100,417.75</b>	<b>-33,807.92</b>	<b>66.33</b>

Fund: 452 - Tax Increment District 2

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
452-00-41000-001-110 Property Tax Revenue	0.00	980,254.93	755,000.00	225,254.93	129.84
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>980,254.93</b>	<b>755,000.00</b>	<b>225,254.93</b>	<b>129.84</b>
452-00-43000-003-550 State Exempt Computer Aid	0.00	0.00	41,800.00	-41,800.00	0.00
452-00-43670-000-000 Personal Property State Aid	2,495.22	2,495.22	2,500.00	-4.78	99.81
452-00-43851-000-000 Grant Revenue	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>2,495.22</b>	<b>2,495.22</b>	<b>44,300.00</b>	<b>-41,804.78</b>	<b>5.63</b>
452-00-47400-000-000 Tax Guarantee - Developers	0.00	0.00	0.00	0.00	0.00
<b>Inter-Govt Charge for Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
452-00-48000-000-000 Miscellaneous Revenue	0.00	0.00	1,000.00	-1,000.00	0.00
452-00-48000-001-000 Interest Earned on Investments	4,071.67	11,128.41	4,000.00	7,128.41	278.21
452-00-48300-100-000 Proceeds; Land Sales	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>	<b>4,071.67</b>	<b>11,128.41</b>	<b>5,000.00</b>	<b>6,128.41</b>	<b>222.57</b>
452-00-49000-130-000 Proceeds; Loans/Financing	0.00	0.00	0.00	0.00	0.00
452-00-49210-000-000 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>6,566.89</b>	<b>993,878.56</b>	<b>804,300.00</b>	<b>189,578.56</b>	<b>123.57</b>

Fund: 452 - Tax Increment District 2

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
452-00-51100-300-001	Prfl Services; Engineering	0.00	0.00	50,000.00	50,000.00	0.00
452-00-51200-300-001	Prfl Services; Marketing	0.00	0.00	10,000.00	10,000.00	0.00
452-00-51300-300-001	Prfl Services; Legal	0.00	0.00	8,500.00	8,500.00	0.00
452-00-51350-300-001	Construction	0.00	0.00	170,000.00	170,000.00	0.00
452-00-51375-300-001	TIF Incentives	0.00	0.00	50,000.00	50,000.00	0.00
452-00-51400-450-000	Bank and Investment Fees	-150.00	1,900.24	1,800.00	-100.24	105.57
452-00-51400-460-000	Office Supplies	20.00	20.28	0.00	-20.28	0.00
452-00-51400-463-000	TIF Auditing	0.00	300.00	1,900.00	1,600.00	15.79
452-00-51400-464-000	TIF Consulting	825.00	3,761.47	0.00	-3,761.47	0.00
452-00-51410-302-000	ADMINISTRATIVE STAFF	0.00	0.00	0.00	0.00	0.00
452-00-51410-302-110	Salaries & Wages	658.10	2,872.90	10,971.00	8,098.10	26.19
452-00-51410-302-111	FICA Taxes	49.04	213.38	840.00	626.62	25.40
452-00-51410-302-130	Health Insurance	0.00	-111.24	2,835.00	2,946.24	-3.92
452-00-51410-302-132	Retirement (WRS)	19.66	157.75	747.00	589.25	21.12
452-00-51410-302-322	Miscellaneous	0.00	0.00	0.00	0.00	0.00
452-00-51410-302-330	Mileage	0.00	0.00	250.00	250.00	0.00
452-00-51500-560-000	RDA Committee Compensation	0.00	0.00	300.00	300.00	0.00
<b>Equipment Purchases</b>		<b>1,421.80</b>	<b>9,114.78</b>	<b>308,143.00</b>	<b>299,028.22</b>	<b>2.96</b>
452-00-57000-100-203	Land Purchase	0.00	0.00	0.00	0.00	0.00
<b>Capital Outlay Expenditures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
452-00-58000-001-100	Debt Service - Principal	0.00	0.00	0.00	0.00	0.00
452-00-58000-001-220	Debt Service - Interest	0.00	0.00	0.00	0.00	0.00
452-00-58000-001-221	Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
452-00-59000-240-000	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>1,421.80</b>	<b>9,114.78</b>	<b>308,143.00</b>	<b>299,028.22</b>	<b>2.96</b>
<b>Net Totals</b>		<b>5,145.09</b>	<b>984,763.78</b>	<b>496,157.00</b>	<b>-488,606.78</b>	<b>198.48</b>



Fund: 453 - Tax Increment District 3

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
453-00-41000-001-110 Property Tax Revenue	0.00	13,391.30	12,700.00	691.30	105.44
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>13,391.30</b>	<b>12,700.00</b>	<b>691.30</b>	<b>105.44</b>
453-00-43000-003-550 State Exempt Computer Aid	0.00	0.00	0.00	0.00	0.00
453-00-43670-000-000 Personal Property State Aid	533.91	533.91	540.00	-6.09	98.87
453-00-43851-000-000 Grant Revenue	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>533.91</b>	<b>533.91</b>	<b>540.00</b>	<b>-6.09</b>	<b>98.87</b>
453-00-47400-000-000 Developers Contributions	0.00	0.00	0.00	0.00	0.00
<b>Inter-Govt Charge for Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
453-00-48000-001-000 Interest on Investments	1,112.42	2,779.04	0.00	2,779.04	0.00
<b>Other Misc. Sewer Revenues</b>	<b>1,112.42</b>	<b>2,779.04</b>	<b>0.00</b>	<b>2,779.04</b>	<b>0.00</b>
453-00-49000-130-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00
453-00-49210-000-000 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>1,646.33</b>	<b>16,704.25</b>	<b>13,240.00</b>	<b>3,464.25</b>	<b>126.17</b>

Fund: 453 - Tax Increment District 3

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
453-00-51100-300-001	Engineering	0.00	0.00	0.00	0.00	0.00
453-00-51200-300-001	Marketing	0.00	0.00	0.00	0.00	0.00
453-00-51300-300-001	Legal	0.00	0.00	150.00	150.00	0.00
453-00-51350-300-001	Construction	0.00	0.00	0.00	0.00	0.00
453-00-51375-300-001	TIF Incentives	0.00	0.00	0.00	0.00	0.00
453-00-51400-450-000	TID #3; Fees & Bank Charges	-150.00	150.00	0.00	-150.00	0.00
453-00-51400-460-000	Office Supplies	0.00	0.56	0.00	-0.56	0.00
453-00-51400-463-000	TIF Auditing	0.00	25.00	150.00	125.00	16.67
453-00-51400-464-000	TIF Consulting	0.00	0.00	0.00	0.00	0.00
453-00-51410-302-000	ADMINISTRATIVE STAFF	0.00	0.00	0.00	0.00	0.00
453-00-51410-302-110	Salaries & Wages	54.84	239.44	915.00	675.56	26.17
453-00-51410-302-111	FICA Taxes	4.09	17.79	70.00	52.21	25.41
453-00-51410-302-130	Health Insurance	0.00	-9.12	237.00	246.12	-3.85
453-00-51410-302-132	Retirement (WRS)	1.62	13.05	63.00	49.95	20.71
453-00-51500-560-000	RDA Committee Compensation	0.00	0.00	0.00	0.00	0.00
<b>Equipment Purchases</b>		<b>-89.45</b>	<b>436.72</b>	<b>1,585.00</b>	<b>1,148.28</b>	<b>27.55</b>
453-00-58000-001-100	Debt Service - Principal	0.00	0.00	0.00	0.00	0.00
453-00-58000-001-220	Debt Service - Interest	0.00	0.00	0.00	0.00	0.00
453-00-58000-001-221	Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
453-00-59000-240-000	Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>-89.45</b>	<b>436.72</b>	<b>1,585.00</b>	<b>1,148.28</b>	<b>27.55</b>
<b>Net Totals</b>		<b>1,735.78</b>	<b>16,267.53</b>	<b>11,655.00</b>	<b>-4,612.53</b>	<b>139.58</b>

Fund: 454 - Tax Increment District 4

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget	
454-00-41000-001-110	Property Tax Revenue	0.00	164,112.30	98,800.00	65,312.30	166.11
454-00-41000-001-120	Tax - Developer Guaranteed	0.00	0.00	0.00	0.00	0.00
<b>Tax - Developer Guaranteed</b>		<b>0.00</b>	<b>164,112.30</b>	<b>98,800.00</b>	<b>65,312.30</b>	<b>166.11</b>
454-00-43000-003-550	State Exempt Computer Aid	0.00	0.00	675.00	-675.00	0.00
454-00-43670-000-000	Personal Property State Aid	361.75	361.75	362.00	-0.25	99.93
<b>State; COVID Reimbursement Aid</b>		<b>361.75</b>	<b>361.75</b>	<b>1,037.00</b>	<b>-675.25</b>	<b>34.88</b>
454-00-47400-000-000	Tax Guarantee - Developers	0.00	26,845.14	2,500.00	24,345.14	1,073.81
<b>Inter-Govt Charge for Services</b>		<b>0.00</b>	<b>26,845.14</b>	<b>2,500.00</b>	<b>24,345.14</b>	<b>1,073.81</b>
454-00-48000-001-000	Interest on Investments	97.61	1,509.37	1,100.00	409.37	137.22
<b>Other Misc. Sewer Revenues</b>		<b>97.61</b>	<b>1,509.37</b>	<b>1,100.00</b>	<b>409.37</b>	<b>137.22</b>
454-00-49000-130-000	Loan Proceeds	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>459.36</b>	<b>192,828.56</b>	<b>103,437.00</b>	<b>89,391.56</b>	<b>186.42</b>

Fund: 454 - Tax Increment District 4

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
454-00-51100-300-001	Engineering	0.00	0.00	0.00	0.00	0.00
454-00-51200-300-001	Marketing	0.00	0.00	0.00	0.00	0.00
454-00-51300-300-001	Legal	0.00	0.00	200.00	200.00	0.00
454-00-51350-300-001	Construction	0.00	0.00	0.00	0.00	0.00
454-00-51375-300-001	TIF Incentives	0.00	0.00	0.00	0.00	0.00
454-00-51400-450-000	TID #4; Fees & Bank Charges	-150.00	150.00	0.00	-150.00	0.00
454-00-51400-460-000	Office Supplies	0.00	0.04	0.00	-0.04	0.00
454-00-51400-463-000	TIF Auditing	0.00	25.00	160.00	135.00	15.63
454-00-51400-464-000	TIF Consulting	0.00	0.00	0.00	0.00	0.00
454-00-51410-302-000	ADMINISTRATIVE STAFF	0.00	0.00	0.00	0.00	0.00
454-00-51410-302-110	Salaries & Wages	54.84	239.44	915.00	675.56	26.17
454-00-51410-302-111	FICA Taxes	4.09	17.79	70.00	52.21	25.41
454-00-51410-302-130	Health Insurance	0.00	-9.18	237.00	246.18	-3.87
454-00-51410-302-132	Retirement (WRS)	1.62	13.05	63.00	49.95	20.71
454-00-51500-560-000	RDA Committee Compensation	0.00	0.00	0.00	0.00	0.00
<b>Equipment Purchases</b>		<b>-89.45</b>	<b>436.14</b>	<b>1,645.00</b>	<b>1,208.86</b>	<b>26.51</b>
454-00-58000-001-100	Debt Service - Principal	0.00	155,000.00	155,000.00	0.00	100.00
454-00-58000-001-220	Debt Service - Interest	0.00	22,850.00	42,600.00	19,750.00	53.64
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>177,850.00</b>	<b>197,600.00</b>	<b>19,750.00</b>	<b>90.01</b>
454-00-59000-240-000	Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>-89.45</b>	<b>178,286.14</b>	<b>199,245.00</b>	<b>20,958.86</b>	<b>89.48</b>
<b>Net Totals</b>		<b>548.81</b>	<b>14,542.42</b>	<b>-95,808.00</b>	<b>-110,350.42</b>	<b>-15.18</b>

Fund: 500 - ARPA -American Rescue Plan Act

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
500-00-43000-000-100 ARPA Revenue	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	0.00	0.00	0.00	0.00	0.00
500-00-48000-001-100 Interest on Investments	12.62	65.16	0.00	65.16	0.00
<b>Other Misc. Sewer Revenues</b>	12.62	65.16	0.00	65.16	0.00
<b>Total Revenues</b>	12.62	65.16	0.00	65.16	0.00

Fund: 500 - ARPA -American Rescue Plan Act

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
500-00-51000-001-000	Equipment Purchases	0.00	0.00	0.00	0.00	0.00
500-00-51350-000-001	Construction Expense	0.00	0.00	0.00	0.00	0.00
<b>Equipment Purchases</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
500-00-53000-000-100	Engineering - Wtr Meter Stn	5,200.00	20,156.13	0.00	-20,156.13	0.00
500-00-53600-000-000	Taxes - Property Taxes	0.00	0.00	0.00	0.00	0.00
500-00-53600-000-100	Land Purchase	0.00	0.00	0.00	0.00	0.00
<b>PWKS; Fuel Charges</b>		<b>5,200.00</b>	<b>20,156.13</b>	<b>0.00</b>	<b>-20,156.13</b>	<b>0.00</b>
500-00-57220-000-000	Fire Protection Capital Outlay	0.00	400,000.00	0.00	-400,000.00	0.00
<b>Capital Outlay Expenditures</b>		<b>0.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>-400,000.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>5,200.00</b>	<b>420,156.13</b>	<b>0.00</b>	<b>-420,156.13</b>	<b>0.00</b>
<b>Net Totals</b>		<b>-5,187.38</b>	<b>-420,090.97</b>	<b>0.00</b>	<b>420,090.97</b>	

Fund: 600 - Water Utility - no longer used

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
600-00-58000-002-428 Prin-Village7375000Debt 28.16%	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	0.00	0.00	0.00	0.00	0.00
<b>Net Totals</b>	0.00	0.00	0.00	0.00	

Fund: 601 - Water Utility

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
601-00-40800-200-000    Water Tax Roll	0.00	2,673.06	0.00	2,673.06	0.00
<b>REVENUES</b>	<b>0.00</b>	<b>2,673.06</b>	<b>0.00</b>	<b>2,673.06</b>	<b>0.00</b>
601-00-41900-000-000    Interest on Investments	2,985.26	7,889.51	15,000.00	-7,110.49	52.60
<b>Tax - Developer Guaranteed</b>	<b>2,985.26</b>	<b>7,889.51</b>	<b>15,000.00</b>	<b>-7,110.49</b>	<b>52.60</b>
601-00-42100-000-000    Misc Non-Operating Income	25.00	25.00	3,000.00	-2,975.00	0.83
<b>Principal</b>	<b>25.00</b>	<b>25.00</b>	<b>3,000.00</b>	<b>-2,975.00</b>	<b>0.83</b>
601-00-46100-461-000    Metered Sales - Residential	29,969.83	177,388.33	465,000.00	-287,611.67	38.15
601-00-46100-461-200    Metered Sales - Commercial	3,836.48	17,531.39	56,000.00	-38,468.61	31.31
601-00-46100-461-300    Metered Sales - Industrial	3,129.06	6,089.96	14,750.00	-8,660.04	41.29
601-00-46100-462-000    Private Fire Protection	1,756.90	8,193.39	18,000.00	-9,806.61	45.52
601-00-46100-463-000    Public Fire Protection	9,128.12	51,518.02	120,000.00	-68,481.98	42.93
601-00-46100-463-030    Industrial Fire Protection	0.00	0.00	0.00	0.00	0.00
601-00-46100-463-200    Commercial Fire Protection	0.00	0.00	0.00	0.00	0.00
601-00-46100-463-300    Metered Sales - Fire Protect	0.00	0.00	0.00	0.00	0.00
601-00-46100-464-000    Metered Sales/Public Authority	75.00	247.67	750.00	-502.33	33.02
601-00-46100-465-000    Metered Sales - Multifam Resid	4,454.63	29,311.40	78,000.00	-48,688.60	37.58
601-00-46100-472-000    Cell Tower Rent on Water Tower	31,360.00	31,360.00	31,360.00	0.00	100.00
601-00-46100-473-000    Water; Connection Fees	0.00	3,821.00	0.00	3,821.00	0.00
601-00-46100-474-000    Other Misc Water Revenues	0.00	5,804.67	0.00	5,804.67	0.00
601-00-46400-421-000    Contributed Assets	0.00	0.00	0.00	0.00	0.00
<b>Public Charges for Services</b>	<b>83,710.02</b>	<b>331,265.83</b>	<b>783,860.00</b>	<b>-452,594.17</b>	<b>42.26</b>
<b>Total Revenues</b>	<b>86,720.28</b>	<b>341,853.40</b>	<b>801,860.00</b>	<b>-460,006.60</b>	<b>42.63</b>



Fund: 601 - Water Utility

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
601-00-53600-403-000	Depreciation Expense - Water	0.00	35,030.30	206,311.05	171,280.75	16.98
601-00-53600-408-000	Taxes-Property Tax Equivalent	0.00	0.00	0.00	0.00	0.00
601-00-53600-601-001	Purchased Water - Engineering	0.00	0.00	0.00	0.00	0.00
601-00-53600-605-001	Maintenance of Water Source PI	0.00	0.00	0.00	0.00	0.00
601-00-53600-620-000	PUMPING EXPENSE	0.00	0.00	0.00	0.00	0.00
601-00-53600-620-001	PW Director Wages-Water	274.62	1,823.10	4,858.00	3,034.90	37.53
601-00-53600-620-002	PW Director FICA-Water	20.26	136.03	372.00	235.97	36.57
601-00-53600-620-003	PW Crew Salaries Water	0.00	0.00	4,360.80	4,360.80	0.00
601-00-53600-620-004	PW Crew FICA Water	0.00	0.00	334.00	334.00	0.00
601-00-53600-620-005	Utility Operator Wages Water	6,181.02	22,039.18	20,811.56	-1,227.62	105.90
601-00-53600-620-006	Utility Operator FICA Water	362.43	1,300.39	1,317.00	16.61	98.74
601-00-53600-620-007	OIC Pumping	0.00	0.00	0.00	0.00	0.00
601-00-53600-620-008	Utility Operator-Paid On Call	375.00	2,500.00	7,000.00	4,500.00	35.71
601-00-53600-620-009	Utility Op-Paid On Call FICA	38.63	197.90	550.00	352.10	35.98
601-00-53600-620-010	Utility Op-Paid On Call Retire	143.10	803.57	2,300.00	1,496.43	34.94
601-00-53600-620-011	Utility Operator - PT Wages	0.00	0.00	0.00	0.00	0.00
601-00-53600-620-012	Utility Operator - PT FICA	0.00	0.00	0.00	0.00	0.00
601-00-53600-622-001	Riser Wausau Energy	0.00	0.00	0.00	0.00	0.00
601-00-53600-622-002	WPS Electric	4,747.55	17,009.86	32,000.00	14,990.14	53.16
601-00-53600-622-003	WPS Gas	771.76	2,968.66	3,500.00	531.34	84.82
601-00-53600-623-001	Operation Supplies & Expense	0.00	152.74	1,200.00	1,047.26	12.73
601-00-53600-623-002	Telephone Exp-Wellhouse	104.37	511.30	1,300.00	788.70	39.33
601-00-53600-625-001	Maintenance of Pumping Plant	0.00	231.83	3,000.00	2,768.17	7.73
601-00-53600-625-002	Purchased Water	0.00	0.00	0.00	0.00	0.00
601-00-53600-630-000	WATER TREATMENT EXPENSE	0.00	0.00	0.00	0.00	0.00
601-00-53600-630-010	Marathon Co Health Lab	44.00	396.00	1,200.00	804.00	33.00
601-00-53600-630-011	OIC Treatment	0.00	0.00	7,000.00	7,000.00	0.00
601-00-53600-631-001	Chemicals	0.00	7,084.60	21,224.00	14,139.40	33.38
601-00-53600-632-001	Operation Supplies & Expenses	208.35	208.35	1,000.00	791.65	20.84
601-00-53600-632-002	Capital Projects	-191.38	0.00	0.00	0.00	0.00
601-00-53600-640-000	TRANSMISSION & DISTRIBUTION EX	0.00	0.00	0.00	0.00	0.00
601-00-53600-640-001	PW Director Dist Wages	274.62	1,823.10	4,858.00	3,034.90	37.53
601-00-53600-640-002	PW Director Dist FICA	20.26	136.03	372.00	235.97	36.57
601-00-53600-640-003	Utility Operator Dist Wages	447.58	2,461.69	20,811.56	18,349.87	11.83
601-00-53600-640-004	Utility Operator Dist FICA	33.22	183.07	1,317.00	1,133.93	13.90
601-00-53600-640-005	Utility Operator - PT Wages	0.00	0.00	0.00	0.00	0.00
601-00-53600-640-006	Utility Operator - PT FICA	0.00	0.00	0.00	0.00	0.00
601-00-53600-640-203	Land Purchase	0.00	0.00	0.00	0.00	0.00
601-00-53600-641-001	Operation Supplies & Expense	0.00	-305.34	3,570.00	3,875.34	-8.55
601-00-53600-641-002	Water Sampling Expense	516.20	571.20	8,000.00	7,428.80	7.14
601-00-53600-641-003	Capital Outlay Equipment	0.00	0.00	10,000.00	10,000.00	0.00
601-00-53600-650-001	Maint of Distribution Reserv	0.00	0.00	1,000.00	1,000.00	0.00
601-00-53600-650-002	Water Storage	0.00	0.00	50,000.00	50,000.00	0.00
601-00-53600-651-001	Maintenance of Mains	0.00	0.00	4,600.00	4,600.00	0.00
601-00-53600-651-002	PW Crew Salaries Maintenance	0.00	0.00	4,360.80	4,360.80	0.00
601-00-53600-651-003	PW Crew FICA Maintenance	0.00	0.00	334.00	334.00	0.00
601-00-53600-651-004	OIC Mains	0.00	0.00	0.00	0.00	0.00
601-00-53600-652-001	Maintenance of Services	0.00	0.00	5,000.00	5,000.00	0.00
601-00-53600-652-002	OIC Service Laterals	0.00	0.00	0.00	0.00	0.00
601-00-53600-653-001	Maintenance of Meters Purchase	0.00	3,681.52	20,000.00	16,318.48	18.41
601-00-53600-654-001	Maintenance of Hydrants	0.00	0.00	1,000.00	1,000.00	0.00
601-00-53600-655-001	Maintenance of Other Plants	0.00	24.44	5,100.00	5,075.56	0.48

Fund: 601 - Water Utility

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
601-00-53600-900-000	CUSTOMER ACCOUNTS EXPENSE	0.00	0.00	0.00	0.00	0.00
601-00-53600-901-005	OIC Meter Reading	0.00	0.00	0.00	0.00	0.00
601-00-53600-902-001	Utility Clerk Wages Billing	360.16	1,800.80	4,703.65	2,902.85	38.29
601-00-53600-902-002	Utility Clerk FICA Billing	26.30	132.15	360.00	227.85	36.71
601-00-53600-903-001	Billing Supplies	0.00	0.00	450.00	450.00	0.00
601-00-53600-903-002	Postage Expense	150.00	1,240.64	8,000.00	6,759.36	15.51
601-00-53600-903-003	Bank Fees	16.25	1,280.74	1,500.00	219.26	85.38
601-00-53600-903-004	Computer Software & Support	0.00	1,762.50	18,000.00	16,237.50	9.79
601-00-53600-904-001	Uncollectable Expense	0.00	0.00	0.00	0.00	0.00
601-00-53600-906-001	PW Director Wages Information	274.62	1,823.10	4,858.00	3,034.90	37.53
601-00-53600-906-002	PW Director FICA Information	20.26	136.03	372.00	235.97	36.57
601-00-53600-906-003	Utility Clerk Wage Information	0.00	-461.28	4,703.65	5,164.93	-9.81
601-00-53600-906-004	Utility Clerk FICA Information	386.46	1,897.37	360.00	-1,537.37	527.05
601-00-53600-906-005	Utility Operator Wages Informa	511.52	2,557.60	20,811.56	18,253.96	12.29
601-00-53600-906-006	Utility Operator FICA Informa	122.72	518.14	1,317.00	798.86	39.34
601-00-53600-906-007	Consumer Confidence Report	0.00	0.00	1,500.00	1,500.00	0.00
601-00-53600-906-008	Utility Operator - PT Wages	0.00	0.00	0.00	0.00	0.00
601-00-53600-906-009	Utility Operator - PT FICA	0.00	0.00	0.00	0.00	0.00
601-00-53600-920-000	ADMIN & GENERAL EXPENSE	0.00	0.00	0.00	0.00	0.00
601-00-53600-920-001	Utility Clerk Wages Billing AG	360.16	1,800.80	4,704.00	2,903.20	38.28
601-00-53600-920-002	Utility Clerk FICA Billing AG	26.30	132.15	360.00	227.85	36.71
601-00-53600-920-003	Utility Op Wages Billing AG	447.58	2,461.69	20,811.56	18,349.87	11.83
601-00-53600-920-004	Utility Op FICA Billing AG	33.22	183.07	1,317.00	1,133.93	13.90
601-00-53600-920-005	PW Director Wages Billing AG	1,417.46	6,792.46	34,615.71	27,823.25	19.62
601-00-53600-920-006	PW Director FICA Billing AG	105.41	505.77	2,649.50	2,143.73	19.09
601-00-53600-921-001	Office Supply Expense	52.67	254.08	1,600.00	1,345.92	15.88
601-00-53600-921-003	Office Phone Expense	50.46	355.62	600.00	244.38	59.27
601-00-53600-921-004	Copy Expense	0.00	0.00	250.00	250.00	0.00
601-00-53600-921-005	Internet Access	59.99	299.95	1,200.00	900.05	25.00
601-00-53600-921-006	Fuel	365.22	1,512.81	8,000.00	6,487.19	18.91
601-00-53600-921-007	Mileage - Water Utility	0.00	253.07	1,500.00	1,246.93	16.87
601-00-53600-921-008	Equipment Parts & Maintenance	0.00	2,039.33	8,000.00	5,960.67	25.49
601-00-53600-921-009	Uniforms	93.96	437.27	700.00	262.73	62.47
601-00-53600-923-001	Accounting Services	0.00	1,750.00	6,000.00	4,250.00	29.17
601-00-53600-923-002	Engineering Services	16,355.75	70,275.00	175,000.00	104,725.00	40.16
601-00-53600-923-004	Legal Services	0.00	0.00	1,000.00	1,000.00	0.00
601-00-53600-923-005	Diggers Hotline	0.00	323.20	3,000.00	2,676.80	10.77
601-00-53600-923-006	Operator in Charge	0.00	0.00	0.00	0.00	0.00
601-00-53600-923-007	Inspection Services	0.00	0.00	3,000.00	3,000.00	0.00
601-00-53600-924-001	Insurance Expense	0.00	4,765.38	8,000.00	3,234.62	59.57
601-00-53600-926-001	PW Crew Health Operation	597.32	2,811.10	3,778.00	966.90	74.41
601-00-53600-926-002	PW Crew Retirement Operation	0.00	0.00	899.00	899.00	0.00
601-00-53600-926-003	Utility Clerk Health Operation	1,452.96	3,359.52	7,556.00	4,196.48	44.46
601-00-53600-926-004	Utility Clerk Retire Operation	98.00	460.01	1,279.00	818.99	35.97
601-00-53600-926-005	Utility Clerk EAP Operation	0.00	20.25	14.00	-6.25	144.64
601-00-53600-926-007	PW Director Health Operation	6,841.02	10,956.87	5,665.50	-5,291.37	193.40
601-00-53600-926-008	PW Director Retire Operation	129.26	895.11	1,653.00	757.89	54.15
601-00-53600-926-009	Utility Op Health Operation	0.00	0.00	18,888.24	18,888.24	0.00
601-00-53600-926-010	Utility Op Retire Operation	397.04	1,404.78	3,958.00	2,553.22	35.49
601-00-53600-926-011	Utility Operator - PT Wages	0.00	0.00	0.00	0.00	0.00
601-00-53600-926-012	Utility Operator - PT FICA	0.00	0.00	0.00	0.00	0.00
601-00-53600-928-001	Regulatory Commission Exp	0.00	2,836.48	8,000.00	5,163.52	35.46

Fund: 601 - Water Utility

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
601-00-53600-930-001	PW Crew Wages Misc	0.00	0.00	4,493.80	4,493.80	0.00
601-00-53600-930-002	PW Crew FICA Misc	0.00	0.00	343.00	343.00	0.00
601-00-53600-930-003	Utility Clerk Wages Misc	360.16	1,800.80	4,703.00	2,902.20	38.29
601-00-53600-930-004	Utility Clerk FICA Misc	26.30	132.15	359.50	227.35	36.76
601-00-53600-930-005	PW Director Wages Misc	274.62	1,823.10	4,858.60	3,035.50	37.52
601-00-53600-930-006	PW Director FICA Misc	20.26	136.03	370.50	234.47	36.72
601-00-53600-930-007	Utility Op Wages Misc	447.58	2,461.69	20,811.56	18,349.87	11.83
601-00-53600-930-008	Utility Op FICA Misc	33.22	183.07	1,317.00	1,133.93	13.90
601-00-53600-930-009	Education/Seminars Expense	0.00	0.00	2,500.00	2,500.00	0.00
601-00-53600-930-010	Marathon Co Health Wells	0.00	0.00	0.00	0.00	0.00
601-00-53600-930-011	OIC Garden Wells	0.00	0.00	0.00	0.00	0.00
601-00-53600-930-013	Recruiting Expense	0.00	0.00	1,000.00	1,000.00	0.00
601-00-53600-933-001	Transport Exp - Supplies	0.00	0.00	0.00	0.00	0.00
<b>PWKS; Fuel Charges</b>		<b>46,285.80</b>	<b>237,079.92</b>	<b>901,653.10</b>	<b>664,573.18</b>	<b>26.29</b>
601-00-58000-001-221	Bond Issuance Costs	0.00	0.00	0.00	0.00	0.00
<b>Payment to Refunding Bond Agen</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
601-00-59000-300-000	Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>		<b>46,285.80</b>	<b>237,079.92</b>	<b>901,653.10</b>	<b>664,573.18</b>	<b>26.29</b>
<b>Net Totals</b>		<b>40,434.48</b>	<b>104,773.48</b>	<b>-99,793.10</b>	<b>-204,566.58</b>	<b>-104.99</b>

Fund: 650 - Sewer Utility

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
650-00-40800-300-000	Sewer Tax Roll	0.00	2,224.54	0.00	2,224.54	0.00
<b>REVENUES</b>		<b>0.00</b>	<b>2,224.54</b>	<b>0.00</b>	<b>2,224.54</b>	<b>0.00</b>
650-00-46200-622-001	Metered Sales-Residential	31,422.30	187,228.31	435,000.00	-247,771.69	43.04
650-00-46200-622-002	Metered Sales-Commercial	4,753.07	21,087.12	55,000.00	-33,912.88	38.34
650-00-46200-622-003	Metered Sales-Industrial	3,988.76	7,836.68	16,500.00	-8,663.32	47.50
650-00-46200-622-005	Metered Sales - Multifam Res	7,992.82	46,454.34	99,000.00	-52,545.66	46.92
650-00-46200-623-000	Metered Sales-Public Auth	0.00	371.82	1,500.00	-1,128.18	24.79
650-00-46200-631-000	Forfeited Discount	675.61	2,985.19	4,500.00	-1,514.81	66.34
650-00-46200-632-000	Sewer; Connection Fees	0.00	3,821.00	0.00	3,821.00	0.00
650-00-46200-635-000	Other Sewerage Revenue	0.00	0.00	0.00	0.00	0.00
650-00-46400-421-000	Contributed Assets	0.00	0.00	0.00	0.00	0.00
<b>Public Charges for Services</b>		<b>48,832.56</b>	<b>269,784.46</b>	<b>611,500.00</b>	<b>-341,715.54</b>	<b>44.12</b>
650-00-48000-000-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
650-00-48000-001-100	Interest On Investments	2,438.14	6,719.18	21,000.00	-14,280.82	32.00
650-00-48000-002-311	Other Misc. Sewer Revenues	0.00	5,804.68	0.00	5,804.68	0.00
<b>Other Misc. Sewer Revenues</b>		<b>2,438.14</b>	<b>12,523.86</b>	<b>21,000.00</b>	<b>-8,476.14</b>	<b>59.64</b>
650-00-49210-000-000	Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
<b>Proceeds; Loans/Financing</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>51,270.70</b>	<b>284,532.86</b>	<b>632,500.00</b>	<b>-347,967.14</b>	<b>44.99</b>

