

ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA

February 27, 2025 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

3. 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.

4. APPROVAL OF MINUTES

- C. November 21, 2024
- D. December 19, 2024
- **E.** February 3, 2025
- **F.** February 10, 2025
- G. January 23, 2025

5. REPORTS AND DISCUSSIONS

H. Interim Finance Director Report

6. **NEW BUSINESS**

- L Discussion and Possible Action: Budgeting for a new Dump/Plow Truck
- J. Discussion and Possible Action: Approval of Kronenwetter Dr. TID #2 Road Project Bid from Hass Sons, Inc. for a total of \$3,146,530.14
- K. Discussion & Possible Action: Purchase of three SCBA Packs-FD
- L. Discussion & Possible Action: Code of Conduct
- M. Discussion & Possible Action: Employee Handbook Review

7. OLD BUSINESS

- N. Discussion and Possible Action: Policy GEN-010-Public Comment for citizens unable to attend Village Committees, Commissions & Boards
- O. Discussion and Possible Action: Revision of Ordinance 180-3; Village Board Meetings
- P. Discussion and Possible Action: Removal of Policy Gen-009

8. 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 Review of Clerk Candidates

9. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

- 10. ACTION AFTER CLOSED SESSION
- 11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA
- 12. NEXT MEETING: March 20, 2025
- 13. 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: 02/26/2025 Kronenwetter Municipal Center and <u>www.kronenwetter.org</u>

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



REVISED ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

November 21, 2024 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

PRESENT

Kelly Coyle

Chris Voll

Mary Solheim

Jordyn Wadle-Leff

Terry Lewis-Birkett

2. ANNOUNCEMENT OF CLOSED SESSION

3. 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

4. APPROVAL OF MINUTES

C. Administrative Policy Committee Minutes October 17, 2024

Motion by Coyle/Solheim to approve minutes as presented. Motion Caried 5:0 by voice vote.

5. OLD BUSINESS

- D. Discussion and Possible Action: Policy GEN-010-Public Comment for citizens unable to attend Village Committees, Commissions & Boards
 - Direct staff to add additional verbiage to the policy to include discussed revisions.
- E. Discussion and Possible Action: Revision of Ordinance 180-3; Village Board Meetings Chris will compile all the pieces to 180-3 and bring it back to a later meeting along with GEN-009 for review and recommendations.
- F. Discussion and Possible Action: Removal of Policy Gen-009 Will be brought back with Ordinance 180-3 at a later date.

6. NEW BUSINESS

G. Discussion & Possible Action: Updated Fee Schedule
Greg Ulman-Public Works Director explained how he compiled the updated fee list and prices. Multiple
surrounding municipalities were compared to compile the updated fees. Jordyn requested for the
proposed fee schedule to be formatted into an excel spreadsheet for ease of reading. Due to time
sensitivity Account Clerk Sarah Fisher requested that Dog fees be passed at this meeting and pushed to

Section 4, ItemC.

- the board. APC members agreed on updated fees for dog licenses remainder of fees will be brought back to next meeting. Motion by Wadle-Leff/Coyle to recommend village board approve Dog Licenses Fees as amended. Motion carried 5:0 by voice vote.
- H. Renewal of Contract for Service League of Wisconsin Municipalities Mutual Insurance Company 2025
 Proposal
 - Motion by Voll/Coyle to recommend Village Board approve Contract as presented. Motion carried 4:1 By voice vote.
- I. Discussion & Possible Action: Hiring of Interim Administrator and/or Finance Director
- J. Discussion & Possible Action: Renewal of Police Officer Health Insurance United Health Care Motion by Voll/Lewis-Birkett to recommend Village Board approve as presented. Voll Rescinded original motion. Staff has direction on what to bring back for next meeting, as well as looking into the HIPPA notice. This was deemed not a HIPPA Violation as their member numbers were NOT their social security numbers. Members were notified what was published.

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 Review of Village Clerk and Village Treasurer Candidates.

Motion by Coyle/Wadle-Leff to convene into closed session. 5:0 by Roll Call.

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

ACTION AFTER CLOSED SESSION

Continue Job search for Village Clerk and Village Treasurer.

- 7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA
 - Fee Schedule, Ordinance 180-3, Gen-010, GEN-009, PD health insurance, and APC meeting day.
- 8. NEXT MEETING: December 19,2024
- 9. ADJOURNMENT

Motion by Coyle/Voll to adjourn. Motion carried 5:0 by Voice Vote.

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: 11/20/2024 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages



December 19, 2024 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

PRESENT

Kelly Coyle

Chris Voll

Mary Solheim

Jordyn Wadle-Leff

Terry Lewis-Birkett

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. APPROVAL OF MINUTES

November 07, 2024, APC Minutes
 Motion by Wadle-Leff/Coyle to approve minutes as presented. Motion carried 5:0 by voice vote.

4. OLD BUSINESS

- Discussion & Possible Action: Hiring of Interim Administrator and/or Finance Director Voll discusses that he has had phone calls with a couple firms to include Kerber Rose and Robert Half. Chris stated he expects to get proposals from both of the firms within the next week. Voll stated that Craig Mortensen met with staff and staff expressed that they felt the immediate need was Finance director, Village Clerk, then Administrator, Voll felt the Board felt the same way. He expressed that depending on what comes of the phone calls made APC might need a special meeting in the coming weeks.
- E. Discussion & Possible Action: Updated Fee Schedule Motion by Coyle/Solheim to recommend Village Board approve the updated fee schedule as presented. Motion carried 5:0 by voice vote.

5. NEW BUSINESS

- F. Discussion & Possible Action: HR-017 Motion by Wadle-Leff/Coyle to recommend Village Board eliminate HR-017. Motion carried 5:0 by voice vote.
- G. Discussion & Possible Action: 2025 Impoundment Agreement
 Motion by Coyle/Voll to recommend Village Board approve impound agreement as amended. Motion carried 5:0 by voice vote.

Section 4, ItemD.

- H. Discussion & Possible Action: Wage Increase for Part-Time Employees Motion by Wadle-Leff/Coyle to recommend Village Board approve wage increase for part-time employees at 3% for 2025. Motion carried 5:0 by voice vote.
- Discussion & Possible Action: Open Records Request Fees
 Kelly Coyle recommends that staff sends records requestor a quote on what each open records request will cost prior to staff starting request. no additional action taken.
- J. Discussion & Possible Action: Review handbook section 4.5. As related to activities of employees due to staffing issues
 - Conversation in regard to compensation for the office staff doing attritional duties was had, Chris had reached out to the Village attorney to gain insight on the situation and the wording in the employee handbook which he conveyed to APC committee members. APC states that Jennifer Poyer should have an offer extended to her for her new role of Interim Village Clerk. APC stated that the compensation question needs to be brought back in closed session.
- K. Discussion & Possible Action: Request for Special Prosecutor Motion by Coyle/Wadle-Leff to recommend Village Board allow Dianne to hire the special prosecutor Nathan Miller of Weld Riley at the rate of \$200/hr to prosecute the case Village of Kronenwetter Vs. Joe Straub. Motion carried 5:0 by voice vote.
- L. Discussion & Possible Action: Update to Part-Time On-Call Contract for 2025 Amend contract and bring back to next meeting.
- 6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Handbook review

- 7. NEXT MEETING: January 16, 2024
- 8. ADJOURNMENT

Motion by Coyle/Voll to Adjourn. Motion carried 5:0 by voice vote

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: 12/17/2024 Kronenwetter Municipal Center and <u>www.kronenwetter.org</u>

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



February 03, 2025 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Room A121

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

Jordyn Wadle-Leff Enters at 5:38PM

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 Village Clerk Interviews

Motion by Lewis Birkett/Coyle to convene into closed session. Motion Carried 5:0 By Voice Vote

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

Motion by Wadle-Leff/Solheim to reconvene into open session. Motion Carried 5:0 by Voice Vote

ACTION AFTER CLOSED SESSION

Motion by Voll/Wadle-Leff to continue interviews for Village Clerk. Motion Carried 5:0 by Voice Vote.

- 3. NEXT MEETING: February 10, 2025
- 4. ADJOURNMENT

Motion by Wadle-Leff/Coyle to Adjourn. Motion Carried 5:0 by Voice Vote

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: 01/31/2025 Kronenwetter Municipal Center and <u>www.kronenwetter.org</u>

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



February 10, 2025 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Room A121

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

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 Village Clerk Interview Motion by Solheim/Coyle to convene into Closed Session. Motion Carried 5:0 by Roll Call.

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

Motion by Lewis-Birkett/Wadle-Leff to reconvene into open session. Motion Carried by 5:0 by Voice Vote.

ACTION AFTER CLOSED SESSION

Motion by Lewis-Birkett/Coyle Recommend Village Board review all three candidates during closed session. Motion carried 5:0 by Voice Vote.

- 3. NEXT MEETING: February 20, 2025
- 4. ADJOURNMENT

Motion by Coyle/Solheim to adjourn. Motion carried 5:0 By Voice Vote.

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: 01/31/2025 Kronenwetter Municipal Center and <u>www.kronenwetter.org</u>

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



January 23, 2025 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

PRESENT

Kelly Coyle

Chris Voll

Mary Solheim

Jordyn Wadle-Leff (enterd late)

ABSENT

Terry Lewis-Birkett

2. ANNOUNCEMENT OF CLOSED SESSION

3. PUBLIC COMMENT

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4. NEW BUSINESS

- Discussion & Possible Action: Memo of Understanding: Union Wage increase for Planning Tech
 Position
 - Motion by Voll/Coyle to recommend the Village Board approve union wage increase for planning tech position to match other union office staff. Motion carried 3:0 by voice vote.
- D. Discussion & Possible Action: 2025 Kronenwetter Held for Cause Contract Motion by Coyle/Solheim to recommend Village Board approve the 2025 Kronenwetter Held for Cause Contract. Motion carried 3:0 by voice vote.
- E. Discussion & Possible Action: RFP for Attorney
 Chris Voll explains why there are no packet materials for this item. The Village received one response from an attorney, however they withdrew the request due to conflict of interest. No actions taken.
- F. Discussion & Possible Action: Interim Finance Director
 Chris Voll reviews his last two months trying to find and hire an interim Treasurer. Robert Half was able
 to offer two candidates, both great, one of the candidates has much more experience in municipal
 accounting than the other. Voll discusses the differences between the candidates and who he believes
 would be more fit for our location. Motion by Wadle-Leff/Coyle to recommend Village Board approve
 the contract with Robert Half- John Jacobs. Motion carried 4:0 by voice vote.

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 Wage Compensation for added duties. Jennifer Poyer, Sarah Fisher, Kimberly Coyle

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 –Review of Village Clerk Resumes Motion by Wadle-Leff/Solheim to convene into closed session. Motino carried 4:0 by Roll Call

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

APC reconvened into open session.

ACTION AFTER CLOSED SESSION

Motion by Voll/Wadle-Leff to recommend staff set up interviews with candidates. Motion carried 3:0:1 obtention (Kelly Coyle) by voice vote.

Motion by Voll/Wadle-Leff to recommend Village Board reach out to the Union representative to discuss a possible bonus for the three office individuals. Motion carried 3:0:1 obtention (Kelly Coyle) by voice vote.

5. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Handbook Revision

6. NEXT MEETING: February 20, 2025

7. ADJOURNMENT

Motion by Voll/Wadle-Leff to Adjourn. Motion carried 4:0 by voice vote.

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: 01/22/2025 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages

Section 5. ItemH.

REPORT TO VILLAGE BOARD



ITEM NAME: Finance/Treasurer Office Update – 1/29/2025 thru 2/07/2025

PREPARED BY: John Jacobs, Interim Finance Director

DATE PREPARED: 2/07/2025

Thank you for the opportunity to serve as your Interim Finance Director for the Village of Kronenwetter. The employees have all been very welcoming in the past 1.5 weeks since I started employment on January 29th. The office staff are eager to learn about additional accounting activities that they can begin working on, and I am willing to become a mentor to them in the coming weeks and months.

I am extremely impressed by how the small staff have been able to manage all the cash transaction activities for the Dec 2024-Feb 2025 tax collection season, without a Village Treasurer or Village Clerk. Plus, the small staff have been responsible for Clerk duties, payroll & invoice processing, and other financial and statutory responsibilities.

As of 2/07/2025, the following activities have been completed by our Finance Team:

- Year-end payroll processing reports for W-2's, quarterly reports for IRS, monthly & year-end payroll processing reports for Wisconsin Retirement System, year-end reports for Wisconsin Dept of Revenue (WDOR), and completing the 2024 workers comp audit report.
- Year-end processing of 1099's
- Completed one full day with 2024 financial audit team from CLA in-house at the Village, conducting preliminary fieldwork preparation on Friday, 2/07.

As of 2/07/2025, my duties have included the following activities:

- Entering 2025 budget numbers into accounting system across all funds and programs, so that department heads can begin running monthly budget-to-actual reports.
- Reconciling all daily cash transaction activities for tax collection account and reconciling them to bank statements for Dec 2024. The total 2024 tax roll was \$14.3 million.
- Entering monthly interest income allocations for various bank accounts (Oct 2024-Jan 2025).

The goals for the week of Feb 10-14 will be the following:

- Reconcile all daily cash transactions for tax collection account and reconcile them to bank statements for Jan-Feb 2025.
- Recording of 2024 tax roll journal entries across all funds for Dec 2024.
- Recording any necessary 2023 tax roll close-out journal entries, if previous tax roll was not closed out on the books as of August 2024.
- Turnover 2024 tax roll collection to County Treasurer by Monday, February 17th.