## Fund: 650 - Sewer Utility

Account Number		2023	2023	2023	Budget Status	% of Budget
		May	Actual 05/31/2023	Budget		
650-00-53560-850-001	PW Crew Salaries & Wages	0.00	137.58	13,216.59	13,079.01	1.04
650-00-53560-850-002	PW Crew FICA	0.00	10.22	1,011.00	1,000.78	1.01
650-00-53560-850-004	PW Crew Insurance	597.33	3,664.63	3,778.00	113.37	97.00
650-00-53560-850-005	PW Crew Retirement	0.00	9.36	899.00	889.64	1.04
650-00-53560-850-006	Utilities Clerk Salaries/Wages	1,440.64	6,895.68	18,728.32	11,832.64	36.82
650-00-53560-850-007	Utilities Clerk FICA	105.32	505.43	1,432.50	927.07	35.28
650-00-53560-850-008	Utilities Clerk Health Ins	1,452.96	3,359.52	7,556.00	4,196.48	44.46
650-00-53560-850-009	Utilities Clerk Retirement	97.92	469.62	1,274.00	804.38	36.86
650-00-53560-850-010	Utilities Clerk EAP Fringe	0.00	0.00	14.00	14.00	0.00
650-00-53560-850-011	PW Director Salaries & Wages	2,516.12	13,632.97	24,292.50	10,659.53	56.12
650-00-53560-850-012	PW Director FICA	186.49	1,015.32	1,858.50	843.18	54.63
650-00-53560-850-013	PW Director Health Insurance	6,841.02	10,956.88	5,665.50	-5,291.38	193.40
650-00-53560-850-014	PW Director Retirement	129.24	865.59	1,653.00	787.41	52.36
650-00-53560-850-015	Utility Op Salaries & Wages	12,001.08	49,985.71	86,018.80	36,033.09	58.11
650-00-53560-850-016	Utility Operators FICA	889.08	3,709.35	6,574.00	2,864.65	56.42
650-00-53560-850-017	Utility Op Health Insurance	0.00	0.00	18,888.24	18,888.24	0.00
650-00-53560-850-018	Utility Op Retirement	752.40	3,188.60	3,930.00	741.40	81.13
650-00-53560-850-022	Utility Operator - PT Wages	0.00	0.00	26,000.00	26,000.00	0.00
650-00-53560-850-023	Utility Operator PT FICA	0.00	0.00	1,989.00	1,989.00	0.00
650-00-53650-403-000	Depreciation Expense-Sewer	0.00	37,043.54	218,000.00	180,956.46	16.99
650-00-53650-821-001	Wisconsin Public Service-Elec	8,691.59	24,892.34	25,000.00	107.66	99.57
650-00-53650-821-002	Wisconsin Public Service-Gas	8.29	58.73	300.00	241.27	19.58
650-00-53650-826-000	Capital Outlay Equipment	0.00	20,600.00	360,000.00	339,400.00	5.72
650-00-53650-827-001	Operation-Telephone Exp	687.21	2,328.31	6,000.00	3,671.69	38.81
650-00-53650-827-002	System Membership/Service Cont	0.00	0.00	0.00	0.00	0.00
650-00-53650-831-000	Mainten of Collecting System	540.00	2,127.50	30,000.00	27,872.50	7.09
650-00-53650-832-000	Maintenance of Stations	4,170.32	23,032.47	15,000.00	-8,032.47	153.55
650-00-53650-850-009	Utilities Clerk Retirement	0.00	0.00	0.00	0.00	0.00
650-00-53650-851-001	Office Supplies Expense	79.66	506.95	700.00	193.05	72.42
650-00-53650-851-002	Postage Expense	154.85	1,250.39	3,389.00	2,138.61	36.90
650-00-53650-851-003	Office-Phone Expense	141.41	401.26	478.00	76.74	83.95
650-00-53650-851-004	Copy Expense	0.00	0.00	500.00	500.00	0.00
650-00-53650-851-005	Billing Supplies	0.00	0.00	500.00	500.00	0.00
650-00-53650-851-006	Internet Access	59.99	299.95	1,200.00	900.05	25.00
650-00-53650-851-007	Bank Fees	16.25	2,641.66	2,000.00	-641.66	132.08
650-00-53650-851-008	Equipment Parts & Maintenance	731.24	1,978.65	4,000.00	2,021.35	49.47
650-00-53650-851-009	Computer Supplies & Expenses	0.00	0.00	18,000.00	18,000.00	0.00
650-00-53650-851-010	Uniforms	93.94	437.23	575.00	137.77	76.04
650-00-53650-852-001	Accounting Services	0.00	2,462.50	21,000.00	18,537.50	11.73
650-00-53650-852-002	Engineering Services	0.00	3,535.00	150,000.00	146,465.00	2.36
650-00-53650-852-003	Legal Services	0.00	0.00	1,100.00	1,100.00	0.00
650-00-53650-852-004	Rib Mt Sewerage District	24,851.45	95,687.23	260,000.00	164,312.77	36.80
650-00-53650-852-005	Diggers Hotline	0.00	323.20	1,100.00	776.80	29.38
650-00-53650-852-006	Operator in Charge	0.00	0.00	0.00	0.00	0.00
650-00-53650-852-008	Pipeline Newsletter	0.00	0.00	1,000.00	1,000.00	0.00
650-00-53650-852-010	Meter Reading Share	0.00	0.00	0.00	0.00	0.00
650-00-53650-853-000	Insurance Expense	0.00	1,736.52	3,000.00	1,263.48	57.88
650-00-53650-856-000	Misc General Expense	0.00	0.00	8,000.00	8,000.00	0.00
650-00-53650-856-001	Education/Seminars Expense	0.00	0.00	2,500.00	2,500.00	0.00
650-00-53650-856-002	Mileage - Sewer Utility	0.00	61.73	1,500.00	1,438.27	4.12
650-00-53650-856-003	Fuel	365.23	934.74	8,000.00	7,065.26	11.68
650-00-53650-856-013	Recruiting Expense	0.00	0.00	1,000.00	1,000.00	0.00

Fund: 650 - Sewer Utility

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
650-00-53650-857-001    Capital Improvements	0.00	0.00	20,000.00	20,000.00	0.00
<b>PWKS; Fuel Charges</b>	<b>67,601.03</b>	<b>320,746.36</b>	<b>1,388,620.95</b>	<b>1,067,874.59</b>	<b>23.10</b>
650-00-59000-100-000    Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
650-00-59000-300-000    Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>67,601.03</b>	<b>320,746.36</b>	<b>1,388,620.95</b>	<b>1,067,874.59</b>	<b>23.10</b>
<b>Net Totals</b>	<b>-16,330.33</b>	<b>-36,213.50</b>	<b>-756,120.95</b>	<b>-719,907.45</b>	<b>4.79</b>

Fund: 750 - Internal Equipment Replacement

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
750-00-41000-000-000 Tax Revenues	0.00	200,000.00	200,000.00	0.00	100.00
<b>Tax - Developer Guaranteed</b>	<b>0.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>100.00</b>
750-00-43851-000-000 Grant Revenue	0.00	0.00	0.00	0.00	0.00
<b>State; COVID Reimbursement Aid</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
750-00-48000-001-100 Interest Earned on Investments	1,306.15	3,591.91	5,000.00	-1,408.09	71.84
750-00-48000-002-303 Sale of Equipment	0.00	0.00	0.00	0.00	0.00
<b>Other Misc. Sewer Revenues</b>	<b>1,306.15</b>	<b>3,591.91</b>	<b>5,000.00</b>	<b>-1,408.09</b>	<b>71.84</b>
750-00-49000-000-000 Proceeds; Loans/Financing	0.00	0.00	0.00	0.00	0.00
750-00-49100-000-000 Proceeds from LT Debt	0.00	732,208.00	0.00	732,208.00	0.00
750-00-49210-000-000 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00
750-00-49250-000-000 Transfer from Parks Fund	72,021.31	72,021.31	0.00	72,021.31	0.00
<b>Proceeds; Loans/Financing</b>	<b>72,021.31</b>	<b>804,229.31</b>	<b>0.00</b>	<b>804,229.31</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>73,327.46</b>	<b>1,007,821.22</b>	<b>205,000.00</b>	<b>802,821.22</b>	<b>491.62</b>

Fund: 750 - Internal Equipment Replacement

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
750-00-51000-001-000    Equipment Purchases	0.00	35,884.87	254,000.00	218,115.13	14.13
750-00-51900-000-000    Bank & Investment Fees	0.00	2,016.21	0.00	-2,016.21	0.00
<b>Equipment Purchases</b>	<b>0.00</b>	<b>37,901.08</b>	<b>254,000.00</b>	<b>216,098.92</b>	<b>14.92</b>
750-00-57220-000-000    Fire Protection Capital Outlay	0.00	932,208.00	0.00	-932,208.00	0.00
<b>Capital Outlay Expenditures</b>	<b>0.00</b>	<b>932,208.00</b>	<b>0.00</b>	<b>-932,208.00</b>	<b>0.00</b>
750-00-59000-000-000    Transfer to Other Funds	0.00	0.00	0.00	0.00	0.00
<b>Transfer to Other Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>970,109.08</b>	<b>254,000.00</b>	<b>-716,109.08</b>	<b>381.93</b>
<b>Net Totals</b>	<b>73,327.46</b>	<b>37,712.14</b>	<b>-49,000.00</b>	<b>-86,712.14</b>	<b>-76.96</b>



Fund: 800 - Custodial Fund-Tax Due Others

Account Number	2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
800-00-41100-000-000 Tax Collections	0.00	0.00	0.00	0.00	0.00
<b>Tax - Developer Guaranteed</b>	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	0.00	0.00	0.00	0.00	0.00

Fund: 800 - Custodial Fund-Tax Due Others

Account Number		2023 May	2023 Actual 05/31/2023	2023 Budget	Budget Status	% of Budget
800-00-51100-000-000	Tax Due Other	0.00	0.00	0.00	0.00	0.00
800-00-51101-000-000	Tax Due Marathon County	0.00	0.00	0.00	0.00	0.00
800-00-51102-000-000	Tax Due Mosinee School Dist	0.00	0.00	0.00	0.00	0.00
800-00-51103-000-000	Tax Due DC Everest Schools	0.00	0.00	0.00	0.00	0.00
800-00-51104-000-000	Tax Due North Central Tech	0.00	0.00	0.00	0.00	0.00
800-00-51105-000-000	MFL Due Marathon County	0.00	0.00	0.00	0.00	0.00
<b>Equipment Purchases</b>		0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>		0.00	0.00	0.00	0.00	0.00
<b>Net Totals</b>		0.00	0.00	0.00	0.00	

## Agenda Item

### Community Development/Planning and Zoning Director Report

June 26, 2023

Peter S. Wegner, Community Development/Planning and Zoning Director

- 5/17/2023 Commercial Building Occupancy Permit.
- 5/18/2023 Review Klatt proposed Rezone and CSM.
- 5/18/2023 Meeting regarding Multifamily Development.
- 5/22/2023 Village Board Meeting (Discussions regarding amending the Future Land Use Map).
- 5/22/2023 Review proposed CSM Riverside Land Surveying.
- 5/24/2023 Review proposed Rezone and CSM Hwy 153.
- 5/24/2023 Meeting with Dan M., Randy and Lisa regarding TIDs.
- 5/24/2023 Bike and Walk Event.
- 5/25/2023 Research Rezoning Requests and Comprehensive Plan.
- 5/25/2023 Correspondence with Duane regarding Joint Review Board Meeting.
- 5/26/2023 Meeting with Lisa and Dan M. CDPZ Budget.
- 5/30/2023 Meeting with REI and Developer.
- 5/30/2023 Review proposed Rezone and CSM River Forest Lane.
- 5/31/2023 Research Marathon County Tax Delinquent Parcels.
- 5/31/2023 Research Detached accessory structures (for residential use) and Detached post-frame accessory buildings ordinance language.
- 6/1/2023 Review Road Access concerns along Old Highway 51.
- 6/1/2023 Review preliminary offer/development concept for Village of Kronenewetter parcels.
- 6/1/2023 Research Complaints.
- 6/2/2023 Research Deerwood Trail vacant parcel (buildable area).
- 6/2/2023 Meeting with Duane regarding TID info, JRB, CSM and Rezones.
- 6/5/2023 Review Public Hearing Info Creek Road Cell Tower.
- 6/5/2023 Meeting with concerned citizen storm damaged oak.
- 6/5/2023 CLIPP Meeting (CDPZD Report and Complaint Log).
- 6/6/2023 Meeting with Tuck Mallery.
- 6/6/2023 Enforcement letters.
- 6/6/2023 Correspondence: St. John's Church Parcel(s) (CSM, Rezone, land use options etc.)
- 6/6/2023 Vouchers.
- 6/7/2023 Research Definitions NR116 vs. Model Floodplain Ordinance.
- 6/7/2023 Research Section 200-7 Animal Fancier and Section 200-6 Kennels.
- 6/8/2023 Review Garage placement options Windwood Drive property.
- 6/8/2023 Complaint Log.
- 6/8/2023 Research culvert replacement concerns Ronald Street.

- 6/9/2023 Research options landlocked parcel.
- 6/12/2023 Onsite with Brad Jacobson Maple Ridge Road wetlands/culvert location).
- 6/12/2023 VB Meeting (Denyon Homes Development Agreement).
- 6/12/2023 Correspondence with TADI (Traffic Analysis and Design Inc.).
- 6/13/2023 Review Village Attorney edits to proposed Floodplain Ordinance language.
- 6/13/2023 Research/Review proposed Cell Tower public hearing testimony/concerns.
- 6/14/2023 Review Deyon Homes 2<sup>nd</sup> Development Agreement proposal.
- 6/14/2023 Preliminary review of Village Attorney's proposed edits to the proposed Floodplain Ordinance changes.
- 6/14/2023 Review Mike Bieniek document response to comments made during Creek Road Cell Tower Public Hearing.
- 6/14/2023 Research status of work to be completed by Dun-Rite.
- 6/15/2023 Meeting with Lisa K. and Brad J. re: Used Roller and new trailer.
- 6/15/2023 Review Randy Fifrlick correspondence regarding setbacks to wetlands (Protective Areas).
- 6/15/2023 Research status of Martin Road grant application.
- 6/15/2023 Correspondence with TJ Morice regarding possible TID 1 overlay and Rezone.
- 6/15/2023 Correspondence with Marfa Canobbio (Unison Infrastructure) re: Wireless Cell Site at 1688 Pine Road.
- 6/15/2023 Movie Under the Stars.
- 6/16/2023 Correspondence with Ken Ligman re: Filtration Plant
- 6/16/2023 Review Village Attorney correspondence regarding past cell tower court cases.
- 6/19/2023 Water Rate Study correspondence.
- 6/19/2023 Review Jim Harris document response to comments made during Creek Road Cell Tower Public Hearing.
- 6/19/2023 Onsite with Dan Mahoney and Mark Mackey Future Treatment Facility.
- 6/19/2023 Plan Commission Meeting (Creek Rd Cell Tower, Floodplain Ordinance and Walkowski CSM)
- 6/20/2023 Correspondence with Thomas Monk regarding culvert placement.
- 6/20/2023 Correspondence with WPS (electric and gas hook up application Filtration Plant).
- 6/20/2023 Review 270-19, 570-72 and 520-73.
- 6/20/2023 AB 266 and SB 296 (Political Subdivisions approval of permit applications related to residential housing developments).
- 6/21/2023 Maple Ridge Road wetland concerns.
- 6/21/2023 Correspondence and review 8<sup>th</sup> proposal St. John's Church.
- 6/21/2023 WPS Permit to Excavate, Fill or Place Objects in Public Right-of-Way Applications.
- 6/21/2023 Research Water/Sewer Utility Connection Charge and Sewer Meter & Inspection Fees.
- 6/22/2023 Correspondence Attorney VanderWaal.
- 6/22/2023 AB 320 (Artificial Water Bodies and Rules promulgated by DNR).





# STAFF PROJECTS/DUTIES

## VILLAGE ADMINISTRATOR

<b>Public Works</b>	<b>Finance</b>	<b>Community Development</b>	<b>Village</b>
<u>Pete Wegner,</u> <u>Director</u>	<u>Lisa Kertner,</u> <u>Finance</u> <u>Director</u>	<u>Pete Wegner,</u> <u>Director</u>	<u>Bobbi Jo Birk-</u> <u>LaBarge,</u> <u>Village Clerk</u>
<u>Kim Coyle,</u> <u>Utility Clerk</u>	<u>Sarah Fisher,</u> <u>Account Clerk</u>	<u>William Gau,</u> <u>Planning Tech</u>	<u>Jennifer</u> <u>Poyer,</u> <u>Administrative</u> <u>Assistant</u>

**CLICK STAFF MEMBER  
TO VIEW LIST**

# DAN MAHONEY - INTERIM VILLAGE ADMINISTRATOR

VILLAGE ADMINISTRATOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day to day Village operations												
Leading Village staff												
Village Polices												
Ordinance and Amendment changes												
Grant research/applications												

PROJECT	CURRENT ACTION
TID 2 development	Working with Community Development Director to move forward with Phase 2 proposed project, before TID expenditure period expires.
Utility rate increase	Ehlers has begun work on this study.
Policy changes	Working with Village Attorney on HR001 and HR006 as directed by the Village Board. (on current agenda)
Village administrator recruitment	Move forward with advertisement and hiring for Village Administrator position as directed by Village President.
Water Treatment Facility	Becher Hoppe approved for construction management services. Ken Ligman will give update at July 6 Utility Committee meeting.
Audit/Budget work	Audit submitted. Working with Treasurer to resolve outstanding 2023 budget issues.
Tax District Increment Update	Joint Review Board Annual Meeting set for June 28, 2023.

# PETER WEGNER - PUBLIC WORKS DIRECTOR

Section 3, Item E.

DIRECTOR OF PUBLIC WORKS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day-to-day operations												
Hiring seasonal parks staff												
Yearly invoices												
CLIPP, Utility Committee meetings												
Schedules infrastructure maintenance and repairs on equipment												
Creates/submits Public Works, Sewer, and Water budgets to the Village												
Grant applications, inventory ordering, MA4 Permits and other state required forms.												

PROJECT	CURRENT ACTION
Creek Road culvert project	Received culverts. Working on establishing construction schedule.
Building maintenance repairs	Dun-Rite needs to finish siding and fascia. Work is scheduled.
New facility meeting	Discuss need for space study with APC/VB. If approved in 2024, study would be in spring 2024.
Recycling grant	Completed and submitted.
Vac truck	Deferred to a later date due to lack of storage space.
Lift station assessment report	Report will be ready end of August. In the process of scheduling meetings with UC and VB to review.
Review sewer deficiencies list and establish priority improvement	Develop Capital Improvement Plan and review with UC and VB.
Well 3 study	5/30/2023 DNR approved with conditions. Will schedule meeting within 6 to 8 weeks to present.
Utility rate increase study	Treasurer provided Ehlers with additional info.
Ice skating rink	Staff set to construct rink in winter of 23-24. Brad Jacobson will present details to CLIPP in August.



# PETER WEGNER - PUBLIC WORKS DIRECTOR

Section 3, Item E.

<b>PROJECT</b>	<b>CURRENT ACTION</b>
Water Treatment Plant	Becher Hoppe approved for construction management services. Ken Ligman will give update at July 6 Utility Committee meeting.
Hazard Mitigation Plan Update	Resolution set to go before CLIPP on July 5.

# LISA KERSTNER - FINANCE DIRECTOR

Section 3, Item E.

DIRECTOR OF FINANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Village budget												
Annual audit												
Property taxes												
Managing day to day financial information												
Monitoring bank balances												
Manages debt service												
Manages petty cash												
Report to Village regarding financial status of ongoing and concluding projects												

PROJECT	CURRENT ACTION
Research new CDs with high yield interest rates for investment	
Village audit	Assisting auditor - remote capital assets and start of TID. PSC completed.
Utility rate increase	Working with Ehlers to get missing info so they can work on water/sewer rate study.
Water Filtration Plant	Working on short-term finance options
Civic transfer	Preparing reports for onboarding software
Joint Board of Review Annual Meeting	Preparing TIDs spreadsheets and annual report
Onboarding	Updating payroll

<b>COMMUNITY DEVELOPMENT DIRECTOR</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Developing relationships with area businesses, municipalities, etc.												
Manages community development and zoning projects												
Prepare and administer department budget for Community Development Dept. and the Tax Increment District budgets												
Supervise building inspection operations												
RDA, CLIPP, Kowalski Interchange, Plan Commission												
Supervise citizen complaint resolutions												
Building permits, conditional use permits, rezones, CSMs, CUPs												

<b>PROJECT</b>	<b>CURRENT ACTION</b>
Floodplain ordinance	DNR approved latest draft 5/5/2023; discussed with Planning Commission 5/15/2023; Village Attorney has reviewed. Discussing with the Planning Commission on 6/29/2023.
Oak wilt ordinance	Rewriting based on changing language to guidance vs. enforcement per VB decision
Redevelopment of TID 2	Have updated info on TID 2. Will take info to Planning Commission and Village Board.
Kowalski Interchange AD Hoc Committee	Corresponded with John Bierberitz regarding proposal to re-study the possibility of a Kowalski Interchange. Waiting to hear back from Bierberitz. He will provide process and cost.
Village development	Signed development agreement. Received second proposal for development of TID 2.
Cell tower	Planning Commission Public Hearing held 5/15/2023
Amending Future Land Use Plan	Need to gather all pending and proposed rezones that require amendment to the Future Land Use Plan.

<b>PROJECT</b>	<b>CURRENT ACTION</b>
Fee Schedule update	Reviewing
Zoning Permit vs. UDC Permit	Needs to be discussed with trustees
Permit review, revision	ONGOING - Meeting with staff, currently considering road access permit
Research Each TID	In the process of gathering information
520-109 Comprehensive Plan Amendments	Proposed ordinance change striking "...the Village will consider Comprehensive Plan amendments only once per calendar year."
Rezone and comprehensive Plan revision request form	Need to develop form

# BOBBI JO BIRK-LABARGE - VILLAGE CLERK

Section 3, Item E.

VILLAGE CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Payroll												
Elections												
Village Board, Board of Review clerk role												
Liquor/Kennel/Cigarette, etc. licensing												
Custodial duties of all Village records												
Organizes citizen appointments for committees and commissions - develops training packet												
Review and approve disbursements from the Village Treasury												

PROJECT	CURRENT ACTION
Multiple software transfers	Assisted staff and board members in navigation of Municode. Attended training for HeyGov! Civic transfer is underway with July date set
Open Records Request	Filled multiple requests
Alcohol & tobacco licensing	Processing bartenders licenses, alcohol licenses
Employee files	Organizing and cleaning
Human Resources	New hire paperwork - 1 KPD officer; Dept. of Revenues Forms, OSHA forms, workplace injury forms
Training	Attended Clerk/Treasurers conference in Green Bay
Village custodian	Created schedules for custodian
Village events	Helped take down projector equipment at Movie Under the Stars
Emergency preparedness	Attended WPS Tornado Tabletop Exercise
Joint Review Board	Contacted members, working with finance director regarding info, creating schedule, establishing meeting date, publishing date and info

# WILLIAM GAU - PLANNING TECH

Section 3, Item E.

PLANNING TECH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Issuing building permits												
Handling Village complaints												
Community Events												
Plan Commission, RDA, BOA, Kowalski Interchange clerk role												
Under Comm. Dev. Director - administer the Village's zoning ordinances												
Record requests												

PROJECT	CURRENT ACTION
Floodplain communications	Assisted residents on the new floodplain map info, working to put together an informational meeting after DNR approves new ordinance.
Farmers Market 2023	Contracted with four musicians and working on securing two more before the end of the event.
Movies Under the Stars	Completed first movie event. Minor issues with set-up, but the event was a success. The Village is still taking donations for the Women's Community until July 9.  Two more movies are set. TDS is sponsoring and donating food for Peyton's Place.
UWSP class project	Contacted Matt Block about building trails, grants, etc. Waiting to hear back.

# KIM COYLE - UTILITY CLERK

Section 3, Item E.

UTILITY CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Utility billing/past due/disconnections												
Utility Committee clerk role												
Schedule work orders												
Manage private well inspections												
Customer service for utility residents												
Payment reconciliation												
Collect/reconcile US Bank receipts												
Mandatory run water program												
Elections clerk												
Office support/Tech support												

PROJECT	CURRENT ACTION
Well inspections	Communicating with residents regarding well inspections. Recording documentation as received.
Interim/employee technical transition	Set-up computers, technical troubleshooting for new employees
Consumer Confidence Report	Completed 2023 report for DNR
Audit	Providing reports.
TDS service transition	Setting up appointment for onsite surveys and in progress of laying fiber optic cable.
Public Works transition	Working to organize, store and move documents from Dan Hekrdle's computer and office.

# SARAH FISHER - ACCOUNT CLERK

Section 3, Item E.

ACCOUNT CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily administration of the accounts payable and accounts receivable processes												
Assists with financial recordkeeping, reporting, reconciliation												
Administrative Policy Committee clerk role												
Administrative support to Finance Director												
Manages front office												
Property tax processing												
Dog licensing												
Waste management accounts												

PROJECT	CURRENT ACTION
Village policy changes	APC continues to review policies
Audit	Assisting Village Treasurer with audit.



# JENNIFER POYER - ADMINISTRATIVE ASSISTANT

Section 3, Item E.

ADMINISTRATIVE ASSISTANT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
E-newsletters												
Printed newsletters												
Social media management												
Write and manage press releases												
Website management												
Community Room/Park Shelter/Athletic Field reservations												
Community events marketing/management												
CLIPP Committee clerk role												
Deputy Clerk - elections												
Marketing for various department projects												
Front office support/taxes/permits/licenses												
Administration support for Village Clerk/Administrator												

PROJECT	CURRENT ACTION
Deep edit of VOK website	On-going; awaiting and training on new software additions (CivicsPlus, HeyGov!); editing as requests for changes are received
Ribbon-cutting for Kronenwetter mural	<ul style="list-style-type: none"> <li>Set date, communicated with PW, KPD, Geri Kowalski, Jessica Kopacky, Emil Wasniewski, Kronenwetter Lions Club and the Mosinee Area Chamber</li> <li>Interviewed Wasniewski and Kopacky for story to help advertise mural ribbon-cutting.</li> </ul>
Summer/Fall printed newsletter	Working on rundown; compiling and writing stories On hold for update on TIDs and water treatment facility
Mini printed newsletter	Wrote and developed mini printed newsletter to be sent out with water utility bills.
HeyGov!	Attended training
Community Garage Sale	Developed marketing materials; sent press release; marketed event on social media, newsletters and website
Emergency Preparedness	Attended WPS Tornado Tabletop Exercise

# JENNIFER POYER - ADMINISTRATIVE ASSISTANT

PROJECT	CURRENT ACTION
Movies Under the Stars - June 15	Developed marketing materials; wrote and sent press release; marketed event on social media, newsletters and website; attended event and took photos; created video of event; communicated with sponsor
Movies Under the Stars - July 13, Aug. 10	Developing marketing materials and press releases, marketing event on social media, newsletter and website
Marketing for Farmer's Market	Advertising for vendors, musicians and market-goers on social media, website, newsletters
Garden event 2024	Failed to recruit gardens for Master Gardeners Garden Walk. Will move forward to create a local garden event for 2024.
Village coverage	Attended KPD, KFD, Village events, took photos, developed posts for social media, newsletter content; planned and wrote and published posts recognizing departments during municipal recognition weeks
Village hiring	<ul style="list-style-type: none"> <li>• Posted Public Works Director/Utility Superintendent position on Indeed, website, Facebook, LinkedIn, League of Municipalities, WI County Association, WI Rural Water Works and WI Public Works Association</li> <li>• Posted Village Administrator position on Indeed, website, Facebook, LinkedIn, League of Municipalities, WI County Association</li> </ul>

**VILLAGE OF KRONENWETTER  
ORDINANCE NO. 23-01**

AN ORDINANCE TO AMEND THE CODE OF THE VILLAGE OF KRONENWETTER CHAPTER 180 – VILLAGE BOARD, SECTION 180-3 REGULAR MEETINGS.

The Village Board of the Village of Kronenwetter, Marathon County, Wisconsin, do ordain as follows:

**Section 1.**

The Village Board of the Village of Kronenwetter is hereby amending the Code of Ordinances for the Village of Kronenwetter Chapter 180, Section 180-3 regarding Regular Meetings, to read as follows:

**§ 180-3 Meetings.**

- A. Regular Meetings. The regular meetings of the Board shall be held at the Village Municipal Center every second and fourth Monday of each month. The time of the regular meetings shall be at 6:00 p.m. unless otherwise posted. When the day for holding any regular meeting conflicts with a legal holiday or an election day, or a day the Municipal Center is closed, the date and time of the regular meeting shall be rescheduled by the Village Board at the regular meeting at least four weeks prior to the missed meeting.

**Section 2.**

The provisions of this ordinance (local law) are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

**Section 3.**

This Ordinance shall be in full force and effect from and after its date of passage and publication.

Adopted this 26<sup>th</sup> day of June, 2023.

**VILLAGE BOARD, VILLAGE OF KRONENWETTER**

\_\_\_\_\_  
Chris Voll, Village President

ADOPTED: \_\_\_ Yes \_\_\_ No

ATTEST:

\_\_\_\_\_  
Bobbi Birk-LaBarge, Village Clerk



# REPORT TO VB

---

<b>ITEM NAME:</b>	Used Asphalt Roller & New Trailer
<b>MEETING DATE:</b>	6/26/2023
<b>PRESENTING COMMITTEE:</b>	VB
<b>COMMITTEE CONTACT:</b>	
<b>STAFF CONTACT:</b>	Lisa Kerstner
<b>PREPARED BY:</b>	Lisa Kerstner

---

**ISSUE:** On June 6<sup>th</sup> 2023, we were using our current roller for blacktop patching and during rolling operations the soft edge of the fresh blacktop gave out and the roller along with the operator rolled over into the ditch. Thankfully, the operator was not injured but was very lucky as he easily could have been seriously hurt. This unit has always had its close calls for that to happen over the years due to the poor design of the front end with how it pivots on the front drum.

**OBJECTIVES:** Purchase a Used Asphalt Roller from United Rentals and New Trailer from Behnke Enterprises.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** APC recommends buying used Roller and new Trailer.

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Approve to use 750 fund.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY**  
 Account Number: 750-00-51000-001-000  
 Description:  
 Budgeted Amount:  
 Spent to Date:  
 Percentage Used:  
 Remaining:

**ATTACHMENTS (describe briefly):** Quote – Roller and Trailer.



BRANCH J45  
1425 O KEEFE DR  
KRONENWETTER WI 54455-8801  
715-355-5557  
715-355-6757 FAX

# 22077191 Section 4, ItemG.

**Job Site**

CPU J45  
1425 O KEEFE DR  
KRONENWETTER WI 54455-8801  
  
**Office:** 715-693-4200 **Job:** 715-693-4200

**Customer #** : 1386203  
**Quote Date** : 06/12/23  
  
**UR Job Loc** : 1425 O KEEFE DR, KRO  
**UR Job #** : 7  
**Customer Job ID:**  
**P.O. #** : BRAD  
**Ordered By** : BRAD JACOBSON  
**Written By** : DENNIS CARLSON  
**Salesperson** : DOUGLAS FORSTNER

VILLAGE OF KRONENWETTER  
1582 KRONENWETTER DR  
KRONENWETTER WI 54455-7268

**This is not an invoice  
Please do not pay from this document**

Qty	Equipment #	Price	Amount
1	10950082 ROLLER 1.5 TON DOUBLE DRUM SMOOTH GAS Make: BOMAG Model: BW900-50 Model Year: 19 HR OUT: 445.200	CC: 160-2621 14400.00 Serial #: 000000101834511107	14400.00
1	10502308 TRAILER TILT 8'-14' UP TO 7K SINGLE Make: ANDERSON Model: TI7126TS Model Year: 16 Lic: 1895CTE Wgt: 006000	CC: 920-5700 5200.00 Serial #: 4YNBN1214GC079082	5200.00
<b>Sub-total:</b>			19600.00
<b>Total:</b>			19600.00

CONTACT: BRAD JACOBSON

Note: This proposal may be withdrawn if not accepted within 30 days.

WHERE PERMITTED BY LAW, UNITED RENTALS MAY IMPOSE A SURCHARGE OF 1.8% FOR CREDIT CARD PAYMENTS ON CHARGE ACCOUNTS. THIS SURCHARGE IS NOT GREATER THAN OUR MERCHANT DISCOUNT RATE FOR CREDIT CARD TRANSACTIONS AND IS SUBJECT TO SALES TAX IN SOME JURISDICTIONS. THIS IS NOT A SALE AGREEMENT/INVOICE. THE ITEMS LISTED ABOVE ARE SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S SALE AGREEMENT/INVOICE WHICH ARE AMENDED FROM TIME TO TIME AND POSTED ONLINE AT <https://www.unitedrentals.com/legal/sale-agreement> AND INCORPORATED HEREIN BY REFERENCE. A PAPER COPY OF THE SALE AGREEMENT/INVOICE TERMS IS AVAILABLE UPON REQUEST.



TRAILER SALES



# BAGLEY TRAILER SALES

Section 4, Item G.

W5145 Schulz Spur Drive, Merrill, WI 54452

Office: (715) 536-9306

6-13-2023

KRONENWITZER

B-B-BEHNKE TILT BED  
 LEFT FRONT - 16' tilt.  
 2-7K AXLES  
 16" TIRES  
 FORK HOLDERS  
 8-D-RINGS  
 FENDER GUARDS  
 STACK POCKETS

out Right.

11,000.-

TRADE IN  
to TRADE

~~4,000.-~~  
 7,000.-

# Partial Tilt-TBCT

## Tube Frame

Zinc Primed & Powder Coat Finish • 83" Width Between Fenders • (4) D-Rings • Flush Deck • Pallet Fork Holders

14,000 • 16,000 • 20,000 GVW

Adjustable 2 5/16 coupler (pintle, optional)



Optional bolt-on toolbox

Optional aluminum wheels, additional d-rings and side marker lights



2.5 x 8" Cushioned Cylinder



TBCT2220ET-10K with 10,000 lb. Axles

10K Axles Now Available

Standard, pallet fork holders



Standard (4) D-rings, 2 on rear of tilt and stationary



**Manufactured by:**  
Behnke Enterprises, Inc.  
800 9th Ave. NW, Farley, IA 52046  
Ph. (563)744-3246 • Fax (563)744-9066  
[www.behnkeenterprises.com](http://www.behnkeenterprises.com)



# Tube Frame

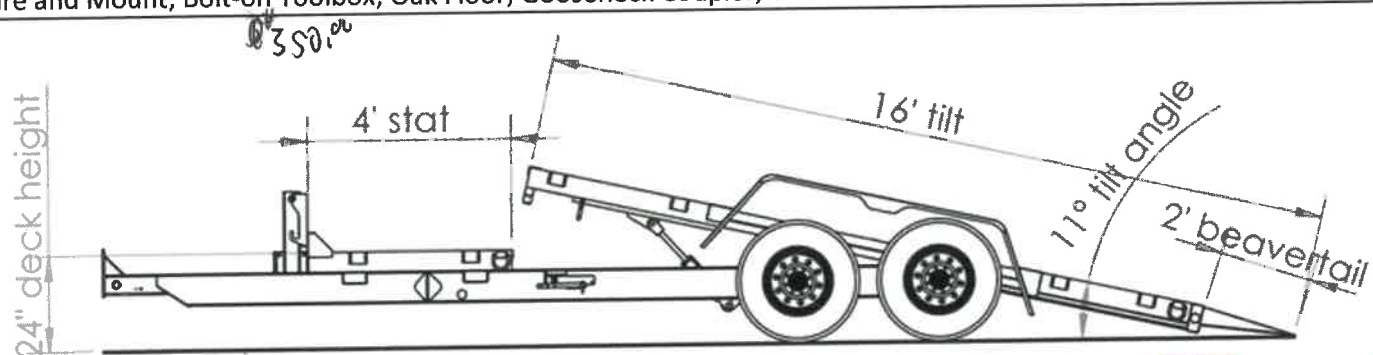
# Partial Tilt Trailer

14,000 • 16,000 • 20,000 GVW

Model	TBCT2014ET	TBCT2214ET	TBCT2016ET	TBCT2216ET	TBCT2020ET-10K	TBCT2220ET-10K
Length	20' (4' + 16')	22' (6' + 16')	20' (4' + 16')	22' (6' + 16')	20' (4' + 16')	22' (6' + 16')
Capacity	10,320 lb.	10,260 lb.	11,980 lb.	11,700 lb.	14,950 lb.	14,700 lb.
Weight	3,680 lb.	3,740 lb.	4,020 lb.	4,300 lb.	5,050 lb.	5,300 lb.
Axles	(2) 7,000 lb. Dexter Torflex		(2) 8,000 lb. Dexter Torflex		(2) 10,000 lb. Dexter Torflex	
Wheels	(4) 16 x 6 Rim, 8-on-6 1/2		(4) 17.5 x 6.75 Rim, 8-on-6 1/2		(4) 17.5 x 6.75 Rim, 8-on-6 1/2	
Tires	(4) 235-80R-16E Tire, 10-Ply		(4) 215-75R-17.5 Tire, 16-Ply		(4) 235/75R-17.5 Super Single Tire, 18-Ply	

Frame	Stationary: 8 x 2 Tube Frame	Tilt: 5 x 3 x 1/4 Angle Iron
	2' Beavertail: 1/8" Tread Plate Knife Edge Tail With Supports Every 7"	
	Front Rail: 3/16" Formed Sheet Metal 5" Above Frame	
Crossmembers	3" Channels on 12" Centers	
Jack	10,000 lb. Heavy Duty Drop Leg Jack	
Cylinder	2.5 x 8" Cushioned Cylinder	
Hitch	2 5/16 Adjustable Flat Plate Coupler or Pintle Hitch	
Tie-Downs	(4) D-Rings--(2) rear of stationary, (2) rear of tilt; Stake Pockets	
Finish	Pre-Blasted, Acid Washed, Zinc Rich Primer, Powder Coat Finish	
Electrical	Electrical Completed After Paint; DOT Approved All Sealed Rubber Mounted LED; Wiring Is Protected Through Tube Frame	
Decking	2 x 8 Treated Lumber	
Standard	True 83" Wide Between the Fenders; (4) D-Rings; Flush Deck; Pallet Fork Holders; Chain Tray; Cold Weather Wiring Harness	
Optional	Third Axle; Spare Tire and Mount; Bolt-on Toolbox; Oak Floor; Gooseneck Coupler; Winch Mount -- Bolt-on or Weld-on	

**Bagley Trailer Sales**  
**W5145 Schulz Spur Dr.**  
**Merrill, WI 54452**  
**715-536-9306**



Manufactured by:  
 Behnke Enterprises, Inc. ■ 800 9th Ave. NW, Farley, IA 52046 ■ Ph. (563)744-3246 ■ Fax (563)744-9066 ■ www.behnkeenterprises.com





# REPORT TO Village Board

**ITEM NAME: Firefighter Job**

**Description**

**MEETING DATE: 06/20/2023**

**PRESENTING COMMITTEE:**

**COMMITTEE CONTACT:**

**STAFF CONTACT: Theresa**

**O'Brien**

**PREPARED BY: Theresa**

**O'Brien**

**ISSUE: Unable to find a job description for Firefighter – need job description approved**

**OBJECTIVES: Approve job description for Firefighter**

**ISSUE BACKGROUND/PREVIOUS ACTIONS: In looking for a job description for “Firefighter” was unable to location one/ PFC also did not have one**

**PROPOSAL: Approve job description for firefighter**

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION: Approve job description for Firefighter**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly): Firefighter job description**

**Position Title:** Paid Per Call Firefighter

**Department:** Fire Department

**Reports to:** Fire Chief

**Position Summary:** Under general direction of the Fire Chief, Deputy Fire Chief, Captains and Lieutenants, the primary function of a Kronenwetter Firefighter is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within the Village of Kronenwetter Fire Department’s response area. This position also participates in fire prevention and inspection activities, equipment and fire station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. This position in the course of its duty may be exposed to Blood-born pathogens, as well as other unsafe conditions directly relating to fire suppression and control. The Village of Kronenwetter Police and Fire Commission and the Fire Chief will interview all qualified candidates and will confirm or deny individuals hired as firefighters.

**Essential Job Functions:** The Fire Department does not intend the Essential Job Function list to be an exhaustive list of all responsibilities, duties, and skills. The Fire Department intends that the list to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Responds to fire alarms and extinguishes fires.
2. Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
3. Responds to and renders assistance in emergency cases.
4. Cleans and inspects equipment and apparatus after returning from a fire and notifies superior officer of any defects.
5. Performs routine preventative maintenance tasks and keeps records of such action.
6. Keeps fire station, equipment, and grounds in a clean and orderly condition.
7. Participates in training activities and instruction sessions.
8. Performs various public information or education tasks.
9. Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems.
10. Completes time cards and submits those to superiors for approval and submittal to the Village Clerk.
11. Performs all work duties and activities in accordance with Fire Department policies and procedures.
12. Works in a safe manner and reports unsafe activity and conditions to a superior if someone is not following Fire Department safety procedures.
13. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must complete pre-employment testing and background investigation;
2. Valid Wisconsin driver’s license required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that employees must meet to perform the essential functions of this job. The Village may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. Ability to operate fire suppression equipment after being trained in how to do so with some equipment requiring complex and rapid adjustments.
2. Ability to exert physical effort in work, typically involving lifting, carrying, pushing and pulling of at least 50 pounds, although extreme cases can exist which exceed this limit.
3. Ability to work under dangerous conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause discomfort and there is risk of injury.
4. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
5. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
6. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in fire fighting;
7. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

**MEDICAL REQUIREMENT:**

Applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position.



# REPORT To Village Board

**ITEM NAME:** Commercial  
**Crime Insurance Policy**  
**MEETING DATE:** 06/26/2023  
**PRESENTING COMMITTEE:**  
**COMMITTEE CONTACT:**  
**STAFF CONTACT:** Bobbi Birk-  
 LaBarge  
**PREPARED BY:** Bobbi Birk-  
 LaBarge

**ISSUE:** Develop and pass an ordinance to replace the Treasurer’s bond and other employee bonding currently paid annually through Liberty Mutual Insurance Company with commercial crime insurance included in the villages current crime policy – Travelers #107014378 effective date of policy 12/15/2022-12/15/2023 for coverage up to \$250,000 per employee incident with a \$1000.00/deductible.

**OBJECTIVES:** To save the village yearly monetary funding by eliminating costly bonds and replacing them with already included commercial crime insurance with our liability carrier – SPECTRUM - for coverage of employee dishonesty.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** The village has chosen to historically pay bonding fees for employees. These fees have proven to be costly to the village. The State of WI allows for municipalities to use a Commercial Crime policy as a substitute for required bond. We can replace the Treasurer’s bond and other required employee bonds with our current carrier – Spectrum. The Village of Kronenwetter will need to pass an ordinance confirming a separate bond is not required for certain positions. VOK does have a commercial crime insurance policy with \$250,000.00 employee dishonesty limit that would suffice as a substrate for the bond through Liberty Mutual Insurance. This is “per loss coverage” limit not “per employee”.

**Current Coverage through Liberty Mutual:** **The cost in 2022 was \$1605.00**

Name	Position	Amount
Lisa Kerstner	Treasurer/Finance Director	\$250,000
Bobbi Birk-LaBarge	Village Clerk	\$25,000
Daniel Cveykus	Municipal Judge	\$55,000
Sarah Kaitlyn Fisher	Acct’s Payable Clerk	\$100,000
Dianne Drew	Court Clerk/Police Clerk	\$55,000
Kimberly R. Coyle	Water Utility Clerk	\$250,000

**PROPOSAL:** Pass an ordinance confirming a separate bond is not required for positions having access to money or valued property.

**ADVANTAGES:** Cost savings to VOK of roughly \$1600.00/yearly.

**DISADVANTAGES:** N/A

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) N/A**

**RECOMMENDED ACTION: Recommend a commercial crime insurance coverage ordinance be drafted and adopted to replace the use of bonding for village employees to comply with the State of Wisconsin guidelines.**

**OTHER OPTIONS CONSIDERED: Continue to use and pay Liberty Mutual for additional insurance already coverage by our current carrier**

**TIMING REQUIREMENTS/CONSTRAINTS: ASAP**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):**

**755.03 Oath and bond.**

- (1) The judge shall, after election or appointment, take and file the official oath as prescribed in s. [757.02 \(1\)](#) and at the same time, if required to do so by a city's, village's, or town's governing body, execute and file an official bond in an amount to be fixed by the governing body. **If the governing body does not require the judge to execute and file an official bond, the governing body shall obtain a dishonesty insurance policy or other appropriate insurance policy that covers the judge, in an amount fixed by the governing body, in lieu of the bond requirement.** The governing body shall pay the costs of the bond or insurance policy. No judge may act as such until he or she has complied with the requirements of sub. (2).
- (2) Within 10 days after a municipal judge takes the oath, the judge shall file the oath and, if required to do so as described in sub. (1), the official bond with the clerk of the city, town or village where the judge was elected or appointed. If the municipal judge is elected under s. [755.01 \(4\)](#), the judge shall file copies of the oath and bond with each applicable municipal clerk. The judge shall file a certified copy of the oath with the office of director of state courts within the 10-day time period after the judge takes the oath.

**History:** [1977 c. 187 s. 94](#); [1977 c. 305](#); Stats. 1977 s. 755.03; Sup. Ct. Order, 88 Wis. 2d xiii (1979); [1983 a. 192](#); [1985 a. 89, 304](#); [2009 a. 402](#); [2017 a. 51](#); [2019 a. 113](#).

# Fidelity and Crime Coverage

## COVERAGE HIGHLIGHTS

Employee dishonesty is costly and pervasive.

### Why you need protection

The Association of Certified Fraud Examiners, Inc. recently found that the characteristics of employee fraud are similar regardless of where the fraud occurred and that a typical organization will lose five percent (5%) of its revenues to fraud each year.\*

Maintaining strong, enforceable internal controls is a priority for many organizations, regardless of their size. Yet even the best internal controls, background checks and audit practices, no matter how well conceived, frequently fall short of stopping a trusted employee from engaging in fraudulent activity. The average loss caused by employee dishonesty is \$140,000 with one in every five cases reporting a loss of at least \$1M.\*

### Coverage highlights

Travelers fidelity and crime coverage offers multiple insuring agreements to provide protection for exposures such as loss from forgery or alteration, loss of money and securities and reimbursement for claim expenses.

Additionally, funds transfer fraud and computer fraud are threats that every organization must consider. These perils may include malicious software, such as Trojan horse programs, and spoofing techniques designed to circumvent online authentication methods.

Travelers electronic funds transfer fraud coverage and computer fraud coverage, when purchased together, can protect your assets against what can be complex and unique perils.

### Claim scenarios

#### Stolen inventory – \$345,000

A regional sales director took on additional inventory of products for alleged seasonal sales pushes. In reality, a portion of that inventory was sold “out the back door” unbeknownst to corporate headquarters. That same sales director had been named “Employee of the Year” several times over his 17-year career.



**20 percent**

The number of employee dishonesty cases that result in a loss of at least \$1M.\*

#### False payment – \$1,600,000

In less than a year, a sales supervisor located outside of the United States caused a loss of \$1.6 million to his employer. When customers legitimately purchased and received goods, the employee stole their payments for his own use. The employee attempted to cover up the loss by substituting fraudulent checks drawn upon other third party entities. The employer was under insured, so insurance only paid \$500,000, leaving the employer on the hook for \$1.1 million.

\*Association of Certified Fraud Examiners 2012 Report to the nations. <http://www.acfe.com/rtn-highlights.aspx>



### Why Travelers?

- We've provided effective insurance solutions for more than 150 years and address the needs of a wide range of industries.
- We consistently receive high marks from independent ratings agencies for our financial strength and claims-paying ability.
- With offices nationwide, we possess national strength and local presence.
- Our dedicated underwriters and claim professionals offer extensive industry and product knowledge.



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## Travelers knows Fidelity and Crime Coverage.

To learn more, talk to your independent agent or broker or visit [travelersbond.com](http://travelersbond.com).

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Available through the *Wrap+*<sup>®</sup> and *Executive Choice+*<sup>®</sup> product suites.

### [travelersbond.com](http://travelersbond.com)

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This material does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by Travelers. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law. Availability of coverage referenced in this document can depend on underwriting qualifications and state regulations.

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# Travelers Claim Services Guide

## COMMERCIAL CRIME INSURANCE AND FINANCIAL INSTITUTION BOND INSURANCE

Commercial crime insurance, sometimes referred to as a “fidelity bond,” protects insureds from losses arising from employee theft, burglary, robbery, forgery, fraudulent money orders, counterfeit money, computer crime, funds transfer fraud, and certain claim expenses. Other crime-related coverages include identity fraud expense reimbursement, kidnap and ransom, government entity commercial crime, and ERISA employee dishonesty.

Financial institution bond crime insurance protects insureds from losses arising out of employee dishonesty, robbery, forgery, in-transit, counterfeit currency, computer theft, kidnap and ransom, and certain claim expenses. Other bond-related coverages can include ATM losses.

### How do I report a claim?

Immediately notify your agent or broker when a claim is made against you or you wish to make a claim. You must also comply with any other specific claim reporting instructions set forth in your policy.

#### To notify Travelers directly, please contact:

Fax: 888.460.6622  
 Email: [BSIclaims@travelers.com](mailto:BSIclaims@travelers.com)  
 Travelers Bond & Specialty Insurance Claim  
 P.O. Box 2989  
 Hartford, CT 06104-2989

#### Kidnap and Ransom Claims

Call Constellis  
 (available 24/7/365)  
 U.S.: 713.918.6401  
 UK: +44 (0) 207.240.3237  
 Travelers: 800.842.8496

#### Identity Fraud Expense Reimbursement Claims

[BondClaimIDFraud@travelers.com](mailto:BondClaimIDFraud@travelers.com)  
 or call 800.842.8496

**Please refer to your policy for your duties in the event of a claim.**

### What happens after I report a claim?

The life cycle of a claim varies depending on the nature of the claim. However, the claim process generally includes the following steps:

#### 1. Acknowledgment

A letter will be sent to you and your agent to acknowledge Travelers’ receipt of the claim notice. This acknowledges receipt of the matter and provides you with a claim number and the name and contact information of the claim professional assigned to the matter. It will include instructions regarding the submission of your proof of loss.

#### 2. Proof of loss submission

Within the time specified in your bond or policy, you must submit a detailed, sworn proof of loss with supporting documents.

#### 3. Information gathering and investigation

Our formal investigation begins upon receipt of the proof of loss from you. The claim professional may engage an expert to assist in this process. You may receive communications requesting additional information in order to assist in the investigation of the claim.

#### 4. Coverage determination

Travelers will send you a letter that outlines the coverage available under the policy. This letter should be viewed as an informative document, setting forth the terms, conditions and exclusions contained within the policy that may apply to your claim. It may also explain why a matter does not fall within the coverage provided.

#### 5. Resolution

We strive to resolve claims as expeditiously as possible. The investigation period depends on many factors. Types of claims that may require fact-intensive investigation are:

- Losses involving many transactions
- Losses occurring over an extended period of time

#### 6. Release and assignment

You may be asked to sign a release and assignment of your claim. This document permits Travelers to pursue recovery from any parties responsible for the loss.

### Superior customer service

Travelers understands that life is full of uncertainty. Rest assured that, whenever possible, our claim professionals are ready to help. When you call, you can always expect to be assisted promptly and treated with the utmost respect, integrity, professionalism and skill.

**Just call us at 1.800.842.8496**

### When should I report a claim?

#### If you think it is a claim, it probably is.

You should report a claim as soon as possible. This means that as soon as you become aware of a claim, you should report the matter. When in doubt, report it and let Travelers make the determination as to whether the matter is or is not a claim. The sooner Travelers is notified, the sooner we can become involved in the process and offer assistance to you. A delay in reporting may cause all or part of a claim to fall outside of the coverage provided.

### Who will handle my claim?

Your claim will be handled by a Travelers Bond & Specialty Insurance claim professional. The Bond & Specialty Insurance claim department is made up of diverse claim and legal professionals. We employ claim professionals throughout the United States and provide personal, localized claim service. We work directly with insureds, policyholders, agents and brokers, and are committed to delivering world-class service to all of our customers.

### Dedicated recovery management services

To enhance potential for recovery of the loss, including your deductible, Travelers Bond & Specialty Insurance has a dedicated recovery management unit. Our staff has expertise and experience with:

- Preservation of recovery opportunities
- Federal and state laws impacting recovery
- Criminal proceedings
- Financial analysis
- Creditors rights
- Third party bank liability
- Attachment of real property
- Online resources to identify assets

### Does Travelers provide other services?

#### Risk Management PLUS+ Online® website

As a service to our customers, Travelers provides a comprehensive online risk management program to assist you in mitigating crime exposures, and includes information on current crime schemes and trends.

Link to the Risk Management PLUS+ Online website:  
[rmplsonline.com](http://rmplsonline.com).

#### Constellis Kidnap and Ransom Response Team

With the purchase of the Kidnap and Ransom insuring agreement on the Commercial Crime Policy, in the event of an incident, and as part of its exclusive relationship with Travelers, you have 24/7/365 access to Constellis, who will immediately provide assistance with:

- Securing the safe release of the insured victim
- Managing an extortion demand
- Managing an unwarranted detention

The initial consultation with Constellis includes advice on security requirements, crisis prevention and crisis management planning.

Additional information is available online at [Constellis.com](http://Constellis.com).



[travelersbond.com](http://travelersbond.com)

Travelers Casualty and Surety Company of America and its property casualty affiliates. One Tower Square, Hartford, CT 06183

This material does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by Travelers. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law. Availability of coverage referenced in this document can depend on underwriting qualifications and state regulations.

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**CRIME  
DECLARATIONS**

POLICY NO. 107014378

Travelers Casualty and Surety Company of America  
Hartford, Connecticut  
(A Stock Insurance Company, herein called the Company)

ITEM 1	<p><b>NAMED INSURED:</b></p> <p><b>VILLAGE OF KRONENWETTER</b></p> <p>D/B/A:</p> <p>Principal Address: <b>1582 KRONENWETTER DR KRONENWETTER, WI 54455</b></p>
ITEM 2	<p><b>POLICY PERIOD:</b></p> <p>Inception Date: <b>December 15, 2022</b>      Expiration Date: <b>December 15, 2023</b> 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.</p>
ITEM 3	<p><b>ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:</b></p> <p><b>Email: <a href="mailto:BSIclaims@travelers.com">BSIclaims@travelers.com</a></b> <b>Fax: 1-888-460-6622</b></p> <p><b>Mail: Travelers Bond &amp; Specialty Insurance Claim</b> <b>P.O. Box 2989</b> <b>Hartford, CT 06104-2989</b></p> <p><b>Overnight Mail: Travelers Bond &amp; Specialty Insurance Claim</b> <b>One Tower Square, S202A</b> <b>Hartford, CT 06183</b></p> <p><b>For questions related to claim reporting or handling, please call 1-800-842-8496.</b></p>
ITEM 4	<p><b>COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2:</b></p> <p>Crime</p>

ITEM 5	CRIME		
	Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
	<b>A. Fidelity</b> 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	<b>See Endorsement Not Covered Not Covered</b>	
	<b>B. Forgery or Alteration</b>	<b>\$250,000</b>	<b>\$1,000</b>
	<b>C. On Premises</b>	<b>\$250,000</b>	<b>\$1,000</b>
	<b>D. In Transit</b>	<b>\$250,000</b>	<b>\$1,000</b>
	<b>E. Money Orders and Counterfeit Money</b>	<b>\$250,000</b>	<b>\$1,000</b>
	<b>F. Computer Crime</b> 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	<b>\$250,000 \$250,000</b>	<b>\$1,000 \$1,000</b>
	<b>G. Funds Transfer Fraud</b>	<b>\$250,000</b>	<b>\$1,000</b>
	<b>H. Personal Accounts Protection</b> 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	<b>Not Covered Not Covered</b>	
	<b>I. Claim Expense</b>	<b>\$5,000</b>	<b>\$0</b>

<p><b>ITEM 5. (Cont'd)</b></p>	<p>If "<i>Not Covered</i>" is inserted above opposite any specified Insuring Agreement, or if no amount is included in the Limit of Insurance, such Insuring Agreement and any other reference thereto is deemed to be deleted from this <b>Crime Policy</b>.</p> <p><b>Policy Aggregate Limit of Insurance:</b>    <input type="checkbox"/> Applicable                      <input checked="" type="checkbox"/> Not Applicable</p> <p>If a Policy Aggregate Limit of Insurance is applicable, then the Policy Aggregate Limit of Insurance for each <b>Policy Period</b> for Insuring Agreements A through H, inclusive, is:                      <b>Not Applicable</b></p> <p>If a Policy Aggregate Limit of Insurance is not included, then this <b>Crime Policy</b> is not subject to a Policy Aggregate Limit of Insurance as set forth in Section V. CONDITIONS B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT 1. <u>Limit of Insurance</u> a. <u>Policy Aggregate Limit of Insurance</u>.</p> <p><b>Cancellation of Prior Insurance:</b> By acceptance of this <b>Crime Policy</b>, the <b>Insured</b> gives the Company notice canceling prior policies or bonds issued by the Company that are designated by policy or bond numbers <b>Not Applicable</b>, such cancellation to be effective at the time this <b>Crime Policy</b> becomes effective.</p> <p><b>INSURED'S PREMISES COVERED:</b></p> <p>All Premises of the Insured in the United States of America, its territories and possessions, Canada, or any other country throughout the world, except: <b>Not Applicable</b></p>
<p><b>ITEM 6</b></p>	<p><b>PREMIUM FOR THE POLICY PERIOD:</b></p> <p><b>\$1,280.00</b>                                      Policy Premium</p> <p><b>N/A</b>    Annual Installment Premium</p>
<p><b>ITEM 7</b></p>	<p><b>FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE:</b> <b>ACF-7006-0511; CRI-3001-0109; CRI-7126-0109; CRI-7129-0109; CRI-19072-0315; CRI-19101-1117; CRI-19115-0519; CRI-19085-0919; CRI-19122-1120; CRI-4025-0109; CRI-5050-0613</b></p>

THE DECLARATIONS, THE APPLICATION, THE CRIME TERMS AND CONDITIONS, ANY PURCHASED INSURING AGREEMENTS, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE NAMED INSURED.

Countersigned By \_\_\_\_\_

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.



President



Corporate Secretary

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**REMOVAL OF SHORT-RATE CANCELLATION ENDORSEMENT**

This endorsement changes the following:

**Government Entity Crime**

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**It is agreed that:**

In any cancellation, termination or non-renewal provision, any reference to computing a premium on a short rate basis is replaced with a reference to computing such premium on a pro-rata basis.

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Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, exclusions or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

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Issuing Company: **Travelers Casualty and Surety Company of America**

Policy Number: **107014378**

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ACF-7006 Ed. 05-11

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**CRIME**
**CRIME TERMS AND CONDITIONS**

**PLEASE READ ALL TERMS AND CONDITIONS CAREFULLY**

**CONSIDERATION CLAUSE**

**IN CONSIDERATION** of the payment of the premium stated in the Declarations, and subject to the Declarations and pursuant to all the terms, conditions, exclusions and limitations of this **Crime Policy**, the Company will pay the **Insured** for direct loss that the **Insured** sustains which is directly caused by a **Single Loss** taking place at any time and which is **Discovered** by the **Insured** during the **Policy Period** or during the Extended Period to Discover Loss pursuant to the terms set forth in Section V. CONDITIONS A. GENERAL CONDITIONS 3. Extended Period to Discover Loss.

**I. INSURING AGREEMENTS**


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This **Crime Policy** provides coverage under each of the following Insuring Agreements. Notwithstanding the aforesaid, if ITEM 5 of the Declarations indicates that any Insuring Agreement is "*Not Covered*," then such Insuring Agreement and any other reference thereto is deemed to be deleted from this **Crime Policy**.

**A. FIDELITY**

## 1. Employee Theft

The Company will pay the **Insured** for the **Insured's** direct loss of, or direct loss from damage to, **Money, Securities and Other Property** directly caused by **Theft or Forgery** committed by an **Employee**, whether identified or not, acting alone or in collusion with other persons.

## 2. ERISA Fidelity

The Company will pay the **Insured** for direct loss of, or direct loss from damage to, **Money, Securities and Other Property** that belongs to an **Employee Benefit Plan**, directly caused by **Theft or Forgery** committed by a **Fiduciary**, whether identified or not, acting alone or in collusion with other persons.

## 3. Employee Theft of Client Property

The Company will pay the **Insured** for direct loss of, or direct loss from damage to, **Money, Securities and Other Property** sustained by the **Insured's Client**, directly caused by **Theft or Forgery** committed by an identified **Employee**.

**B. FORGERY OR ALTERATION**

The Company will:

1. pay the **Insured** for the **Insured's** direct loss directly caused by **Forgery** or alteration of, on or in any written **Covered Instruments** that are:

- a. made by, drawn by, or drawn upon, the **Insured**, or purport to have been so made or drawn; or
  - b. made or drawn by one acting as the **Insured's** agent, or purport to have been so made or drawn; and
2. reimburse the **Insured** for reasonable legal defense expenses that the **Insured** has paid if the **Insured** is sued for refusing to pay any written **Covered Instrument** under this Insuring Agreement B. on the basis that it has been **Forged** or altered. Reimbursement of such legal expenses is conditioned upon the **Insured's** receipt of the Company's prior written consent to defend against such suit. The amount of any legal expenses reimbursed under Insuring Agreement B. is in addition to the applicable Single Loss Limit of Insurance for Insuring Agreement B.

A signature that is a mechanical or electronic reproduction of a handwritten signature produced by a mechanical check-writing machine or a computer printer is treated the same as a handwritten signature. An **Electronic Signature** is not treated the same as a mechanical or electronic reproduction of a handwritten signature and is not a **Forgery** under this Insuring Agreement B.

For purposes of this Insuring Agreement B., the term "check" includes a "substitute check" as defined in the Check Clearing for the 21<sup>st</sup> Century Act, and will be treated the same as the original it replaced.

#### C. ON PREMISES

The Company will pay the **Insured** for:

1. the **Insured's** direct loss of **Money** or **Securities** located inside the **Premises** or **Financial Institution Premises** directly caused by **Theft**, committed by a person present inside such **Premises** or **Financial Institution Premises**;
2. the **Insured's** direct loss of **Money** or **Securities** located inside the **Premises** or **Financial Institution Premises** directly caused by disappearance, damage or destruction;
3. the **Insured's** direct loss of, or direct loss from damage to, **Other Property** located inside the **Premises**:
  - a. directly caused by an actual or attempted **Robbery**; or
  - b. in a safe or vault, directly caused by an actual or attempted **Safe Burglary**; and
4. the **Insured's** direct loss from damage to the **Premises** or its exterior resulting directly from an actual or attempted **Theft**, **Robbery** or **Safe Burglary**, if the **Insured** is the owner of the **Premises** or is liable for damage to it; or
5. the **Insured's** direct loss of, or loss from damage to, a locked safe, vault, cash register, cash box or cash drawer located inside the **Premises** resulting directly from an actual or attempted **Theft**, **Robbery** or **Safe Burglary**, if the **Insured** is the owner of the locked safe, vault, cash register, cash box or cash drawer or is liable for damage thereto.

#### D. IN TRANSIT

1. The Company will pay the **Insured** for the **Insured's** direct loss of **Money** or **Securities** directly caused by **Theft**, disappearance, damage or destruction while in transit outside the **Premises** and in the care and custody of:

- a. a **Messenger**, including while temporarily within the living quarters of a **Messenger**; or
  - b. an armored motor vehicle company.
2. The Company will pay the **Insured** for the **Insured's** direct loss of, or the **Insured's** direct loss from damage to, the **Insured's Other Property** directly caused by an actual or attempted **Robbery** while in transit outside the **Premises** and in the care and custody of:
- a. a **Messenger**; or
  - b. an armored motor vehicle company.
3. The Company will pay the **Insured** for the **Insured's** direct loss of, or direct loss from damage to, the **Insured's Other Property** directly caused by an actual or attempted **Theft** of the **Insured's Other Property** while it is temporarily within the living quarters of a **Messenger**.

Coverage under this Insuring Agreement D. begins immediately upon receipt of the **Money, Securities or Other Property** by the transporting party and ends immediately upon delivery to the designated recipient or its agent.

#### E. MONEY ORDERS AND COUNTERFEIT MONEY

The Company will pay the **Insured** for the **Insured's** direct loss directly caused by the **Insured's** good faith acceptance of:

1. original money orders, issued or purportedly issued by any post office, express company or bank located in the United States of America, its territories and possessions, Canada, or any other country in which the **Insured** maintains a physical **Premises**, that are not paid upon presentation; or
2. **Counterfeit Money**, of the United States of America, its territories and possessions, Canada, or any other country in which the **Insured** maintains a physical **Premises** that is acquired during the regular course of business;

in exchange for merchandise, **Money** or services.

#### F. COMPUTER CRIME

1. Computer Fraud

The Company will pay the **Insured** for the **Insured's** direct loss of, or direct loss from damage to, **Money, Securities and Other Property** directly caused by **Computer Fraud**.

2. Computer Program and Electronic Data Restoration Expense

The Company will pay the **Insured** for reasonable **Restoration Expense** that the **Insured** incurs to restore or replace damaged or destroyed **Computer Programs** or **Electronic Data** stored within the **Insured's Computer System** directly caused by a **Computer Violation**.

For purposes of this Insuring Agreement F.2., a **Single Loss** involving **Computer Program** and **Electronic Data Restoration Expense** applies to reasonable **Restoration Expense** incurred by the **Insured** between the time the **Insured Discovers** the damage or destruction and the time the

**Insured's Computer Program or Electronic Data** is restored to the level of operational capability that existed immediately preceding a **Computer Violation**. Recurrence of the same **Computer Virus** after the **Insured's Computer Program or Electronic Data** has been restored constitutes a separate **Single Loss**.

Payment of reasonable **Restoration Expense** applies:

- a. only to **Computer Programs** and **Electronic Data** which the **Insured** owns or leases, or for which the **Insured** is legally liable; and
- b. only if the **Insured** is unable to reproduce such **Computer Programs** or **Electronic Data** from back-up data copies.

Payment of reasonable **Restoration Expense** will be made to the **Insured** upon the completion of the restoration of the damaged or destroyed **Computer Programs** or **Electronic Data**.

If a **Single Loss** is covered under both Insuring Agreements F.1. and F.2., then only the Retention for a **Single Loss** under Insuring Agreement F.1. will be applicable and the payment of **Restoration Expense** under Insuring Agreement F.2. will be part of, and not in addition to, the Single Loss Limit of Insurance for Insuring Agreement F.1.

#### G. FUNDS TRANSFER FRAUD

The Company will pay the **Insured** for the **Insured's** direct loss of **Money** and **Securities** contained in the **Insured's Transfer Account** directly caused by **Funds Transfer Fraud**.

#### H. PERSONAL ACCOUNTS PROTECTION

##### 1. Personal Accounts Forgery or Alteration

The Company will pay the **Insured**, on behalf of the **Insured's Management Staff Member**, for loss incurred by the **Insured's Management Staff Member**, directly caused by **Forgery** or alteration of, on or in any written **Covered Personal Instruments** that are:

- a. drawn upon personal accounts of the **Insured's Management Staff Member**, or purported to have been so drawn; or
- b. made or drawn by one acting as an agent of the **Insured's Management Staff Member**, or purport to have been so made or drawn.

A signature that is a mechanical or electronic reproduction of a handwritten signature produced by a mechanical check-writing machine or a computer printer will be treated the same as a handwritten signature. An **Electronic Signature** is not treated the same as a mechanical or electronic reproduction of a handwritten signature and is not a **Forgery** under this Insuring Agreement H.

For purposes of this Insuring Agreement H.1. the term "check" includes a substitute check as defined in the Check Clearing for the 21<sup>st</sup> Century Act, and will be treated the same as the original it replaced.

##### 2. Identity Fraud Expense Reimbursement

The Company will reimburse the **Insured**, on behalf of the **Insured's Management Staff Member**, for **Identity Fraud Expense** incurred by the **Insured's Management Staff Member** as a direct result of any **Identity Fraud**.

## I. CLAIM EXPENSE

The Company will pay the **Insured** for reasonable **Claim Expenses** incurred and paid by the **Insured** to establish the existence, amount and preparation of the **Insured's** proof of loss in support of a covered claim for loss under any Insuring Agreement of this **Crime Policy**.

The following conditions specifically apply to this Insuring Agreement I.:

1. any **Claim Expenses** payable to the **Insured** are only applicable to any covered loss which exceeds the Single Loss Retention for the Insuring Agreement that is the subject of a claim under this **Crime Policy**;
2. **Claim Expenses** that are payable to the **Insured** are in addition to the Single Loss Limit of Insurance for the Insuring Agreement that is the subject of a claim under this **Crime Policy**; and
3. **Claim Expenses** payable to the **Insured** will be paid to the **Insured** at the same time as the payment of the valid and collectible loss under the Insuring Agreement that is the subject of a claim under this **Crime Policy**.

## II. GENERAL AGREEMENTS

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### A. JOINT INSURED

1. If the **Insured** consists of more than one entity, then the **First Named Insured** acts for itself and for every other **Insured** for all purposes of this **Crime Policy**.
2. If any **Insured**, or a partner or **Management Staff Member** of that **Insured**, has knowledge of any information relevant to this **Crime Policy**, that knowledge is considered knowledge of every **Insured**.
3. An **Employee** of any **Insured** is considered to be an **Employee** of every **Insured**.
4. The Company will not pay the **Insured** more for loss or losses sustained by more than one **Insured** than the amount the Company would pay if all loss or losses had been sustained by one **Insured**.
5. Payment by the Company to the **First Named Insured** for loss sustained by any **Insured**, or payment by the Company to the **Employee Benefit Plan** for loss sustained under Insuring Agreement A.2, fully releases the Company on account of such loss.
6. If this **Crime Policy** or any of its Insuring Agreements are canceled or terminated as to any **Insured**, loss sustained by that **Insured** is covered only if **Discovered** by the **Insured** during the period of time provided in the Extended Period To Discover Loss pursuant to the terms set forth in Section V. CONDITIONS A. GENERAL CONDITIONS 3. Extended Period to Discover Loss; provided, this extended period to discover loss terminates as to that **Insured** immediately upon the effective date of any other insurance obtained by that **Insured** replacing in whole or in part the insurance afforded by this **Crime Policy**, whether or not such other insurance provides coverage for loss sustained prior to its effective date.

### B. ADDITIONAL OFFICES

If the **Insured** establishes any additional offices, other than by consolidation with, merger with, purchase of, or acquisition of assets or liabilities of another organization while this **Crime Policy** is in effect, such offices are automatically covered by this **Crime Policy** from the date of such establishment without the requirement of notice to the Company or the payment of additional premium for the remainder of the **Policy Period**.

**C. CONSOLIDATION, MERGER OR PURCHASE OF ASSETS**

If, during the **Policy Period**, the **Insured** merges with, purchases or acquires the assets or liabilities of another entity, this **Crime Policy** will provide coverage for that merged, purchased, or acquired entity, subject to all other terms and conditions herein, but only for loss **Discovered** by the **Insured** after the effective date of such merger, purchase, or acquisition; provided, the **Insured** gives the Company written notice of such merger, purchase, or acquisition, and specific application has been submitted on the Company's form in use at the time, together with such documentation and information as the Company may require, all within 90 days after the effective date of such merger, purchase, or acquisition. Coverage for the merged, purchased, or acquired entity will not be afforded following such 90-day period unless the Company has agreed to provide such coverage, subject to any additional terms and conditions as the Company may require, and the **Insured** has paid the Company any additional premium as may be required by the Company. Any **Employee Benefit Plan** or **Sponsored Plan** acquired as above will be included as **Insureds** as specified in Item 1 of the Declarations.