- Reconcile primary Village checking activity and recording any ACH transactions through Jan 2025 bank statement for past several months, since departure of former Village Finance Director.
- Attend the 2/10 Village Board meeting
- Attend the 2/11 Utility Committee meeting

Going forward in the next 2 months, the financial auditors from CLA will return either the week of March 24-28 or at the end of April for a few days, depending on my Finance Team being able to get all balance sheet activity recorded and reconciled through 12/31/2024 by the time that the auditors would return. I will keep the Village Board updated on this progress in the coming weeks.

In the meantime, here are the future deadlines that our Finance Team already has on our calendar for the upcoming months.

UPCOMING DEADLINES AHEAD:

- 2/07/2025 Last day of 2024 tax collection season for municipality
- 2/13/2025 Municipality distributes payment in lieu of taxes to other jurisdictions
- 2/17/2025 Municipality settles 2024 tax collection with County Treasurer
- 2/20/2025 County Treasurer settles 2024 tax roll with taxing jurisdictions
- 3/01/2025 Debt Service Payment due from Kronenwetter (2018 G.O. Notes)
- 4/01/2025 Chargeback for any delinquent personal property taxes to other taxing jurisdictions
- 5/01/2025 Annual Public Service Commission (PSC) due from Water Utility
- 5/15/2025 Annual Municipal Financial Report due to WDOR

I have prepared this monthly update report for the Village Board for the 2/10 meeting, since I will be out-of-town during the period of 2/21-3/2. I will return to the office then on Monday, March 3rd. I would plan to present and provide monthly financial statements to the Village Board, beginning at one of the two Village Board meetings in March, and then monthly thereafter.



Report to APC

Agenda Item: Discussion and Possible Action: Budgeting for a new Dump/Plow Truck

Meeting Date: February 27, 2025

Referring Body: Committee Contact:

Staff Contact: Greg Ulman **Report Prepared by:** Greg Ulman

AGENDA ITEM: Discussion and Possible Action: Budgeting for a new Dump/Plow Truck

OBJECTIVE(S): To have a plan on purchasing a new plow/dump truck.

HISTORY/BACKGROUND: Our 2006 Sterling tandem axle dump truck is up for replacement, and to help with the budgeting we received a few initial quotes to get a more accurate price. The quote for the chassis will range around \$148,000, while the body of the truck will be roughly \$167,000, for a total around \$315,000. Again, these are just preliminary budgetary quote numbers and we won't know the official price until we go out for bid. Once we place the order, the truck chassis will take 3 months to arrive, after the truck chassis has arrived it will take another 12 months for the body to be assembled.

We are looking at 3 scenarios on how to fund the truck from the Capital Equipment Replacement Fund #750, which currently has a balance of \$353,531.83 (as of 1/1/25), with budgeted 2025 expenditures of \$86,000, the 2025 year-end balance will be **\$267,531.83**:

- 1. Pay for the truck chassis in 2025 with the available funds and pay for the body in 2026 from the capital equipment fund #750, which would leave us with roughly \$119,531.83 in the account for the rest of 2025, until new funds are added next budget year.
- 2. Pay for the chassis and part of the body with the capital equipment replacement fund #750 in 2025 by using \$165,000 from the fund. Which would leave us a balance of roughly \$102,531.08 in the account for the rest of 2025, and fund the remaining portion of the body of the truck with our excess salt budget money from our salt/brine account which currently has a balance of \$225,000, with a salt order of \$53,000 to come yet in spring, which would leave us at \$172,000. We would then spend roughly \$151,000 of that with a remaining balance of roughly \$21,000.
- 3. Wait until next year, 2026, to order the truck chassis and body with higher inflation fees of roughly \$6,000 as well as additional federal government emissions fees of \$30,000, while it would still be a 12-18-month lead time for the completion of the vehicle.

Before staff goes out for bid on this item we would like to have direction on how we would finance this piece of equipment as well as should we continue with the bidding process this year or wait until 2026.

PROPOSAL: To have APC give a recommendation to the village board on how to finance the new dump/plow truck.

Section 6, Iteml.

RECOMMENDED ACTION: Approve a motion for the Village Board on how to finance the new dump/plow truck and continue with the bidding process, or wait until 2026.

ATTACHMENTS: 5-year plan, quotes, and budgetary numbers.

				Desired Year of Replacment/Yrs of	f Actual year of		
Equipment	Year	Make	Model	Service	Replacement	Years Out	Cost of Replacement
Tandem Axle Dump K-22	2006	Sterling		2026 / 20yrs	2026	20	\$315,000.00
Crew Cab Pickup	2015	Dodge	2500	2025 / 12yrs	2027	12	\$65,000.00
Front End Loader	2002	Cat	938	2022 / 20yrs	2028	26	\$300,000.00
Tandem Axle Dump K-23	2007	Sterling		2027 / 20yrs	2030	23	\$340,000.00
Wheeled Excavator	2008	Volvo	EW 180 C	2028 / 20yrs	2031	23	\$320,000.00
Front End Loader	2009	John Deere	624	2029 / 20yrs	2032	23	\$320,000.00
Crew Cab Pickup	2021	Ford	F-250	2031 / 12yrs	2033	12	\$85,000.00
Tandem Axle Dump K-21	2014	Mack		2034 / 20yrs	2034	20	\$360,000.00
Small Dump Regular Cab	2018	Dodge	3500	2033 / 15yrs	2036	18	\$100,000.00
Tandem Axle Dump K-20	2016	Freightliner		2036 / 20yrs	2038	22	\$370,000.00
Tandem Axle Dump K-25	2022	Freightliner		2042/ 20yrs	2042	20	\$380,000.00
Ditch Mower Tractor	2024	Case	Ditch Mower	2049 / 25yrs	2049	25	\$350,000.00
Hot Box Patcher	2015	Spaulding RMV	2 Ton	2035 / 20yrs	2035	20	TBD
Grader	2021	Cat	12M3	2021 / 5yrs	Lease	5	Leased
Bulldozer	2005	Cat	D5G XL	N/A	TBD	TBD	ТВD
Skidsteer	2020	Bobcat	T 66	N/A	TBD	TBD	ТВО
Sign Truck	1994	Ford	F 7000	N/A	TBD	TBD	ТВD
Blacktop Roller	2019	Bomag		N/A	TBD	ТВД	ТВО
Shoulder Machine	N/A	N/A	N/A	N/A	TBD	ТВО	ТВО
Tar Kettle	N/A	N/A	N/A	N/A	TBD	TBD	TBD
Air Compressor	1989	Sullair	N/A	N/A	TBD	TBD	TBD
Line Painter	2008	Graco	Line Lazer 200hs	N/A	TBD	TBD	TBD



Estimated Costs	Cost	Funds	Remaining Funds	Amount of Funds used Balance	
Truck	\$148,000.00 Equipment	Equipment Purchases	\$267,531.83 Left over from 2024	\$165,000.00 \$:	\$102,531.08
Equipment	\$168,000.00 Salt/Brine	Salt/Brine	\$173,000.00	\$151,000.00	\$21,000.00
Total	\$316,000.00			\$316,000.00	

VILLAGE OF KRONENWETTER BUDGET 2025

Capital Equipment Replacement Fund #750

										ADOPTED	Ą	ACTIVITY THROUGH	ESTIN	ESTIMATED YEAR	PROPOS	PROPOSED BUDGET	
	REVENUES	7	2020 Actual:	20.	2021 Actual:	2022 Actual:	ıal:	2023 A	2023 Actual:	BUDGET 2024:	-	09/30/2024:	Ü	END 2024:	7	2025:	% Change
750-41000-000	Tax Revenues	S	100,000.00	s	130,000.00	\$ 200,000.00	0.00	\$ 20	200,000,002	\$ 428,500.00	S	428,500.00	s	428.500.00	s	86,000.00	-79.93%
750-00-43851-000-000	Grant Revenue	s		s	'	\$ 71,50	1,500.00 \$	s			s	٠	s		s		#DIV/0i
750-48000-100	Interest Earned on Investments	s	8,844.57	s	7,248.82	\$ 6,11	6,117.35	s	6,949.31	\$ 7,500.00	s	1,424.30	s	1,899.07	s	1,000.00	-86.67%
750-00-48000-002-303		s	•	s	,	•		9 \$	64,227.91	·	s		s		s		#DIV/OI
750-00-49000-000-000	Proceeds; Loans/Financing	s	3	s	'	۰,	,	s		•	s		s	•	s		#DIV/OI
750-00-49100-000-000		s	•	s	,	•	,	\$ 73	732,208.00 \$	•	s	٠	s	٠	s	ı	#DIV/0i
750-49210-000	Transfer from General Fund	s	•	s	,	د	,	s	,	\$ 10,000.00	s	10,000.00	s	10,000.00	s		-100.00%
750-00-49250-000-000	Transfer from Parks Fund	s	ï	s	'	.	,	5	2,021.31	•	s	٠	s	•	s	•	#DIV/01
	Undesignated Funds	s	•	s	'	\$,	s		·	s	•	s	•	s	4	#DIV/0I
		S	\$ 108,844.57	S	137,248.82	\$ 277,617.35	7.35	\$ 1,07	75,406.53	1,075,406.53 \$ 446,000.00	\$	439,924.30	s	440,399.07	\$	87,000.00	-80.49%
										ADOPTED	Ą	ACTIVITY THROUGH	ESTIN	ESTIMATED YEAR	PROPOS	PROPOSED BUDGET	
	EXPENDITURES	7	2020 Actual:	20.	2021 Actual:	2022 Actual:	: e	2023 A	2023 Actual: R	BUDGET 2024:	_	09/30/2024:	ū	END 2024:	7	2025:	% Change
750-51000-001-000	Equipment Purchases	s	312,102.99	s	40,527.94 \$	\$ 394,490.53	0.53	\$ 12	123,540.19 \$	\$ 461,395.00	s	457,491.81	s	461,395.00	s	86,000.00	-81,36%
750-51900-000-000	Bank & Investment Fees	s	776.95	s	2,262.59 \$	\$ 2,36	2,366.09 \$	s	2,016.21	\$ 2,000.00	s		s	٠	s	1,000.00	-50.00%
750-00-57220-000-000	Fire Protection Capital Outlay	s	71 €	s	'	•	,	\$ 93	934,660.83 \$	•	s	ř	s	·	s		#DIV/0i
750-00-59000-000-000	Transfer to Other Funds	s	٠	s	,	٠,	,	s	3,500.00 \$	· S	s	٠			s		#DIV/0I
		1		,	1						1		1				

COMMENTS:

COMMENTS:

Equipment Purchases:			
PD - BWC (Body Cams)	s	22,000.00	
Police Department - Squad & Outfitted	s	64,000.00	
		00 000 50	

100-53000-311-342 - Salt/Brine(E)	Variance:	50,50,00,00	5 d a ×	⇒ Credit		00'08
	Encumbrance:	00.03		∓ Debit		\$225,000.00
	Total Budget:	2772 000 00		〒 Budget L 〒 Description 〒		ORIGINAL 2025 Original Adopt
				Jrnico 🔻 🌣 Budget L B	ď	61
Sudget Transactions	YTD Balance:	20.00	Drag a column header here to group by that column	〒 GL Period Date 7 〒 Ref No 〒 Jrnl(0 1 0	25 1/1/2025 256-1 BUDGET

VILLAGE OF KRONENWETTER

Trial Balance - by Account Number Period: 12/24 (12/31/2024) Page: 1 Feb 20, 2025 12:29PM

Account Number	Title	Debit Amount	Credit Amount	267,531.83 AS OF 12/31/2024 86,000.00 = ADD 1/1/2025 86,000.00 = BAL- AT 1/1/2025 353,531.83 BAL- AT 1/1/2025 -86,000 = 2025 BUDGET EXPS.
750-11101	POOLED CASH	264,979.12)	17 (21 83 AS OF 11)
750-11103	Peoples State Bank Savings	.00	2	261,301. CADD 11/2023
750-11104	Raymond James - AAA Bond Fund	.00		000.00 2
750-11108	Incredible Tax Savings	2,552.71	1	86, PAL- AT 1.72
750-11310	LGIP - General	.00	′ –	1136ET
750-11320	American Deposit Mgmt Co	.00		303) 3015 80185.
750-11325	Valley Communities Cr. Union	.00		21 800
750-11700	WoodTrust Investments	.00	_	21.7 531.83 BAL - AFTER
750-12100	Taxes Receivable	86,000.00		AFTER
750-16000	Prepaid Expenses	.00	•	267, 531.83 BAL - AFTER
750-21100	Vouchers Payable	.00		267,531.85 BAL- 1 2025 BUDGET EXPS.
750-26100	Deferred Property Tax Revenue		86,000.00-	110667
750-39000	Undesignated Fund Balance		285,099.34-	2000
750-41000-000	Tax Revenues		428,500.00-	EXP.
750-43851-000	Grant Revenue	.00		
750-48000-100	Interest Earned on Investments		1,424.30-	
750-48000-303	Sale of Equipment	.00		
750-49100-000	Proceeds from LT Debt	.00		
750-49210-000	Transfer from General Fund		10,000.00-	
750-49250-000	Transfer to Parks Fund	.00		
750-51000-001-000	Equipment Purchases	457,491.81		
750-51900-000-000	Bank & Investment Fees	.00		
750-57220-000-000	Fire Protection Capital Outlay	.00		
750-59000-100-000	Transfer to General Fund	.00		
Grand Totals:		811,023.64	811,023.64-	

Prepared for: Brad Jacobson KRONENWETTER VILLAGE OF 1582 KRONENWETTER DR

KRONENWETTER, WI 54455 Phone: 715-574-5160

TRUCK COUNTRY OF WAUSAU 2435 TRAILWOOD LANE MOSINEE, WI 54455 Phone: 715-359-9989

Section 6, Iteml.