The 90-day notice requirement and the 90-day limitation of coverage will not apply, provided: (1) the assets of the merged, purchased, or acquired entity do not exceed 30% of the total assets of all **Insureds** as reflected in the **Insured's** most recent fiscal year-end financial statement, or (2) the merger, purchase, or acquisition occurs less than 90 days prior to the end of the **Policy Period**.

**D. ACQUISITIONS**

If, during the **Policy Period**, the **Insured** acquires a **Subsidiary**, this **Crime Policy** will provide coverage for such **Subsidiary** and its respective **Management Staff Members**, **Employee Benefit Plans**, and **Sponsored Plans**, subject to all other terms and conditions of this **Crime Policy**, provided written notice of such acquisition has been given to the Company, and specific application has been submitted on the Company's form in use at the time, together with such documentation and information as the Company may require, all within 90 days after the effective date of such acquisition. Coverage for such **Subsidiary** will not be afforded following such 90-day period unless the Company has agreed to provide such coverage, subject to any additional terms and conditions as the Company may require, and the **Insured** has paid the Company any additional premium as may be required by the Company.

The 90-day notice requirement and the 90-day limitation of coverage will not apply provided that: (1) the assets of the acquired **Subsidiary** do not exceed 30% of the **Insured's** total assets as reflected in the **Insured's** most recent fiscal year-end financial statement; or (2) the acquisition occurs less than 90 days prior to the end of the **Policy Period**.

**E. CHANGE OF CONTROL – NOTICE REQUIREMENTS**

When the **Insured** learns that a **Change of Control** has taken place as to any **Insured**, or will take place during the **Policy Period**, the **Insured** must give the Company written notice within 90 days of the effective date of such **Change of Control**.

**III. DEFINITIONS**

Wherever appearing in this **Crime Policy**, the following words and phrases appearing in bold type have the meanings set forth in this Section III. DEFINITIONS:

**A. *Change of Control* means:**

1. the acquisition of any **Insured**, or of all or substantially all of its assets, by another entity, or the merger or consolidation of any **Insured** into or with another entity such that the **Insured** is not the surviving entity; or
2. the obtaining by any person, entity or affiliated group of persons or entities of the right to elect, appoint or designate more than 50% of the board of directors or board of managers or to exercise a majority control of the board of directors, board of managers, or a functional equivalent thereof of any **Insured**.

- B. **Claim Expenses** means reasonable fees, costs and expenses of outside accountants, attorneys, consultants or experts retained by the **Insured** to determine the amount and extent of loss covered under this **Crime Policy**. The reasonableness of such expenses will be determined by the Company. The phrase does not mean or include any of the **Insured's** internal corporate fees, costs (direct or indirect), obligations or **Employee** wages and salaries.
- C. **Client** means an entity designated as a **Client** by endorsement to this **Crime Policy** for which the **Insured** performs services as specified in a written agreement, but only while the written agreement is in effect.
- D. **Client's Premises** means the interior of that portion of any building the **Insured's Client** occupies in conducting its business.
- E. **Computer Fraud** means:
- The use of any computer to fraudulently cause a transfer of **Money**, **Securities** or **Other Property** from inside the **Premises** or **Financial Institution Premises**:
1. to a person (other than a **Messenger**) outside the **Premises** or **Financial Institution Premises**; or
  2. to a place outside the **Premises** or **Financial Institution Premises**.
- F. **Computer Program** means a set of related electronic instructions that direct the operations and functions of a **Computer System** or devices connected to it that enable the **Computer System** or devices to receive, process, store, retrieve, send, create or otherwise act upon **Electronic Data**.
- G. **Computer System** means a computer and all input, output, processing, storage and communication facilities and equipment that are connected to such a device and that the operating system or application software used by the **Insured** are under the direct operational control of the **Insured**. Off-line media libraries are deemed to be part of such **Computer System**.
- H. **Computer Violation** means:
1. a **Computer Virus** designed to damage or destroy a **Computer Program** or **Electronic Data**; or
  2. vandalism by a natural person, including an **Employee**, who has gained unauthorized electronic access to the **Insured's Computer System**.
- I. **Computer Virus** means a set of unauthorized instructions, programmatic or otherwise:
1. directed solely against the **Insured**; and
  2. that propagate themselves through the **Computer System** or networks;
- provided such instructions were maliciously introduced by a natural person.
- J. **Counterfeit** means an imitation of **Money** that is intended to deceive and to be taken as genuine.
- K. **Covered Instruments** means:
1. checks, drafts, promissory notes, bills of exchange or similar written promises, orders or directions to pay a sum certain in **Money**; and
  2. written instruments required in conjunction with any transaction involving any **Credit, Debit or Charge Card** issued to the **Insured**, the **Insured's Employees** or the **Insured's Management Staff Members** for business purposes.
- L. **Covered Personal Instruments** means:
1. checks, drafts, promissory notes or similar written promises, orders or directions to pay a sum certain in **Money**; and

2. written instruments required in conjunction with any transaction involving any **Credit, Debit or Charge Card** issued to a **Management Staff Member** for personal use.
- M. **Credit, Debit or Charge Card** means any card, plate or other similar device used for the purpose of obtaining **Money**, property, labor or services on credit or for immediate payment. The terms do not mean a note, check, draft, money order or other negotiable instrument.
- N. **Crime Policy** means, collectively, the Declarations, the application, the Crime Terms and Conditions, and any endorsements attached thereto.
- O. **Digital Signature** means an electronic identifier created by computer, within, attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- P. **Discover, Discovered, or Discovery** means the moment when the **Insured**, any partner in the **Insured**, or **Management Staff Member**:
1. first become(s) aware of facts that would cause a reasonable person to assume that a loss of a type covered by this **Crime Policy** has been or will be incurred, regardless of when the act or acts causing or contributing to such loss occurred, even though the exact details of loss may not then be known; or
  2. first receive(s) notice of a claim against the **Insured** alleging facts which, if true, would constitute a loss under this **Crime Policy**,
- whichever occurs first.
- Q. **Electronic Data** means facts or information converted to a form:
1. usable in a **Computer System**;
  2. that does not provide instructions or directions to a **Computer System**; or
  3. that is stored on electronic processing media for use by a **Computer Program**.
- R. **Electronic Signature** means a **Digital Signature**, an electronic sound, symbol or process, within, attached to, or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- S. **Employee** means:
1. any natural person:
    - a. while in the **Insured's** service or for 60 days after termination of service, unless such termination is due to **Theft** or **Forgery** or any other dishonest act committed by the **Employee**;
    - b. who the **Insured** compensates directly by salary, wages or commissions; and
    - c. who the **Insured** has the right to direct and control while performing services for the **Insured**;
  2. any natural person who is temporarily furnished to the **Insured**:
    - a. to substitute for an **Employee** as set forth in paragraph 1. above, who is on medical, military or other leave of absence; or
    - b. to meet seasonal or short-term workload conditions;

while that person is subject to the **Insured's** direction and control and performing services for the **Insured**; provided, any such natural person who has care and custody of property outside the **Premises** is specifically excluded from this definition;



3. any natural person, other than a temporary **Employee** described in paragraph 2. above, who is leased to the **Insured** under a written agreement between the **Insured** and a labor leasing firm, while that person is subject to the **Insured's** direction and control and performing services for the **Insured**;
4. any natural person:
  - a. who is a member of the board of directors, member of the board of trustees or **LLC Manager** while acting as a member of any of the **Insured's** elected or appointed committees, including any member of such committee, to perform on the **Insured's** behalf, specific, as distinguished from general, directorial acts;
  - b. who is a non-compensated officer;
  - c. other than a non-compensated fund solicitor, while performing services for the **Insured** that are usual to the duties of an **Employee** or officer;
  - d. while acting as a non-compensated fund solicitor during fund raising campaigns;
  - e. who is a former **Employee**, member of the board of directors, partner, **LLC Manager**, or member of the board of trustees retained as a consultant while that person is subject to the **Insured's** direction and control and performing services for the **Insured**;
  - f. who is a guest student or intern pursuing studies or duties in any of the **Insured's** offices or **Premises**; while such person is subject to the **Insured's** direction and control and performing services for the **Insured**;
  - g. who is a volunteer, while such person is subject to the **Insured's** direction and control and is performing services for the **Insured**, or
5. any attorney retained by the **Insured**, and any employee of such attorney, while performing legal services for the **Insured**.

**Employee** also means any individual described in paragraphs 1-5 above while such person is on medical, military, or other leave of absence from the **Insured**. Coverage applies to any such **Employee** while on leave, regardless of whether such person remains subject to the **Insured's** direction and control during the time of leave.

**Employee** does not mean any agent, broker, factor, commission merchant, consignee, independent contractor or representative or other person of the same general character not specified in paragraphs 1. through 5. above.

- T. **Employee Benefit Plan** means an employee welfare benefit plan or an employee pension benefit plan as more fully set forth in Title 1, Section 3 of the Employee Retirement Income Security Act of 1974 and any amendments thereto (ERISA) and which is solely sponsored by an **Employee Benefit Plan Sponsor**.
- U. **Employee Benefit Plan Sponsor** means:
1. the **First Named Insured**,
  2. any **Subsidiary**, or
  3. any other entity listed in Item 1. of the Declarations.

V. **Fiduciary** means any natural person who is a trustee, an officer, an **Employee** or an administrator of any **Employee Benefit Plan**; and any person, or a member of the board of directors, an officer, an **Officer-Shareholder**, a member of the board of trustees, an **LLC Manager**, or an **Employee** while that person is handling **Money**, **Securities** and **Other Property** that belongs to any **Employee Benefit Plan**.

**Fiduciary** does not mean any agent, broker, independent contractor, broker/dealer, registered representative, investment advisor, custodian or other person or entity of the same general character.

W. **Financial Institution** means:

1. a bank, trust company, savings bank, credit union, savings and loan association or similar thrift institution; or
2. a stock brokerage firm, mutual fund, liquid assets fund or similar investment institution.

X. **Financial Institution Premises** means the interior of that portion of any building occupied by a **Financial Institution** (including any night depository chute and any safe maintained by such **Financial Institution**), transfer agent or registrar or similarly recognized place of safe deposit.

Y. **First Named Insured** means the entity first named in ITEM 1 of the Declarations.

Z. **Forgery**, or **Forged** means the signing of the name of another person or organization with a handwritten signature physically affixed directly to a **Covered Instrument** or **Covered Personal Instrument**, without authority and with the intent to deceive; it does not mean a signature that consists in whole or in part of one's own name signed with or without authority in any capacity, for any purpose.

AA. **Funds Transfer Fraud** means:

1. an electronic, telegraphic, cable, teletype or telephone instruction fraudulently transmitted to a **Financial Institution** directing such institution to debit a **Transfer Account** and to transfer, pay or deliver **Money** or **Securities** from the **Transfer Account** which instruction purports to have been transmitted by the **Insured**, but was in fact fraudulently transmitted by someone other than the **Insured** without the **Insured's** knowledge or consent;
2. a fraudulent written instruction, other than one covered under Insuring Agreement B., issued to a **Financial Institution** directing such **Financial Institution** to debit a **Transfer Account** and to transfer, pay or deliver **Money** or **Securities** from such **Transfer Account** by use of an electronic funds transfer system at specified intervals or under specified conditions, which written instruction purports to have been issued by the **Insured** but was in fact fraudulently issued, **Forged** or altered by someone other than the **Insured** without the **Insured's** knowledge or consent; or
3. an electronic, telegraphic, cable, teletype, telefacsimile, telephone or written instruction initially received by the **Insured**, which purports to have been transmitted by an **Employee**, but which was in fact fraudulently transmitted by someone else without the **Insured's** or the **Employee's** consent.

BB. **Identity Fraud** means the act of knowingly transferring or using, without lawful authority, a means of identification of a **Management Staff Member** with the intent to commit, aid, or abet any unlawful activity that constitutes a violation of federal law or a felony under any applicable jurisdiction.

CC. **Identity Fraud Expense** means:

1. costs for notarizing fraud affidavits or similar documents for credit agencies, financial institutions, merchants or other credit grantors that have required that such affidavits be notarized;
2. costs for certified mail to law enforcement agencies, credit agencies, financial institutions, merchants or other credit grantors;

3. costs for long distance telephone calls to law enforcement agencies, credit agencies, financial institutions, merchants or other credit grantors to report or discuss any actual **Identity Fraud**;
4. lost wages, up to a maximum payment of \$1,000. per week for a maximum period of five (5) weeks, as a result of absence from employment:
  - a. to communicate with law enforcement agencies, legal counsel, credit agencies, financial institutions, merchants or other credit grantors;
  - b. to complete fraud affidavits or similar documents; or
  - c. due to wrongful incarceration arising solely from someone having committed a crime in the **Management Staff Member's** name; provided, that lost wages will not apply in the case of wrongful incarceration absent all charges being dismissed or an acquittal;
5. loan application fees for re-applying for a loan or loans when the original application is rejected solely because the lender received incorrect credit information;
6. reasonable attorney fees incurred, with the Company's prior written consent, for:
  - a. defense of lawsuits brought against the **Insured's Management Staff Member** by financial institutions, merchants, other credit grantors or their collection agencies;
  - b. the removal of any criminal or civil judgments wrongly entered against the **Insured's Management Staff Member**; or
  - c. challenging the accuracy or completeness of any information in a consumer credit report; and
7. costs for daycare and eldercare incurred solely as a direct result of any **Identity Fraud Discovered** during the **Policy Period**.

**Identity Fraud Expense** does not include any expense or loss not listed in paragraphs 1. through 7. of this Definition CC..

DD. **Insured** means:

1. for the purposes of Insuring Agreement A.2., any and all **Employee Benefit Plans**;
    - a. which have been established or maintained by an **Employee Benefit Plan Sponsor** as of the inception date of this **Crime Policy**, or
    - b. which have been created or acquired by an **Employee Benefit Plan Sponsor** after the inception date of this **Crime Policy**, subject to the provisions of General Agreements C and D.
- or
2. for the purposes of all other Insuring Agreements:
    - a. the **First Named Insured**,
    - b. any **Subsidiary**,
    - c. any **Sponsored Plan**, or
    - d. any other entity listed in Item 1. of the Declarations.

EE. **LLC Manager** means any natural person who was, is or becomes a manager, member of the board of managers, or a functionally equivalent executive of a limited liability company.

FF. **LLC Member** means any natural person who has an ownership interest in a limited liability company.

- GG. **Management Staff Member** means the **Insured's** proprietor, natural person partner, member of the board of directors, member of the board of trustees, officer, risk manager, in-house general counsel, **LLC Manager**, or **LLC Member**.
- HH. **Messenger** means any **Management Staff Member**, or relative thereof, any **Officer-Shareholder**, or any **Employee**, duly authorized, while having care and custody of covered property outside the **Premises**.
- II. **Money** means a medium of exchange in current use and authorized or adopted by a domestic or foreign government, including currency, coins, bank notes, bullion, travelers' checks, registered checks and money orders held for sale to the public.
- JJ. **Officer-Shareholder** means any officer who has a 25% or greater ownership interest in any one or more **Insureds**.
- KK. **Other Property** means any tangible property other than **Money** and **Securities** that has intrinsic value.
- LL. **Policy Period** means the period from the Inception Date to the Expiration Date set forth in ITEM 2 of the Declarations. In no event will the **Policy Period** continue past the effective date of cancellation or termination of this **Crime Policy**.
- MM. **Premises** means the interior of that portion of any building the **Insured** occupies in conducting the **Insured's** business.
- NN. **Restoration Expense** means reasonable costs incurred by the **Insured** to reproduce **Computer Programs** or **Electronic Data** and enable the **Insured** to restore the **Insured's Computer System** to the level of operational capability that existed immediately preceding a **Computer Violation**.

**Restoration Expense** does not include:

1. the **Insured's** internal corporate costs and expenses, including **Employee** remuneration and any costs related to any legal action;
  2. expenses incurred as a result of the reconstruction of **Computer Programs** and **Electronic Data** recorded on media, including magnetic or optical media if there are no analyses files, specifications or backups of **Computer Programs** or **Electronic Data** held outside the **Premises**;
  3. expenses incurred as a result of the reconstruction of **Computer Programs** and **Electronic Data** if the **Insured** knowingly used illegal copies of programs;
  4. expenses incurred to render the **Computer Programs** and **Electronic Data** usable by replacement processing equipment;
  5. expenses incurred to design, update or improve **Computer Programs** or **Electronic Data** or to perfect their operation or performance;
  6. expenses incurred as a result of alteration in **Computer Programs** and **Electronic Data** held on magnetic media due to the effect of magnetic fields, incorrect usage of the **Computer Programs** and **Electronic Data**, or the obsolescence of the **Computer System**;
  7. the **Insured's** lost revenue, sales or profits; or
  8. expenses incurred by any customer.
- OO. **Robbery** means the unlawful taking of **Money**, **Securities** and **Other Property** from the care and custody of the **Insured**, the **Insured's** partners or any other person (except any person acting as a watchperson or janitor) by one who has:
1. caused or threatened to cause that person bodily harm; or
  2. committed an unlawful act witnessed by that person.
- PP. **Safe Burglary** means the unlawful taking of:
1. **Money**, **Securities** and **Other Property** from within a locked safe or vault by a person unlawfully entering the safe or vault as evidenced by marks of forcible entry upon its exterior; or

2. a safe or vault from inside the **Premises**.

QQ. **Securities** means written negotiable and non-negotiable instruments or contracts representing **Money** or property including:

1. tokens, tickets, revenue and other stamps (whether represented by actual stamps or unused value in a meter) in current use; and
2. evidences of debt issued in connection with any **Credit, Debit or Charge Card**, which cards are not issued by the **Insured**;

but does not include **Money**.

RR. **Single Loss** means:

1. for purposes of Insuring Agreement A.:
  - a. an individual act;
  - b. the combined total of all separate acts; or
  - c. a series of related acts;

committed by an **Employee** or committed by more than one **Employee** acting alone or in collusion with other persons both during and before the **Policy Period**;

2. for purposes of Insuring Agreements B. and H.1., all loss caused by any person, or loss in which that person is involved, whether the loss involves one or more written **Covered Instruments** or **Covered Personal Instruments**; and

3. for purposes of all other Insuring Agreements:

- a. any act or series of related acts or events involving one or more persons; or
- b. any act, acts or events involving a person or group of persons acting together;

whether identified or not, both during and before the **Policy Period**.

SS. **Sponsored Plan** means any employee benefit plan or employee pension benefit plan solely sponsored by any **Insured** that is not subject to the terms of ERISA.

TT. **Subsidiary** means:

1. any corporation, partnership, limited liability company or other entity, organized under the laws of any jurisdiction in which, on or before the Inception Date set forth in ITEM 2 of the Declarations, the **Insured** owns, directly or indirectly, more than 50% of the outstanding securities or voting rights representing the present right to elect, appoint, or exercise a majority control over such entity's board of directors, board of trustees, board of managers, natural person general partners, or functional equivalent; or
2. subject to the provisions set forth in Section II. GENERAL AGREEMENTS D. ACQUISITIONS, of the Crime Terms and Conditions, any entity that the **Insured** acquires or forms during the **Policy Period** in which the **Insured** owns, directly or indirectly, more than 50% of the outstanding securities or voting rights representing the present right to elect, appoint or exercise a majority control over such entity's board of directors, board of trustees, board of managers, natural person general partners, or functional equivalent.

**Subsidiary** does not include any entity in which any **Insured** is engaged as a participant in any type of joint venture unless such entity is specifically scheduled as an additional **Insured** by endorsement to this **Crime Policy**.

UU. **Theft** means:

1. under Insuring Agreement A.3., the intentional unlawful taking of **Money, Securities and Other Property** to the deprivation of a **Client**;
  2. under Insuring Agreements C. or D., the intentional unlawful taking of **Money and Securities** to the **Insured's** deprivation.
  3. under all other Insuring Agreements, the intentional unlawful taking of **Money, Securities and Other Property** to the **Insured's** deprivation.
- VV. **Transfer Account** means an account maintained by the **Insured** at a **Financial Institution** from which the **Insured** can initiate the transfer, payment or delivery of **Money or Securities**:
1. by means of electronic, telegraphic, cable, teletype, telefacsimile or telephone instructions communicated directly or through an electronic funds transfer system; or
  2. by means of written instructions (other than those described in Insuring Agreements B. and H.1.) establishing the conditions under which such transfers are to be initiated by such **Financial Institution** through an electronic funds transfer system.

#### IV. EXCLUSIONS

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- A. This **Crime Policy** will not apply to loss resulting directly or indirectly from war, whether or not declared; civil war; insurrection; rebellion or revolution; military, naval or usurped power; governmental intervention, expropriation or nationalization; or any act or condition related to any of the foregoing.
- B. This **Crime Policy** will not apply to loss resulting directly or indirectly from seizure or destruction of property by order of governmental authority.
- C. This **Crime Policy** will not apply to loss resulting directly or indirectly from any fraudulent, dishonest or criminal act committed by the **Insured**, the **Insured's** natural person partners, any **LLC Member** or **Officer-Shareholder**, whether acting alone or in collusion with others; provided, this Exclusion C. will not apply to loss covered under Insuring Agreement A.2..
- D. This **Crime Policy** will not apply to loss resulting directly or indirectly from any fraudulent, dishonest or criminal act committed by any **Employee** or **Fiduciary** whether acting alone or in collusion with others, unless covered under Insuring Agreements A.1., A.2., A.3., F.2., or H..
- E. This **Crime Policy** will not apply to loss resulting directly or indirectly from any **Funds Transfer Fraud**, unless covered under Insuring Agreements A.1., A.2., A.3., or G..
- F. This **Crime Policy** will not apply to loss resulting directly or indirectly from the **Insured's** acceptance of money orders or **Counterfeit Money**, unless covered under Insuring Agreements A.1., A.2., A.3. or E..
- G. This **Crime Policy** will not apply to loss or damages resulting directly or indirectly from the input of **Electronic Data** by a natural person having the authority to enter the **Insured's Computer System**, unless covered under Insuring Agreements A.1., A.2., A.3., F.2. or G..
- H. This **Crime Policy** will not apply to loss resulting directly or indirectly from forged, altered or fraudulent documents or written instruments used as source documentation in the preparation of **Electronic Data**, unless covered under Insuring Agreements A.1., A.2., or A.3..
- I. This **Crime Policy** will not apply to any expenses incurred by the **Insured** in establishing the existence or the amount of any loss covered under this **Crime Policy**, unless covered under Insuring Agreement I..
- J. This **Crime Policy** will not apply to loss of income, whether or not earned or accrued, or potential income, including interest and dividends, not realized by the **Insured** as the result of any loss covered under this **Crime Policy**.
- K. This **Crime Policy** will not apply to damages of any type, except the **Insured's** direct compensatory damages resulting from a loss covered under this **Crime Policy**.

- L. This **Crime Policy** will not apply to indirect or consequential loss of any nature, including fines, penalties, multiple or punitive damages.
- M. This **Crime Policy** will not apply to loss resulting directly or indirectly from any **Theft**, disappearance, damage, destruction or disclosure of any intangible property or confidential information including:
1. trade secret information, confidential processing methods or other confidential information or intellectual property of any kind, or **Electronic Data** unless otherwise covered under Insuring Agreement F.2.; or
  2. **Computer Programs**.
- N. This **Crime Policy** will not apply to loss of, or damage to, manuscripts, records, accounts, microfilm, tapes or other records, whether written or electronic, or the cost of reproducing any information contained in such lost or damaged records, except when covered under Insuring Agreements C., D., or F.2..
- O. This **Crime Policy** will not apply to loss, or that part of any loss, the proof of which as to its existence or amount is dependent solely upon:
1. an inventory computation or physical count; or
  2. a profit and loss computation;
- provided that where the **Insured** establishes wholly apart from such computations or physical count that the **Insured** has sustained a loss covered under Insuring Agreements A.1., A.2, A.3. or F.1., then the **Insured** may offer the **Insured's** inventory records and an actual physical count of inventory in support of other evidence as to the amount of loss claimed.
- P. This **Crime Policy** will not apply to loss resulting directly or indirectly from trading whether or not in the name of the **Insured** or whether or not in a genuine or fictitious account, unless covered under Insuring Agreement A.1, A.2. or A.3..
- Q. This **Crime Policy** will not apply to loss resulting directly or indirectly from fire, except:
1. loss of or damage to **Money** or **Securities**; or
  2. damage to any safe or vault caused by the application of fire thereto in connection with any actual or attempted **Safe Burglary** when covered under Insuring Agreement C..
- R. This **Crime Policy** will not apply to loss resulting directly or indirectly from the giving or surrendering of **Money, Securities** or **Other Property** in any exchange or purchase, whether or not fraudulent, with any other party not in collusion with an **Employee**, except when covered under Insuring Agreement E..
- S. This **Crime Policy** will not apply to loss of **Money, Securities** or **Other Property** while in the custody of any **Financial Institution**, trust company, or similarly recognized place of safe deposit or armored motor vehicle company unless the loss is in excess of the amount recovered or received by the **Insured** under the **Insured's** contract, if any, with, or insurance carried by, any of the aforementioned.
- T. This **Crime Policy** will not apply to loss of **Money, Securities** or **Other Property** held by an armored motor vehicle company for the **Insured**, and which is stored by such company overnight inside buildings used in the conduct of its business.
- U. This **Crime Policy** will not apply to loss resulting directly or indirectly from nuclear reaction, nuclear radiation, radioactive contamination, biological or chemical contamination or to any related act or incident.
- V. This **Crime Policy** will not apply to loss of **Money, Securities** or **Other Property** resulting directly or indirectly from kidnap, extortion or ransom payments (other than **Robbery**) surrendered to any person as a result of a threat.
- W. This **Crime Policy** will not apply to loss resulting directly or indirectly from **Forgery** or alteration, except when covered under Insuring Agreements A.1., A.2., A.3., B., or H..
- X. This **Crime Policy** will not apply to loss resulting directly or indirectly from **Computer Fraud**, except when covered under Insuring Agreements A.1., A.2., A.3., F.1., or H.1..

- Y. This **Crime Policy** will not apply to loss under Insuring Agreements C. or D. resulting directly or indirectly from:
1. an accounting or arithmetical error or omission;
  2. the loss of property from within any money operated device, unless the amount of **Money** deposited in it is recorded by a continuous recording device;
  3. anyone, acting on the **Insured's** express or implied authority, being induced by any dishonest act to voluntarily part with title to or possession of any property;
  4. damage to motor vehicles, trailers or semi-trailers or equipment and accessories attached to them; or
  5. damage to the **Premises** or its exterior or to containers of covered property by vandalism or malicious mischief.
- Z. This **Crime Policy** will not apply to loss resulting directly or indirectly from the diminution in value of **Money, Securities or Other Property**.
- AA. This **Crime Policy** will not apply to loss arising from any **Credit, Debit or Charge Card** if the **Insured**, the **Insured's Employee** or **Management Staff Member** has not fully complied with the provisions, conditions or other terms under which any card was issued.
- BB. This **Crime Policy** will not apply to loss sustained by any **Subsidiary** or related **Employee Benefit Plan** or **Sponsored Plan**, occurring at any time during which such entity was not a **Subsidiary** or related **Employee Benefit Plan** or **Sponsored Plan**.
- CC. This **Crime Policy** will not apply to loss sustained by the **Insured** or any **Subsidiary** to the extent it results in a benefit, gain or transfer to the **Insured** or any **Subsidiary**, except to the extent that such loss is covered under Insuring Agreement A.2..

## V. CONDITIONS

### A. GENERAL CONDITIONS

#### 1. Territory Covered

Except as indicated in Item 5. of the Declarations,

- a. the Company will cover loss the **Insured** sustains anywhere in the world, and
- b. the Company will cover all of the **Insured's** offices and **Premises**, including any additional offices or **Premises** pursuant to Sections II. GENERAL AGREEMENTS B. ADDITIONAL OFFICES, C. CONSOLIDATION, MERGER OR PURCHASE OF ASSETS, and D. ACQUISITIONS in this **Crime Policy**.

#### 2. Cooperation

The **Insured** must cooperate with the Company in all matters pertaining to this **Crime Policy** as stated in its terms, conditions and limitations.

#### 3. Extended Period to Discover Loss

The Company will pay the **Insured** for loss that the **Insured** sustained prior to the effective date of cancellation or termination of this **Crime Policy**, which is **Discovered** by the **Insured**:

- a. no later than 90 days from the date of cancellation or termination; and
- b. as respects any **Employee Benefit Plan**, no later than one (1) year from the date of cancellation or termination.



Notwithstanding the above, this extended period to **Discover** loss terminates immediately upon the effective date of any other insurance obtained by the **Insured** replacing in whole or in part the insurance afforded by this **Crime Policy**, whether or not such other insurance provides coverage for loss sustained prior to its effective date.

#### 4. Other Insurance

This **Crime Policy** applies only as excess insurance over, and will not contribute with: (1) any other valid and collectible insurance available to any **Insured** unless such insurance is written specifically excess of this **Crime Policy** by reference in such other policy to the Policy Number of this **Crime Policy**; and (2) indemnification to which any **Insured** is entitled from any other entity other than any **Insured**. As excess insurance, this **Crime Policy** will not apply or contribute to the payment of any loss to the **Insured** until the amount of such other insurance or indemnity has been exhausted by loss covered thereunder. If the limit of the other insurance or indemnity is insufficient to cover the entire amount of the loss, this **Crime Policy** will apply to that part of the loss not recoverable or recovered under the other insurance or indemnity. This **Crime Policy** will not be subject to the terms of any other insurance.

Any loss that is applicable to this Condition A.4. is subject to both the applicable Single Loss Limit of Insurance and applicable Single Loss Retention shown in ITEM 5 of the Declarations.

If this **Crime Policy** replaces prior insurance that provided the **Insured** with an extended period of time after the termination or cancellation of such prior insurance in which to **Discover** loss, then, and only with respect to loss **Discovered** during such extended period but sustained prior to the termination of such prior insurance, the coverage afforded by this **Crime Policy** applies as follows:

- a. the Company will have no liability for such loss, unless the amount of such loss exceeds the limit of insurance of that prior insurance; provided, that in such case, the Company will pay the **Insured** for the excess of such loss subject to the terms and conditions of this **Crime Policy**; and
- b. any payment the Company makes to the **Insured** for such excess loss will not be greater than the difference between the limit of insurance of the **Insured's** prior insurance and the applicable Single Loss Limit of Insurance of this **Crime Policy**. The Company will not apply the applicable Single Loss Retention to such excess loss.

#### 5. Ownership of Property; Interests Covered

- a. The property covered under this **Crime Policy** except as provided in 5.b. below is limited to property:
  - i. that the **Insured** owns or leases;
  - ii. that the **Insured** holds for others:
    - (a) on the **Insured's Premises** or the **Insured's Financial Institution Premises**; or
    - (b) while in transit and in the care and custody of a **Messenger**; or
  - iii. for which the **Insured** is legally liable, except for property located inside the **Insured's Client's Premises** or the **Insured's Client's Financial Institution Premises**.

Notwithstanding the above, this **Crime Policy** is for the **Insured's** benefit only and provides no rights or benefits to any other person or organization. Any claim for loss that is covered under this **Crime Policy** must be presented by the **Insured**.

- b. If ITEM 5 of the Declarations indicates that coverage under Insuring Agreement A.3. Employee Theft of Client Property has been purchased, then the property covered under Insuring Agreement A.3. is limited to property:

- i. that the **Insured's Client** owns or leases;
- ii. that the **Insured's Client** holds for others; or
- iii. for which the **Insured's Client** is legally liable;

while the property is inside the **Insured's Client's Premises** or the **Insured's Client's Financial Institution Premises**.

Notwithstanding the above, this **Crime Policy** is for the **Insured's** benefit only and provides no rights or benefits to any other person or organization, including the **Insured's Client**. Any claim for loss by the **Insured's Client** that is covered under this **Crime Policy** must be presented by the **Insured**.

6. Representation, Concealment, Misrepresentation or Fraud

No statement made by the **Insured**, whether contained in the application, underwriting information or otherwise, is deemed to be a warranty of anything except that it is true to the best of the knowledge and belief of the person making the statement.

This **Crime Policy** is void in any case of fraud by the **Insured** as it relates to this **Crime Policy** at any time. This **Crime Policy** is also void if the **Insured**, at any time, intentionally conceals or misrepresents a material fact concerning:

- a. this **Crime Policy**;
- b. the **Money, Securities or Other Property**;
- c. the **Insured's** interest in the **Money, Securities or Other Property**; or
- d. a claim under this **Crime Policy**.

7. Premiums

The **First Named Insured** is responsible for the payment of all premiums and will be the payee for any return premiums the Company pays.

8. Transfer of Rights and Duties Under this **Crime Policy**

Rights and duties under this **Crime Policy** may not be transferred without the Company's written consent except in the case of the death of a natural person **Insured**. If such person dies, then the decedent's rights and duties will be transferred to the decedent's legal representative, but only while acting within the scope of duties as the decedent's legal representative. Until a legal representative is appointed, anyone having proper temporary custody of the decedent's property will have all rights and duties but only with respect to that property.

**B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT**

1. Limit of Insurance

a. Policy Aggregate Limit of Insurance

If ITEM 5 of the Declarations indicates that this **Crime Policy** includes a Policy Aggregate Limit of Insurance, then the Company's total liability for all loss **Discovered** during the **Policy Period** will not exceed such Policy Aggregate Limit of Insurance. The Policy Aggregate Limit of Insurance will be reduced by the amount of any payment made under the terms of this **Crime Policy**. If the Policy Aggregate Limit of Insurance is exhausted by any payment made for loss **Discovered** during the **Policy Period**, the Company will have no further liability for loss regardless of when **Discovered** and whether or not previously reported to the Company.

If applicable, the Policy Aggregate Limit of Insurance will be reinstated to the extent of any net recovery pursuant to Condition B.6. that is received by the Company during the **Policy Period** and before the Crime Policy Aggregate Limit of Insurance is exhausted. Recovery from reinsurance or indemnity, or both, for the Company's benefit will not be deemed a recovery as used herein. In the event that a loss of **Securities** is settled by the Company through the use of a Lost Securities Bond, such loss will not reduce the Crime Policy Aggregate Limit of Insurance, but any payment under the Lost Securities Bond reduces the Policy Aggregate Limit of Insurance under this **Crime Policy**.

The provisions of this Condition B.1.a. will not be applicable to Insuring Agreement A.2.