QUOTATION

114SD PLUS CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM

ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION

MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR **AXLE**

TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION DETROIT DA-F-20.0-5 20,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE

20,000# TAPERLEAF FRONT SUSPENSION

114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB

4725MM (186 INCH) WHEELBASE

NO FIFTH WHEEL

1/2X3.64X11-7/8 INCH STEEL FRAME (12.7MMX301.6MM/0.5X11.88 INCH) 120KSI

1775MM (70 INCH) REAR FRAME OVERHANG

PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION

TEM TO EVALUATE AND INSTALL FRAME RAIL REINFORCEMENT AS NEEDED FOR FRONT FRAME MOUNTED EQUIPMENT

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	140,460	\$	140,460
EXTENDED WARRANTY		\$	7,072	\$	7,072
DEALER INSTALLED OPTIONS		\$	0	\$	0
CUSTOMER PRICE BEFORE TAX		\$	147,532	\$	147,532
TAXES AND FEES					
TAXES AND FEES		\$	0	\$	0
OTHER CHARGES		\$	0	\$	0
TRADE-IN					
TRADE-IN ALLOWANCE		\$	(0)	\$	(0)
BALANCE DUE	(LOCAL CURRENCY)	\$	147,532	\$	147,532
COMMENTS:					
Projected delivery on / / provided the APPROVAL:	e order is received before _	/_	_/		
Please indicate your acceptance of this quotation	by signing below:				
Customer: X	/ Date:/ _	/_	_ <u>.</u>		
	r local dealer for a competitive us at Information@dtfoffers.co		rom Daimler Tru	ick Financ	ial, or

Financing that works for you.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.

Application Version 12.0.105 Data Version PRL-29D.026 Village of Kronenwetter 114



02/03/2025 9:32 AM

Page 20 of 20

Prepared for: KRONENWETTER VILLAGE OF 1582 KRONENWETTER DR

KRONENWETTER, WI 54455 Phone: 715-574-5160

Brad Jacobson

TRUCK COUNTRY OF WAUSAU 2435 TRAILWOOD LANE

MOSINEE, WI 54455 Phone: 715-359-9989

Section 6, Iteml.

QUOTATION

WESTERN STAR 47X

SET BACK AXLE - TRUCK CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR **AXLE** TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION

DETROIT DA-F-20.0-5 20.000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE 20,000# TAPERLEAF FRONT SUSPENSION 111.6 INCH BBC CONVENTIONAL ALUMINUM CAB 4725MM (186 INCH) WHEELBASE 13.0MM X 87.0MM X 311.0MM STEEL FRAME (0.51X3.43X12.24 INCH) 120 KSI 1775MM (70 INCH) REAR FRAME OVERHANG

			PER UNIT	TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	159,512	\$ 159,512
EXTENDED WARRANTY		\$	7,072	\$ 7,072
DEALER INSTALLED OPTIONS		\$	0	\$ 0
CUSTOMER PRICE BEFORE TAX		\$	166,584	\$ 166,584
TAXES AND FEES				
TAXES AND FEES		\$	0	\$ 0
OTHER CHARGES		\$	0	\$ 0
TRADE-IN				
TRADE-IN ALLOWANCE		\$	(0)	\$ (0)
BALANCE DUE	(LOCAL CURRENCY)	\$	166,584	\$ 166,584
COMMENTS:				
Projected delivery on/ provided the ord	er is received before _	/	/	
APPROVAL:				
Please indicate your acceptance of this quotation by s	igning below:			
Customer: X	/ Date:/ _	_/		

Daimler Truck Financial

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02/03/2025 8:09 AM

Page 20 of 20

N15921 SCHUBERT RD GALESVILLE, WI. 54630

608-539-4600 ORDERS

Date: 2-3-25

For: Village of Kronenwetter Att: Brad & Town Board Quoted by: Jordan Manka

1) Henderson Mark *E-ti* 16' Asphalt Dump Body: (140" C/T)

- * 7ga. 201 Stainless Steel Construction
- * Unibody design "No cross members"
- * 16ft. box with 86" inside width/96" outside width
- * 60in. high header
- * 44in. one piece sides 201 S/S
- * Two full length weld on side braces 201 S/S
- * 52in. Asphalt tailgate -Smooth out the top of the TG for hauling culverts
- * 4 panel, air trip tailgate, brake chamber type, grab handles in lower panel & D-Ring on inside top center
- * One piece ¼" AR400 floor (200,000 PSI tensile strength)
- * 5" rounded floor to side radius (1/4" AR400 material)
- * Contoured front corner post, 201 S/S / Full depth rear corner post, 201 S/S
- * Fully boxed in & fully welded top rails, 201 S/S
- * Bottom rub rail and top rail are sloped for dirt & debris shedding
- * Under frame is two 8" structural steel I-beam long sills with "No splices" Fully Welded
- * 22" x 78" cabshield w/ 45 degree oval light holes, fully welded, 201 S/S
- * Back-up alarm –91Db / One shovel holder mounted to the left front corner post
- * Two sets of mudflaps, rigid fronts w/ quick detach rears
- * 10" black poly side boards with 2 intermediate braces on each side
- * S/S grip strut walk rail down both sides of body
- * Ladder steps mounted in front of the left rear corner post w/ steps above & inside
- * Donovan electric asphalt tarp system with aluminum arms and aluminum housing
- * Optimo heated camera mounted on the right rear corner post in a S/S protective housing ran to the 6100
- * Cougar 3200 vibrator on UTE plate w/ momentary switch in cab
- * 18x18x30 S/S toolbox installed where room permits
- * All electrical wiring connections will be put in heat shrink tubing & will run to a sealed junction box
- * Unpainted body w/ the frame and the underside of the body painted black
- * One year warranty

1) **Hoist:** (Proximity switch hoist limiter)

- * Mailhot Telescopic Hoist model CS150-6.5-4DA (Double Acting...power up & power down)
- * Capacity is 30 ton / Two safety body props
- * Rifle Drilled Stainless steel rear hinge pins
- * Two year warranty

1) Hydraulic system:

- * Force America FASD45L (6.0 cu. in.) load sense pump with 1" shut off valve
- * Force America AAF-(6) spool valve body mounted in a Stainless Steel weather proof enclosure
- * Valve body to run Reversible Auger, Dual Spinners, D/A Plow lift & Swing, D/A Wing toe & heel & D/A Telescopic Hiost w/500 psi. relief on down side
- * MPJC-6100-3-Ultra Controller with integrated 6100 Ultra spreader control Open loop
- * Fully proportional controls w/ 10" diagonal color TFT LCD low profile widescreen w/800 x 480 pixel resolution
- * 30/45 gal. Stainless Steel reservoir with in tank mounted filter and 2" shut off valve / Sight & temperature gauge
- * Hyd tank mounted between the cab and the box / Plow cushion valve installed on front bumper
- * Low oil & Temp sending units wired to the ultra / Body up light wired to ultra / Proximity switch hoist limiter
- * Stainless Steel lines with short hoses and fittings to the spreader / Camera harness
- * Hoses, couplers & hyd. oil as needed / filter by-pass wired to ultra
- * Wing loc valve installed to prevent wing from settling / Mounted & fully operational / One year warranty

Section 6, Iteml.

N15921 SCHUBERT RD

GALESVILLE, WI. 54630

608-539-4600 ORDERS

Date: 2-3-25

For: Village of Kronenwetter Att: Brad & Town Board Quoted by: Jordan Manka

1) Universal BH-12-43L HDP power reversible snow plow:

- * 12ft. plow length
- * 43in. plow height (measured with 6" cutting edge / 50" with 8" cutting edge)
- * 10ga. moldboard
- * Pin & Loop hitch, plow portion
- * Heavy Duty Push Frame constructed with ½" x 4" x 8" angle iron, eight ½" ribs (in lieu of six), fully welded, six main hinge points (in lieu of four) with the furthest hinge point extending about 15" from the end of the plow
- * One heavy duty 4" x 13" power reversing cylinder w/ brass bushing and grease zerk at live end of cylinder for extended wear
- * Four heavy duty adjustable moldboard trip springs, extension type
- * 3/4" x 4" x 4" lower angle, fully gusseted (lower angle is pre-punched for carbide blades)
- * Plow is fully welded
- * 5/8" x 8" x 12' cutting edge with standard AASHO punch
- * Rubber snow flap, 3-ply, ½" thick x 12" wide
- * Plow markers
- * Crank adjustable parking stand
- * Primed & painted Black
- * Quick couplers & hoses
- * Mounted & fully operational
- * One year warranty

1) Universal Truck Portion of Pin & Loop style hitch:

- * 3/8" x 4" x 7" x 90" heavy duty bumper, full length
- * 3½" x 10" **Double Acting** lift cylinder with **Nitrated rod**
- * Painted & fully operational
- * One year warranty

1) Swenson SBD9SS EXT auger tailgate sander:

- * 201 Stainless Steel Construction
- * DUAL Spinners
- * Direct drive auger motor Custom S/S spill shields installed to hold the TG open
- * Full 3/8" thick flighting
- * Fighting is welded to a 2-3/8" O.D. schedule 80 pipe, supported by 1½" shafts
- * Ball type bearings are 11/4" diameter & are greaseable, mounted with a 4 bolt flange
- * End plates are 1/4"
- * Bottom opens with 6 hinge points for easy cleanout
- * Self leveling dual spinner assemblies w/ 18" poly spinners left or right discharge
- * Extended trough for asphalt body
- * Mounted & fully operational with hoses & quick disconnects UTE couplers
- * One year warranty

UNIVERSAL TRUCK EQUIPMENT INC.

N15921 SCHUBERT RD

GALESVILLE, WI. 54630 608-539-4600 ORDERS

Date: 2-3-25

For: Village of Kronenwetter Att: Brad & Town Board Quoted by: Jordan Manka

1) Universal AHW/UTF TE 10' Uni-Tilt Wing: (Tilted front mount)

- * All hydraulic "No cables"
- * 10ft. moldboard length
- * 30in. straight moldboard height
- * 3/16" moldboard thickness
- * 1½" main pivot bolt
- * Heavy Duty Trip Cutting Edge with torsion type trip springs
- * Eight ½" ribs, fully welded
- * 8" float at the toe
- * Heavy duty adjustable spring loaded push beam with shear pin
- * Floating link arm at the heel
- * **Double acting** toe cylinder with 3½" bore and 2" Nitrided rod
- * Double acting 4" x 13" D-cell type heel cylinder with 2" Nitrided rod
- * ½" x 3" x 4" lower angle, fully gusseted
- * 5/8" x 8" x 10' cutting edge with standard AASHO punch
- * Safety chain at the toe
- * Safety chain with rear stop
- * Four (4) 1" thick horizontal floating links
- * Two (2) 3/4" thick vertical connecting links
- * Four (4) 1½" link bolts with 8" bushings and grease zerks
- * ½" thick mounting for the slab
- * ½" x 4" x 6" rectangular front tube assy.
- * Plow end marker heel & post
- * Wing lock valves for wing toe & heel
- * Hoses & quick couplers with dust caps & plugs as needed
- * Air-bag installed in front on wing side w/ in cab controls
- * One (1) LED Wing warning light mounted off the end of the wing moldboard
- * Mounted & fully operational
- * Primed & painted Black
- * One year warranty

1) Lights:

- * Two (2) Whelen TIR6 LED warning lights rubber grommet mounted in the cabshield 45degree holes One amber and one green
- * Stainless Steel lightboxes mounted to the outside of the rear corner posts
- * Two (2) Whelen TIR6 LED warning lights rubber grommet mounted in the rear lightboxes One amber and one green
- * Two (2) LED back-up lights rubber grommet mounted in the rear lightboxes
- * Two (2) LED S/T/T rubber grommet mounted in the rear lightboxes
- * One set of Truck Lite LED snow plow lights, mounted on S/S brackets on the hood of the truck
- * (1) LED Amber sander light (MWL-19Y) & (1) LED clear wing light (MWL-20)
- * (1) LED reverse light mounted in the hinge area
- * 8" heated mirror for viewing the wing mounted o the right light bracket
- * Relocate factory stop/turn/tail lights recessed between rear hinge angle

Section 6. Iteml.

UNIVERSAL TRUCK EQUIPMENT INC. N15921 SCHUBERT RD GALESVILLE, WI. 54630

Date: 2-3-25

For: Village of Kronenwetter Att: Brad & Town Board Quoted by: Jordan Manka

1) Pintle hitch:

* 1" thick - plate steel

608-539-4600 ORDERS

- * Two (2) heavy duty D-rings
- * 30T swivel type pintle hitch
- * 7 pin trailer light receptacle wired for lights and trailer

1) Rotogrip I - The automatic chain grip system for snow & ice:

- * Security at the touch of a switch without having to stop the vehicle
- * Capable of forward & reverse operation
- * Made of all high grade materials / 6 strands of chain
- * The chains are capable of low speed operation (5 MPH or less)
- * The chain strands & drive wheel are designed as field replaceable parts

Total: \$167,293.00 Budget Estimate Only

Equipment installed in 360 days or less after chassis is delivered to our yard

Please note:

Because of the new emissions on trucks, Universal Truck Equipment will not be held responsible for <u>major modifications</u> or <u>relocation</u> of the exhaust. The truck should be ordered to accommodate the equipment you are putting on the truck, Universal Truck Equipment should not be held responsible <u>for major modifications</u> or the <u>relocation</u> of air tanks, battery boxes, exhaust and/or fuel tanks. Each truck mfg./salesman has different ways of setting up patrol trucks, it is important to get things in the right location. Because we are not directly involved in ordering the truck we have know way of knowing what kind of modifications or relocations need to be done, <u>if any</u> (unless we are aware of it before the equipment is bided). Most of the time the trucks can be ordered to <u>eliminate or minimize</u> the modifying or relocating of the standard truck exhaust, battery boxes, air tanks and/or fuel tanks.



Report to Village Board

Agenda Item: Discussion and Possible Action: Approval of Kronenwetter Dr. TID #2 Road Project

Bid from Hass Sons, Inc. for a total of \$3,146,530.14

Meeting Date: February 27, 2025

Referring Body: Committee Contact:

Staff Contact: Greg Ulman

Report Prepared by: Greg Ulman

AGENDA ITEM: Discussion and Possible Action: Approval of Kronenwetter Dr. TID #2 Road

Project Bid

OBJECTIVE(S): To approve the bid from Hass Sons, Inc.

HISTORY/BACKGROUND: On October 14, 2024, the Village Board approved to borrow \$7,955,000 in general promissory notes to improve the roads and sewers in the Kronenwetter Dr. area of TID #2. This bid is the result of an open bidding process which was opened on January 24, 2025. The Village has a bid opening for the sanitary sewer in TID #2 scheduled on March 4, 2025. This road bid includes all the base improvements including an alternate walking path along Kronenwetter Dr. from Maple Ridge Rd. to Beranek Rd., which will connect the walking path along the retention ponds behind G3 Industries to the Kronenwetter Dr south walking path which currently stops at Maple Ridge Rd.

The bid price is broken down in 3 areas:

- 1. Kronenwetter Dr. south improvements including the roads of Oakdale, Windwood, Wedgewood, Pinedale, and Sedona. For a total of \$2,099,027.34
- 2. Alternate AB Walking Path. For a total of \$76,072.00
- 3. Kronenwetter Dr. north improvements. For a total of \$971,430.80

The cumulative total is \$3,146,530.14

PROPOSAL: To approve to Village Board the bid price of \$3,146,530.14

RECOMMENDED ACTION: To approve to Village Board the bid from Hass Sons, Inc. for the Kronenwetter Dr. TID #2 road project bid, with the price of \$3,146,530.14



SECTION 00 41 00 BID FORM & PROPOSAL

PROJECT IDENTIFICATION: 2025 KRONENWETTER DRIVE PROJECT

CONTRACTS:

Contract #AB - Kronenwetter Drive TID Improvements (South)

Contract #D – Kronenwetter Drive NON-TID Improvements (North)

BID DEADLINE:

FRIDAY, JANUARY 24, 2025 9:30 AM

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Village of Kronenwetter 1582 Kronenwetter Dr., Kronenwetter, WI 54465

1.02 The undersigned Bidder(s) proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty days after the day of Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of the Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
 - A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum Number	Date of Addendum
	1/14/25
2	1/17/25
3	1/20/25
4	1/22/25

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all:

- (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities) that have been identified in the Bidding documents as containing reliable technical data, and
- (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in the Bidding Documents as containing reliable technical data.
- E. Bidder has considered the information known to bidder: information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on:
 - (1) the cost, progress, and performance of the Work;
 - (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and
 - (3) Bidder's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 3.01 (E) above, Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

ARTICLE 4 – FURTHER REPRESENTATIONS

- 4.01 Bidder further represents that:
 - A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with a collusive agreement or rules of any group, association, organization, or corporation;
 - B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
 - C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
 - D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01 (D):
 - (1) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - (2) "Fraudulent practice" means an intentional misrepresentation of facts made:
 - (i) To influence the bidding process to the detriment of Owner,
 - (ii) To establish bid prices at artificial non-competitive levels,
 - (iii) To deprive Owner of the benefits of free and open competition.
 - (3) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - (4) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.
 - E. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.
 - F. Bider has included the required bid security as required in the Instruction to Bidders.
 - G. With the Owner's tax-exempt entity under Wisconsin law, applicable taxes have been included and/or excluded in accordance with requirements of 00 7300 Supplementary Conditions.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s).

Bidder(s) acknowledges that: (1) Each Bid Unit price includes an amount considered by Bidder to be adequate to cover Contractor's Overhead and profit for each separately identified item: and (2) estimated quantities are not guaranteed; and are solely for the purpose of comparison of Bids; and final payment for all unit price Bids will be actual quantities determined as provided in the Contract Documents.

Contract #AB - Bid Schedule Summary:

Item No.	Bid Item	Estimated No. of Units	Measurement Units	Unit Price	Total Bid Amount
1	Performance and Payment Bonds	1	Lump Sum	\$ 1000.00	\$ 1000.00
2	Traffic Control	1	Lump Sum	\$ 3620,00	
3	Construction Staking	1	Lump Sum	\$ 40,000.00	\$ 40,000.00
4	Erosion Control General Including Maintenance During Construction	1	Lump Sum	\$ 1150.00	\$ //50.00
5	Mobilization	1	Lump Sum	\$1.48,000.00	\$ 148,000.00
6	Water	40	mGAL	\$ 60.00	\$ 2400.00
7	Mill & Remove Asphalt Pavement, Depth by Contractor STA 0+03 TO 36+09.41	12,297	SY	\$ 2.55	\$ 31, 357, 35
8	Removing Asphaltic Surface Butt Joints STA 0+03 TO 36+09.41	162	SY	\$ 6.00	\$ 972.00
9	Salvage Remnant Aggregate Base If no Full Depth Mill/Removal STA 0+03 TO 36+09.41	12,297	SY	\$.01	\$ 122.97
10	Topsoil Removal STA 0+03 TO 36+09.41	2,407	SY	\$.01	\$ 24.07
11	Excavation for Roadway Sub-base STA 0+03 TO 36+09.41	13,638	SY	\$ 7.77	\$ 105,967.24
12	Unclassified Excavation for Driveways STA 0+03 TO 36+09.41	167	CY	\$ 25.00	\$ 4175.00
13	Geotextile Underlayment STA 0+03 TO 36+09.41	15,242	SY	\$ 5.60	\$ 85,355,20
14	Base Aggregate – Breaker Run STA 0+03 TO 36+09.41	13,638	SY	\$ 8.49	\$ 115,786.62
15	Base Aggregate Dense, CABC for Road STA 0+03 TO 36+09.41	6,000	SY	\$ 4.39	\$ 24,340.00
16	HMA 4MT 58-28-S Road, 4" Compacted Thickness STA 0+03 TO 36+09.41	3,000	TN	\$ 83.20	\$ 249,600.00
17	Base Aggregate Dense, CABC for Shoulders STA 0+03 TO 36+09.41	850	SY	\$ 6.50	\$ 5575.00
18	Removing Asphaltic Surface Butt Joints STA 38+61.60 TO 62+36.00	670	SY	\$ 6.00	\$ 40,20.00
19	Removing Asphaltic Surface Milling, 1.5" STA 38+61.60 TO 62+36.00	8,705	SY	\$ 1.38	\$ 12,012.90
20	Prepare Foundation for Asphalt Paving STA 38+61.60 TO 62+36.00	1	Lump Sum	\$ 2500.00	
21	Tack Coat STA 38+61.60 TO 62+36.00	2,800	GAL	\$ 4.20	ф
22	HMA 4MT 58-28-S Pavement, 3" Total 1" Wedge with 2" Finish Course	1,520	TN	\$ 89.90	\$ 11,760.00 \$ 134,648.00



	STA 38+61.60 TO 62+36.00				
23	Base Aggregate Dense, CABC for Shoulders STA 38+61.60 TO 62+36.00	1,060	SY	\$ 6.50	\$ 6890.00
24	Remove Asphalt Surface Butt Joints STA 64+23.00 to 90+22.28	40	SY	\$ 15.00	\$ 600.00
25	Remove Asphalt Surface Milling 1.5" STA 64+23.00 to 90+22.28	10,840	SY	\$ 1.38	\$ 14959,20
26	Prepare Foundation for Asphalt Paving STA 64+23.00 to 90+22.28	1	Lump Sum	\$ 2500.00	\$ 2500.00
27	Tack Coat STA 64+23,00 to 90+22.28	1,700	GAL	\$ 4.20	\$ 7140.00
28	HMA 4MT 58-28-S Pavement, 2.5" STA 64+23.00 TO 90+22.28	1,475	TN	\$ 82.00	\$ 120,950.00
29	Base Aggregate Dense, CABC for Shoulders STA 64+23,00 TO 90+22.28	580	SY	\$ 8.50	\$ 4930.00
30	Pulverize & Relay with 4" CABC Including Compaction STA 90+22.28 TO 120+00.00	9,927	SY	\$ 4.15	\$ 41.197.05
31	Driveway Treatment to 15' back STA 90+22.28 to 120+00.00	300	SY	\$ 61.00	\$ 18,300.00
32	HMA 4MT 58-28-S Road, 4" Compacted Thickness STA 90+22.28 to 120+00.00	2,400	TN	\$ 81.30	\$ 195,120.00
33	Base Aggregate Dense, CABC for Shoulders STA 90+22.28 to 120+00.00	250	SY	\$ 10.50	\$ 2625,00
34	Install 19x30 RCP & Endwalls, STA 107+91	37	LF	\$ 358.00	\$ 13,24600
35	Remove Beam Guard, Re-install	1	LS	\$ 100,00	\$ 100.00
36	Medium Rip Rap over Fabric for Storm Sewer end walls	150	CY	\$ 77.00	\$ 11,550.00
37	3/4" Crushed Aggregate for Driveway as Needed, Generally STA 0+03 to 90+22.28	300	CY	\$ 33.00	\$ 9900.00
38	Street Light Set Base and Remount Pole Plumb STA 21+90	1	LS	\$ 2950.00	\$ 2950.00
39	Electrical/Conduit/Reconnection for Street Light Re-Set STA 21+90	1	LS	\$ 3750.00	\$ 3750.00
40	10" Concrete Bridge Approaches (2)	140	SY	\$ 190.00	\$ 26,660.00
41	Topsoil, Seed & E-Mat all Disturbed Areas	2,407	SY	\$ 10.96	\$ 26,380.12
42	Striping, Lane Lines, White, 4"	1	LS	\$ 13950.00	
43	Striping, Double Yellow Centerline, 6"	1	LS	\$ 16,350.00	\$ 16,350.00
44	18" Stop Bars, White	1	LS	\$ 5750.00	\$ 5750.00
45	Pedestrian Crosswalk Painting per Detail	1	LS	\$ 11,950.00	
46	Remove Asphalt Surface Butt Joints LOCAL ROADS	1600	SY	\$ 6.00	\$ 9600.00
47	Pulverize & Relay Including Intersections, Compaction, LOCAL ROADS	14,000	SY	\$ 1.30	\$ 18,200.00
48	Remove & Replace Existing Culverts (Avg 40'-12" CMP) LOCAL ROADS	5	EA	\$ 4225.00	· ·
49	Open Graded Drainage Trench AASHTO #57 Stone – LOCAL ROADS	77	CY	\$ 62.10	\$ 4781.70
50	HMA 3.5" 4LT 58-28 S Including Intersections LOCAL ROADS	3,000	TN	\$ 93.50	\$ 280,500.00
51	Base Aggregate Dense, CABC for Shoulders LOCAL ROADS	737	СУ	\$ 33.90	\$ 24,984.30
52	Finishing Roadways	1	LS	\$ 1.00	\$ 1.00

53	Topsoil, Seed & E-Mat all Disturbed areas,	11,100	SY	\$.01	\$ 111,00
54	Mail Box Move & Replace, AS-NEEDED	76	ALLOWANCE EACH	\$500	\$38,000
55	Reset Valve Lids & Manhole Covers	1	LS	67,700	\$ 67,700.00
56	Install Internal MH Seals, Cretex X85 or equal	1	LS	28,000.00	\$ 28,000.00
57	MATERIALS FOR MH CASTING REPLACEMENT EACH IF DAMAGED	20	ALLOWANCE EACH	\$2,000	\$40,000
58	MATERIALS FOR VALVE BOX & COVER REPLACEMENT EACH IF DAMAGED	20	ALLOWANCE EACH	\$1,000	\$20,000

BASE BID TOTAL

CONTRACT AB

\$ 2,099,027.34

ALT	Alternate AB-1. Excavation and Grading for Path Including Culvert Modifications	1	LS	\$ 53,500.00	\$ 53,500.00
ALT	Alternate AB-2. 4LT 58-28-S, 2" Compacted Thickness with 6" CABC	950	SY	\$ 23.76	\$ 22,572.00
			Total A	Alternate AB	\$ 76,072.00

Contract #D - Bid Schedule Summary:

Item No.	Bid Item	Estimated No. of Units	Measurement Units	Unit Price	Total Bid Amount
1	Performance and Payment Bonds	1	Lump Sum	/000.000	\$ 1000.00
2	Traffic Control	1	Lump Sum	1632-00	\$ 1632.00
3	Construction Staking	1	Lump Sum	15000 00	\$ 15,000.00
4	Erosion Control General Including Maintenance During Construction	1	Lump Sum	640.00	\$ 640.00
5	Mobilization	1	Lump Sum	63,0000	\$ 63,000.00
6	Water	20	mGAL	\$ 80.00	\$ 1600.00
7	Unclassified Excavation Intersection	3,010	SY	\$ 3.00	\$ 1600.00
8	Pulverize & Relay with 4" CABC Including Compaction STA 120+00.00 TO 132+29.80 STA 137+78.77 TO 197+05.09	27,150	SY	\$ 4.15	112,672.50
9	Pulverize & Relay with 4-8" CABC Including Compaction STA 132+29.80 TO 137+78.77	2,200	SY	7.35	\$ 16,170.00
10	Pulverize & Overlay, 7" Including Intersections, Compaction, 50' Transitions STA 197+05.09 TO END	1,760	SY	\$ 3.10	\$ 5456.00
11	Remove Driveway Pavement	205	SY	\$ 10.00	\$ 2050.00
12	Remove Existing Roadway Culverts	2	EA	\$ 1500.00	\$ 3000.00
13	Sawcut Asphalt Pavement	30	LF	\$ 10.00	\$ 300.00
14	Remove Topsoil STA 120+00.00 to END	5,430	SY	\$.01	\$ 54.30
15	Excavation Prep Driveways	583	CY	\$ 25.00	\$ 14,575.00