If ITEM 5 of the Declarations indicates that this **Crime Policy** does not include a Crime Policy Aggregate Limit of Insurance, then payment of loss under this **Crime Policy** will not reduce the Single Loss Limit of Insurance for other **Single Losses**.

b. Single Loss Limit of Insurance

The maximum Single Loss Limit of Insurance for each Insuring Agreement will not exceed the applicable amount set forth in ITEM 5 of the Declarations for such Insuring Agreement.

c. Special Limit of Insurance for Specified Other Property

The Company's liability for loss under Insuring Agreements C. and D. is limited as follows

- i. the lesser of \$25,000. or the amount shown as the Single Loss Limit of Insurance for any **Single Loss** involving precious metals, precious or semi-precious stones, pearls, furs, or completed articles made of or containing such enumerated materials that constitute more than half the value of such articles;
- ii. the lesser of \$25,000. or the amount shown as the Single Loss Limit of Insurance for any **Single Loss**, including damage to manuscripts, drawings or records of any kind, or the cost of reconstructing them or reproducing any information contained in them;

The Special Limit of Insurance for Specified Other Property is part of, and not in addition to, any applicable limit of liability.

d. Identity Fraud Expense Reimbursement Single Loss Limit of Insurance

The maximum limit of insurance per the **Insured's Management Staff Member** for each **Identity Fraud** covered under Insuring Agreement H.2. will not exceed the applicable Single Loss Limit of Insurance stated in ITEM 5 of the Declarations. All acts incidental to an **Identity Fraud**, any series of **Identity Frauds**, and all **Identity Frauds** arising from the same method of operation, whether committed by one or more persons, will be deemed to arise out of one act and will be treated as one **Identity Fraud**. If an act causes a covered loss under Insuring Agreement H.2. to more than one **Management Staff Member**, the applicable Single Loss Limit of Insurance and Retention under Insuring Agreement H.2. applies to each **Management Staff Member** separately.

e. Loss Covered Under More Than One Insuring Agreement of this **Crime Policy**

Subject to any applicable Crime Policy Aggregate Limit of Insurance, if any **Single Loss** is comprised of loss covered under more than one Insuring Agreement, the most the Company will pay the **Insured** for such **Single Loss** is the lesser of:

- i. the actual amount of such **Single Loss**; or

- ii. the sum of the Single Loss Limits of Insurance applicable to such Insuring Agreements applying to such loss.

## 2. Single Loss Retention

The Company will not pay the **Insured** for any **Single Loss** unless the amount of such **Single Loss** exceeds the Single Loss Retention shown in Item 5 of the Declarations. The Company will pay the **Insured** the amount of any **Single Loss** in excess of the Single Loss Retention, up to the Single Loss Limit of Insurance for the applicable Insuring Agreement.

If more than one Single Loss Retention applies to the same **Single Loss**, then only the highest Single Loss Retention will be applied.

No Single Loss Retention applies to any legal expenses paid to the **Insured** solely under Insuring Agreement B.

## 3. The Insured's Duties in the Event of a Loss

After the **Insured Discovers** a loss or a situation that may result in loss of or loss from damage to **Money, Securities or Other Property** that exceeds 25% of the Single Loss Retention, the **Insured** must:

- a. notify the Company as soon as possible;
- b. notify law enforcement authorities if the **Insured** has reason to believe that any loss, except for loss covered under Insuring Agreements A.1., A.2., A.3., or F.2., involves a violation of law;
- c. submit to examination under oath at the Company's request and give the Company a signed statement of the **Insured's** answers;
- d. give the Company a detailed, sworn proof of loss within 120 days; and
- e. cooperate with the Company in the investigation and settlement of any claim.

Proof of loss under Insuring Agreement B. and H.1. must include: (1) an affidavit of **Forgery** setting forth the amount and cause of loss; and (2) the original written **Covered Instruments** or **Personal Covered Instruments** or a copy of such written instruments.

## 4. Valuation / Settlement

Subject to the applicable limit of insurance provision (Section V. CONDITIONS B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT 1. Limit of Insurance) the Company will pay the **Insured** for:

- a. loss of **Money** but only up to and including its face value, and, at the Company's option, pay for loss of **Money** issued by any country other than the United States of America:
  - i. at face value in the **Money** issued by that country; or
  - ii. in the United States of America dollar equivalent determined by the rate of exchange published in The Wall Street Journal on the day the loss was **Discovered**;
- b. loss of **Securities** but only up to and including their value at the close of business on the day the loss was **Discovered**, and at the Company's option:
  - i. pay the **Insured** the value of such **Securities** or replace them in kind, in which event the **Insured** must assign to the Company all the **Insured's** rights, title and interest in those **Securities**; or

- ii. pay the cost of any Lost Securities Bond required in connection with issuing duplicates of the **Securities**; provided, the Company will be liable only for the cost of the Lost Securities Bond as would be charged for a bond having a penalty not exceeding the lesser of the value of the **Securities** at the close of business on the day the loss was **Discovered**;
- c. loss of, or loss from damage to, **Other Property** or **Premises** including its exterior for the replacement cost without deduction for depreciation; provided, the Company will pay the **Insured** the lesser of the following:
  - i. the applicable Single Loss Limit of Insurance;
  - ii. the cost to replace **Other Property** or **Premises** including its exterior with property of comparable material and quality, and used for the same purpose; or
  - iii. the amount the **Insured** actually spends that is necessary to repair or replace such property;

provided, the Company will, at its option, pay the **Insured** for loss of, or loss from damage to, **Other Property** or **Premises** including its exterior, in the **Money** of the country in which the loss occurred, or in the United States of America dollar equivalent of the **Money** of the country in which the loss occurred determined by the rate of exchange published in The Wall Street Journal on the day the loss was **Discovered**.

The Company will not pay the **Insured** on a replacement cost basis for any loss or damage until such property is actually repaired or replaced, and unless the repairs or replacement are made as soon as reasonably possible after the loss or damage. If the lost or damaged property is not repaired or replaced, the Company will pay the **Insured** actual cash value on the day the loss was **Discovered**.

Any property that the Company pays the **Insured** for or replaces becomes the Company's property.

## 5. Records

The **Insured** must keep records of all **Money**, **Securities**, and **Other Property** under this **Crime Policy** so the Company can verify the amount of any loss.

## 6. Recoveries

- a. All recoveries for payments made under this **Crime Policy** should be applied, after first deducting the costs and expenses incurred in obtaining such recovery, in the following order of priority:
  - i. first, to the **Insured** to reimburse the **Insured** for loss sustained that would have been paid under this **Crime Policy** but for the fact that it is in excess of the applicable Single Loss Limit(s) of Insurance;
  - ii. second, to the Company in satisfaction of amounts paid or to be paid to the **Insured** in settlement of the **Insured's** covered claim;
  - iii. third, to the **Insured** in satisfaction of any Single Loss Retention; and
  - iv. fourth, to the **Insured** in satisfaction of any loss not covered under this **Crime Policy**.
- b. The value of all property received by the **Insured** from any source whatever and whenever received, in connection with any matter from which a loss has arisen, will be valued as of the date received and will be deducted from the covered loss.

- c. Recoveries do not include any recovery:
  - i. from insurance, suretyship, reinsurance, security or indemnity taken for the Company's benefit; or
  - ii. of original **Securities** after duplicates of them have been issued.

7. Transfer of the Insured's Rights of Recovery Against Others to the Company

The **Insured** must transfer to the Company all the **Insured's** rights of recovery against any person or organization for any loss the **Insured** sustained and for which the Company has paid or settled. The **Insured** must also do everything necessary to secure those rights and do nothing after loss to impair them.

8. Legal Action Against the Company

The **Insured** may not bring any legal action against the Company involving loss:

- a. unless the **Insured** has complied with all the terms of this **Crime Policy**;
- b. until 90 days after the **Insured** has filed proof of loss with the Company; and
- c. unless brought within two (2) years from the date the **Insured Discovers** the loss.

If any limitation in this Condition B.8. is deemed to be inconsistent with applicable law, such limitation is amended so as to equal the minimum period of limitation provided by such law.

9. Liberalization

If the Company adopts any revision to the Crime Terms and Conditions of this **Crime Policy** that would broaden coverage and such revision does not require an additional premium or endorsement and the revision is adopted within 45 days prior to or during the **Policy Period**, the broadened coverage will apply to this **Crime Policy** as of the date the revision is approved for general use by the applicable department of insurance.

**C. EMPLOYEE BENEFIT PLAN PROVISIONS – INFLATION GUARD**

In compliance with certain provisions of ERISA:

- 1. if any **Employee Benefit Plan** is insured jointly with any other entity under this **Crime Policy**, the **Insured** must select a Single Loss Limit of Insurance for Insuring Agreement A.2. that is sufficient to provide an amount of insurance for each **Employee Benefit Plan** that is at least equal to that required if each **Employee Benefit Plan** were insured separately;
- 2. if the **Insured** is an entity other than an **Employee Benefit Plan**, any payment the Company makes to the **Insured** for loss sustained by any **Employee Benefit Plan** will be held by such **Insured** for the use and benefit of the **Employee Benefit Plan(s)** sustaining the loss; and
- 3. if two or more **Employee Benefit Plans** are covered under this **Crime Policy**, any payment the Company makes for loss:
  - a. sustained by two or more **Employee Benefit Plans**; or

- b. of commingled **Money, Securities or Other Property** of two or more **Employee Benefit Plans**;

that arises out of a **Single Loss** is to be shared by each **Employee Benefit Plan** sustaining loss, in the proportion that the limit of insurance required under ERISA for each such **Employee Benefit Plan**, bears to the total of those limits of insurance.

4. If, at the inception date of this **Crime Policy**, or a preceding policy written by the Company that provided ERISA fidelity coverage for **Employee Benefit Plans**, the **Insured** has or had a Single Loss Limit of Insurance under such ERISA fidelity coverage for **Employee Benefit Plans** that is or was equal to or greater than the limit of insurance required under ERISA, the Single Loss Limit of Insurance under Insuring Agreement A.2. will equal the greater of the amount of the limit of insurance required by ERISA or the Single Loss Limit of Insurance set forth in Item 5. of the Declarations for Insuring Agreement A.2.

#### D. CANCELLATION OR TERMINATION

1. The **Insured** may cancel:
- a. this **Crime Policy** in its entirety;
  - b. an Insuring Agreement; or
  - c. coverage for any **Insured**;

by mailing or delivering to the Company advance written notice of cancellation.

2. The Company may cancel:
- a. this **Crime Policy** in its entirety;
  - b. an Insuring Agreement; or
  - c. coverage for any **Insured**;

by mailing or delivering to the **First Named Insured** written notice of cancellation at least 20 days before the effective date of cancellation if the Company cancels for nonpayment of premium; or 60 days before the effective date of cancellation if the Company cancels for any other reason.

The Company will mail or deliver the Company's notice to the **First Named Insured's** last mailing address known to the **Company**. Notice of cancellation will state the effective date of cancellation and the **Policy Period** will end on that date. If this **Crime Policy** or an Insuring Agreement is cancelled, the Company will send the **First Named Insured** any premium refund due. If the Company cancels this **Crime Policy**, the refund will be pro rata. If the **Insured** cancels, the earned premium will be computed in accordance with the customary short rate table and procedure. The cancellation will be effective even if the Company has not made or offered a refund. If notice is mailed, proof of mailing will be sufficient proof of notice.

3. This **Crime Policy** terminates:
- a. in its entirety immediately upon the expiration of the **Policy Period**;

- b. in its entirety immediately upon exhaustion of the Policy Aggregate Limit of Insurance, if applicable; provided, that no **Crime Policy** termination under this Condition D.3.b. will be effective with respect to any **Employee Benefit Plan** covered under Insuring Agreement A.2.;
- c. in its entirety immediately upon the voluntary liquidation or dissolution of the **First Named Insured**; provided, that no **Crime Policy** termination under this Condition D.3.c. will be effective with respect to any **Employee Benefit Plan** covered under Insuring Agreement A.2.; or
- d. as to any **Subsidiary** immediately upon the **Change of Control** of such **Subsidiary**.

4. This **Crime Policy** terminates as to any **Employee**:

- a. as soon as the **Insured's** partner, any of the **Insured's Management Staff Members** or any **Employee** with managerial or supervisory responsibility not in collusion with the **Employee** becomes aware of any dishonest or fraudulent employment related act involving an amount in excess of \$10,000; or
- b. 60 days after the **Insured's** partner, any of the **Insured's Management Staff Members** or any **Employee** with managerial or supervisory responsibility not in collusion with the **Employee** becomes aware of any dishonest or fraudulent non-employment related act; either of which acts were committed by such **Employee** in the **Insured's** service, during the term of employment by the **Insured** or prior to employment by the **Insured**, provided such dishonest or fraudulent non-employment related act involved **Money, Securities or Other Property** is in an amount in excess of \$10,000.

**E. CHANGES**

Only the **First Named Insured** is authorized to make changes in the terms of this **Crime Policy** and solely with the Company's prior written consent. This **Crime Policy's** terms can be changed, amended or waived only by endorsement issued by the Company and made a part of this **Crime Policy**. Notice to any representative of the **Insured** or knowledge possessed by any agent or by any other person will not effect a waiver or change to any part of this **Crime Policy**, or estop the Company from asserting any right under the terms, conditions and limitations of this **Crime Policy**, nor may the terms, conditions and limitations hereunder be waived or changed, except by a written endorsement to this **Crime Policy** issued by the Company.

**F. ENTIRE AGREEMENT**

The Declarations, the application, the Crime Terms and Conditions, and any endorsements attached thereto, constitute the entire agreement between the **Insured** and the Company.

**G. HEADINGS**

The titles of the various paragraphs of this **Crime Policy** and its endorsements are inserted solely for convenience or reference and are not to be deemed in any way to limit or affect the provision to which they relate.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### GOVERNMENT ENTITY CRIME ENDORSEMENT – FAITHFUL PERFORMANCE OF DUTY

This endorsement modifies the following:

Crime

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It is agreed that:

1. The following is added to Section *I. INSURING AGREEMENTS, A. Fidelity*, 1. Employee Theft-Per Loss Coverage and 2. Employee Theft-Per Employee Coverage:

**Faithful Performance of Duty**

The Company will pay the **Insured** for the **Insured's** direct loss of, or direct loss from damage to, **Money, Securities and Other Property** directly caused by the failure of any **Employee** to faithfully perform the **Employee's** duties as prescribed by law.

2. The limit of liability for Faithful Performance of Duty coverage is **\$250,000**, and such limit is part of, and not in addition to, the limit of liability for Insuring Agreement A.1., FIDELITY, Employee Theft-Per Loss Coverage, and Insuring Agreement A.2., FIDELITY, Employee Theft-Per Employee Coverage, respectively, if coverage is carried thereunder.
3. The following is added to Section *III. DEFINITIONS*:
 

**Financial Institution Failure** means the failure of any **Financial Institution** acting as a depository for property that the **Insured** owns or for which the **Insured** is legally liable.
4. The following is added to Section *IV. EXCLUSIONS*:
 

This **Crime Policy** will not apply to loss resulting directly or indirectly from **Financial Institution Failure**.
5. The following replaces paragraph 4.a. of section *V. CONDITIONS, D. CANCELLATION OR TERMINATION*:
  4. This **Crime Policy** terminates as to any **Employee**
    - a. as soon as the **Insured's** partner, any of the **Insured's Management Staff Members** or any **Employee** with managerial or supervisory responsibility not in collusion with the **Employee** becomes aware of any employment related act committed by the **Employee** that would constitute a loss under the terms of this **Crime Policy**, involving **Money, Securities or Other Property** in an amount in excess of \$10,000; or
6. The following replaces the INDEMNIFICATION provision as set forth in paragraph 6. of the Government Entity Crime Endorsement:

**Indemnification**

The Company will indemnify any of the **Insured's** officials who are required by law to give bonds for the faithful performance of their duties against loss through the failure of any **Employee** under the supervision of that official to faithfully perform such **Employee's** duties as prescribed by law, when such failure directly causes direct loss of, or direct loss from damage to, the **Insured's Money, Securities and Other Property**, subject to the applicable Limit of Insurance. The provisions of this Condition apply to Insuring Agreement A only.

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Issuing Company: **Travelers Casualty and Surety Company of America**  
 Policy Number: **107014378**

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Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, exclusions or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GOVERNMENT ENTITY CRIME ENDORSEMENT INCLUDING COVERAGE FOR TREASURERS AND TAX COLLECTORS

This endorsement modifies the following:

Crime

It is agreed that:

- 1. Item 5. of the DECLARATIONS, Insuring Agreement A. Fidelity is replaced with the following:

Table with 3 columns: Insuring Agreement, Single Loss Limit of Insurance, Single Loss Retention. Row 1: A. Fidelity, 1. Employee Theft - Per Loss Coverage, \$250,000, \$1,000. Row 2: 2. Employee Theft - Per Employee Coverage.

- 2. Section I. INSURING AGREEMENTS, A. FIDELITY is replaced with the following:

A. FIDELITY

- 1. Employee Theft - Per Loss Coverage: The Company will pay the Insured for the Insured's direct loss of, or direct loss from damage to, Money, Securities and Other Property directly caused by Theft or Forgery committed by an Employee, whether identified or not, acting alone or in collusion with other persons.
2. Employee Theft - Per Employee Coverage: The Company will pay the Insured for the Insured's direct loss of, or direct loss from damage to, Money, Securities, and Other Property directly caused by Theft or Forgery committed by each Employee, whether identified or not, acting alone or in collusion with other persons.

- 3. Section II. GENERAL AGREEMENTS, A. JOINT INSURED, 5. is replaced with the following:

- 5. Payment by the Company to the First Named Insured for loss sustained by any Insured fully releases the Company on account of such loss.

- 4. Section III. DEFINITIONS is amended as follows:

A. Definition DD. Insured is replaced with the following:

- DD. Insured means:
1. the First Named Insured,
2. any Sponsored Plan, or
3. any other entity listed in Item 1. of the Declarations.

B. Paragraph 1. of Definition RR. Single Loss is replaced with the following:

- RR. Single Loss means:
1. for purposes of Insuring Agreement A.1:
a. an individual act;
b. the combined total of all separate acts; or
c. a series of related acts;
committed by an Employee or committed by more than one Employee acting alone or in collusion with other persons both during and before the Policy Period; and

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2. for purposes of Insuring Agreement A.2.:
- a. an individual act;
  - b. the combined total of all separate acts; or
  - c. a series of related acts;
- committed by each **Employee** acting alone or in collusion with other persons both during and before the **Policy Period**.
- C. Paragraph 1. of Definition UU. **Theft** is deleted.
5. Section **IV. EXCLUSIONS** is amended as follows:
- A. Exclusion C is replaced by the following:
    - C. This **Crime Policy** will not apply to loss resulting directly or indirectly from any fraudulent, dishonest or criminal act committed by the **Insured**, the **Insured's** natural person partners, any **LLC Member** or **Officer-Shareholder**, whether acting alone or in collusion with others.
  - B. References to Insuring Agreement A.3. are deleted from Exclusions D, E, F, G, H, O, P, W, and X.
  - C. Exclusion CC. is replaced by the following:
    - CC. This **Crime Policy** will not apply to loss sustained by the **Insured** or any **Subsidiary** to the extent it results in a benefit, gain or transfer to the **Insured** or any **Subsidiary**.
  - D. The following Exclusion is added:
    - DD. This **Crime Policy** will not apply to loss caused by any **Employee** required by law to be individually bonded.
6. Section **V. CONDITIONS** is amended as follows:
- A. Section **A. GENERAL CONDITIONS**, 5. Ownership of Property; Interests Covered, b. is deleted.
  - B. The third paragraph, which reads, "The provisions of this Condition B.1.a will not be applicable to Insuring agreement A.2." is deleted from section **B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT**, 1. **Limit of Insurance**, a. Policy Aggregate Limit of Insurance.
  - C. Section **B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT**, 3. **The Insured's Duties in the Event of a Loss**, b. is replaced with the following:
    - b. notify law enforcement authorities if the **Insured** has reason to believe that any loss, except for loss covered under Insuring Agreements A.1., A.2., or F.2., involves a violation of law;
  - D. Section **C. EMPLOYEE BENEFIT PROVISIONS - INFLATION GUARD** is deleted.
  - E. Sections **D. CANCELLATION OR TERMINATION**, 3 b. and c. are replaced with the following:
    - b. in its entirety immediately upon exhaustion of the Policy Aggregate Limit of Insurance, if applicable;
    - c. in its entirety immediately upon the voluntary liquidation or dissolution of the **First Named Insured**;
7. The following Condition is added:
- Indemnification**

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The Company will indemnify any of the **Insured's** officials who are required by law to give individual bonds for the faithful performance of their duties, against loss through **Theft** committed by **Employees** who serve under them, subject to the applicable Limit of Insurance. The provisions of this Condition apply to Insuring Agreement A only.

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**GLOBAL COVERAGE COMPLIANCE ENDORSEMENT – ADDING FINANCIAL INTEREST COVERAGE  
AND SANCTIONS CONDITION AND AMENDING TERRITORY CONDITION**

This endorsement changes the following:

**Crime**

**It is agreed that:**

1. The following is added to section III. **DEFINITIONS**:

**Financial Interest** means the **First Named Insured's** insurable interest in an **Insured** that is domiciled in a country or jurisdiction in which the Company is not licensed to provide this insurance, as a result of the **First Named Insured's**:

1. ownership of the majority of the outstanding securities or voting rights of the **Insured** representing the present right to elect, appoint, or exercise a majority control over such **Insured's** board of directors, board of trustees, board of managers, natural person general partner, or functional foreign equivalent;
2. indemnification of, or representation that it has an obligation to indemnify, the **Insured** for loss sustained by such **Insured**; or
3. election or obligation to obtain insurance for such **Insured**.

2. The following replaces section V. **CONDITIONS, A. GENERAL CONDITIONS, 1., Territory Covered**:

1. Territory Covered

- a. Except as indicated in Item 5. of the Declarations,

- i. the Company will cover loss the **Insured** sustains anywhere in the world, and
- ii. the Company will cover all of the **Insured's** offices and **Premises**, including any additional offices or **Premises** pursuant to sections II. GENERAL AGREEMENTS B. ADDITIONAL OFFICES, C. CONSOLIDATION, MERGER OR PURCHASE OF ASSETS, and D. ACQUISITIONS in this **Crime Policy**.

- b. This **Crime Policy** does not apply to:

- i. loss sustained by an **Insured** domiciled; or
- ii. loss of **Other Property** located,

in any country or jurisdiction in which the Company is not licensed to provide this insurance, to the extent that providing this insurance would violate the laws or regulations of such country or jurisdiction.

- c. In the event an **Insured** sustains loss referenced in b. above to which this **Crime Policy** would have applied, the Company will reimburse the **First Named Insured** for its loss, on account of its **Financial Interest** in such **Insured**.

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3. The following is added to section **V. CONDITIONS, B. PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT**:

In the event the Company reimburses the **First Named Insured** on account of its **Financial Interest** in an **Insured**, as a condition precedent to exercising rights under this **Crime Policy**, the **First Named Insured** will cause the **Insured** to comply with the conditions of this **Crime Policy**.

4. The following is added to section **V. CONDITIONS**:

**SANCTIONS**

This **Crime Policy** will provide coverage for any loss or expenses, or otherwise will provide any benefit, only to the extent that providing such coverage or benefit does not expose the Company or any of its affiliated or parent companies to any trade or economic sanction under any law or regulation of the United States of America or any other applicable trade or economic sanction, prohibition or restriction.

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Nothing herein contained shall be held to vary, alter, waive, or extend any of the terms, conditions, exclusions, or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### AMENDATORY ENDORSEMENT FOR CERTAIN ERISA CONSIDERATIONS

This endorsement changes the following:

#### Crime

#### It is agreed that:

1. The following replaces section I. **INSURING AGREEMENTS**, A. 2. ERISA Fidelity:

2. ERISA Fidelity

The Company will pay the **Insured** for direct loss of, or direct loss from damage to, **Money, Securities and Other Property** that belongs to an **Employee Benefit Plan**, directly caused by acts of **Fraud or Dishonesty** committed by a **Fiduciary**, whether identified or not, acting alone or in collusion with other persons.

2. The following is added to section III. **DEFINITIONS**:

**Fraud or Dishonesty** has the meaning set forth in Title 29, Code of Federal Regulations, Section 2580.412-9.

**Handled or Handling** mean "handle", "handled", "handles" or "handling" as these terms are set forth in Title 29, Code of Federal Regulations, Section 2580.412-6.

3. The following replaces section III. **DEFINITIONS**, V.

V. **Fiduciary** means:

1. any natural person who is a trustee, officer, **Employee**, or an administrator, of any **Employee Benefit Plan**;  
or
2. any natural person who is a member of the board of directors, member of the board of trustees, a partner, an **LLC Manager**, an **LLC Member**, an **Officer-Shareholder**, an officer, or an **Employee**, of any **Employee Benefit Plan Sponsor**; while that person is **Handling Money, Securities, or Other Property** that belongs to an **Employee Benefit Plan**.

**Fiduciary** does not mean any agent, broker, independent contractor, third party administrator, broker-dealer, registered representative, investment advisor, custodian, or other person or entity of the same general character.

4. The following replaces section IV. **EXCLUSIONS**, M and Z:

M. This **Crime Policy** will not apply to loss resulting directly or indirectly from any **Theft**, disappearance, damage, destruction, or disclosure of any intangible property or confidential information, including:

1. trade secret information, confidential processing methods, or other confidential information or intellectual property of any kind, or **Electronic Data**, unless otherwise covered under Insuring Agreement F.2.; or
2. **Computer Programs**,

provided that this exclusion will not apply to loss that is otherwise covered under Insuring Agreement A. 2., ERISA Fidelity caused by a **Fiduciary's** access to, use of, or disclosure of, such intangible property or confidential information to commit acts of **Fraud or Dishonesty**.

Z. This **Crime Policy** will not apply to loss resulting directly or indirectly from the diminution in value of **Money, Securities, or Other Property**, provided that this exclusion will not apply to loss that is otherwise covered under Insuring Agreement A. 2., ERISA Fidelity caused by a **Fiduciary's** acts of **Fraud or Dishonesty**.

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5. The following replaces section **V. CONDITIONS, A. GENERAL CONDITIONS**, 3. Extended Period to Discover Loss:

3. Extended Period to Discover Loss

The Company will pay the **Insured** for loss that the **Insured** sustained prior to the effective date of cancellation or termination of this **Crime Policy**, which is **Discovered** by the **Insured**:

- a. no later than 90 days from the date of cancellation or termination; and
- b. as respects any **Employee Benefit Plan**, no later than one year from the date of cancellation or termination.

Notwithstanding the above, with respect to all Insuring Agreements other than Insuring Agreement A.2. ERISA Fidelity, this extended period to **Discover** loss terminates immediately upon the effective date of any other insurance obtained by the **Insured** replacing in whole or in part the insurance afforded by this **Crime Policy**. With respect to Insuring Agreement A.2. ERISA Fidelity, the extended period to Discover Loss terminates upon the effective date of any other insurance obtained by the **Employee Benefit Plan Sponsor** or the **Employee Benefit Plan** that offers the same coverage afforded by this **Crime Policy** in an amount no less than the minimum amount required under ERISA section 412 and that provides coverage for loss sustained prior to its effective date.

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Nothing herein contained shall be held to vary, alter, waive, or extend any of the terms, conditions, exclusions, or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### TELECOMMUNICATION FRAUD INSURING AGREEMENT ENDORSEMENT

This endorsement changes the following:

#### Crime

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#### It is agreed that:

1. The following is added to ITEM 5 of the Declarations:

	Single Loss Limit of Insurance	Single Loss Retention
<b>Telecommunication Fraud</b>	\$100,000	\$1,000

2. The following is added to section I. **INSURING AGREEMENTS**:

#### **TELECOMMUNICATION FRAUD**

The Company will pay the **Insured** for its **Telecommunication Charges** directly caused by **Telecommunication Fraud**.

3. The following are added to section III. **DEFINITIONS**:

Whenever appearing in this **Crime Policy**, the following words and phrases appearing in bold type have the meanings set forth in this Section III. **DEFINITIONS**:

**Telecommunication Charges** mean amounts charged to the **Insured** by its telephone service provider.

**Telecommunication Fraud** means the unauthorized access to, or use of, the **Insured's** telephone system by a person or entity other than an **Employee**.

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Nothing herein contained shall be held to vary, alter, waive, or extend any of the terms, conditions, exclusions, or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## SOCIAL ENGINEERING FRAUD INSURING AGREEMENT ENDORSEMENT

This endorsement changes the following:

### Crime

#### It is agreed that:

1. The following is added to ITEM 5. of the Declarations:

Insuring Agreement	Single Loss Limit of Insurance	Single Loss Retention
<b>Social Engineering Fraud</b>	\$100,000	\$5,000

2. The following **INSURING AGREEMENT** is added to section I. **INSURING AGREEMENTS**:

#### **SOCIAL ENGINEERING FRAUD**

The Company will pay the **Insured** for the **Insured's** direct loss from the transferring, paying or delivering of **Money** or **Securities**, directly caused by **Social Engineering Fraud**.

3. The following are added to section III. **DEFINITIONS**:

**Authorized Person** means an **Officer-Shareholder**, sole proprietor, director, trustee, natural person partner, **LLC Manager** or **LLC Member** who is authorized by the **Insured** to transfer, pay, or deliver **Money** or **Securities** or to instruct **Employees** or other **Authorized Persons** to transfer, pay, or deliver **Money** or **Securities**.

**Communication** means an electronic, telegraphic, cable, teletype, telephonic voice, telefacsimile, or written instruction received by an **Employee** or **Authorized Person** that:

1. directs the **Employee** or **Authorized Person** to transfer, pay, or deliver **Money** or **Securities**;
2. contains a misrepresentation of a material fact; and
3. is relied upon by the **Employee** or **Authorized Person**, believing the material fact to be true.

**Social Engineering Fraud** means the intentional misleading of an **Employee** or **Authorized Person** by a natural person impersonating:

1. a **Vendor**, or that **Vendor's** attorney;
2. a **Client**, or that **Client's** attorney;
3. an **Employee**; or
4. an **Authorized Person**,

through the use of a **Communication**.

**Vendor** means an entity or natural person that has provided goods or services to the **Insured** under a genuine, pre-existing, written agreement or other agreed-upon arrangement.

**Vendor** does not include any **Financial Institution**, asset manager, armored motor vehicle company, or similar entity.

4. The following replaces section III. **DEFINITIONS**, G. **Computer System**:

#### G. **Computer System** means:

1. any computer; and
2. any input, output, processing, storage, or communication device, or any related network, cloud service, operating system, or application software, that is connected to, or used in connection with, such computer, that is rented by, owned by, leased by, licensed to, or under the direct operational control of, the **Insured**.

5. Solely with respect to the Social Engineering Fraud Insuring Agreement, the following replaces section III. **DEFINITIONS, C. Client:**

C. **Client** means an entity or natural person for which the **Insured** provides goods or performs services, for a fee, or as specified in a pre-existing written agreement, but only while the written agreement is in effect.

6. The following replaces section III. **DEFINITIONS, E. Computer Fraud:**

E. **Computer Fraud** means an intentional, unauthorized, and fraudulent entry or change of data or computer instructions directly into a **Computer System**:

1. by a natural person or entity, other than an **Employee, Authorized Person**, independent contractor, or any individual under the direct supervision of the **Insured**, including any such entry or change made via the internet, provided that such entry or change causes **Money, Securities, or Other Property** to be transferred, paid, or delivered from inside the **Premises** or from the **Insured's Financial Institution Premises**, to a place outside the **Premises** or the **Insured's Financial Institution Premises**; or
2. made by an **Employee** or **Authorized Person** acting in good faith upon an intentional, unauthorized, and fraudulent instruction received from a computer software contractor who has a written agreement with the **Insured** to design, implement, or service **Computer Programs** for a **Computer System** covered under section I. **INSURING AGREEMENTS, F. COMPUTER CRIME**.

For purposes of this definition, an intentional, unauthorized, and fraudulent entry or change of data or computer instructions does not include such entry or change made by an **Employee, Authorized Person**, independent contractor, or any individual under the direct supervision of the **Insured** made in reliance upon any fraudulent electronic, cable, teletype, telephonic voice, telefacsimile, or written instruction, except as defined in E.2. above. An intentional, unauthorized, and fraudulent entry or change of data or computer instructions also does not include such entry or change that involves the use, or purported use, of any **Credit, Debit, or Charge Card** or any access, convenience, identification, stored value, or other similar cards, including the information contained on such cards.

**Computer Fraud** does not include **Social Engineering Fraud** or **Funds Transfer Fraud**.

7. The following replaces section III. **DEFINITIONS, AA. Funds Transfer Fraud:**

AA. **Funds Transfer Fraud** means:

1. an electronic, telegraphic, cable, teletype, or telephone instruction, fraudulently transmitted to a **Financial Institution** directing such institution to debit a **Transfer Account** and to transfer, pay, or deliver **Money** or **Securities** from the **Transfer Account**, which instruction purports to have been transmitted by the **Insured** but was in fact fraudulently transmitted by someone other than the **Insured** without the **Insured's** knowledge or consent; or
2. a fraudulent written instruction, other than one covered under Insuring Agreement B., issued to a **Financial Institution** directing such **Financial Institution** to debit a **Transfer Account** and to transfer, pay, or deliver **Money** or **Securities** from such **Transfer Account** by use of an electronic funds transfer system at specified intervals or under specified conditions, which written instruction purports to have been issued by the **Insured** but was in fact fraudulently issued, **Forged**, or altered by someone other than the **Insured** without the **Insured's** knowledge or consent.

**Funds Transfer Fraud** does not include **Social Engineering Fraud**.

8. The following replaces section III. **DEFINITIONS, DD. Insured:**

DD. **Insured** means:

1. for the purposes of Insuring Agreement A.2. and the Social Engineering Fraud Insuring Agreement, any and all **Employee Benefit Plans**:
  - a. which have been established or maintained by an **Employee Benefit Plan Sponsor** as of the inception date of this **Crime Policy**; or
  - b. which have been created or acquired by an **Employee Benefit Plan Sponsor** after the inception date of this **Crime Policy**, subject to the provisions of General Agreements C. and D.
2. for the purposes of all Insuring Agreements, except Insuring Agreement A.2.:
  - a. the **First Named Insured**,
  - b. any **Subsidiary**,
  - c. any **Sponsored Plan**, or
  - d. any other entity listed in Item 1. of the Declarations.