16	HMA Asphalt Payement 4" MT 58-28-S	6,900	TN	\$ 79.80	\$ 550.620.00
16a	Tack Coat	3,500	GAL	\$ 4.20	\$ 14,700.00
17	Medium Rip Rap over Fabric for Storm Sewer Endwalls	250	CY	\$ 80.00	\$ 20,000.00
18	Base Aggregate Dense, CABC for Driveway and Intersections as Needed	1,500	CY	\$ 29.90	\$ 44850.00
19	HMA Asphalt Pavement 4" 4MT 58-28-S INTERSECTIONS	140	TN	\$ 103.50	\$14490.00
20	Hot Tar Butt Joint Sealer	30	LF	\$ 38.00	\$ 1140.00
21	Base Aggregate Dense, CABC for Shoulders LOCAL ROADS	440	CY	\$ 35.90	\$ 15,796.00
22	HMA Asphalt-4" for Driveway Aprons	583	SY	\$ 38.00	\$ 22154.00
23	Topsoil, Seed & E-Mat all Disturbed areas	5,500	SY	\$ 201	\$ 55.00
24	Install 14x23 RCP & Endwalls	37	LF	\$ 308.00	\$ 11,396.00
25	Repair Culvert Endwalls	9	EA	\$ 1100.00	\$ 9900.00
26	Culvert Crossing Repairs	1	LS	1000.00	\$ 1000.00
27	Pavement Markings- per WisDot Specs Details	1	LS	14,150.00	\$ 16,150.00
28	Mail Box Move & Replace AS-NEEDED	6	ALLOWANC EACH	\$500	\$3,000

BASE BID TOTAL

CONTRACT D

\$ 971, 430.80

ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions as follows:

Contract	Estimated NTP	Substantial Completion	Final Completion
AB	May 2025	September 15, 2025	September 30, 2025
D	May 2025	September 15, 2025	September 30, 2025

6.02 Bidder accepts the provision for liquidated damages in the amount of \$100.00 for each day that expires after the date of substantial completion and until the Work is substantially complete; and liquidated damages in the amount of \$100.00 for each day that expires after the date of final completion until the Work is complete.

ARTICLE 7- ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this bid (bid is required to be signed):
 - A. Required Bid Security in the form of a Bid Bond or Certified Check payable to the Owner.
 - B. Required List of Project References;
 - C. Required List of Proposed Subcontractors:
 - D. List of Proposed Suppliers;
 - E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids; and

ARTICLE 8 - DEFINED TERMS

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 - COMMUNICATIONS

9.01 Communications concerning this Bid shall be addressed to:

Name	Craig Haar
Address	203 E. Birch Street
Phone	715 - 669 - 6980
FAX	
Email Address	craig@haras4.com
Cell Phone	715-829-7120

ARTICLE 10 - BID SUBMITTAL

10.01 This Bid is submitted by:

An Individual:

Name (Typed or Printed)	·	
By (Signature of Individual)		
Doing Business As		
Business Address		
		(Seal)

A Partnership:

Partnership Name (Typed or Printed)	,
By (Signature of General Partner, Attach Evidence)	
Name (Typed or Printed)	
Business Address	
	(Seal)

Corporation Name (Typed or Printed)	HAAS SONS TUC	
State of Incorporation	hot.	
By (Signature of General Partner, Attach Evidence)	(i and cliar	
Name (Typed or Printed)	DARREL HAAS	
Title	PRES.	11/1/11/11/11/11/11/11/11/11/11/11/11/1
Attest (Signature of Corporate Secretary)	Brenda Denke	SORATE C
Business Address	203 E. BIRCH ST THORP, LUX SYTU	S (Cash)
Limited Liability Company:		Thumaninin .
LLC Name (Typed or		
Printed) State of Registration		
By (Signature of General Partner, Attach Evidence)		
Name (Typed or Printed)		
Title		
By (Attach Evidence of Authority to Sign)		
Name (Typed or Printed)		
Title		
Rusiness Address		

-- END OF SECTION -

A

(Seal)

LIST OF REFERENCES

The Bidder is required to provide a list of three (3) projects and corresponding references for those projects which have been completed by the Bidder in the recent past and are similar to this Project in scope of Work and cost.

(1) Name/Owner of	f Project: Village of Weston
	2024 Streets - Weston Ave, Alderson St.,
	Summit Ave. Pulverizing, grading, utilities,
	Concrete, Asphalt
Project Cost:	# 2,624,158.60
Contact Reference:	Chad Grundemann, PE MSA
Telephone No.:	715-384-2133
(2) Name/Owner of	Project: Wisconsin Department of Transportation
Description of Project:	Durn County, Menomonie - CTH B USH 12
de · · · · · · · · · · · · · · · · · · ·	to I-94 Grading, Storm, Concrete,
	Asphalt
Project Cost:_	# 6,985,402.79
Contact Reference:	Adam Ericksen IT Engineering
and the second s	715-861-4823
(3) Name/Owner of	Project: City of Wausan
Description of Project:	2024 Street Construction Project "B"
	Street reconstruction - Utilities, Grading.
androne in the second s	Concrete, Asphatt
Project Cost:	# 3,529,904.39
Contact Reference:	Eric Lindman, PE Director of Public Works
Telephone No.:	715-261-6740

Section 6, ItemJ.

LIST OF SUBCONTRACTORS

The following is a complete list of all Subcontractors, in which the Bidder expects to employ, and the category of Work to be performed by each on the Project, if the Bidder is awarded a Contract. This list of Subcontractors shall not be changed without the prior written approval of the Owner. If no Subcontractors are intended to be utilized, please state "None."

SUBCONTRACTOR	CATEGORY OF WORK
1) American Asphalt	Asphalt
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
* - /	

State of Wisconsin Department of Workforce Development Equal Rights Division

Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d), 66.0904(10)(d) and 103.49(7)(d), Wisconsin Statutes.

The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes].

- (1) On the date a contractor submits a bid to or completes negotiations with a state agency, local governmental unit, or developer, investor or owner on a project subject to Section 66.0903, 66.0904 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency, local governmental unit, or developer, investor or owner, the name of any "other construction business," which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.
- (2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 66.0904(2), 103.49(2) and 103.50(2), Wisconsin Statutes.
- (3) This form must ONLY be filed, with the state agency project owner, local governmental unit project owner, or developer, investor or owner of a publicly funded private construction project that will be awarding the contract, if **both** (A) and (B) are met.
 - (A) The contractor, or a shareholder, officer or partner of the contractor:
 - (1) Owns at least a 25% interest in the "other construction business," indicated below, on the date the contractor submits a bid or completes negotiations; or
 - (2) Has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.
 - (B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

Other Construction Business

Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
I hereby state under penalty of perjury that the infor according to my knowledge and belief.	rmation, contained in this documen	t, is true and acc	curate
Print the Name of Authorized Officer			
Authorized Officer Signature	Date Signed		
Corporation, Partnership or Sole Proprietorship Name			350
Street Address or P O Box	City	State	Zip Code
203 E BIRCH ST	THORP	WI	54771
	uestions call (608) 266-6861	lw1	



Bid Bond

CONTRACTOR:

(Name, legal status and address)
Haas Sons, Inc.
203 E. Birch Street
Thorp, WI 54771

OWNER:

(Name, legal status and address) Village of Kronenwetter 1582 Kronenwetter Drive Kronenwetter, WI 54455

BOND AMOUNT: Five Percent of the Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any) 2025 Road Project, Village of Kronenwetter, Wisconsin

SURETY:

(Name, legal status and principal place of business) RLI Insurance Company 9025 N. Lindbergh Drive Peoria, IL 61615

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and the provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so turnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this

219

day of January, 2025

THE .

(Title) MUNO

S.C.O.

(Witness) Jenny L. Hirth

RLI Insurance Company

(Surety)

Haas Sons, Inc.

(Seal)

(Title) Ja

(Title) Jay A. Zahn, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

38

SEAL

POWER OF ATTORNEY

Section 6, ItemJ.

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615 Phone: 800-645-2402

Know All Men by These Presents:

Jill A. Scott

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That RLI Insurance Company and/or Contractors Bonding together, the "Company") do hereby make, constitute and appoint	and Insurance Company, each an Illinois corporation, (separately and
Jay A Zahn, Patrick A McKenna, Kathryn A Weidner, Jenny L Hi	rth, Lynn E Potter, jointly or severally
in the City of	Wisconsin its true and lawful Agent(s) and Attorney(s) in Fact, with nowledge and deliver for and on its behalf as Surety, in general, any and all Twenty Five Million Dollars
The acknowledgment and execution of such bond by the said Atte executed and acknowledged by the regularly elected officers of the	orney in Fact shall be as binding upon the Company as if such bond had been as Company.
RLI Insurance Company and/or Contractors Bonding and following is a true and exact copy of a Resolution adopted by the	Insurance Company, as applicable, have each further certified that the Board of Directors of each such corporation, and is now in force, to-wit:
the Company by the President, Secretary, any Assistant Secretary of Directors may authorize. The President, any Vice President, Attorneys in Fact or Agents who shall have authority to issue be	r obligations of the corporation shall be executed in the corporate name of ary, Treasurer, or any Vice President, or by such other officers as the Board dent, Secretary, any Assistant Secretary, or the Treasurer may appoint conds, policies or undertakings in the name of the Company. The corporate dertakings, Powers of Attorney or other obligations of the corporation. The nated by facsimile."
IN WITNESS WHEREOF, the RLI Insurance Company and caused these presents to be executed by its respective Sr. November , 2024 . SEAL SEAL SEAL SEAL SEAL SEAL SEAL SEAL	AL RLI Insurance Company Contractors Bonding and Insurance Company Contractors Bonding and Insurance Company Contractors Bonding and Insurance Company Eric Raudins Sr. Vice President Sr. Vice President
State of Illinois County of Peoria	CERTIFICATE
On this14th day ofNovember,2024, before me, a Rublic, personally appearedEric Raudins, who being by me duly acknowledged that he signed the above Power of Attorney as the afoofficer of the RLI Insurance Company and/or Contractors Bondin Insurance Company and acknowledged said instrument to be the vol act and deed of said corporation. By:	I, the undersigned officer of RLI Insurance Company and/or Contractors Bonding and Insurance Company, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company and/or Contractors Bonding and Insurance Company this 21st day of January , 2025. RLI Insurance Company
Jill A. Scott Notary	——— C. () D. U. i and L

39

Notary Public State of Ohlo My Comm. Expires

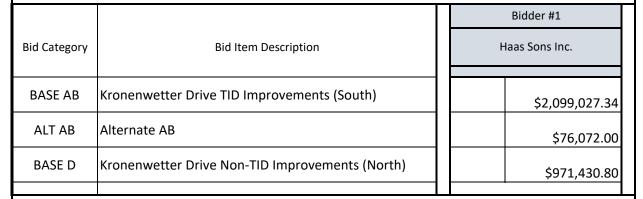
Corporate Secretary



Kronenwetter Roads 2025

Contract #AB, Alternate AB and Contract #D

Bid Opening: Friday, January 24, 2025, 9:30 a.m. Village of Kronenwetter



Engineering | Consulting | Design | Facilitation





Contract #AB Kronenwetter Drive TID Improvements (South)

Deadline: Friday, January 24, 2025



Village of Kronenwetter

Kronenwetter Roads 2025

2 Tr	Bid Item Description erformance and Payment Bonds raffic Control	# of Units	Units		as Sons Inc.
1 Pe	erformance and Payment Bonds		Units		
1 Pe	erformance and Payment Bonds		Units	Unit Price	
2 Tr	·	1			Total
	raffic Control	_	LS	Lump Sum	\$1,000.00
3 C		1	LS	Lump Sum	\$3,620.00
	onstruction Staking	1	LS	Lump Sum	\$40,000.00
4	rosion Control General Including Maintenance During construction	1	LS	Lump Sum	\$1,150.00
5 N	Mobilization	1	LS	Lump Sum	\$148,000.00
6 W	Vater	40	mGAL	\$60.00	\$2,400.00
/	Aill & Remove Asphalt Pavement, Depth by Contractor TA 0+03 TO 36+09.41	12,297	SY	\$2.55	\$31,357.35
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12 U	Inclassified Excavation for Driveways	167	CY	\$25.00	\$4,175.00
13 G	TA 0+03 TO 36+09.41 Seotextile Underlayment TA 0+03 TO 36+09.41	15,242	SY	\$5.60	\$85,355.20
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17	ase Aggregate Dense, CABC for Shoulders TA 0+03 TO 36+09.41	850	sy	\$6.50	\$5,525.00
18	emoving Asphaltic Surface Butt Joints TA 38+61.60 TO 62+36.00	670	SY	\$6.00	\$4,020.00
19	emoving Asphaltic Surface Milling, 1.5" TA 38+61.60 TO 62+36.00	8,705sy	CY	\$1.38	\$12,012.90
20	repare Foundation for Asphalt Paving TA 38+61.60 TO 62+36.00	1	LS	Lump Sum	\$2,500.00
21	ack Coat TA 38+61.60 TO 62+36.00	2,800	GAL	\$4.20	\$11,760.00
22 1'	MA 4MT 58-28-5 Pavement, 3" Total " Wedge with 2" Finish Course STA 8+61.60 TO 62+36.00	1,520	TN	\$89.90	\$136,648.00
73	ase Aggregate Dense, CABC for Shoulders TA 38+61.60 TO 62+36.00	1,060	SY	\$6.50	\$6,890.00
24 R	emove Asphalt Surface Butt Joints TA 64+23.00 to 90+22.28	40	SY	\$15.00	\$600.00
25 R	temove Asphalt Surface Milling 1.5" TA 64+23.00 to 90+22.28	10,840	SY	\$1.38	\$14,959.20
26 R	temove Asphalt Surface Milling 1.5" TA 64+23.00 to 90+22.28	1	LS	Lump Sum	\$2,500.00
27 Ta	ack Coat TA 64+23.00 to 90+22.28	1,700	GAL	\$4.20	\$7,140.00
28 H	IMA 4MT 58-28-S Pavement, 2.5" TA 64+23.00 TO 90+22.28	1,475	TN	\$82.00	\$120,950.00
29 Bi	rase Aggregate Dense, CABC for Shoulders TA 64+23.00 TO 90+22.28	580	SY	\$8.50	\$4,930.00