9. The following replaces section **IV. EXCLUSIONS, G., H., and R.:**
- G. This **Crime Policy** will not apply to loss or damages resulting directly or indirectly from the input of **Electronic Data** by a natural person having the authority to enter the **Computer System**, unless covered under Insuring Agreements A.1., A.2., A.3., F1., but only when covered under section III. DEFINITIONS, E., **Computer Fraud, 2., F.2., G.,** or the Social Engineering Fraud Insuring Agreement.
- H. This **Crime Policy** will not apply to loss resulting from forged, altered, or fraudulent negotiable instruments, securities, documents, or instructions used as source documentation to enter **Electronic Data** or send instructions, provided this does not apply to Insuring Agreements A.1., A.2., A.3., or the Social Engineering Fraud Insuring Agreement.
- R. This **Crime Policy** will not apply to loss resulting directly or indirectly from:
1. the giving or surrendering of **Money, Securities or Other Property** in any exchange or purchase, whether genuine or fictitious; or
  2. any other giving or surrendering of, or voluntary parting with, **Money, Securities or Other Property**, whether or not induced by any dishonest or fraudulent act, except when covered under:
    - a. Insuring Agreement A.;
    - b. Insuring Agreement E.;
    - c. Insuring Agreement F1., or
    - d. the Social Engineering Fraud Insuring Agreement.
10. Solely with respect to the Social Engineering Fraud Insuring Agreement, the following replaces section **IV. EXCLUSIONS, T.:**
- T. This **Crime Policy** will not apply to loss of **Money, Securities or Other Property:**
1. while in the mail; or
  2. while in the custody of any messenger, carrier for hire, or armored motor vehicle company.
11. Solely with respect to the Social Engineering Fraud Insuring Agreement, the following are added to section **IV. EXCLUSIONS:**
- This **Crime Policy** will not apply to:
- a. loss or damage due to **Theft** by an **Employee, Forgery, Computer Fraud, Funds Transfer Fraud,** or acceptance of money orders or **Counterfeit Money;**
  - b. loss due to any investment in **Securities**, or ownership in any corporation, partnership, real property, or similar instrument, whether or not such investment is genuine;
  - c. loss due to the failure, malfunction, illegitimacy, inappropriateness, or inadequacy of any product or service;
  - d. loss resulting directly or indirectly from the failure of any party to perform in whole or in part under any contract;
  - e. loss due to any non-payment of or default upon any loan, extension of credit, or similar promise to pay;
  - f. loss due to any party's use of or acceptance of any **Credit, Debit or Charge Card** or any access, convenience, identification, stored value or other similar card or instrument, including the information contained on such cards, whether or not genuine; or
  - g. loss due to items of deposit which are not finally paid for any reason, including forgery or any other fraud; however, this exclusion does not apply to United States Government checks or drafts that are returned by the United States Government for any reason after the funds for said checks or drafts have been credited to the **Insured's** account at a **Financial Institution.**

Nothing herein contained shall be held to vary, alter, waive, or extend any of the terms, conditions, exclusions, or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DELETE EXCLUSION FOR PRIOR LOSSES INVOLVING SUBSIDIARIES ENDORSEMENT**

This endorsement changes the following:

**Crime**

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**It is agreed that:**

Section IV. **EXCLUSIONS**, BB. is deleted.

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Nothing herein contained shall be held to vary, alter, waive, or extend any of the terms, conditions, exclusions, or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

### WISCONSIN CHANGES ENDORSEMENT

This endorsement modifies insurance provided under the following:

#### Crime

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#### It is agreed that:

1. The following is added to Section V. B. 3. **Duties in the Event of Loss** and supersedes anything in this **Crime Policy** to the contrary:

If the **Insured** files proof of loss as soon as possible and within one year after the time limit, the **Insured's** failure to file proof of loss within the time limit will not invalidate or reduce any claim by the **Insured** unless the Company is prejudiced by that failure and it was reasonably possible for the **Insured** to have met the time limit.

2. The following is added to Section V. B. 7. **Transfer of the Insured's Rights of Recovery Against Others to the Company**:

The Company will be entitled to a recovery only after the **Insured** has been fully compensated for damages.

3. The following are added to Section V. B. **PROVISIONS AFFECTING LOSS ADJUSTMENT AND SETTLEMENT**:

#### **Knowledge and Acts of Agents**

- a. If any of the Company's agents know of any fact that breaches a condition of this policy, the Company will be considered to know it also if that fact:
  - i. is known to the agent at the time the policy is issued or an application made; or
  - ii. later becomes known to the agent in the course of his or her dealings as an agent with the **Insured**.
- b. Any fact that breaches a condition of this policy which is known to the agent before the loss will not:
  - i. void this policy; or
  - ii. prevent a recovery in the event of loss.

#### **Misrepresentation or Breach of Affirmative Warranty**

- a. No misrepresentation or breach of affirmative warranty made by the **Insured** or on the **Insured's** behalf in the negotiation for or procurement of this insurance affects the Company's obligations unless; if a misrepresentation, the person knew or should have known that the representation was false and unless:
  - i. the Company relies on the misrepresentation or affirmative warranty and the misrepresentation or affirmative warranty is either material or made with intent to deceive; or
  - ii. the facts misrepresented or falsely warranted contribute to loss.
- b. No failure of a condition before the loss and no breach of a promissory warranty affects the Company's obligation under this insurance unless such failure or breach exists at the time of loss and either:
  - i. increases the risk at the time of loss; or
  - ii. contributes to the loss.

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Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, exclusions or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### WISCONSIN CANCELLATION OR TERMINATION ENDORSEMENT

This endorsement changes the following:

#### Crime

#### It is agreed that:

1. The following replaces section **V., CONDITIONS, D.2.:**
2. The Company may cancel:
  - a. this **Crime Policy** in its entirety;
  - b. an Insuring Agreement; or
  - c. coverage for any **Insured**;

by mailing or delivering to the **First Named Insured** written notice of cancellation at least **20** days (number of days must equal or exceed 20 days) before the effective date of cancellation if the Company cancels for nonpayment of premium; or **60** days (number of days must equal or exceed 60 days) before the effective date of cancellation if the Company cancels for any reason as scheduled below. The Company may cancel for any or all of the following reasons:

- a. nonpayment,
- b. material misrepresentation,
- c. breach of contractual duties, conditions and warranties,
- d. substantial change in the risk.

The Company will mail or deliver the Company's notice to the **First Named Insured's** last mailing address known to the Company. Notice of cancellation will state the effective date of cancellation and the **Policy Period** will end on that date. If this **Crime Policy** or an Insuring Agreement is cancelled, the Company will send the **First Named Insured** any premium refund due, computed on a pro-rata basis. The cancellation will be effective even if the Company has not made or offered a refund. If notice is mailed, proof of mailing will be sufficient proof of notice.

2. The following is added to section **V., CONDITIONS, D. CANCELLATION OR TERMINATION:**
5. The Company will not be required to renew this **Crime Policy** upon its expiration. If the Company elects not to renew, the Company will provide to the **First Named Insured** written notice to that effect, at least **10** days (number of days must equal or exceed 10 days but not more than 75 days) before the Expiration Date set forth in ITEM 2 of the Declarations if the Company are nonrenewing for nonpayment of premium or **60** days (number of days must equal or exceed 60 days) before such date if the Company is nonrenewing for any other reason.

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, exclusions or limitations of the above-mentioned policy, except as expressly stated herein. This endorsement is part of such policy and incorporated therein.

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**AGREEMENT BETWEEN THE VILLAGE OF KRONENWETTER AND KIM D. MANLEY,  
INDEPENDENT MANLEY – INTERIM VILLAGE ADMINISTRATOR**

This Independent Contractor Agreement is made effective June \_\_\_\_, 2023, by and between the Village of Kronenwetter (the “Village”), of 1582 I-39 Frontage Road, Kronenwetter, Wisconsin 54455, and Kim D. Manley (the “Manley”), of W5716 Gorman Road, Rio, Wisconsin 53960. In this Agreement, the party who is contracting the services shall be referred to as “Village” and the party who is providing the services shall be referred to as “Manley”.

- 1.) **DESCRIPTION OF SERVICES.** Beginning at the execution of the agreement Manley will provide the following services:

Interim Village Administrator

- 2.) **PAYMENT FOR SERVICES.** The Village will pay compensation to Manley for the Services. Payments will be made as follows and submitted every two weeks for payment:

\$75.00 per hour worked  
\$125.00 Daily Per Diem  
Mileage Paid at Current Federal Rate per Mile

No other fees and/or expenses will be paid to Manley, unless such fees and/or expenses have been approved in advance by the appropriate individual or by the Village Board. Manley has sole responsibility for any and all taxes, contributions, insurances or other tax applicable to this compensation.

Manley shall submit bi-weekly hours worksheet to the Village President prior to compensation from the Village. In the Village President’s absence, the Village Clerk shall review and sign prior to compensation by the Village.

- 3.) **RELATIONSHIP OF PARTIES.** It is understood by the parties that Manley is an independent Contractor with respect to the Village and not an employe of the Village. Manley will not nor does qualify for any employee related benefits such as insurances, vacations, or any other employee benefit.

The Village has no right to inquire about the Manley’s other activities or contracted services.

- 4.) **VILLAGE’S CONTROL.** The Village will allow Manley to perform her work. The Villages’ only concern is the result of that she performs the role of Village Administrator in a professional manner with the interest of the Village as top priority. To ensure the Village is informed Manley will communicate as needed to the Village President, Village Board and/or other appropriate staff.
- 5.) **PROFESSIONAL CAPACITY.** Manley is a professional who will use her knowledge, education and experience to best perform the necessary services. The Village shall not instruct how to work

regarding the services being performed unless it pertains information needed for Manley to complete a specific project or activity.

- 6.) **PERSONNEL / POLICY.** If directed by the Village Board Manley will assist in any personnel matter or creation of policy.
- 7.) **LOCATION ON PREMISES.** The Village will provide Manley with the necessary tools to perform the work in which she has been hired to do. Manley does not own, maintain or agrees to not remove any of the items provided by the Village.
- 8.) **DAYS & HOURS OF WORK.** Manley will be available Monday, Tuesday and Wednesday of each week. Meeting attendance, other than Village Board meetings, will be on an as needed basis. Manley anticipates to work 8 hours or more per day depending on the amount of work that needs to be accomplished. Manley notes that this may have to be amended as needed.
- 9.) **CONTRACT AMENDMENT/TERMINATION.** This contract cannot be modified or terminated without the consent of both parties evidenced by signature to the addendum. This contract supersedes and replaced any previous contract between the Village and Manley. As a courtesy to both parties a two weeks' notice would be desired but it is understandable if that is not achievable.
- 10.) **NEW ADMINISTRATOR.** Manley understands that the Village will continue to seek a full-time Administrator and that would terminate this contract prior to the timeframe being included within this contract. The Village must give Manley a two-week notice prior to the start of the full-time Administrator.
- 11.) **CONFIDENTIALITY.** Manley may have access to proprietary, private and/or otherwise confidential information of the Village. Confidential information shall mean any information and/or all non-public information which constitutes, relates or refers to the financial, investments, or operational information of the Villages. Manley will protect such information and treat is as strictly confidential. Upon termination of this agreement any and all confidential information shall be returned to the Village.
- 12.) **INSPECTION OF WORK.** The Village has or retains the right to direct and/or inspect the work as it is being performed. Manley shall maintain a line of communication with the Village President at all times.
- 13.) **HOLD HARMLESS.** The Village will hold harmless Manley for any and all work performed in good faith on the Village's behalf. Proof of insurance will be provided by Manley.

Manley will hold harmless the Village and treat the directives given in good faith between the parties.

14.) **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

15.) **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Wisconsin.

This Agreement shall be effective upon the date in which it is executed by both parties and extend through October 31, 2023.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**VILLAGE OF KRONENWETTER**

**CONTRACTOR**

\_\_\_\_\_  
Chris Voll, Village President

\_\_\_\_\_  
Kim D. Manley

**WITNESS:**

\_\_\_\_\_  
Bobbi-Jo Birk-LaBarge



# REPORT TO Village Board

**ITEM NAME:** HR-001  
**MEETING DATE:** 06/23/2023  
**PRESENTING COMMITTEE:**  
 APC  
**COMMITTEE CONTACT:** Voll  
**STAFF CONTACT:** Sarah Fisher  
**PREPARED BY:** Sarah Fisher

**ISSUE:** HR-001

**OBJECTIVES:** Retract Elimination of Human Resource Policy HR-001

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** Staff was concerned that the removal of this policy would leave department heads with no guideline to working hours for their positions.

**PROPOSAL:** vote to keep policy in place

**ADVANTAGES:**

**DISADVANTAGES:** n/a

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Approve policy updates and adopt.


**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY  
 Account Number:  
 Description:  
 Budgeted Amount:  
 Spent to Date:  
 Percentage Used:  
 Remaining:

**ATTACHMENTS (describe briefly):**

POLICY ID: <b>HR-001</b>		TITLE: <b>EXEMPT EMPLOYEES – WORK HOURS AND SCHEDULES</b>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE <b>OCTOBER 8, 2007</b>			<b>8/29/15</b>
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input type="checkbox"/> FLSA NON-EXEMPT

This Policy shall apply to all exempt employees who are not a member of a collective bargaining unit.

The Village expects all employees to be reliable and punctual and to report for work as scheduled. Absenteeism and tardiness for reasons other than those covered by established Time Off Policies place an unfair burden on other employees, reduce productivity and quality of performance, and are costly to the Village.

Every exempt employee is required to establish, with his/her supervisor, a standard work schedule covering a minimum of forty (40) hours per work week during the official operating hours set by the Village. The Village defines the work week as being a minimum of eight hours per day on Monday through Friday. Working less than forty hours per week is discouraged and exempt employees are expected to make up work time lost due to personal absences of less than a day. Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of the position they hold and to meet the expectations of the Village. The Village expects that exempt employees will be available to attend and/or staff various Board and Committee/Commission meetings in addition to their regularly scheduled forty hour work week.

If an exempt employee cannot avoid being late for work or is unable to work as scheduled, the employee must notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence. If an employee has Village-related business outside the Municipal Center, he/she must notify his/her supervisor or a Department Head in advance regarding his/her schedule change.

The Village expects all Department Heads to cooperate in scheduling their work hours so that, to the greatest extent possible, at least one Department Head is present on-site during all established Municipal Center operating hours and reasonably accessible to Village staff, Board members, and residents as needed.

At the discretion of the Village Board, the Village may require exempt employees to submit time logs describing their daily activities.

Consistent failure to observe the established minimum work schedule, or failure to make up time lost due to personal absences of less than a day without prior agreement from his/her supervisor, or failure to adhere to this policy may result in discipline up to and including termination of employment.

Adopted: **October 8, 2007**

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

POLICY ID: HR--003		TITLE: Employee Training, Education and Conferences		Section 4, ItemL.
ORIGINAL	X REVISION	APPROVED BY VILLAGE BOARD:	DATE:	
<b>EFFECTIVE DATE:</b> Original: 01/25/2010 Revision-1: 02/13/2012 Revision-2: 6/23/2015		<b>6-23-15</b>		
<b>APPLIES TO:</b>		<b>FLSA EXEMPT          REPRESENTED EMPLOYEES          ELECTED OFFICIALS</b>	<b>FLSA NON-EXEMPT          Non-REPRESENTED EMPLOYEES          APPOINTED OFFICIALS</b>	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>				

**CONTINUING EDUCATION GENERALLY:**

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off from normal duties without expending paid time off if it is to engage in officially-sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter may provide financial reimbursement to employees for continuing education if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. The funds must be available within the current budget. The Village Board must review and approve any other requests for financial reimbursement assistance relating to continuing education.

**TRAINING/CONFERENCES/MEETINGS:**

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences.

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- Expenses such as registration fee and transportation may be covered from a travel and/or training budget. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Reimbursable attendance for the Village Administrator, Elected and Appointed Officials at conferences or training sessions will require approval of the Village Board.
- As is expected of all who attend training, conferences, or other such events, each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.
- Any staff member seeking authorization to attend a conference, training session, or meeting must submit the Village of Kronenwetter Training Leave Request to his/her Department Head, with enough time for review before the proposed registration/application date, who will review and forward it to the Village Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.

## Wisconsin Ethics Commission

### Local officials' receipt of food, drink, favors, services, etc.

Wisconsin law forbids a public official to use free or discounted transportation, traveling accommodation, or communication services for which the supplier would usually charge [§946.11, Wisconsin Statutes; Art. 13, §11, Wisconsin Constitution],<sup>1</sup> Otherwise – Consistent with the statutes administered by the Wisconsin Ethics Commission, *local public officials*<sup>2</sup> **may accept and retain:**

a. **ITEMS AND SERVICES UNRELATED TO PUBLIC POSITION.**

Food, drink, transportation, lodging, items, and services which are offered for a reason unrelated to the recipient's holding a public position [§ 19.59(1)(a)] and which could not reasonably be expected to influence an official's vote, official actions or judgment, nor reasonably be considered a reward for any official action or inaction;

b. **EXPENSES PROVIDED BY OR FOR THE BENEFIT OF THE LOCAL GOVERNMENTAL UNIT.**

Food, drink, transportation, lodging, or payment or reimbursement of costs that are provided by or for the benefit of the local governmental unit, not for a private benefit; and

c. **ITEMS OF INSUBSTANTIAL VALUE.**

Mere tokens and items or services of only nominal, insignificant, or trivial value.

#### STATUTORY RESTRAINTS

Except as noted on the other side of the page, *local public officials should not accept:*

1. **ITEMS OR SERVICES OFFERED BECAUSE OF PUBLIC POSITION.** Any item or service, including food, drink, and travel, of more than nominal value offered because of the person's holding a public office [§ 19.59(1)(a)];
2. **ITEMS THAT COULD INFLUENCE JUDGMENT.** Any item or service that could reasonably be expected to influence an official's vote, official actions or judgment [§19.59(1)(b)];
3. **REWARDS FOR OFFICIAL ACTION.** Any item or service that could reasonably be considered a reward for any official action or inaction [§19.59(1)(b)]; and
4. **TRANSPORTATION OR TRAVELING ACCOMMODATIONS.** Discounted transportation, traveling accommodations, or communication services for which the supplier would usually charge [§946.11; Art. 13, §11].

<sup>1</sup> Consult local ordinances and other state law not administered by the Wisconsin Ethics Commission for any additional restrictions.

<sup>2</sup> "Local public officials" include: (a) elected officers of political subdivisions and special purpose districts of the state; (b) county administrators or administrative coordinators; (c) city or village managers; (d) individuals appointed to a position in a political subdivision or special purpose district for a specified term; and (e) individuals appointed to a position by the governing body, executive, or administrative head of a political subdivision or special purpose district and serving at the pleasure of the appointing authority.



## Wisconsin Ethics Commission

### Local officials' receipt of food, drink, favors, services, etc.

**To analyze a situation in which you are offered items or services, ask yourself these questions:**

1. With respect to the item or service offered:
  - a. Is it being offered because of my public position?
  - b. Is it of more than nominal or insignificant value?
  - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer "yes" to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action? If you answer "yes," you may not accept the item or service.

**If you have any doubts about a situation, seek advice from your local governmental attorney.**

**PARTNERS:**

CHARLES J. HERTEL  
JOHN A. ST. PETER  
PAUL W. ROSENFELDT  
BRIAN D. HAMILL  
MATTHEW PARMENTIER  
HEATH G. MYNSBERGE  
JESSICA E. SLAVIN

**RETIRED:**

TIMOTHY M. DEMPSEY  
A.D.(DAN) EDGARTON  
ROBERT V. EDGARTON  
RONALD L. PETAK  
TERRENCE J. BYRNE  
RONALD P. HAMMER



**DEMPSEY**LAW

Section 4, Item L.

ELIZABETH  
ALANA BUSCH-ELL  
ALEX R. ACKERMAN  
LEE D. TURONIE  
NATHANIEL J. VERVELDE  
JAMES D. MILLER  
EVAN M. SEIBEL  
SAMUEL J. S. MOHEBAN  
CHUE N. XIONG

**OF COUNSEL:**  
WILLIAM E. BUCHHOLZ  
RYAN M. PLISCH  
CHRISTOPHER J. PENZA  
SAMUEL W. JACK

June 6, 2023

Via email

Village of Kronenwetter  
c/o Dan Mahoney, Interim Administrator  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455  
dmahoney@kronenwetter.org

Re: Review & Revision of HR-003  
Employee Training, Education, and Conferences

Dear Mr. Mahoney:

The Village asked for review and revision of Village Policy HR-003 regarding employee training, education, and conference attendance. The question before the Village is whether to eliminate HR-003 or not. We recommend keeping HR-003 with revisions for the following reasons.

Mainly, the retention of a policy creates clarity in operations despite the fact that employees and officials can and do change. The Village and its public generally do well to maintain a well-trained work force. The Village certainly has broad legal authority to reimburse expenses under Wis. Stat. § 61.34. Actual rules governing the employee attendance and reimbursement of expenses for continuing education are not explicit in either state or federal law. Without a local policy, the Village will not have any clear statements on how the Village chooses to handle this issue.

Note that the Village also has HR-007 on its business mileage and travel policy. Keeping HR-003 helps clarify that employee training, education, and conferences are also “business travel” and subject to the same, single set of reimbursement rules. This simplifies budgeting. A department head or other budgetary person can more effectively budget for this topic when it is clear in advance what reimbursement policies will apply.

Our understanding is that HR-003, if retained, affects all management staff in the Village. Please also beware that the statutes define a “local public official” holding a “local public office” subject to the ethics statutes very broadly:

“Local public office” means any of the following offices, except an office specified in sub. (13) [state offices]:

- (a) An elective office of a local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.

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Fond du Lac  
10 Forest Avenue, Suite 200  
Fond du Lac, WI 54935  
920-922-0470

De Pere  
2079 Lawrence Drive  
De Pere, WI 54115  
920-235-7300

Waupun  
95 S Harris Avenue  
Waupun, WI 53963  
920-324-9736

Wausau  
500 3rd Street, Suite 420,  
Wausau, WI 54403  
715-848-2966

Black River Falls  
132 Main Street  
Black River Falls, WI, 54615  
715-670-0048

Oshkosh  
210 N. Main Street, Suite 100  
Oshkosh, WI 549  
920-235-7300

- (cm) The position of member of the board of directors of a local exposition district under subch. II of ch. 229 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.
- (e) The position of member of the Milwaukee County mental health board as created under s. 51.41 (1d).
- (f) An employee of a school district who holds a school administrator license or permit issued by the department of public instruction under rules promulgated by the department under s. 118.19 and whose employment requires that the individual hold that license or permit.
- (g) An employee of a school district who acts as the head of facilities and maintenance and whose employment duties include making purchasing decisions or recommendations for the school district.

Wis. Stat. § 19.42(7w). Anyone subject to this definition would do well to be ethically protected by the Village having an official policy regarding the reimbursement of expenses. In contrast, an ad hoc method of approving reimbursements for various reasons, persons, and amounts would not be optimal. The Village is best off avoiding not just impropriety, but the appearance of impropriety too. Enclosed is a brief Wisconsin Ethics Commission guide in case it is helpful.

As to the suggested revisions, the current policy seemed more restrictive than necessary. Related activities outside of Village work hours and reimbursement have no need of regulation. Formally planned and already budgeted training probably does not also require individual Village Board approvals during the year. But anything outside of such planning and budgeting should, and the Village Board probably ought to itself consider requests of the Administrator and its own Board members.

Also enclosed are a redline and clean version of HR-003. Perhaps it will require further revision after your review. In any case, it is a pleasure to be of assistance to the Village. Please let us know if we can do anything else. Thank you.

Sincerely,  
**DEMPSEY LAW FIRM, LLP**



Lee D. Turonie  
[ldt@dempseylaw.com](mailto:ldt@dempseylaw.com)  
Wausau Office

Enclosures

{07928131.DOCX.1}

Fond du Lac  
10 Forest Avenue, Suite 200  
Fond du Lac, WI 54935  
920-922-0470

De Pere  
2079 Lawrence Drive  
De Pere, WI 54115  
920-235-7300

Waupun  
95 S Harris Avenue  
Waupun, WI 53963  
920-324-9736

Wausau  
500 3rd Street, Suite 420,  
Wausau, WI 54403  
715-848-2966

Black River Falls  
132 Main Street  
Black River Falls, WI, 54615  
715-670-0048

Oshkosh  
210 N. Main Street, Suite 100  
Oshkosh, WI 54  
920-235-7300



# REPORT TO Village Board

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**ITEM NAME: FIN-003**  
**MEETING DATE: 06/23/2023**  
**PRESENTING COMMITTEE:**  
**APC**  
**COMMITTEE CONTACT: Voll**  
**STAFF CONTACT: Sarah**  
**Fisher**  
**PREPARED BY: Sarah Fisher**

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**ISSUE: FIN-003**

**OBJECTIVES: Approve revised version of FIN-003**

**ISSUE BACKGROUND/PREVIOUS ACTIONS: Kim Manley reviewed and revised the policy after APC sent it back to staff**

**PROPOSAL: Approve changes to policy**

**ADVANTAGES: Cleans up language and more clearly defines roles**

**DISADVANTAGES: n/a**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION: Approve policy updates and adopt.**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY  
Account Number:  
Description:  
Budgeted Amount:  
Spent to Date:  
Percentage Used:  
Remaining:

**ATTACHMENTS (describe briefly):**

Revisions made by: Kim Manley

<b>POLICY ID:</b> FIN-003		<b>TITLE:</b> Accounts Payable Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE:</b> <u>Immediate</u>		<u>C. J. Gallone</u> Clerk	<u>1/12/16</u> Village
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose**

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

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**Scope**

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

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**Receipt of Vendor Invoices**

When a physical vendor invoice is received, it is to be placed in the mailbox of the Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Account Clerk.

The Account Clerk ~~in conjunction with the Department Heads~~ will determine the department in which the invoice will be applied and ~~provide the invoice to the~~ ~~creates a payment voucher for the~~ applicable department head for signature approval. ~~The department head shall prepare a voucher for the Account Clerk to process.~~ The voucher will contain:

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1. The Payee/Vendor name and address – ~~if it is a new Vendor or Payee the Department Head shall inform the Account Clerk.~~ ~~If a W-9 is required one will be mailed with the payment of the invoice.~~
2. A short description of the invoice.
3. The expense account number the invoice will be charged against (If the account number is unknown by the ~~department head/Account Clerk,~~ it will be left blank for the department head to complete ~~with assistance of the Finance Director/Treasurer~~) – Some invoices may have more than one expense account.
4. The total invoice ~~amount~~ amount(s).

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The department head will review the payment voucher and vendor invoice for accuracy. The department head will verify that all information is correct by signing the payment voucher. The payment voucher is attached to the front of the vendor invoice ~~which shall also be initialed by the department head and then be delivered to~~ placed in the mailbox of the Account Clerk ~~to process for payment.~~

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~~In the case that a vendor invoice is delivered directly to a department head, the department head will review the invoice for accuracy and approve payment for the invoice by signing the front page of the invoice, indicating the total amount to be paid and writing down the applicable expense account.~~ If the expense account is not known by the department head, ~~the Account Clerk and/or the Treasurer/Finance Director/Treasurer~~ will assist in determining the correct expense account ~~based on the current adopted budget.~~ ~~In the absence of the Finance Director/Treasurer the Account Clerk will assist the Department Head.~~ Upon receipt of the signed vendor invoice from the department head, the Account Clerk will create a payment voucher and process for payment.

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This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

Recurring Payments

In the case of an invoice for a recurring payment involving a contract that has been previously approved and signed by the appropriate department head, the Account ~~Clerk will~~Clerk will process the invoice for payment pursuant to the direction ~~of the signed contract of the department head.~~

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Invoices Needing Additional Approval

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**Redevelopment Authority (RDA)DA**

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Finance Director/Treasurer to be included on the upcoming RDA meeting agenda for payment approval.

All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. Once the contract is approved, expenses related to said contract will be processed for payment. Expenses from said contracts that are outside the scope of the approved contract for services shall be brought before the RDA for review before approval of payment. The RDA will vote on the payment approval of each TID related invoice outside of the preapproved contractual services.

When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Account Clerk by the RDA ~~Clerk~~Secretary to be processed for payment. A payment voucher is created by the Account Clerk to be attached to the signed vendor invoice.

**Capital Operating Budget and Capital Project Borrowings**

All invoices that are to be allocated to the Capital Operating ~~adopted b~~Budget and/or ~~Capital Project Borrowings~~ expenses associated with a capital project authorized by the Village Board must be approved by the Administrator, department head (if applicable) ~~and~~AND the Finance Director/Treasurer ~~or Administrator.~~

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**Wire Transfer Payments**

All wire transfer payments will be initiated by the Finance Director/Treasurer or in the absence of the Finance Director/Treasurer the Administrator or Village Clerk. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Finance Director/Treasurer and either the Village ~~Administrator~~Clerk or the Village ~~Administrator~~Clerk. The payment voucher is to be signed by the Finance Director/Treasurer and Village Administrator or the Village Clerk. The Finance Director/Treasurer shall then process the payment internally and write the necessary accounting entries to apply the expense to the appropriate adopted budget expense lines.

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Check Processing

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The Account ~~Clerk will~~Clerk will process all check payments. A check for payment will only be processed when the Account ~~Clerk has~~Clerk has all required back-up documentation for the payment from the department head. When a check is cut the following items are attached:

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- 1. The signature approved payment voucher

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

2. The signature approved vendor invoice
3. The check stub

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information:

1. The Payee/Vendor information is accurate and matches the invoice
2. The check amount matches that of the invoiced amount for services
3. The check number matches the check number in the accounting system/program
4. The expense account number used is valid and is part of an adopted budget.
- 4.5. Will determine if a W-9 will be sent to the Payee/Vendor or not for end of year 1099 filing

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The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.

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<b>POLICY ID: <i>FIN-004</i></b>		<b>TITLE: <i>Purchasing Policy</i></b>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE <i>Immediate</i></b>		 VILLAGE CLERK	<b>7/27/2021</b>
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**POLICY**

The Village of Kronenwetter hereby adopts this Purchasing Policy to maintain uniform purchasing rules for all departments, assist staff with guidelines on everyday purchases and to ensure that purchases are completed in a transparent manner so that the public may be aware of any expenditure. It is hoped that with the adoption of this policy that purchases can be streamlined, purchases can follow a regular method and that those that are outside of the organization can easily track expenditures to conform with open and honest government standards.

This policy shall be applicable to contracts for the procurement of supplies, services, and construction, entered into by the Village of Kronenwetter after the effective date of this policy. The Village shall apply this policy to all expenditures of public funds by a public agent for public purchasing irrespective of the source of the funds.

When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations.

The Village Administrator shall be charged with the enforcement of the rules that are set out by this policy. In the case where the position of the Village Administrator is vacant, the Village Treasurer will be charged with enforcement of this policy.

The following regulations and requirements to organization behavior are hereby adopted:

- It shall be the policy of the Village of Kronenwetter to attempt to first purchase any item as locally as possible from Wausau Chamber, Mosinee Chamber and Village of Kronenwetter businesses when financially feasible and competitive.
- In the case where there is a State of Wisconsin cooperative purchasing agreement in place, the prices from these products shall be compared to locally purchased items and evaluation of support for local businesses, and the local economy shall be weighed against the amount of money that is saved by utilizing a State of Wisconsin purchasing agreement.
- At no time shall any Village employee participate directly or indirectly in a procurement activity when the Village employee shall financially profit from the purchase activity, in cases of this nature, a purchase shall be recommended to an employee's supervisor with employees recommending to a department head, and a department head recommending the purchase to the Village Administrator. In the case where there exists a conflict of interest in the position of the Village Administrator, the Administrator shall disclose such conflict to the governing body and the purchase activity shall be approved prior to purchase by the governing body.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

- While price should be one of the most important factors in purchasing, transportation, impact on the environment and previous village experience with products shall also be weighed in making purchasing decisions. Any item that is lower in price but is passed over for any of the other reasons enumerated herein shall have that deciding factor noted in Village records.

## PROCEDURE

### GENERAL INFORMATION

All professional contracted legal, architectural, engineering, auditing, financial advising, ambulance, informational technology and garbage services, except in the case of emergency purchases, must have review by the Administrative Policy Committee (APC) and prior approval of the Board, no matter the amount of the contract.

Line Item budgeted contracts for repairs and maintenance of existing equipment under the purchasing levels detailed below, such as repairs to existing information technology equipment, utility pumps, traffic signals, window cleaning, floor waxing, vehicle repairs and building maintenance shall require only approval of the Village Administrator. Contracts that include expenses that exceed \$10,000, unless emergency in nature, shall be reviewed by the Administrative Policy Committee, and shall be presented to the Village Board for approval prior to a contract being approved.

Purchases made by the Village of Kronenwetter are grouped under the following categories.

1. Purchases up to and equal to \$499.99. These purchases shall not require authorization of a department head before purchase but shall require the approval of the relevant department head, after the purchase is made.
2. Line Item budgeted purchases from \$500 up to an equal to \$2,500. These purchases shall require approval of the relevant department head prior to being purchased.
3. Line Item budgeted purchases over \$2,500 and up to \$10,000. These purchases shall require approval of the relevant department head and also the Village Administrator.
4. Purchases over \$10,000 and up to \$35,000. These purchases shall require approval of the relevant department head, Village Administrator, review by the Administrative Policy Committee and approval of the Village Board.
5. Purchases over \$35,000. These purchases shall require review by the Administrative Policy Committee and approval of the Village Board and shall follow the current applicable State of Wisconsin bidding procedure unless they are for services such as legal, engineering, architectural, etc.
6. Emergency Purchases

All payments shall be submitted to the Administrative Policy Committee and then onto to the Village Board for review at their respective regular meetings.

### EXCEEDING BUDGETED EXPENDITURE LINE ITEM TOTAL

It is the assumption of the purchasing policy that all requested expenditures has been provided for in the current budget. Purchases that will result in the expenditure line item exceeding the current budgeted amount require approval before the purchase is executed. The Department Head shall first notify the Village Administrator that the expenditure being requested will result in the expenditure line item budget overage and provide written documentation regarding the expenditure to the Administrator.

The Village Administrator will have the authority to approve expenditures that exceed the line item budget up to \$5,000 and if the total applicable department budget will NOT result in an overage. These expenditures shall be reported to the APC and the Village Board. These expenditures shall be collected on a report and reported on an annual basis.

Any expenditure request that will result in a line item budget overage greater than \$5,000 will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board approval. Also any expenditure that will result in an overage of any amount of the total applicable department budget will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board Approval. These changes to the Budget are considered budget amendments which require Village Board approval and proper notification to the public per State of Wisconsin statutes.

**UNAUTHORIZED PURCHASE**

An unauthorized purchase will be considered a personal purchase and the individual who made the purchase may be personally liable for payment as well as subject to possible further disciplinary actions.

**INVENTORY**

Please refer to the Village Inventory Policy for details.

**CAPITAL ASSETS**

An item qualifies as a Capital Asset if it is over \$5,000 in value and has a life span of more than 3 years. Purchases of new capital items which are not replacing another capital item, shall require a recommendation of the APC and require approval of the Village Board. All Capital Asset items are also Inventory.

**LINE ITEM BUDGETED PURCHASES UP TO AND EQUAL TO \$2,500**

These purchases can be handled in the most effective way deemed appropriate by the Department Head. Alternative price quotations are strongly encouraged but not mandatory. Periodic price quotations are acceptable for similar items purchased throughout the year even though individual orders are less than \$2,500 on budgeted items. (An example would be small automotive supplies.) Annual or semiannual price comparisons are to be made with purchases in between being made from the best source based on the most recent comparison.

**LINE ITEM BUDGETED NON-ROUTINE PURCHASES OVER \$2,500 AND UP TO AND EQUAL TO \$34,999**

Non-Routine Purchases over \$2,500 and up to and equal to \$34,999 are required to have at least three (3) alternative price quotations in writing. Exceptions to the requirement can be made for sole source purchases, standardized equipment, standardized chemicals, or other similar circumstances. Items that are purchased periodically during the year can be purchased based upon annual price quotations. Such purchases must be submitted to the Village Administrator for approval in the form of a memo. Information to be included in the memo is as follows:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation of and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

It should be noted that any purchases that exceed \$10,000 in nature will require approval by the Village Board in addition to the relevant Department Head and Village Administrator approval.

**PURCHASES OVER \$35,000**

Require the following:

Advertisement Information

Formal bids must be advertised in a local newspaper at least 10 business days before the bid opening. (Bid notices will also be available via the Village website.) The ad must include the date, time and location of the bid opening. The Village Administrator, in conjunction with the appropriate Department Head, will establish the time and date of the bid opening.

Bidders List

Departments will prepare a list of qualified vendors to be contacted for the submission of bids. Particular care should be taken to include appropriate local vendors. Bid specifications or notice of availability of specifications will be (e-)mailed to all vendors on the bidder's list. The bid specifications will also be made available via the Village website.

Written Specifications

Department Heads will prepare written specifications outlining the technical characteristics desired. These will be provided to all interested vendors. If appropriate, a pre-bid conference may be scheduled to assure adequate understanding of the specifications. All bidders must be notified in writing (use of e-mail is acceptable) of pre-bid conferences. Under no circumstances is staff to converse with any prospective bidder during the bidding process outside of the pre-bid conference. Should it become necessary to revise any portion of a bid specification, notice shall be promptly delivered to all prospective bidders through a bid addendum.

Bid Opening and Recommendation

All competitively bid projects are to be sealed and opened by the respective Department Head and the Village Administrator. Following the bid opening, the Department Head will make a written recommendation to the Village Board through the Village Administrator. The written recommendation shall include:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation why and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

If approved by the Department Head and Village Administrator or Designee, a Resolution, as drafted by the Village Administrator may be adopted by the Village Board authorizing the acceptance of such bid.

Exceptions

Normally, services such as legal, engineering, architectural, etc., are exempt from the competitive bidding process. However, these types of services shall be purchased using the "Request for Proposals" (RFP) process. This is similar to a competitive bidding process but does not require some of the formality such as an advertisement. The focus of the analysis in an RFP is dependent upon the service needs. RFPs can be requested by the Village Board.

Other exceptions include sole source, need to standardize, etc. Such reasons should be appropriately detailed in the written recommendations to the Village Administrator. The Village may, in times of emergency waive the provision of this section.

These purchasing procedures are not to be used for Public Works type improvements where all or a portion of the costs are paid from assessments to the benefiting properties. Procedures established in Wisconsin Statutes 62.15, 62.29 shall apply.

**EMERGENCY PURCHASES**

Emergency purchasing procedures should be used only when normal purchasing channels are not available.

Whenever feasible, emergency purchases are to be approved by the Village Administrator. If it is not feasible to follow the normal procedures, the Department Head shall request a signature from the Village Administrator after the completion of an emergency purchase. The Department head will indicate the Emergency Purchase on the voucher including justification of the emergency purchase and sign-off is required by the Village Administrator.

Emergency purchases may be made:

- When there is a need for immediate delivery of items
- To prevent delays in work or construction schedules
- When there is an immediate threat to public health or safety
- To meet emergencies rising from unforeseen causes

**PETTY CASH FUND**

Petty cash disbursements of approximately \$50 (or less) may be paid from a petty cash fund which is maintained in the Treasurer's office. The Treasurer will log the transaction in the petty cash ledger. Petty cash funds may be obtained either prior to or after purchase, upon filing of the necessary documents. Receipts are necessary for all disbursements.

**INTERNAL CONTROLS**

Advertisement for bids must be published for all purchases at or above \$35,000 (not to include professional services such as engineering/legal contracts).

- Appropriate documentation (supporting invoices) must be attached for all disbursements.
- Original bills, not copies, must be used for documentation.
- All invoices must have Department Head approval prior to drawing the check.
- Board approval must be obtained for all disbursements as presented at Village Board Meetings.
- Every effort should be made to avoid finance or late charges.
- Accounts Payable Department will mail out checks.
- Adequate security must be provided over unused checks.
- Checks must NOT be signed prior to being completely filled out.
- Numerically controlled, pre-numbered checks must be used.
- The Treasurer will review all processed checks before the checks are distributed.



# REPORT TO Village Board

**ITEM NAME: FIN-005**  
**MEETING DATE: 06/23/2023**  
**PRESENTING COMMITTEE:**  
**APC**  
**COMMITTEE CONTACT: Voll**  
**STAFF CONTACT: Sarah**  
**Fisher**  
**PREPARED BY: Sarah Fisher**

**ISSUE: FIN-005**

**OBJECTIVES: Approve FIN-005 Amendment made by Attorney**

**ISSUE BACKGROUND/PREVIOUS ACTIONS: Policy was sent to Attorney for review and revisions. Policy came back to APC with revisions and is sent to Board for final approval**

**PROPOSAL: Adopt Revised policy**

**ADVANTAGES:**

**DISADVANTAGES: n/a**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION: Approve policy updates and adopt.**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY  
 Account Number:  
 Description:  
 Budgeted Amount:  
 Spent to Date:  
 Percentage Used:  
 Remaining:

**ATTACHMENTS (describe briefly):**

<b>POLICY ID: FIN-005</b>		<b>TITLE: Investment Policy</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION <b>EFFECTIVE DATE Immediate</b>		<b>APPROVED BY VILLAGE BOARD:</b> _____ <b>DATE:</b> _____	
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose**

To enhance opportunities for prudent and systematic investments which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village.

The investment practices of the Village of Kronenwetter are based on state law and prudent money management. All funds shall be invested in accordance with this policy and Wisconsin Statute § 66.0603. The investment of bond proceeds shall be further restricted by the provisions of relevant bond documents.

**Scope**

It is intended that this policy cover all funds and investment activities under the direction of the Village Board.

**General Objectives**

The primary objectives in priority order, of the Village's investment activities shall be:

- 1) Safety: Safety of principal is the foremost objective of the Village's investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The objectives will be to mitigate credit risk and interest rate risk.
  - a) Credit Risk is the risk of loss due to the failure of the security issuer, financial institution, or backer.  
Credit risk may be mitigated by:
    - > Limiting investment to the safest type of securities;
    - Pre-qualifying the financial institutions, broker/dealer, intermediaries and advisors with which the Village will do business; and
    - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
  - b) Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations thereby avoiding the need to sell securities on the open market prior to maturity; and
    - By investing operating funds primarily in shorter-term securities.

- 2) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Yield: The Village's investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and Village's cash flow needs, return on investment is of least importance compared to the safety and liquidity objectives described above.

### **Standards of Care**

- 1) Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 2) Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business, they shall further disclose any personal financial/investment positions that could be related to the performance of the Village's investment portfolio, particularly with regard to the timing of purchases and sales.
- 3) Delegation of Authority: Responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer under direction of the Administrator, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment investment accounting, wire transfer agreements, collateral/depository agreements, and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy, and the procedures established by the Finance Director/Treasurer. The Village Finance Director/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of assistants, if any.

### **Safekeeping and Custody**

Authorized Financial Dealer and Institution: the Finance Director/Treasurer shall utilize only those financial institutions that the Village designates as authorized public depositories. No public deposit shall be made except in a qualified public depository as established by the Village Board's designation.

However, Wis. Stat. § 34.05(4) does authorize a designated public depository to further arrange for the redeposit of public deposits through a qualifying deposit placement program, otherwise known as an "insured cash sweep" service, in order to preserve public deposits fully within the limits of federal deposit insurance corporation and/or national credit union administration coverages. Use of such programs comply with this policy.



- 1) Internal Controls: The Village Finance Director/Treasurer under direction of the Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Village Finance Director/Treasurer shall provide the Administrative Policy Committee (or its successor committee) with a monthly report (to be presented at the monthly Administrative Policy Committee meeting) of investment activity. This report will be shared with the Village Board on a monthly basis. The report shall include:

- A summary of current investments including purchase/maturity date, financial institution, and interest rate.
- Funds available for investment and anticipated investment of those funds.

The Administrative Policy Committee is authorized to provide input to the Finance Director/Treasurer regarding all investment activities.

**Suitable and Authorized Investments**

- 1) Investment Types: Consistent with Wisconsin State Statues, the following investments will be permitted by this policy
  - Business checking accounts, savings accounts, Certificate of Deposits, and money market accounts in any financial institution authorized to transact business in the State of Wisconsin, and approved in accordance with the "Safekeeping and Custody" section of this policy.
  - State of Wisconsin's Local Government Pooled Investment Fund.

- 2) Collateralization: Under Wis. Stat. § 34.07 a security shall be required on all demand deposit accounts and non-negotiable certificates of deposit that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under Wis. Stat. § 34.08(2).

**Investment Parameters**

Maximum Maturities: To protect public funds from market price losses resulting from rising interest rates, the Village will, to the extent possible, attempt to match its investments with anticipated cash flow requirements. The Village will not directly invest in securities.

Diversification: The Village will diversify investments by security type, institution, and terms of maturity to reduce portfolio risk

On an annual basis, no later than the February Administrative Policy Committee meeting, the Village Finance Director/Treasurer shall prepare a schedule of cash flow requirements for the upcoming year based on the prior year's actual cash flows. This schedule shall show receipts, disbursements, and ending (available) cash balances for each fund. That schedule shall be adjusted for any extraordinary Items such as debt proceeds, new debt payments, and capital outlay purchases which are not an annual occurrence.

The Village Finance Director/Treasurer shall monitor the Village's cash flow requirements on at least a monthly basis to assure funds are readily available to meet the short-term operational cash needs and shall adjust investments accordingly.

**Approval of Investment Policy**

The investment policy is to be reviewed annually by the Administrative Policy Committee.



# REPORT TO Village Board

**ITEM NAME: GEN-007**  
**MEETING DATE: 06/23/2023**  
**PRESENTING COMMITTEE:**  
**APC**  
**COMMITTEE CONTACT: Voll**  
**STAFF CONTACT: Sarah**  
**Fisher**  
**PREPARED BY: Sarah Fisher**

**ISSUE: GEN-007**

**OBJECTIVES: Approve revised version of GEN-007**

**ISSUE BACKGROUND/PREVIOUS ACTIONS: Gen-007 was sent back to APC for attorney review and revision**

**PROPOSAL: Approve changes to policy**

**ADVANTAGES: Revisions clear language up and changes amounts of allowable device purchases to account for inflation**

**DISADVANTAGES: n/a**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION: Approve policy updates and adopt.**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY  
 Account Number:  
 Description:  
 Budgeted Amount:  
 Spent to Date:  
 Percentage Used:  
 Remaining:

**ATTACHMENTS (describe briefly):**

<b>POLICY ID: GEN-007</b>		<b>TITLE: Paperless Device Policy</b>	
<input checked="" type="checkbox"/> ORIGINAL	<input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: <i>Immediate</i>		_____	<b>08/25/2015</b>
		Village Clerk	
<b>APPLIES TO:</b> <input checked="" type="checkbox"/> ELECTED OFFICIALS <input checked="" type="checkbox"/> APPOINTED COMMITTEE, COMMISSION, and BOARD MEMBERS			
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** – In order to save on copy costs, staff time, and to protect the environment the Village is moving to a paperless system for agendas, packets and minutes. This policy is adopted to provide elected and appointed officials that are assigned electronic devices guidelines regarding what they can use those devices for, how they are replaced in case of damage, and how the Village would go about either offering those devices for sale to the official they are assigned to or reclaiming those devices when the term of the official who is assigned the device ends.

**Procedure** –

This procedure discusses usage of assigned electronic devices, the Village's repair and replacement policy for those devices, and how, at the end of their time with the Village how officials can purchase the devices they are assigned when they leave office.

**Device Usage:**

1. All users prior to being assigned a device shall be provided a copy of this policy and they shall sign a copy of this policy to be kept on file with the Village Clerk.
- 4.2. ~~All devices purchased under this policy shall have a maximum purchase value of \$500\$1000, which shall include all cases, auxiliary equipment and software. Starting January 2020, All of the devices shall be of similar make, and model allowing for changes between versions of devices. The Village President shall have the option to use a true laptop, as needed for document editing and storage of files.~~
- 2.3. Devices that are assigned to users will be enabled to allow for access to the Internet to download documents such as Agendas, Minutes and Meeting Packets for the official's usage from the Village's many wireless points in the Municipal Center. Users will not be able to join the Village's Network Domain, nor use internally connected devices using Village owned Domain network devices, so as to ensure the integrity of the Village's network.
- 3.4. If users wish to connect their assigned devices to their own privately owned network via wireless points, every effort will be made to allow users to do that, and assistance will be provided within reason to assist users with connecting to their own privately owned network.
- 4.5. If the Village has non-Domain dedicated resources, such as a shared Cloud storage, or a Cloud enabled printer located at the Village's municipal center, every effort will be made to enable usage of that shared device for users.
- 5.6. Any document that is shared with another user, via a Cloud based storage site, such as Drop Box, OneDrive, or another service shall lose its status as a work document and will then become a public document and be available for open record requests.
- 6.7. The Village's Cloud based document backup software will be installed on each device if that device is compatible with the Village's current Cloud based document backup solution. In the case where the device is incompatible with the Village's current backup solution, another solution will be found and offered to the user of the device to access and to utilize for backing up their documents. All costs associated with any Cloud based solution will be paid for by the Village.
- 7.8. Any software that is required to be utilized by the user to access Village documents will be acquired by the Village and installed on the device. Additional software may be requested from the Village Administrator for purchase, but purchases must be approved prior to installation, and must have a clear and compelling reason for purchase so as to contain costs and keep standards to installed software. Entertainment software, personal finance software or other non-Village related software will not be approved for purchase.
- 8.9. Usage of any illegal software will not be allowed to be utilized on any assigned Village device.
- 9.10. Users are expected to utilize their device for reviewing of meeting related materials, for researching issues relating to Village related topics, and for making notes relating to meetings. Personal usage of the device should

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be tempered so as to contain wear and tear on devices, and to ensure the integrity of the device. Any user found to be grossly misusing their device for non-Village related activities, shall be reported to the Village Administrator who shall revoke the rights of the user to the device, and retrieve the device from the person it is assigned to. ~~and the Village Administrator shall send a report to the Village's Ethics Board Committee for action by the Board committee.~~

~~10.11.~~ Users of devices must be aware at all times that all communications via Village-owned electronic devices are subject to public records requests and care should be taken to protect public records. Users are encouraged to speak to the Village Clerk as to the nature of Public Documents and what should be retained as a record.

**Care, Repairs and Replacement of Assigned Devices;**

1. Users are expected to protect their assigned devices from damage and theft.
2. If a device is stolen, the issue shall be reported to the Village Administrator who will file a claim with the appropriate law enforcement agency, and the Village Administrator will make every effort to reclaim the stolen item.
3. Lost devices should be reported to the Village Administrator and every effort will be made to locate the item.
4. Damage to devices will be repaired at the expense of the Village in the following manner:
  - a. The first incident of repair of damages will be paid for by the Village.
  - b. The second incident of repair of damages shall be paid 50% by the Village and 50% by the assigned user.
  - c. Any further incidents of damage of damages shall be paid 100% by the user.
  - d. Costs covered under this shall include, physical repairs, information technology engineer time, shipping and any other related costs.
5. Any user that has lost access to their device due to theft, loss, or damage shall be assigned a temporary replacement as the resources of the Village allow, until such time as the search for a missing or stolen item has been concluded or until repairs on a device has been completed or the device has been found to be a total loss.

~~6. Any user that has a device assigned to them may request that the device be replaced when it reaches its four year usage anniversary. Upon such a request, the Village shall replace the device and the device being replaced shall be turned into the Village for either usage by the Village or disposal via the Village's FIN-006 Disposal of Surplus Public Property Policy~~

~~6. Devices that are found to be technologically out of date in the opinion of the Village Administrator, or are beyond repair shall be replaced as the resources of the Village allow.~~

**Purchase of Devices Assigned to Officials.**

- ~~1.7.~~ Any official assigned a device shall be offered to purchase the device they are assigned when they leave office.
- ~~2.8.~~ The Village Administrator shall determine a price using the method detailed below, for the device to be charged to the Official if they wish to purchase the device. This price and the offer to purchase, shall be submitted to the Village Board at their next regular board meeting and shall be approved by the Village Board prior to a sale being made to the official.

a. The price shall be determined by taking the original purchase price of the device plus any costs for repairs or set up less a value for depreciation multiplied by the number of ~~days the item has been used, years the item has been owned.~~ The value of depreciation shall be determined by dividing the original purchase price plus the costs for repairs ~~and or~~ set up by 1460 (4x365) ~~or four years, the total usable life is years of an item.~~ For example an item that is purchased and set up for ~~\$5008001000, and has a usable life of 4 years~~ shall have a depreciation value of ~~34.69¢ per day \$200.~~ If that item is used for 285 days owned for 3 years, and the user leaves office then they shall be charged ~~\$403.40 \$200803.35~~ to purchase the device or ~~\$500 \$8001000~~ minus ~~\$96.90\$600196.65 (285 days 3 X 34.69¢/day\$200).~~

b. The usable life of any device will be ~~at least 4 years unless in the opinion of the Village Administrator a device should have a usable life span of longer than this time period.~~ In no circumstances shall the usable life of a device be valued at less than 4 years so that equipment is purchased for not only durability but also for usefulness to the Village and to contain the financial constraints on the Village.

~~3.9.~~ Any device that is not purchased by the outgoing official shall be returned to the inventory of the Village, and shall either be reassigned to another official or staff person or disposed of using the Village's *FIN-006 Disposal of Surplus Public Property Policy*

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OFFICIAL ACKNOWLEDGMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





## **VILLAGE BOARD AND COMMITTEE MEMBER** **ONBOARDING CHECKLIST**

- Swear in with Village Clerk
- Complete W4 form with Village Clerk for payment
- Waived payment Form (if requested)
- Obtain village electronic device if needed
- Obtain copy of Village Employee Handbook
- Familiarize yourself with Board and Committee members, roles, individual terms, and meeting dates
- Acquaint oneself with Village Website ([www.kronenwetter.org](http://www.kronenwetter.org))
- Review mission and vision statements
- Review organizational chart
- Review Roberts Rules (league of municipalities manual)
- Review Wisconsin code of ethics (<https://docs.legis.wisconsin.gov/statutes/statutes/19/iii/59>)
- Review meeting attendance policy



- Review previous agendas and minutes to familiarize yourself with committee happenings
- Be prepared for meetings by reading current agendas
- Review Village policies and ordinances
- Fitness room use



# REPORT TO VB

**ITEM NAME: Policy for Park Naming**

**MEETING DATE: 6-26-23**

**PRESENTING COMMITTEE: VB/CLIPP**

**COMMITTEE CONTACT: Chris Voll, Kelly Coyle**

**STAFF CONTACT: Jennifer Poyer**

**PREPARED BY: Alexander Vedvik**

**ISSUE: Develop a Parks and Facilities Naming Policy**

**OBJECTIVES: To direct CLIPP to develop and Parks and facilities naming policy which will eliminate future confusion and negative energy as seen last year during the Sunset Park debacle**

**ISSUE BACKGROUND/PREVIOUS ACTIONS: Last year, there was a drawn-out heated discussion regarding a proposed name change of Sunset Park to Buska Park by a former Village Trustee. Not to get into rehashing the specific name change issue which in my opinion became a major embarrassment to the Village of Kronenwetter with how it was handled, an important point was brought up by Trustee Eiden and other community members that the Village of Kronenwetter does not have a Park naming policy.**

If there had been a Park naming policy, it could have eliminated the personal attacks and negative impact to the Village of Kronenwetter. I propose the Village Board direct CLIPP to develop a park and park facilities naming policy such that the naming of community parks and facilities follows a “fair and balanced” approach such that parks and park facilities are viewed as community assets. Village taxpayers pay for these facilities and as such they are for all of Kronenwetter’s residents to enjoy.

With discussions ongoing about adding new parks and new facilities, I believe it is imperative the Village learn from last year’s debacle and develop a naming policy.

**PROPOSAL: The Village Board direct CLIPP to develop a Village of Kronenwetter Parks and facilities naming policy.**

**ADVANTAGES: Will develop a policy that will allow the Village of Kronenwetter to continue to develop parks and new facilities, while avoiding a potential argument that negatively impacts the reputation of the Village. Will also provide clarity for Village staff, Village leadership, and Kronenwetter citizens in regards to the naming of Village parks and facilities.**

**DISADVANTAGES: Will take some time for CLIPP to gather required information, public input, and consider the impacts of the language of the parks and facilities naming policy.**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) None foreseen**

**RECOMMENDED ACTION:** Village board moves to direct CLIPP to develop a parks and facilities naming policy.

**OTHER OPTIONS CONSIDERED:** Leave as is, no policy.

**TIMING REQUIREMENTS/CONSTRAINTS:** Up to the discretion of Village Board and CLIPP

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

- Remaining CFY
- Account Number:
- Description:
- Budgeted Amount:
- Spent to Date:
- Percentage Used:
- Remaining:

**ATTACHMENTS (describe briefly):**



# Provisional Operator's License

No. 2023-005

FEE: \$15.00

WHEREAS, The Village Clerk of the Village of Kronenwetter, County of Marathon, Wisconsin, has, upon application duly made, granted and authorized the issuance of a "Provisional Operator's" License to :

**Timothy Curtis**

AND WHEREAS, the said applicant has paid the treasurer the sum of \$15.00 as required by local ordinances, and has complied with all requirements necessary for obtaining a license such as applying for a regular license and is currently enrolled in a "Responsible Beverage Servers Training Course":

Now Therefore, a "Provisional Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.

FOR THE PERIOD ending July 12, 2023

Given under my hand and the corporate seal of the Village of Kronenwetter, County of Marathon, State of Wisconsin, this 12th day of June, 2023



*[Handwritten Signature]*

Signature

06-12-2023

Date



This operator license is the property of the Beverage Operator and should be in the Operator's possession, NOT posted or left on the business premise.



**This is not a Wisconsin operators/bartenders license.**  
**This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.**  
**Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>**

**Wisconsin Alcohol Seller/Server Course**  
**Name: Timothy Curtis**  
**Certification Date: Jun 12th, 2023**  
**Certificate Code: 5Gm2f1j2q6**  
**Verify Online: [servingalcohol.com](http://servingalcohol.com)**  
**125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.**  
**SERVING ALCOHOL INC**  
**VALID FOR 2 YEARS**

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



# Kronenwetter Police Department

1582 Kronenwetter Drive  
Kronenwetter, WI 54455  
Phone: (715) 693-4215  
Fax: (715) 693-4228

Te Section 6, Item T.  
**CHIEF OF POLICE**  
  
Christopher Smart  
**LIEUTENANT**

## MEMORANDUM

**TO:** BOBBI JO BIRKE-LABARGE, VILLAGE CLERK  
**FROM:** CHIEF TERRY MCHUGH *TM*  
**SUBJECT:** TIMOTHY A. CURTIS BARTENDER APPLICATION  
**DATE:** JUNE 19, 2023

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At your request, I did a background check of Timothy A. Curtis using the Circuit Court Access Program (CCAP). Attached is the CCAP summary page with the results for "Timothy A. Curtis." There are other individuals with his same name, and I am unable to tell (other than the birthdate listed for other people) if any of these listings are this applicant.

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Enclosure



*"Community Focused, People  
First"*

www.kronenwetter.org  
police@kronenv 167 rg

## Case search results

You searched for: **Last name:** curtis, **First name:** timothy, **Middle name:** a

Showing 1 to 11 of 11 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
<a href="#">2007PA003005PJ04-03-2020</a>		Milwaukee	Closed	Curtis, Timothy	08-1985	In Re the Paternity of T. J. C.
<a href="#">2019TR002716</a>	12-09-2019	Iowa	Closed	Curtis, Timothy Alan	10-1999	State of Wisconsin vs. Timothy Alan Curtis
<a href="#">2017SC003380</a>	12-27-2017	Marathon	Closed	Curtis, Timothy A.		Marshfield Clinic Inc. vs. Timothy A. Curtis
<a href="#">2017CV006329</a>	07-28-2017	Milwaukee	Closed	Curtis, Timothy		De'Angelo M. Collins Jr. et al vs. Michels Corporation et al
<a href="#">2014SC003977</a>	12-17-2014	Marathon	Closed	Curtis, Timothy A		Saint Clare's Hospital of Weston vs. Timothy A Curtis
<a href="#">2013SC001054</a>	04-17-2013	Marathon	Closed	Curtis, Timothy A		Capital One Bank USA vs. Timothy A Curtis
<a href="#">2012SC004618</a>	02-02-2012	Milwaukee	Closed	Curtis, Timothy		Wisconsin Electric Power Co vs. Timothy Curtis
<a href="#">2003CV000322</a>	09-18-2003	Douglas	Closed	Curtis, Timothy		John J Murphy vs. Timothy Curtis
<a href="#">2000FA002382</a>	04-26-2000	Milwaukee	Closed	Curtis, Timothy	06-1966	Timothy Curtis vs Lisa Ann Curtis
<a href="#">1994CT000188</a>	06-13-1994	Ozaukee	Closed	Curtis, Timothy A	12-11-1958	State of Wisconsin vs. Timothy A Curtis
<a href="#">1991FA000357B</a>	09-16-1991	Rock	Closed	Curtis, Timothy	06-1962	Timothy Curtis vs. Cheryl Curtis





- Operator's License \$35.00 Expires on 6/30 in odd years
  - Operator's License Renewal \$35.00 Expires on 6/30 in odd years
  - Provisional Operator's License \$15.00 Expires in 30-days
  - Temporary Operator's License \$15.00 One time use only for nonprofits
- FEE IS NON-REFUNDABLE**

**LICENSE APPLICATION FOR OPERATOR'S (BARTENDER'S) LICENSE**

**SECTION 1 - APPLICANT INFORMATION**

Applicant Name (Last, First, MI) <u>Anderson Angela</u>		All former Names	
Street Address <u>2058 Rollingwood Rd</u>		City <u>Kronenwetter</u>	State <u>WI</u>
Zip <u>54455</u>		Driver's License Number <u>A5360018068404</u>	Date of Birth <u>5-24-80</u>
Phone Number <u>7154326720</u>			

**SECTION 2 - CONVICTION RECORD** (Please make sure to list ALL convictions. Application may be denied if not listed)

- The VILLAGE OF KRONENWETTER performs background checks on all applicants. The VILLAGE may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
- The VILLAGE OF KRONENWETTER does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
- Even if your license has been granted, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.

Have you ever been arrested, or have charges pending or been convicted of any offenses, or violations of ANY federal, state, or municipal laws or ordinances here or any other municipality?  NO  YES (Complete arrest or conviction information below)

Date	Nature of Offense	Location of Offense

List additional information regarding arrest / conviction information on the back of this application.

**SECTION 3 - CERTIFICATION/LICENSE** (You must select at least ONE of the options below)

Do you have a "Responsible Beverage Servers Training Course" certificate or an expired license from another municipality from within  Yes  No  
If yes please attach a copy of your certificate (date on certificate must be from within the last two years)

Are you currently enrolled in a "Responsible Beverage Servers Training Course"?  Yes  No  
If yes please attach a copy of your enrollment receipt

Do you currently hold an unexpired Operator's License from the Village of Kronenwetter or another municipality?  Yes  No  
If yes, please attach a copy of your license

**SECTION 4 - PENALTY NOTICE/OATH**

I hereby apply for a license to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: Angela Anderson

**FOR OFFICE USE ONLY**

Date sent to KPD 06/19/23 Date Payment Received 06/19/23

Board Date: 06/26/23 Approved: Y / N Check # \_\_\_\_\_ Cash  Credit Card



# CERTIFICATE OF COMPLETION

This certifies that

Angela A Anderson

is awarded this certificate for

## Wisconsin Responsible Beverage Server Training

Completion Date  
**06/19/2023**

Expiration Date  
**06/18/2025**

Certificate #  
**WI-00614987**

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

# Provisional Operator's License

No. 2023-006

FEE: \$15.00

WHEREAS, The Village Clerk of the Village of Kronenwetter, County of Marathon, Wisconsin, has, upon application duty made, granted and authorized the issuance of a "Provisional Operator's" License to :

**ANGELA ANDERSON**

AND WHEREAS, the said applicant has paid the treasurer the sum of \$15.00 as required by local ordinances, and has complied with all requirements necessary for obtaining a license such as applying for a regular license and is currently enrolled in a "Responsible Beverage Servers Training Course";

Now Therefore, a "Provisional Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.

FOR THE PERIOD ending July 19, 2023

Given under my hand and the corporate seal of the Village of Kronenwetter, County of Marathon, State of Wisconsin, this 19th day of June, 2023



*[Handwritten Signature]*  
Signature

06-19-23  
Date



This operator license is the property of the Beverage Operator and should be in the Operator's possession, NOT posted or left on the business premise.



# Kronenwetter Police Department

1582 Kronenwetter Drive  
Kronenwetter, WI 54455  
Phone: (715) 693-4215  
Fax: (715) 693-4228

Section 6, Item T.

Terry Mchugh  
CHIEF OF POLICE

Christopher Smart  
LIEUTENANT

## MEMORANDUM

**TO:** BOBBI JO BIRKE-LABARGE, VILLAGE CLERK  
**FROM:** CHIEF TERRY MCHUGH *tm*  
**SUBJECT:** ANGELA A. ANDERSON BARTENDER APPLICATION  
**DATE:** JUNE 19, 2023

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At your request, I did a background check of Angela A. Anderson using the Circuit Court Access Program (CCAP).

Attached are the circuit court Case Search Results for "Angela A. Anderson" with this applicant's date of birth. Two lengthy pages of results appeared, but only the 3 highlighted cases have her date of birth associated. Two cases are family related and the third is a retail theft case (the first 2 pages of the case summary are included with this report).

Ms. Anderson was also convicted of Possession of THC on 06/08/2022 in the Kronenwetter Municipal Court. The forfeiture is paid in full.

ded  
Enclosures



"Community Focused, People  
First"

www.kronenwetter.org  
police@kronenv

## Case search results

You searched for: Last name: ANDERSON, First name: ANGELA, Middle name: A, Date of birth: 05-24-1980

Showing 1 to 62 of 62 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
<a href="#">2022SC000093</a>	05-23-2022	Burnett	Closed	Anderson, Angela		Affinity Plus Federal Credit Union vs. Angela Anderson et al
<a href="#">2022SC000064</a>	04-21-2022	Burnett	Closed	Anderson, Angela		Affinity Plus Federal Credit Union vs. Angela Anderson et al
<a href="#">2021FA006136</a>	12-01-2021	Milwaukee	Closed	Anderson, Angela		In RE the marriage of Angela Anderson and Anthony J Anderson
<a href="#">2021SC000296</a>	11-18-2021	Clark	Closed	Anderson, Angela		PYOD LLC vs. Angela Anderson
<a href="#">2021SC000499</a>	08-11-2021	Polk	Closed	Anderson, Angela		Applegate Properties vs. Angela Anderson
<a href="#">2021SC000390</a>	06-09-2021	Polk	Closed	Anderson, Angela		Doris Bode vs. Angela Anderson
<a href="#">2021SC000873</a>	05-25-2021	Marathon	Closed	Anderson, Angela		Wausau Surgery Center LP vs. Daryl D Anderson et al
<a href="#">2021SC000097</a>	02-09-2021	Pierce	Closed	ANDERSON, ANGELA		Salander Enterprises, LLC vs. ANGELA ANDERSON
<a href="#">2020SC000308</a>	12-14-2020	Clark	Closed	ANDERSON, ANGELA		DNF Associates, LLC vs. ANGELA ANDERSON
<a href="#">2020SC015438</a>	07-27-2020	Milwaukee	Closed	ANDERSON, ANGELA		Meaux Park LLC vs. ANGELA ANDERSON
<a href="#">2019SC006826</a>	12-09-2019	Brown	Closed	ANDERSON, ANGELA		Salander Enterprises, LLC vs. ANGELA ANDERSON
<a href="#">2019SC046770</a>	11-19-2019	Milwaukee	Closed	Anderson, Angela		TE XIII LLC. vs. Candace Hamilton et al
<a href="#">2019SC000399</a>	09-16-2019	Pierce	Closed	Anderson, Angela		Vibrant Health Family Clinics vs. Angela Anderson
<a href="#">2018SC011936</a>	03-23-2018	Milwaukee	Closed	Anderson, Angela		LVNV Funding LLC vs. Angela Anderson
<a href="#">2018SC005811</a>	02-14-2018	Milwaukee	Closed	Anderson, Angela A		Capital One Bank (USA), N.A. vs. Angela A Anderson
<a href="#">2018SC000291</a>	01-03-2018	Milwaukee	Closed	Anderson, Angela		Midland Funding LLC By Its Servicing Agent Midland Credit vs. Angela Anderson
<a href="#">2017SC016875</a>	06-05-2017	Milwaukee	Closed	Anderson, Angela		Michael Hopkins vs. Angela Anderson
<a href="#">2016CF000937</a>	09-06-2016	Marathon	Closed	Anderson, Angela A.	05-24-1980	State of Wisconsin vs. Angela A. Anderson
<a href="#">2015SC005212</a>	12-30-2015	Waukesha	Closed	Anderson, Angela		Capital One Bank (USA), N.A. vs. Angela Anderson
<a href="#">2015SC003262</a>	08-17-2015	Waukesha	Closed	Anderson, Angela		Portfolio Recovery Associates LLC vs. Angela Anderson
<a href="#">2015TW002261</a>	08-13-2015	Milwaukee	Filed Only	ANDERSON, ANGELA		Dept. of Revenue vs. ANGELA ANDERSON et al
<a href="#">2013SC033267</a>	10-31-2013	Milwaukee	Closed	Anderson, Angela		Greenbrook Place Apartments LLC vs. Angela Anderson
<a href="#">2013SC031183</a>	10-14-2013	Milwaukee	Closed	Anderson, Angela		Froedtert Physician Partners Inc vs. Michael W Anderson et al
<a href="#">2013TW002311</a>	09-05-2013	Milwaukee	Filed Only	ANDERSON, ANGELA		Dept. of Revenue vs. ANGELA ANDERSON
<a href="#">2013TW002309</a>	09-05-2013	Milwaukee	Filed Only	ANDERSON, ANGELA		Dept. of Revenue vs. ANGELA ANDERSON
<a href="#">2013CV005818</a>	06-20-2013	Milwaukee	Closed	Anderson, Angela		Progressive Universal Insurance Company vs. Angela Anderson
<a href="#">2013SC002566</a>	05-22-2013	Waukesha	Closed	Anderson, Angela		ANEX, S.C. vs. Angela Anderson
<a href="#">2013SC014380</a>	05-14-2013	Milwaukee	Closed	Anderson, Angela		Community Memorial Hospital of Menomonee Falls Inc vs. Michael W Anderson et al
<a href="#">2013TW000646</a>	03-14-2013	Milwaukee	Filed Only	ANDERSON, ANGELA		Dept. of Revenue vs. ANTHONY ANDERSON et al
<a href="#">2013SC000733</a>	02-28-2013	Rock	Closed	Anderson, Angela		Cottonwood Financial Wisconsin LLC vs. Angela Anderson