30	Pulverize & Relay with 4" CABC Including Compaction STA 90+22.28 TO 120+00.00	9,927	SY		\$4.15	\$41,197.05
31	Driveway Treatment to 15' back STA 90+22.28 to 120+00.00	300	SY	-	\$61.00	\$18,300.00
32	HMA 4MT 58-28-S Road, 4" Compacted Thickness STA 90+22.28 to 120+00.00	2,400	TN	•	\$81.30	\$195,120.00
33	Base Aggregate Dense, CABC for Shoulders STA 90+22.28 to 120+00.00	250	SY	•	\$10.50	\$2,625.00
34	Install 19x30 RCP & Endwalls, STA 107+91	37	LF	-	\$358.00	\$13,246.00
35	Remove Beam Guard, Re-Install	1	LS		Lump Sum	\$100.00
36	Medium Rip Rap Over Fabric for Storm Sewer end walls	150	CY		\$77.00	\$11,550.00
37	3/4" Crushed Aggregate for Driveway as Needed, Generally STA 0+03 to 90+22.28	300	СУ		\$33.00	\$9,900.00
38	Street Light Set Base and Remount Pole Plumb STA 21+90	1	LS		Lump Sum	\$2,950.00
39	Electrical/Conduit/Reconnection for Street Light Re-Set STA 21+90	1	LS		Lump Sum	\$3,750.00
40	10" Concrete Bridge Approaches (2)	140	SY		\$190.00	\$26,600.00
41	Topsoil, Seed & E-Mat all Disturbed Areas	2,407	SY		\$10.96	\$26,380.72
42	Striping, Lane Lines, White, 4"	1	LS		Lump Sum	\$13,950.00
43	Striping, Double Yellow Centerline, 6"	1	LS		Lump Sum	\$16,350.00
44	18" Stop Bars, White	1	LS		Lump Sum	\$5,750.00
45	Pedestrian Crosswalk Painting per Detail	1	LS		Lump Sum	\$11,950.00
46	Remove Asphalt Surface Butt Joints LOCAL ROADS	1600	SY	•	\$6.00	\$9,600.00
47	Pulverize & Relay Including Intersections, Compaction, LOCAL ROADS	14,000	SY		\$1.30	\$18,200.00
48	Remove & Replace Existing Culverts (Avg 40'- 12" CMP) LOCAL ROADS	5	EA		\$4,225.00	\$21,125.00
49	Open Graded Drainage Trench AASHTO #57 Stone – LOCAL ROADS	77	CY		\$62.10	\$4,781.70
50	HMA 3.5" 4LT 58-28 S Including Intersections LOCAL ROADS	3,000	TN		\$93.50	\$280,500.00
51	Base Aggregate Dense, CABC for Shoulders LOCAL ROADS	737	CY		\$33.90	\$24,984.30
52	Finishing Roadways	1	LS		\$1.00	\$1.00
53	Topsoil, Seed & E-Mat all Disturbed Areas	11,100	SY		\$0.01	\$111.00
54	Mail Box Move & Replace, AS-NEEDED	76	ALLOWANCE EACH		\$500.00	\$38,000.00
55	Reset Valve Lids & Manhole Covers	1	LS		Lump Sum	\$67,700.00
56	Install Internal MH Seals, Cretex X85 or Equal	1	LS		Lump Sum	\$28,000.00
57	MATERIALS FOR MH CASTING REPLACEMENT EACH IF DAMAGED	20	ALLOWANCE EACH		\$2,000.00	\$40,000.00
58	MATERIALS FOR VALVE BOX & COVER REPLACEMENT EACH IF DAMAGED	20	ALLOWANCE EACH		\$1,000.00	\$20,000.00
	Engineering Consulting Design Fa	cilitation			TOTAL	\$2,099,027.34



Contract #AB Alternate Deadline: Friday, January 24, 2025



Village of Kronenwetter

Kronenwetter Roads 2025

					dder #1	
				Наа	s Sons Inc.	
Item#	Bid Item Description	# of Units	Units	Unit Price	Total	
ALT	Alternate AB-1. Excavation and Grading for Path Including Culvert Modifications	1	LS	Lump Sum	\$53,500.00	
ALT	Alternate AB-2. 4LT 58-28-S, 2" Compacted Thickness with 6" CABC	950	SY	\$23.7	\$22,572.00	
Engineering Consulting Design Facilitation			TOTAL	\$76,072.00		



Contract #D Kronenwetter Drive Non-TID Improvements (North)

Deadline: Friday, January 24, 2025

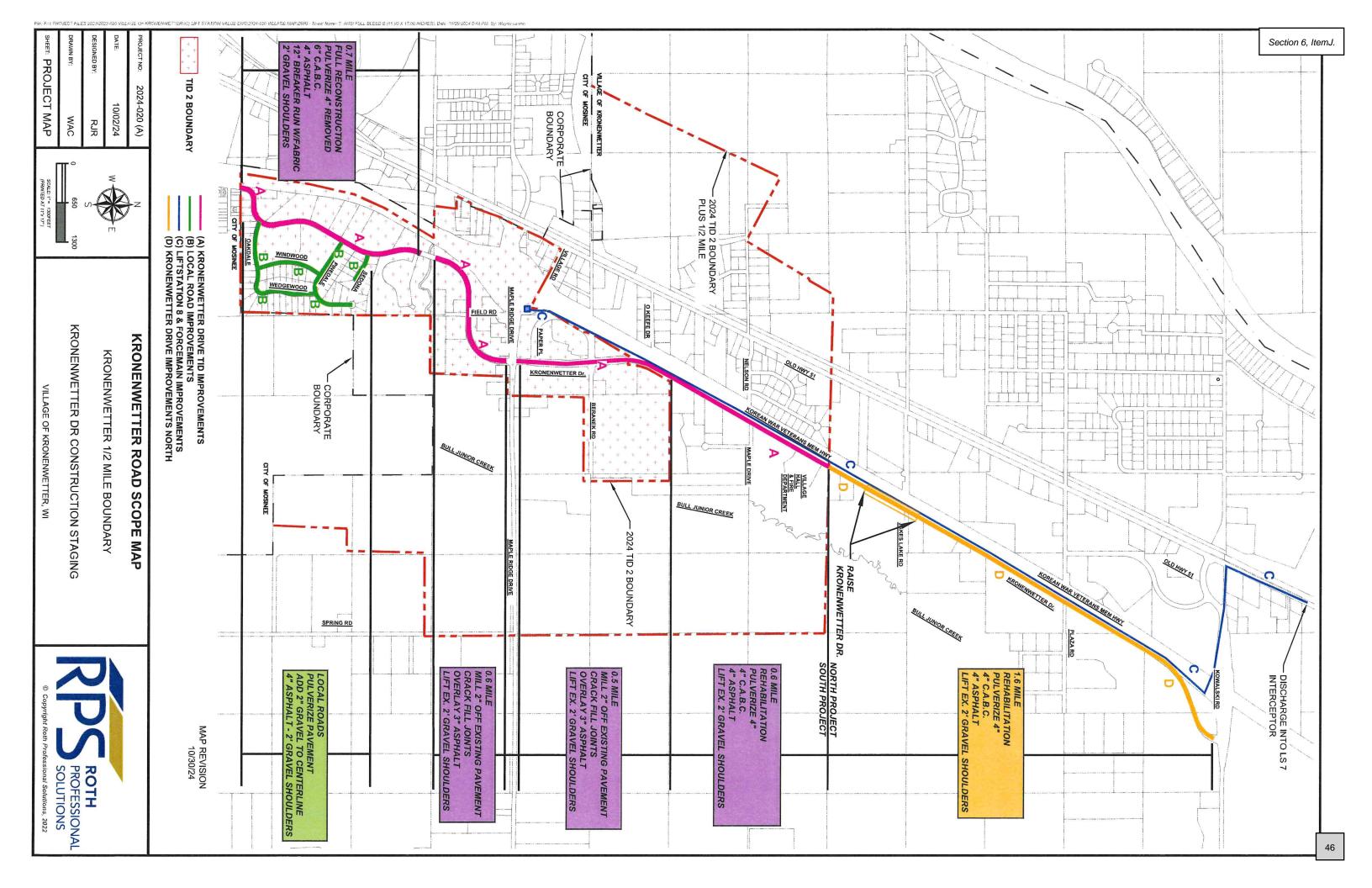


Village of Kronenwetter

Kronenwetter Roads 2025

					der #1
				Haas	Sons Inc.
Item#	Bid Item Description	# of Units	Units	Unit Price	Total
1	Performance and Payment Bonds	1	LS	Lump Sum	\$1,000.00
2	Traffic Control	1	LS	Lump Sum	\$1,632.00
3	Construction Staking	1	LS	Lump Sum	\$15,000.00
4	Erosion Control General Including Maintenance During Construction	1	LS	Lump Sum	\$640.00
5	Mobilization	1	LS	Lump Sum	\$63,000.00
6	Water	20	mGAL	\$80.00	\$1,600.00
7	Unclassified Excavation Intersection	3,010	SY	\$3.00	\$9,030.00
8	Pulverize & Relay with 4" CABC Including Compaction STA 120+00.00 TO 132+29.80 STA 137+78.77 TO 197+05.09	27,150	SY	\$4.15	\$112,672.50
9	Pulverize & Relay with 4-8" CABC Including Compaction STA 132+29.80 TO 137+78.77	2,200	SY	\$7.35	\$16,170.00
10	Pulverize & Overlay, 7" Including Intersections, Compaction, 50' Transitions STA 197+05.09 TO END	1,760	SY	\$3.10	\$5,456.00
11	Remove Driveway Pavement	205	SY	\$10.00	\$2,050.00
12	Remove Existing Roadway Culverts	2	EA	\$1,500.00	\$3,000.00
13	Sawcut Asphalt Pavement	30	LF	\$10.00	\$300.00
14	Remove Topsoil STA 120+00.00 to END	5,430	SY	\$0.01	\$54.30
15	Excavation Prep Driveways	583	CY	\$25.00	\$14,575.00
16	HMA Asphalt Pavement 4" MT 58-28-S	6,900	TN	\$79.80	\$550,620.00
16a	Tack Coat	3,500	GAL	\$4.20	\$14,700.00
17	Medium Rip Rap over Fabric for Storm Sewer Endwalls	250	CY	\$80.00	\$20,000.00
18	Base Aggregate Dense, CABC for Driveway and Intersections as Needed	1,500	СҮ	\$29.90	\$44,850.00
19	HMA Asphalt Pavement 4" 4MT 58-28-S INTERSECTIONS	140	TN	\$103.50	\$14,490.00
20	Hot Tar Butt Joint Sealer	30	LF	\$38.00	\$1,140.00
21	Base Aggregate Dense, CABC for Shoulders LOCAL ROADS	440	CY	\$35.90	\$15,796.00
22	HMA Asphalt-4" for Driveway Aprons	583	SY	\$38.00	\$22,154.00
23	Topsoil, Seed & E-Mat all Disturbed Areas	5,500	SY	\$0.01	\$55.00

24	Install 14x23 RCP & Endwalls	37	LF	\$308.00	\$11,396.00	
25	Repair Culvert Endwalls	9	EA	\$1,100.00	\$9,900.00	
26	Culvert Crossing Repairs	1	LS	Lump Sum	\$1,000.00	
27	Pavement Markings- per WisDot Specs Details	1	LS	Lump Sum	\$16,150.00	
28	Mail Box Move & Replace AS-NEEDED	6	ALLOWANCE EACH	\$500.00	\$3,000.00	
Engineering Consulting Design Facilitation			TOTAL	\$971,430.80		



Section 6. ItemK.

REPORT TO APC



ITEM NAME:

FD PURCHASE OF 3 MSA G1 SCBA PACKS

MEETING DATE: 02/27/2025 PRESENTING COMMITTEE: COMMITTEE CONTACT:

STAFF CONTACT: Fire Chief Thersa O'Brien PREPARED BY: Fire Chief Theresa O'Brien

ISSUE: Discuss approval of purchase of 3 SCBA MSA G1 AIR PACKS FOR \$25455.00 (SEE ATTACHED QUOTE)

OBJECTIVES:

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL: Purchase 3 additional SCBA packs utilizing funds from 2% Dues Fund 270.

The budgeted items for 2% dues is lower than what is needed however Fund 270 can only be used for specific fire department items and we have a carry over from previous years of approximately \$81,000 plus 2025 revenue of approximately \$39,000 so there is more than enough funds to cover the cost. All our current SCBA were purchased at the same time therefore will all expire at the same time – we recently had 2 of the 13 packs we have out of service due to issues – these will be additional packs on the trucks to help when we have packs out of service for repairs as well as allow for additional firefighters to be outfitted with appropriate gear on fires.

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Recommend to the Village Board to approve purchase of 3 SCBA MSA G1 AIR PACKS PER QUOTE

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:

Section 6, ItemK.

Remaining:

ATTACHMENTS (describe briefly):

Sarah Fisher

From:

John Jacobs

Sent:

Friday, February 7, 2025 4:23 PM

To:

Fire Chief; Chris Voll

Subject:

RE: quote

Follow Up Flag:

Follow up

Flag Status:

Flagged

Thanks for the background info, Theresa. See you Monday night before the meeting!

John



John Jacobs Village of Kronenwetter Interim Finance Director

Phone: 715-693-4200 ext. 1726 Email: jjacobs@kronenwetter.org

1582 Kronenwetter Drive Kronenwetter, WI 54455

www.kronenwetter.org

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From: Fire Chief <firechief@kronenwetter.org>

Sent: Friday, February 7, 2025 3:28 PM

To: John Jacobs <jjacobs@kronenwetter.org>; Chris Voll <cvoll@kronenwetter.org>

Subject: RE: quote

Good afternoon John – Yes definitely look forward to meeting you – I'll try to get there a little earlier on Monday to introduce myself.

Historically what happens with the 270 budget doesn't necessarily correlate with what actually ends up getting spent - I know in the past they have tried to basically budget out exactly what we bring in but that isn't generally what ends up happening – instead we try to save funds year over year to a lot for some of these bigger expenses to come out of the 270 funds rather than trying to get additional funding in the general budget. That is the difference in what was budgeted to be spent in 2024 and what actually got spent. I believe for 2025 it was budgeted \$10,000 for Fire Tools and \$15,000 for Outlay fire Equipment which is lower than previous years budgeted amounts. I can split this cost between the 2 line items to keep it within budget if needed. At this time no other anticipated expenses will be coming out of that fund other than training, fire prevention.

Theresa O'Brien
Fire Chief
Kronenwetter Fire Department
715-571-0173

From: John Jacobs < jjacobs@kronenwetter.org>

Sent: Friday, February 7, 2025 2:47 PM

To: Fire Chief <firechief@kronenwetter.org>; Chris Voll <cvoll@kronenwetter.org>

Subject: RE: quote

Hi Theresa:

Looking forward to meeting you at the 2/10 Village Board meeting.

Yes, the preliminary 12/31/2024 fund balance in Fund 270 = \$81,365.36 (assuming no other 2024 year-end adjustments before I close the books in mid-March 2025).

Plus, there is \$39,160 of budgeted 2025 incoming revenues - less \$40,508 of budgeted 2025 outgoing expenditures (including \$15,000 capital outlay equipment and \$10,000 fire tools outlay).

Therefore, \$81,365 beg fund bal + \$39,160 budget revenue - \$40,508 budget expenditures = \$80,017 prelim end fund bal at 12/31/2025. This amount would be available for the SCBA purchases, by my first glance.

I am just curious though on the 2024 budget which was segregating \$24,533 funds for some purchase, which did not occur as of 12/31/2024 (end of last year). Could this have been for the \$25,000 SCBA quote that you have been given now, which was maybe budgeted for in 2024? Just let me know what was the intent for the possible designated funds.

Thanks,
John Jacobs
Village of Kronenwetter
Interim Finance Director
715-693-4200 Ext. 1726

From: Fire Chief < firechief@kronenwetter.org >

Sent: Friday, February 7, 2025 2:06 PM **To:** Chris Voll <<u>cvoll@kronenwetter.org</u>> **Cc:** John Jacobs <<u>jiacobs@kronenwetter.org</u>>

Subject: RE: quote

The budgeted items for 2% dues is lower than what is needed however Fund 270 can only be used for specific items and we have a carry over from previous years of approximately \$81,000 plus 2025 revenue of approximately \$39,000 so there is more than enough funds to cover the cost. Problem comes in that all our current SCBA were purchased at the same time therefore will all expire at the same time – we currently have 2 of the 13 we have out of service due to issues – these will be additional packs on the trucks to help when we have packs out of service for repairs, etc..

Theresa O'Brien Fire Chief Kronenwetter Fire Department 715-571-0173

From: Chris Voll < cvoll@kronenwetter.org Sent: Friday, February 7, 2025 2:03 PM

To: Fire Chief firechief@kronenwetter.org

Cc: John Jacobs < jiacobs@kronenwetter.org

Subject: Re: quote

Chief,
Are these budgeted items?
Thanks

Sent from my iPhone

On Feb 7, 2025, at 12:17 PM, Fire Chief < firechief@kronenwetter.org > wrote:

This is to purchase 3 additional SCBA packs and bottles – will be paid for out of fund 270 – FD 2% Dues.

Theresa O'Brien Fire Chief Kronenwetter Fire Department 715-571-0173

From: Jeremiah Pientok < ieremiah.pientok@macqueengroup.com >

Sent: Friday, February 7, 2025 10:43 AM **To:** Fire Chief < firechief@kronenwetter.org>

Subject: [External] quote

Theresa Here is the quote you requested

Jeremiah Pientok

Sales Representative | Delafield, Wi jeremiah.pientok@macqueengroup.com

Mobile: 715-721-6005



Ship To: KRONENWETTER TWP FD STATION 1582 KRONENWETTER DR

1582 KRONENWETTER DR

KRONENWETTER WI 54455-9003

Invoice To: KRONENWETTER TWP FD

KRONENWETTER, WI 54455-9003

350 Austin Circle Delafield, WI 53018

MacQueen

(262) 646-5911

Section 6, ItemK.

Fax: (262) 646-5912

Branch					
16 - DELAFIE	LD, WI				
Date	Time				Page
02/07/2025	10:	33:02	(0)		1
Account No	Phone No			Est N	01
KRONE001	715	6934200)	034	1031
Ship Via		Purchase C	Order		
BEST & ADD		SCBA			
Tax ID No					
			Sales	sperso	n

				325 / 337
Attention: THERESA	O'BRIEN	ESTIMATE	EXPIRY DATE: 03,	/09/2025
	PARTS ESTIMATE - I	OIOVNI NA TON	CE	
Part#	Description U	Qty	Price	Amount
A-G1FS-444MA2C0LAR.2501 ATO: A-G1FS-444MA2C0LAR 4 4500PSI 4 QUICK CONNECT REMOTE		3	7100.00	21300.00
4 SERVICEABLE TUNNEL W/ CF M METAL BAND A ADJUSTABLE SWIVEL LUMBAF 2 SOLID COVER - LEFT SHOUL C CONTINUOUS	L			
0 NO EMERGENCY BREATHING L SPEAKER MODULE- LEFT CHE A PASS- RIGHT SHOULDER R RECHARGEABLE BATTERY	ST			
10175708.2501 MSA G1 SCBA H45 LOWPRO CYI ADPT, 4500 PSIG	MSA G1 H45 LP LINDERS W/QC	3	1385.00	4155.00
10175708.2501 MSA G1 SCBA H45 LOWPRO CYI ADPT, 4500 PSIG	MSA G1 H45 LP LINDERS W/QC	3	N/A	N/A
**SHIPPING IS ADDITIONAL.				
			Subtotal:	25455.00
Authorization:			Tax: TOTAL:	.00 25455.00

EMPLOYEE HANDBOOK



Come Grow With Us

Village of Kronenwetter

www.kronenwetter.org

Version 5

TABLE OF CONTENT

1	Welcome	
V	1.2 About This Handbook	05
	1.3 About Our Open-Door Policy	06
	1.4 What Is Expected of You	06
	1.5 <u>Customer Relations</u>	07
2	Employment Policies	
	2.1 Equal Employment Opportunity	07
	2.2 Harassment in the Workplace	08
	2.3 Confidentiality	09
	2.4 Conflicts of Interest	10
	2.5 Employment Categories	10
	2.6 Orientation Period	11
	2.7 <u>Hiring</u>	11
	2.8 <u>Outside Employment</u>	12
	2.9 Attendance and Punctuality	12
	2.10 Hours of Work	13
	2.11 <u>Personal Data Changes</u>	13
3	Employee Penefite	
	3.1 <u>Employee Benefits Overview</u>	14
	3.2 Family and Medical Leave	14
	3.3 Personal Health Information	16
	3.4 Workers' Compensation Insurance	16
	3.5 <u>Holidays</u>	16
	3.6 <u>Floating Holidays</u>	17
	3.7 <u>Vacation</u>	18
	3.8 <u>Sick Leave</u>	20
	3.9 <u>Leave of Absence</u>	21
	3.10 <u>Bereavement Leave</u>	21
	3.11 <u>Jury Duty</u>	22
	3.12 <u>Military Leave</u>	22
	3.13 <u>Health Insurance</u>	23

TABLE OF

CONTENT...

	3.14 <u>Health Savings Account</u>	23
	3.15 <u>Dental Insurance</u>	23
	3.16 Life Insurance	23
	3.17 Continuation of Coverage (COBRA)	24
	3.18 Retirement Contribution	24
	3.19 Short Term Disability Leave	25
	3.20 Retiree Benefits	25
	3.21 Employee Training, Education, and Conference	26
	3.22 <u>Uniforms</u>	26
	3.23 Influenza Immunizations	26
	3.24 Additional Benefits	26
4	Timekeeping and Payroll	
	4.1 <u>Timekeeping</u>	27
	4.2 <u>Paydays</u>	28
	4.3 Payroll Deductions	28
	4.4 Work Schedules	28
	4.5 Out of Classification Work	28
	4.6 <u>Overtime</u>	29
	4.7 <u>Compensatory Time</u>	29
	4.8 Work Week and Premium Pay	30
	4.9 <u>Performance Reviews</u>	30
	4.10 <u>Pay Reviews</u>	30
	4.11 <u>Layoffs</u>	31
5	Employee Conduct	
/	Linployee Conduct	
	5.1 <u>Safety and Security</u>	31
	5.2 <u>Employee Complaints</u>	32
	5.3 <u>Drug and Alcohol Use</u>	32
	5.4 Workplace Violence Prevention	33
	5.5 <u>Media Relations</u>	33
	5.6 <u>Political Activity</u>	34
	5.7 <u>Smoking/Tobacco Use</u>	34
	5.8 <u>Nepotism</u>	34
	5.9 <u>Supervisor/Employee Relationship</u>	35
	5.10 Use of Vehicles	36

TABLE OF

CONTENT...

5.11 <u>Parking</u>	36
5.12 <u>Visitors</u>	36
5.13 <u>Travel Expenses</u>	37
5.14 Use of Phones and Supplies	37
5.15 <u>Use of Personal Electronic Devices</u>	37
5.16 <u>Use of Fitness Center</u>	38
5.17 Computers and Electronic Mail	38
5.18 <u>Dress Code</u>	41
5.19 <u>General Housekeeping</u>	43
5.20 Employee Conduct Guidelines	43
5.21 <u>Grievance Procedure</u>	45
5.22 Return of Property	45
5.23 Employment Termination	45



Appendix One - Human Resources and Finance Policies 46



Appendix Two - Reimbursement **Payment Schedule** 107



Appendix Three - Health Insurance List of Coverages 108



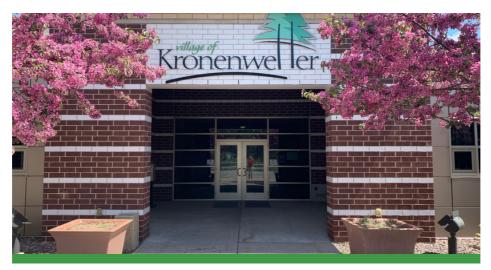
<u>Appendix 4 - Forms</u>	109
(including Employee Acknowledgement Form)	



Revisions Records 113

WELCOME

TO THE VILLAGE



1.1 On behalf of the Village of Kronenwetter, we welcome you as a member of the Village team. You will find that there are many benefits to working for the Village of Kronenwetter and we hope your association with us will be challenging and rewarding.

Together we will advance Kronenwetter as a positive and professional organization.

The Village has a very strong commitment to achieving excellence in the service we provide to our citizens. Our goal is to provide high-quality care to our citizens in a friendly, efficient, and ethical manner.

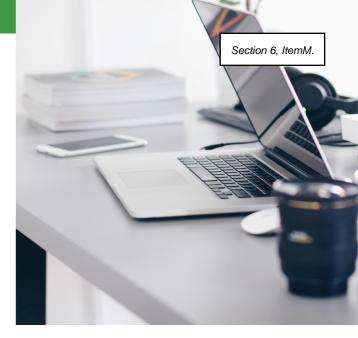
In order to maintain an excellent level of service, each of us must be flexible in performing a variety of work such as occasionally working variable hours when the need arises. When we all work as a team, we all benefit from the cooperation. We want and need your input on how to improve our service to our citizens, as well as on how to make the Village of Kronenwetter an even better place in which to work and live. Your participation and involvement are welcomed.

Great communities do not just happen; they require a great deal of effort and hard work on the part of community leaders and all employees.

Our personnel policies are based on the belief that our success is primarily dependent upon our employees. Our goal is to:

- Recognize you as an important part of the team
- · Provide a safe, efficient, and pleasant workplace
- Establish and maintain a truly "open door" communications environment
- Encourage high-quality service to our citizens

This Employee Handbook has been developed to keep employees informed about the various policies and procedures that affect your work life with us. Read these pages carefully and keep this handbook readily available as it answers many of the questions that typically arise.



ABOUT THIS HANDBOOK

1.2 The purpose of this handbook is to establish and maintain a reasonable system for administration of all personnel matters except those matters covered by collective bargaining agreements. You are encouraged to familiarize yourself with the contents of this handbook since it will answer many questions concerning your employment at the Village of Kronenwetter ("the Village").

This Employee Handbook applies to all regular full-time and regular part-time employees as well as occasional, temporary, and seasonal employees of the Village except where noted. Where there is any conflict, the provisions of an applicable formal labor agreement between the Village and a certified collective bargaining unit shall supersede the terms of this Employee Handbook.

This Employee Handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long-term, either you or the Village may terminate this relationship at any time, for any reason. No oral statements by Management can alter this disclaimer, create a contract, or modify the at-will status of the employee. While the Village Administrator can make an offer of employment, those offers have to be approved by the Village Board.