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
<a href="#">2013SC006971</a>	02-25-2013	Milwaukee	Closed	Anderson, Angela		Capital One Bank USA NA vs. Angela Anderson
<a href="#">2012SC040474</a>	12-10-2012	Milwaukee	Closed	Anderson, Angela		LVNV Funding LLC vs. Angela Anderson
<a href="#">2012SC000393</a>	10-23-2012	Taylor	Closed	Anderson, Angela		Terry Lee Emmerich vs. Angela Anderson
<a href="#">2011CV001110</a>	09-09-2011	Marathon	Closed	Anderson, Angela		In Re: the Minor Settlement of Scott Anderson et al
<a href="#">2011FA000529</a>	07-08-2011	Marathon	Closed	Anderson, Angela A	05-1980	In RE: the Support of ARR
<a href="#">2011SC002703</a>	05-23-2011	Waukesha	Closed	Anderson, Angela		Citibank NA vs. Angela Anderson
<a href="#">2011CV004638</a>	04-04-2011	Milwaukee	Closed	Anderson, Angela		Chase Home Finance LLC vs. Michael W Anderson Jr et al
<a href="#">2011SC003336</a>	01-31-2011	Milwaukee	Closed	Anderson, Angela		Orange Ave Realtors vs. Khalif Linton et al
<a href="#">2009SC034774</a>	10-16-2009	Milwaukee	Closed	Anderson, Angela		Community Memorial Hospital vs. Michael W Anderson et al
<a href="#">2009SC034770</a>	10-16-2009	Milwaukee	Closed	Anderson, Angela		First Rate Financial vs. Angela Anderson
<a href="#">2009SC003206</a>	05-04-2009	Brown	Closed	Anderson, Angela		Great Lakes Communities Wisconsin LLC vs. Joseph Beauleau
<a href="#">2009SC007670</a>	02-23-2009	Milwaukee	Closed	Anderson, Angela		Wisconsin Electric Power Co vs. Angela Anderson
<a href="#">2009SC000682</a>	01-28-2009	Brown	Closed	Anderson, Angela		SKB Management Inc vs. Angela Anderson
<a href="#">2008SC005578</a>	11-17-2008	Marathon	Closed	Anderson, Angela A		Wisconsin Public Service Corp vs. Angela A Anderson
<a href="#">2008SC007639</a>	11-13-2008	Brown	Closed	Anderson, Angela		Polka Tots Day Care vs. Angela Anderson
<a href="#">2008SC041477</a>	11-10-2008	Milwaukee	Closed	Anderson, Angela		USA Payday Loan vs. Angela Anderson
<a href="#">2008UC001627</a>	06-06-2008	Milwaukee	Filed Only	ANDERSON, ANGELA		Dept. of Workforce Development vs. ANGELA ANDERSON
<a href="#">2007SC035536</a>	09-28-2007	Milwaukee	Closed	Anderson, Angela A		Asset Acceptance LLC vs. Angela A Anderson
<a href="#">2006SC036638</a>	11-15-2006	Milwaukee	Closed	Anderson, Angela		Dental Associates Ltd Wauwatosa vs. Bradford Anderson et al
<a href="#">2006SC027823</a>	08-09-2006	Milwaukee	Closed	Anderson, Angela		Meridian Development LLC vs. Angela Anderson
<a href="#">2006SC002916</a>	06-12-2006	Waukesha	Closed	Anderson, Angela		Mega Marts Inc. vs. Angela Anderson
<a href="#">2006SC001404</a>	03-02-2006	Brown	Closed	Anderson, Angela		Erin Capital Management LLC vs. Angela Anderson
<a href="#">2005SC033615</a>	10-10-2005	Milwaukee	Closed	Anderson, Angela		Anita Hauner et al vs. Angela Anderson
<a href="#">2005SC003170</a>	09-16-2005	Marathon	Closed	Anderson, Angela		MGM Rentals vs. Angela Anderson
<a href="#">2005SC029201</a>	08-31-2005	Milwaukee	Closed	Anderson, Angela		Capital One Bank vs. Angela Anderson
<a href="#">2005SC003944</a>	07-29-2005	Racine	Closed	Anderson, Angela		Racine Dental Group SC vs. Angela Anderson
<a href="#">2005CV006502</a>	07-05-2005	Milwaukee	Closed	Anderson, Angela A		Associated Bank vs. Angela A Anderson
<a href="#">2005SC017959</a>	05-31-2005	Milwaukee	Closed	Anderson, Angela		United Church Ushers of WI vs. Angela Anderson
<a href="#">2005SC001994</a>	04-14-2005	Racine	Closed	Anderson, Angela		G Isermann SC vs. Angela Anderson
<a href="#">2005SC001510</a>	01-17-2005	Milwaukee	Closed	Anderson, Angela A		American Honda Finance Corp vs. Angela A Anderson
<a href="#">2000FA000639</a>	10-09-2000	Marathon	Closed	Anderson, Angela	05-1980	In Re the Support of: Dylan R. Rutzen
<a href="#">1996FA000211</a>	02-07-1996	Racine	Closed	Anderson, Angela		Ann McCormick vs Angela Anderson

**Marathon County Case Number 2016CF000937 State of Wisconsin vs. Angela A. Anderson****Case summary**

<b>Filing date</b> 09-06-2016	<b>Case type</b> Criminal	<b>Case status</b> Closed - Electronic filing	
<b>Defendant date of birth</b> 05-24-1980	<b>Address</b> 2058 Rollingwood Road, Kronenwetter, WI 54455	<b>Branch ID</b> 1	<b>DA case number</b> 2016MA004047

**Charges**

<b>Responsible official</b> Falstad, Jill N	<b>Prosecuting agency</b> District Attorney	<b>Prosecuting agency attorney</b> Frank-Loron, Rhonda Kay	Printable version
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Defendant owes the court: \$0.00

Count no.	Statute	Description	Severity	Disposition
1	9.17	Retail Theft	Forf. U	Guilty Due to No Contest Plea
2	943.50(1m)(b)	Retail Theft - Intentionally Take (<=\$500)	Misd. A	Dismissed on Prosecutor's Motion
3	943.50(1m)(b)	Retail Theft - Intentionally Take (<=\$500)	Misd. A	Dismissed on Prosecutor's Motion

The Defendant was charged with the following offense:

Count	Statute cite	Description	Severity	Offense date	Plea
1	9.17	Retail Theft	Forf. U	08-29-2016	No Contest on 03-14-2019

On 03-14-2019 there was a finding of:

Action	Court official	Notes
Guilty Due to No Contest Plea	Falstad, Jill N	

On 03-14-2019 the following was ordered:

Sentence	Time	Begin date	Notes
Forfeiture / Fine			

Count	Statute cite	Description	Severity	Offense date	Plea
2	943.50(1m)(b)	Retail Theft - Intentionally Take (<=\$500)	Misd. A	08-29-2016	

On 12-19-2016 there was a finding of:

Action	Court official	Notes
Deferred Prosecution or Sentence	Falstad, Jill N	

Supervising agency	Time	Notes

Agreement fulfilled on 03-14-2019

On 03-18-2019 there was a finding of:

Action	Court official	Notes
Dismissed on Prosecutor's Motion	Falstad, Jill N	

Agreement fulfilled on 03-14-2019

Section 6, Item T.

Count	Statute cite	Description	Severity	Offense date	Plea
3	943.50(1m)(b)	Retail Theft - Intentionally Take (<=\$500)	Misd. A	08-29-2016	

On 12-19-2016 there was a finding of:

Action	Court official	Notes
Deferred Prosecution or Sentence	Falstad, Jill N	
Supervising agency	Time	Notes

Agreement fulfilled on 03-14-2019

On 03-18-2019 there was a finding of:

Action	Court official	Notes
Dismissed on Prosecutor's Motion	Falstad, Jill N	

Agreement fulfilled on 03-14-2019

**Charge history**

This history reflects charges that were issued by the District Attorney earlier in the case. Current charges can be seen above. Changes to charges can be made for many reasons, often based on the District Attorney's ongoing assessment of the case. The case file may contain more information. Unless a Judgment of Conviction is entered, the defendant is presumed innocent of all charges.

Count	Statute	Description	Replaced by
1	943.50(1m)(b)	Retail Theft - Intentionally Take >\$500 - \$5000)	Amended charge
1	943.50(1m)(b)	Retail Theft - Intentionally Take (<=\$500)	Amended charge
2	943.50(1m)(b)	Retail Theft - Intentionally Take >\$500 - \$5000)	Amended charge

**Defendant**

Defendant name	Date of birth	Sex	Race
Anderson, Angela A.	05-24-1980	Female	Caucasian

Address (last updated 09-13-2016)	JUSTIS ID	Fingerprint ID
2058 Rollingwood Road, Kronenwetter, WI 54455		

**Attorneys**

Attorney name	Entered	Withdrawn
Sawyer, Julie L.	09-08-2016	03-14-2019

**Court record**

Date	Event	Court official	Court reporter	Amount
07-21-2020	Electronic Filing Notice			
07-15-2019	Request for court record			
03-18-2019	Judgment of dismissal/acquittal	Falstad, Jill N		
03-18-2019	Order	Falstad, Jill N		
	<b>Additional text:</b> for Dismissal			
03-15-2019	Judgment of conviction			
03-14-2019	Dispositional order/judgment	Falstad, Jill N		
03-14-2019	Assessment Report			
03-14-2019	Charge amended			





# VILLAGE BOARD JOINT MEETING WITH APC & UC MINUTES

June 12, 2023 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

**1. CALL MEETING TO ORDER**

President Chris Voll calls the meeting to order at 5:30 pm.

- A. Pledge of Allegiance  
Those in attendance cited the pledge of allegiance

- B. Roll Call Village Board Members

**PRESENT**

- Village President Chris Voll
- Trustee Chris Eiden
- Trustee Alex Vedvik
- Trustee Ken Charneski
- Trustee Kelly Coyle
- Trustee Tim Shaw - entered meeting at 5:34 pm
- Trustee Sean Dumais

**STAFF MEMBERS PRESENT**

Interim Administrator; Dan Mahoney, Village Clerk; Bobbi Birk-LaBarge, Community Development Director; Pete Wegner, Finance Director; Lisa Kerstner, Director of Public Works; Dan Hekrdle, Chief of Police; Terry McHugh

**GUEST SPEAKERS**

Timothy Perkins - Arrow Audio

- C. Role Call Utility Committee Members

**PRESENT**

Alex Vedvik, Sean Dumais, James Buck  
**MEMEBRS ABSENT**  
 Craig Mortensen, Carly Jones

- D. Roll Call Administrative Policy Committee Members

**PRESENT**

Chris Voll, Kelly Coyle, Mary Solheim  
**MEMBERS PRESENT VIA PHONE**

Jordyn Wadle-Leff  
**MEMBERS ABSENT**

Lyn McCarthy

**2. NEW BUSINESS**

**E. Discussion & Possible Approval: Construction Management Quotes for Water Treatment Facility Construction Project**

Interim Administrator Dan Mahoney explains at a previous Utility Committee meeting, Public Works Director Dan Hekrdle was informed, per village policy, he needed to provide more than one quote for bids. Mahoney explains Hekrdle was instructed to put a RFQ together but unfortunately that did not happen. At the UC meeting, staff was instructed to work and finalize RFQ's and send them out. They were sent to AECON, MARK THOMPSON & RPS ASSOCIATES. As a result, proposals were given by BECHER HOPPE, RPS. AECON and MARK THOMPSON responded back with a letter appreciating the inquiry, but they did not have the staffing to respond with a project of this particular nature. Motion by Sean Dumais, second by James Buck to send this item to APC with the recommendation of choosing Becher Hoppe for the construction management bid not to exceed \$74,000.00.

Voting Yea: Vedvik, Dumais, Buck

Motion passes 3:0 by roll call vote.

Motion by Vedvik, second by Dumais to adjourn the UC meeting. Motion passes 3:0 by voice vote.

UC Meeting adjourned at 5:41 pm.

APC member Kelly Coyle, second by Wadle-Leff to make a motion to send this item to village board for acceptance in regard to the Becher Hoppe bid for construction management contract not to exceed \$74,000.00. Motion passes unanimously by voice vote.

Motion by Wadle-Leff, second by Coyle to adjourn the APC meeting. Motion passes unanimously by voice vote.

APC Meeting adjourned at 5:45 pm.

**3. ADJOURNMENT of UC Members**

Motion by Vedvik, second by Dumais to adjourn the UC meeting. Motion passes 3:0 by voice vote.

UC Meeting adjourned at 5:41 pm.

**4. ADJOURNMENT of APC Members**

Motion by Wadle-Leff, second by Coyle to adjourn the APC meeting. Motion passes unanimously by voice vote.

APC Meeting adjourned at 5:45 pm.

**5. PUBLIC COMMENT**

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

**Bernie Kramer - 2150 east State Highway 153 Peplin WI.** Kramer states he is against the formation of an Ethics Committee.

President Voll announces a closed session will take place later in the meeting.

**6. REPORTS FROM STAFF AND VENDORS**

**F. Police Chief's Report**

Chief McHugh said they have had a very busy month of May. The Village will be losing one crossing guard due to personal issues.

**G. Well Pumpage Report**

Director of Public Works Dan Hekrdle explains he submitted the report per a recommendation that it be brought back. The report focuses on water results from the previous month.

**H. Fire Chief's Report**

Chief O'Brien is on vacation. President Voll asks how the repairs to Bay #3 are coming along. Administrator Mahoney explains Clerk Birk-LaBarge got the estimate today and it is not inexpensive. Trustee Vedvik requests Chief O'Brien give an update on a possible future ambulance service.

**7. OLD BUSINESS**

I. Arrow Audio representative Timothy Perkins explains the three options he provided to us via email. Perkins explains the audio is unacceptable and explains the village's phone company would need to meet at the same time with a representative for Arrow Audio to determine what the error connection is.

J. Discussion & Possible Action: Denyon Homes Developers Agreement Kronenwetter Drive Community Development Director Pete Wegner explains the packet contained two different drafts of the developer's agreement. Director Wegner hands out hard copies of the correct developer's agreement. Director Wegner explains there are penalties if Denyon does not meet timing requirements for improvements to property.

Motion made by Trustee Vedvik, seconded by Trustee Coyle to accept the Denyon Homes developers' agreement with amendments to void the date 01/01/2027" in item 5c. The final language should read, "If the required assessment value is not completed in parent "A" and parent "B" as defined above, the developer shall convey the property to the village for the purchase price of \$45,000.00.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Dumais, Trustee Coyle, Trustee Shaw

Voting Nay: Trustee Charneski

Motion carried 6:1 by roll call vote.

K. Discussion & Action: Committee Structure

Trustee Vedvik explains this item is about APC, CLIPP and UC. Vedvik's recommended action is to direct APC to look at all citizen committees and recommend a new committee structure. APC should examine all citizen committees to see how responsibilities are divided up. President Voll explains the last time this was brought up, the Board developed an AdHOC committee to oversee it. Trustee Vedvik states he would be open to that. Trustee Coyle explains all this is proposing is an overall review of all committees to see if they are functioning as they should or if they need to be adjusted.

Charneski makes a motion to end discussion on this item. No second on the motion. Motion fails.

Vedvik moves to create a AdHoc Committe made up of members of each citizen committee (CLIPP, APC, UC) to review our current committee structure. Coyle seconds the motion. 7 members with at with

Shaw makes amendment to include Ken Charneski as the odd member of the AdHOC committee.

Motion made by Trustee Vedvik, Seconded by Trustee Coyle to create and AdHOC committee to examine and review our current committee structure. Made up of at least (2) members of each citizen committee for a total of 7 members. The existing committees will decide who their two members will be. Trustee Shaw would like to make an amendment to the motion to have Trustee Charneski as the 7th member.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Coyle, Trustee Shaw, Trustee Dumais.

Voting Nay: Trustee Charneski

Motion passes 6:1 by voice vote.

**8. NEW BUSINESS**

L. Discussion: Village Board Onboarding

Trustee Charneski questions who put this on the agenda for discussion. Trustee Vedvik questions why this item is a board action.

M. Discussion & Possible Approval: Filtration Plant Construction Observation Contract

Motion by Dumais second my Eiden to accept the Becher Hoppe construction management services contract not to exceed \$74,000.00.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Charneski, Trustee Coyle, Trustee Shaw, Trustee Dumais. Motion passes 7:0 by roll call vote.

N. Discussion & Possible Approval of Policy FIN-010; Grant Applications and Distributions

Current Village Treasurer, Lisa Kerstner would like language added to reflect those applying for grants must notify finance Director when applying and upon acceptance of grants, so the finance employee is aware of where those funds are coming in from and where they need to be placed once received. Motion made by Trustee Vedvik, second by Eiden to accept the updates to FIN-010 with amendments to language adding the notification of the finance director when applying and upon acceptance of grants.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Charneski, Trustee Coyle, Trustee Shaw, Trustee Dumais. Motion passes 7:0 by voice vote.

O. Discussion & Possible Action: Resolution No.: 2023-004; Naming of an Authorized Representative for the Environmental Improvement Fund (UC)

Motion by Dumais, seconded by Eiden to approve resolution 2023-004 naming the village president to be the village's authorized representative for signing documents.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Charneski, Trustee Coyle, Trustee Shaw, Trustee Dumais. Motion passes 7:0 by roll call vote.

P. Discussion: Report from Public Works Director on Roof and Village Hall Expansion Plans

Director Hekrdle explains the quotes he has gotten so far. There was a leak by the AC unit that goes above the village employee workout room.

The expansion plans were started by Duane Gau and wanted staff to gather a list of expansion issues in their department they already have. This will assist for future growth and expansion of the Village of Kronenwetter.

Dun-Rite construction came to the village will give us a quote on the price of the roof.

MalBrit has been called out numerous times with the heating and cooling issues in the building.

Motion made by Trustee Vedvik, Seconded by President Voll to send to CLIPP for further discussion.

Voting Yea: Village President Voll, Trustee Eiden, Trustee Vedvik, Trustee Charneski, Trustee Coyle, Trustee Shaw, Trustee Dumais. Motion passes 7:0 by voice vote.

Q. Discussion & Possible Action: VAC Truck Quotes

UC has decided not to purchase a VAC truck this year.

Motion by Voll, second by Dumais to take no action on this item. Motion passes 7:0 by voice vote call.

R. Discussion & Recommendation: VOK Towering Pines Outdoor Skating Rink

Motion by Dumais, second by Coyle to recommend sending this item back to CLIPP for further review.

Voting Yea: President Voll, Trustee Shaw, Trustee Dumais, Trustee Coyle, Trustee Vedvik, Trustee Charneski. Motion carries 7:0 by voice vote.

S. Discussion & Possible Action: Agenda Item to be added to the June 27, 2023, VB meeting pertaining to Ethics Committee

Motion by Eiden, second by Vedvik to put this item on the next village board agenda for further discussion and to include a code of conduct.

Voting Yea: Voll, Eiden, Vedvik, Coyle

Voting Nay: Charneski, Shaw, Dumais

Motion carries 4:3 by roll call vote.

9. CONSENT AGENDA

T. May 22, 2023, Village Board Meeting Minutes

Trustee Charneski states page 138 Item E., he would like that to reads as he "questioned" if the village would have to give the applicant one that has the notice on it. Clerk Birk-LaBarge states she will adjust the wording.

Motion by Voll, second by Charneski to approve the May 22, 2023, meeting minutes as amended.

Motion passes unanimously by voice vote.

U. June 08, 2023, Village Board Special Meeting Minutes

Trustee Dumais mentions needing to add the vote after we came out of open session. Clerk Birk-LaBarge states she will adjust and correct the minutes.

Motion by Trustee Eiden, seconded by Trustee Shaw to approve the minutes as amended.

Motion passes unanimously by voice vote.

V. Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

W. Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

X. Cigarette License Renewals  
51 Bar & Grill LLC - 51 Bar & Grill  
Sickler Group LLC - Village Crossing  
Dollar General, 1831 County Road XX

Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

Y. Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

Z. Training Leave Request for Village Clerk - Clerk's & Treasurer's Institute - Green Bay, WI  
Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

AA. Training Leave Request for Village Finance Director - Clerk's & Treasurer's Institute - Green Bay, WI  
Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

BB. Contract for Service - Music Talent at Farmer's Market - Garth Engelbright, Steve Strasman, Daniel Larson  
Motion by Trustee Eiden, second by Trustee Coyle to approve all remaining consent agenda items as presented. Motion passes unanimously by voice vote.

CC. Contract for Service - 2023 Market Manager Agreement - Farmers Market  
Motion by Trustee Eiden, second by Trustee Coyle to approve all consent agenda items as presented. Motion passes unanimously by voice vote.

**10. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

DD. Acknowledgement of Reports/Minutes from Committees, Commissions, and Boards  
Utility Commission Minutes May 02, 2023  
CLIPP Minutes May 03, 2023  
No questions or comments.

EE. May 3, 2023 CLIPP Committee Meeting Minutes  
President Voll thanks the committees for their minutes.

**11. CLOSED SESSION**

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)( c ) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Public Works Director; Dan Hekrdle performance review

Motion by Trustee Shaw, seconded by Eiden to convene into closed.

Motion passes 7:0 by roll call vote.

President Voll invites Interim Administrator Dan Mahoney to stay for closed session. Clerk Bobbi Birk-LaBarge is asked to step out.

Closed session begins at @ 8:03 pm

**12. RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

Motion by Shaw, second by Eiden to reconvene into open session.

Motion passes unanimously 7:0 by roll call vote.

Open session begins at 8:48 pm.

**13. DISCUSSION AND ACTION - Public Works Director Performance Review results**

Motion by Trustee Shaw, second by Coyle to Direct Interim Administrator Dan Mahoney review Public Works Director Dan Hekrdle's performance evaluation with him and follow through as discussed in closed session.

Motion passes 7:0 by voice vote.

**14. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

Park & facilities naming policy for discussion.

Committee Structure

President Voll reminds all Trustees to have their packet materials and reports to the clerk for their items of discussion.

**15. ADJOURNMENT**

Motion by President Voll, seconded by Trustee Shaw to adjourn.

Motion passes 7:0 by voice vote.

Meeting adjourned at 8:55 pm.

Minutes by: Clerk Bobbi Birk-LaBarge  
Minutes Approved by VB on June \_\_, 2023



# VILLAGE BOARD MEETING MINUTES

June 20, 2023 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

**1. CALL MEETING TO ORDER**

President Chris Voll called the meeting to order at 5:03 pm

- A. Pledge of Allegiance
- B. Roll Call

**PRESENT**

- Village President Chris Voll
- Trustee Ken Charneski
- Trustee Sean Dumais
- Trustee Alex Vedvik
- Trustee Chris Eiden
- Trustee Kelly Coyle

**ABSENT**

- Trustee Tim Shaw
- STAFF PRESENT

Village Clerk; Bobbi Birk-LaBarge, Interim Administrator; Dan Mahoney, Village Attorney; Lee Turonie

**2. NEW BUSINESS**

**C. Announcement of Closed Session**

President Voll announces closed session.

**3. CLOSED SESSION**

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)( c ) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – **to wit** Public Works Director; Dan Hekrdle Employment Performance Review Decision

Motion made by Trustee Eiden, Seconded by Trustee Coyle to move into closed session.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by roll call vote.

Closed session begins at 5:07 pm. Attorney Lee Turonie and Interim Administrator Dan Mahoney invited to stay for closed session per President Voll. Clerk Birk-LaBarge excused for closed session material.

**4. RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

Motion made by Trustee Eiden, Seconded by Trustee Coyle to reconvene into open session.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by roll call vote.

Open session begins at 5:42 pm.

**5. DISCUSSION AND ACTION**

Public Works Director; Dan Hekrdle Employment Performance Review Decision  
Motion made by Village President Voll, Seconded by Trustee Coyle to recommend staff continue processing the retirement of public works director Dan Hekrdle.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by voice vote.

**6. ADJOURNMENT**

Motion made by Village President Voll, Seconded by Trustee Vedvik to adjourn.  
Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by voice vote.  
Meeting adjourned at 5:47 pm.

Minutes by: Clerk Bobbi Birk-LaBarge  
Minutes approved by Village Board on June \_\_, 2023





## OFFICIAL NOTICE AND AGENDA

Kronenwetter SPECIAL Administrative Policy  
Committee (APC)

Wednesday April 5, 2023 5:30 P.M.

### 1. Call meeting to order

#### a. Roll Call

Committee Members Present: Ken Charneski, Lyn McCarthy, Lee Pastika

Committee Members Absent: Kim Tapper and Jordyn Wadle-Leff

Staff Members present: Dan Mahoney, Interim Administrator; Sarah Fisher, Account Clerk

### 2. Public Input (15 minutes): Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that there be a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

NONE

### 3. Old Business:

#### a. FIN-003 and FIN-005

Charneski states that according to the statutes the Village Clerk should be reviewing Invoices then passes them to the Treasurer. Mahoney states that the invoices should be going to department heads first to be approved then to the Treasurer to be paid out. Motion by McCarthy/Charneski to delay action and have Interim Administrator Dan Mahoney review FIN-003 and FIN-004 and bring back to next APC meeting as well as make stated corrections to files and replace "handed" to "delivered" in text and make consistent though text invoices initialed and vouchers are signed. Motion Passes 3:0 by Voice vote.

McCarthy discusses changes space between one and two on second page. Last line the word that is suppose to be "all" fix to be all. Fix punctuation at the end of text. Motion by McCarthy/Pastika to recommend the board approve FIN-005 with discussed changes.

#### b. Onboarding Check List/Orientation for Village Board and Committee Members

Motion by Charneski/Pastika to delay action 90 days to test drive on Kelly Coyle. Motion passes 3:0 by Voice Vote

#### c. New Policy Waived Payment Policy

Motion by Charneski/ McCarthy to delay action. Motion passes 3:0 by Voice Vote

#### d. Ethics/Code of Conduct

Motion by McCarthy/ Pastika to recommend to the board to establish ethics commission. Motion passes 3:0 by Voice Vote.

### 4. New Business:

#### a. Resolution for DNR loan

Motion by Pastika/Charneski to defer action until Joint Board meeting. Motion Passes 3:0 by Voice Vote.

#### b. Review and Recommendation of Village Attorney RFPs

Motion by Pastika/McCarthy to recommend to the board Weld Riley for Village Attourney. Motion Passes 2:1 by Voice Vote.

#### c. Johnson Control Contract Renewal

No action

#### d. 03/01/2023 APC Minutes

Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote.

#### e. 03/08/2023 APC Minutes

Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote

#### f. 03/14/2023 APC Minutes

*UNAPPROVED MINUTES*

*Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote*

**g. 03/23/2023 APC Minutes**

*Motion by Charneski/McCarthy to approve APC minutes. Motion passes 3:0 by Voice Vote*

**5. Items for Future Agenda:**

*Discussion on Financial advisor*

**6. Adjournment:**

*Motion by McCarthy/Pastika to Adjourn. Motion Passes 3:0 by Voice Vote at 7:23pm*

Minutes Drafted By: Sarah Fisher; Account Clerk

Submitted on:06/20/2023:

Approved On:



## OFFICIAL NOTICE AND AGENDA

Kronenwetter Administrative Policy Committee (APC)  
 Tuesday April 18, 2023 5:30 P.M.

### 1. Call meeting to order

#### a. Roll Call

Committee Members Present: Ken Charneski, Lyn McCarthy, Kim Tapper

Committee Members Absent: Lee Pastika-excused and Jordyn Wadle-Leff-excused

Staff Members present: Dan Mahoney, Interim Administrator; Sarah Fisher, Account Clerk

### 2. Public Input (15 minutes): *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that there be a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.*

NONE

### 3. Reports:

#### a. Treasurer's Report:

*Treasurer Lisa Kerstner discusses she provided January and February reports, she states that February statement for General Checking shows that there is a 3.75% however it is actual 0%. She states that she was able to verify that all funds that the Village has are fully insured. Charneski states that the state insures an additional \$400,000 ontop off the \$250,000 insured though FDIC. He asks how all our funds are insured since the village has a balance higher than that. Kerstner discusses the sweep accounts and how using them allows all the money to be fully insured though FDIC. Charneski asks if Kerstner could check with state to find out legitimacy of accounts, and to obtain a letter to prove what she found. Mahoney discusses the possibility of moving money to accounts that have higher interest rates and to have liquid assets. Charneski talks on Wood Trust transfer and how when money is moved from one Institution to another the Village President's signature is required to be on those documents. Charneski and McCarthy discuss looking into Verisign or a Signature stamp for quick approval items.*

#### b. Village Attorney invoices January-March

*No Discussison*

### 4. Old Business:

#### a. HR-006 discussion

*Charneski directed to send redlined policy back to the board for approval.*

#### b. HR-001 Administrator's input review

*Mahoney discusses that he was unable to take a good look at the policy but wanted to get intouch with the Village Attorney to see if FSLA plays a roll into the policy. Motion by Tapper/ McCarthy to delay action until next meeting. Motion passes 3:0 by Voice Vote.*

### 5. New Business:

#### a. TDS Sponsorship agreement

*Motion by McCarthy/Tapper to recommend the board approve tthe TDS sponsorship agreement. Motion Passes 3:0 by Voice Vote.*

#### b. RFPs for recruitment of consulting firm for hiring of a Village Administrator

*Charneski askses if add is still running, add ended yesterday (April 18, 2023) he requested resumes be sent out ot APC members for review.*

#### c. Recognition of Chief McHugh for time served as Interim Village Administrator

*UNAPPROVED MINUTES*

*Dan Recommends that this item goes to a closed session discussion. Motion by Charneski/Tapper to delay action. Motion passes 3:0 by Voice Vote.*

**d. Review and recommendation: Procedure for agenda item flow between committees to Village Board**

*Discussion on flow from staff to committee to board and back. Training will be conducted to instruct all on proper procedures.*

**e. Advantage Group Supplemental Benefits Proposal**

*No action*

**f. Employee Handbook status as a guide or authority:discussion**

*McCarthy discusses the discussion of when to get rid of a policy if the handbook discusses is and if the hadbook is law or a guide. She states she found that you have to name it Adopt it and put it in the record before it becomes legal. Trustee Dumais states that the handbook is meant to be a guide between employee and employer.*

**g. Approval of April 5, 2023 APC minutes**

*No action*

**h. Rescind approval of Feb 8,2023 minutes**

*Motion by Charneski/Tapper to recind Previously approved minutes. Motion Passes 3:0 by Voice Vote.*

**i. Approval of corrected Feb 8,2023 minutes**

*Motion by Tapper/McCarthy to approve corrected minutes. Motion passes 3:0 by Voice Vote.*

**6. Items for Future Agenda:**

*Compensation for Committee members*

**7. Adjournment:**

*Motion by McCarthy/Tapper to Adjourn. Motion Passes 3:0 by Voice Vote at 6:53pm*

Minutes Drafted By: Sarah Fisher; Account Clerk

Submitted on:06/20/2023:

Approved On:



**OFFICIAL NOTICE AND AGENDA**

Kronenwetter SPECIAL Administrative Policy  
Committee (APC)

Friday April 28, 2023 4:15 P.M.

**1. Call meeting to order**

**a. Roll Call**

Committee Members Present: Ken Charneski, Lyn McCarthy, Lee Pastika, Jordyn Wadle-Leff

Committee Members Absent: Kim Tapper

Staff Members present:

**2. Public Input (15 minutes):** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that there be a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.*

NONE

**3. New Business:**

**a. Consideration on motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)© for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility-to wit interviews for Administrator position**

*Motion by McCarthy/Pastika to go into closed session. Motion passes 4:0 by Roll call*

**b. Consideration of Motion to Reconvene into Open Session**

**c. Discussion and Action: Administrator candidates**

*Motion by McCarthy/Pastika to forward Bradley Hanson to Village Board for Interview. Motion passes 4:0 by Voice Vote*

**4. Items for Future Agenda:**

None

**5. Adjournment:**

*Motion by McCarthy/Pastika to Adjourn. Motion Passes 4:0 by Voice Vote*

Minutes Drafted By: Sarah Fisher; Account Clerk

Submitted on:06/20/2023:

Approved On:



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

May 16, 2023 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

## 1. CALL MEETING TO ORDER

- A. Roll Call  
 EnterTextHere  
 PRESENT  
 Chris Voll  
 Kelly Coyle  
 Lyn McCarthy  
 Mary Solheim  
 Jordyn Wadle-Leff

- B. Pledge of Allegiance

## 2. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

None

## 3. NEW BUSINESS

- C. Selection of Chairperson  
 Motion by Wadle-Leff/Coyle to nominate Chris Voll as APC Chair. Motion carried 5:0 by Voice Vote.
- D. Selection of Vice Chairperson  
 Motion by Coyle/Voll to nominate McCarthy as Vice Chair. Motion carried 5:0 by Voice Vote.
- E. Fire Department DNR Grant  
 Motion by Wadle-Leff/McCarthy to recommend the board approve application of both WPS and DNR grant as presented by Fire Chief. Motion Carried 5:0 by Voice Vote.
- F. People State Bank approval for authorization use  
 Motion by McCarthy/Coyle to approve People's State Bank as an approved bank, be added to the resolution, and create a policy on approving future banks. Motion carried 5:0 by Voice Vote.
- G. Discussion on Village Financials  
 Wadle-Leff requests summary at the Village Board Level meeting and Check register at APC meeting. Motion by Voll/Coyle to allow Treasurer to move line items within department, to report sub account changes and to have treasurer bring any other budget amendment to APC for discussion and approval. Motion carried 5:0 by Voice Vote.
- H. ABT MAILCOM  
 APC members requested some additional research and quote gathering and bring findings back to future meeting.

- I. Parks - Budget Amendment  
Motion by Voll/ Wadle-Leff to move forward with budget amendment for parks equipment. Motion carried 5:0 by Voice Vote.
  - J. Discussion and possible action related to reorganization of APC into two separate committees  
Coyle discusses separating APC into two committees- Finance and APC- aggregated to bring back to future meeting.
  - K. Discussion and possible action related to the creation of ad hoc interview sub-committee of APC for first interviews of candidates for positions of Department head or higher  
Discussion on creation of ad hoc interview committee, members to look for policy examples and bring back to future meeting.
  - L. Discussion and possible action related to the creation of an ad hoc Ethics Committee separate from all previous attempts to do so  
Members discuss idea of the ethics committee Mahoney suggested members look at criteria of possible members before APC moves forward.
- 4. REPORTS AND DISCUSSIONS**
- M. Treasurer's Report  
Village treasurer discusses village finances.
- 5. OLD BUSINESS**
- N. GEN-007  
Voll to rewrite policy and bring back to next meeting for review.
- 6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**  
FIN-003, FIN-004, FIN-005
- 7. NEXT MEETING:**  
June 20, 2023
- 8. ADJOURNMENT**  
Motion by Voll//Coyle to adjourn. Motion carried 5:0 by Voice Vote at 7:07 PM.

***NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.***

**Posted: 05/12/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)  
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