Employees employed under a collective bargaining agreement with the Village may have provisions within that agreement that modify or deviate from the provisions contained herein.

The Village retains the right to change, revise, deviate from, or discontinue any of the policies and/or benefits described in this handbook. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations.

If you have any suggestions or questions related to this handbook, you are encouraged to discuss them with your supervisor, as we want to make this a truly team experience with an open flow of communication.

ABOUT OUR OPEN DOOR POLICY

1.3 We are committed to promoting and practicing an "open door" attitude among all of our employees. We recognize that whenever a group of people work together, there are bound to be some differences of opinion and problems may occasionally arise.

If you have a question, concern, or problem related to your employment, you are strongly encouraged to openly and honestly discuss the situation directly with your Supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who don't have the authority to resolve it can be very frustrating. We can't work toward correcting a problem if we don't know about it.

Please discuss problems or concerns with your Department Head as soon as the issue or problem arises. Problems and complaints are to be handled in accordance with **Policy HR-002 Problem Resolution**, which can be found in Appendix One, at the end of this handbook.

WHAT IS EXPECTED OF YOU

1.4 Because we are very customer service oriented, we need you to be committed to our way of doing business. We expect you to:

- Give high-quality service to our citizens. You should consider anyone with whom
 you interact in the conduct of Village business to be one of our citizens. Treat all
 citizens with the utmost respect, courtesy, promptness, cooperation, friendliness,
 and confidentiality.
- **Do your job well.** You were hired because of your skills and abilities in certain areas. We need you to be at work on a regular basis, to understand and perform your job well, to continue to improve your skills, and to constantly think of ways to do your job better.
- Help make this a good place to work. Each one of us is part of what we call our
 "work environment" and thus has an impact on our coworkers and how they feel
 about working here. By cooperating with each other, finding ways to help out even
 when not asked, knowing and respecting each other's strengths and weaknesses,
 and treating each other with courtesy and respect, we can each do our part to make
 this a pleasant and rewarding place to work.

CUSTOMER RELATIONS

1.5 It is vital that employees of the Village treat citizens in a courteous and respectful manner at all times.

Employees should always remember that the citizen comes first, and they are entitled to the same thoughtful treatment that the employees would like to receive.

Employees should aim to never keep a citizen waiting an unreasonable amount of time and to treat them politely. Even when specific answers or solutions are not immediately available, timely communication with all citizens regarding the status of their issues is critical to the provision of good customer service.



EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

2.1 We are an equal opportunity employer. All employment decisions are based on merit, qualifications, and competence. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

It is also our policy to comply with applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. An employee who believes he or she may require an accommodation should contact the Village Administrator.

HARRASSMENT IN THE WORKPLACE

2.2 We are committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, we do not tolerate harassment of our employees by anyone, including any Supervisor, coworker, elected or appointed official, vendor, or customer.

Harassment includes unwelcome conduct (verbal or physical), actions, words, jokes, or comments based on an individual's protected status such as gender, sexual orientation, color, race, ethnicity, age, religion, disability, marital status, or any other legally protected characteristic. We will not tolerate harassing conduct that affects job benefits, interferes unreasonably with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- Submission to such conduct is made a condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions
- Such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment

Examples of sexual harassment include, but are not limited to:

- Repeated offensive sexual flirtations, advances, or propositions
- Innuendoes, suggestive comments, sexually oriented "kidding," jokes about gender specific traits, or foul or obscene language or gestures
- Displays of foul or obscene printed or visual material
- Unwelcome and unnecessary physical contact, such as patting, pinching, or brushing against another's body.

All employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. If you feel you have experienced or witnessed harassment, notify your Department Head or the Village Administrator immediately. *See also Policy HR-002 Problem Resolution*, in Appendix One, for further steps you can take.

Every reported incident of employee harassment will be thoroughly investigated by a third party selected by the Village Board with respect for the confidences and sensitivities of the situation. If it is determined that harassment has occurred, appropriate disciplinary action will be taken, up to and including termination of employment.

We prohibit any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

Unprofessional or disrespectful behavior, even if not rising to the level of "harassment", will not be tolerated.

CONFIDENTIALITY

2.3 The Village follows Wisconsin State Statutes regarding Open Records. See the Village Clerk for details.

The Village is in possession of information and documents that it deems to be confidential and should not be voluntarily disclosed to the public. The Village Clerk is responsible for fulfilling document requests pursuant to the Wisconsin Public Records laws. As indicated in **Section 153-12 of the Village of Kronenwetter's General Code of Ordinances**, the Village Assessor, Finance Director/Treasurer, Building Inspector, Community Development/Zoning Administrator, Public Works Director, Fire Chief, Police Chief, and Court Clerk may also release records in their custody. Employees are prohibited from disclosing any confidential documents to a third party and shall refer all questions regarding requests for documents or information to the Village Clerk.

Employees are also prohibited from verbally disclosing confidential information to any third party or to a co-worker unless he or she has a specific need to know for job-related reasons. Employees are expected to use discretion in determining whether information is confidential, and should request clarification from the Village Clerk regarding the disclosure of possible confidential information. Examples of confidential information include:

- Any information discussed in a closed session meeting at the Village
- Any information relating to ongoing litigation
- Any information relating to possible contracts, or offers to purchase any real estate
- Any sensitive information relating to co-workers or candidates for employment
- Any other confidential information in the Village's possession, including but not limited to medical information, credit information, and social security numbers, etc

The Village maintains confidential employee personnel files. These files contain documentation regarding all aspects of employment, such as performance evaluations, benefit information, disciplinary actions, and letters of recommendation. Certain personnel records are, by law, not subject to inspection in most situations. Personnel files and records are the property of the Village and shall be maintained confidentially by designated staff including the Village Clerk, Police Chief, and Police and Fire Commission Clerk.

An employee may request to review his/her personnel records. Such a request will be conducted in the presence of the Village Administrator or his/her designee at a mutually convenient time. Employees are entitled to a copy of their personnel records.

During your employment, as well as subsequent to your employment, you will not disclose any confidential information or records to unauthorized individuals, within either the Village or others outside the Village. Any confidential documents you may have in your possession when your employment with the Village ends must be returned immediately.

Any current or former employee who discloses trade secrets which is defined as information, including a formula, pattern, compilation, program, device, method, technique, or process, that derives independent economic value, actual or potential, from not being generally known to or readily ascertainable through appropriate means by other persons who might obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Or any employee who discloses confidential business information, or confidential information concerning a citizen will be subject to disciplinary action up to and including termination of employment and/or legal action.

CONFLICTS OF INTEREST

2.4 The Village's policy is to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to avoid conflicts of interest.

Employees are expected to report conflicts of interest to their Department Head immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):

- You have an outside business that is a purchaser or supplier of goods or services to the Village
- You have an outside business involvement or employment which interferes with your ability to devote full attention to your responsibilities at the Village (ex. moonlighting)

Notify your Department Head immediately if these or similar situations happen in the course of your employment at the Village. Each situation will be reviewed on its merits, and you will be notified of decisions made or actions to be taken. Not reporting a real or potential conflict of interest is a serious matter and can be cause for discipline up to and including termination and legal action.

EMPLOYMENT CATEGORIES

2.5 Employees belong to one of the employment categories described below:

Regular full-time employees are regularly scheduled to work 32 or more hours per week. They are eligible for the full benefit package subject to the terms, conditions, and limitations of each benefit program as outlined in plan documents and benefit policies in the Employee Handbook or in an applicable collective bargaining agreement. If the employee is classified as FLSA nonexempt, the workweek will not exceed 40 hours unless overtime is required by the Supervisor.

Regular part-time employees are regularly scheduled to work less than 32 hours a week. Hours may vary widely from week to week, depending on the needs of the business at the time. Regular part-time employees are not eligible for the Village's benefits, other than those benefits that are designated in Section 3 of this employee handbook for Regular part-time employees. Part-time employees are eligible for legally mandated benefits.

Temporary or Seasonal employees are hired to work for a specified period of time such as during a particularly busy period, or for the summer. Hours may vary widely from week to week, depending on the needs of the Village at the time. Temporary employees are not eligible for the Village's benefits. Temporary or Seasonal employees are eligible for legally mandated benefits.

In addition to the categories outlined above, each job is designated as either **exempt** or **nonexempt** under the Federal Fair Labor Standards Act (FLSA) and State of Wisconsin Wage and Hour Laws.

Exempt: Employees in exempt positions are paid on a salary basis, are excluded from specific provisions of federal and state wage and hour laws, and are not eligible for overtime pay or compensatory time off.

Nonexempt: Employees in nonexempt jobs are paid on an hourly basis and are entitled to overtime pay or compensatory time off for hours worked in excess of 40 hours per week.

ORIENTATION PERIOD

2.6 The initial orientation period for every newly hired or recently promoted employee will be three months or as defined in a collective bargaining agreement. Each new or newly promoted employee will have a formal review after three months of employment or as defined in a collective bargaining agreement.

Upon completion of the orientation period, a new employee may be eligible for a salary adjustment based on his/her Supervisor's recommendation and with the approval of the Village Administrator. After successful completion of the orientation period, optional salary adjustments will follow guidelines set forth by the Village Board. After insufficient or inadequate completion of the orientation period, the employee may be discharged. If employee is a department head, the Village Administrator will recommend to the Village Board any disciplinary action he or she deems necessary to address any orientation period concerns. Any exception must be approved by the Village Board.

HIRING

2.7 The Village will select the candidate it determines is the most qualified applicant for any position. All vacant positions will be posted both internally and externally until the position is filled or there is no longer a need for the position to be filled. The Village will consider all candidates who have applied for the vacant position based upon their qualifications for the job for which they have applied. Consideration will include an employee's skill set, education, related experience, knowledge, interpersonal skills, and ability to efficiently and effectively perform the functions of the open position.

OUTSIDE EMPLOYMENT

2.8 Regular full-time Village employees may not engage in outside employment without first providing written notification to their Department Head.

The Village will generally permit employees to engage in outside employment so long as, in the opinion of the Village Administrator and the Department Head, the outside work would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting his/her primary interest to the accomplishment of his/her work for the Village, or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement that involves the performance of services while on Village time or while using Village equipment. No employee shall receive compensation other than from the Village for the performance of services while on Village time.

ATTENDANCE AND PUNCTUALITY

2.9 Our successful operation depends on the regular attendance of each of our employees. Your job is important; we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their causes, are disruptive and place a burden on your fellow employees and our customers. It also makes it difficult for us to operate efficiently.

If you will be unavoidably late to work or absent, please contact your Department Head as soon as you know you will be late or absent for your scheduled starting time. Check with your Department Head when you arrive and record the time you actually start working on your time sheet. If you will be absent, make sure your Department Head knows about any customer(s) you are currently working with and what other work needs to be taken care of during your absence.

Please contact us each day you will not be able to work. We may require a doctor's note for absences of two or more consecutive days.

Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action, up to and including termination.

Any employee who does not report to work and does not notify us within 3 working days after the start of his/her scheduled shift will be considered to have voluntarily terminated his or her employment with us.

HOURS OF WORK

2.10 Individual employee work hours may vary based on scheduling needs and services provided. Your Department Head will tell you when your work schedule will normally begin and end.

A workday will include two fifteen (15) minute paid rest breaks and a thirty (30) minute unpaid lunch break for each regular full-time non-exempt employee who works at least eight (8) hours a day. Lunch and rest break schedules will be set by your immediate Supervisor and may differ by department. Skipping paid rest breaks will not shorten your workday. Unpaid lunch breaks must be documented on employee time sheets.

You must "clock out" by indicating on your time sheet that you are taking an unpaid lunch period any time you leave the Village premises or work site for personal reasons and must then "clock in" upon return. You must make arrangements with your supervisor before taking a nonscheduled break.

Due to the nature of Village services, the normal workday and operating schedule may vary considerably from department to department. The Village retains the right to restructure an employee's workday or work schedule for the purpose of promoting efficient operations and a high level of customer service.

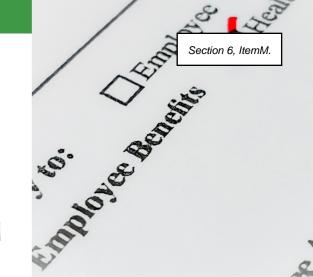
The Municipal Center will typically be open and available to residents from 8 a.m. to 4:30 p.m. daily and personnel will be scheduled to cover those hours. Except in unavoidable circumstances, at least one Department Head or the Administrator must be present in the Municipal Center during normal business hours.

PERSONAL DATA CHANGES

It is your responsibility to notify the Village Clerk of any changes in personal information. If any of the following information changes, please report it to the Village Clerk within thirty (30) days of change:

- Name
- Home Mailing Address
- Telephone Number
- Marital Status
- Number and Names of Dependents
 Beneficiary Changes
- Number of Tax Exemptions
- Insurance Classification
- Emergency Contacts
- Educational Accomplishments

Please don't assume that we "just know" when these changes occur. Failure to keep us advised of personal data changes may have a significant impact on your benefits and our ability to contact you or a family member in the event of an emergency.



EMPLOYEE BENEFITS OVERVIEW

3.1 The benefit information contained in this handbook is limited. Many of your benefits are based on legal documents and contracts that you may examine at your convenience. If you have a question or encounter a situation that is not covered within this document, refer to your official benefit plan document or, if you need individual help, contact the Village Clerk.

Where there is any conflict regarding benefits, the provisions of an applicable labor agreement between the Village and a certified collective bargaining unit supersede the terms of this Employee Handbook. You should understand that in-force labor agreements, plan contracts, and other legal documents, **NOT THIS HANDBOOK**, govern your benefits.

We reserve the right to change, add, eliminate, or modify any employee benefits unless the benefits are specifically defined by your labor agreement. Employees will be notified of such changes.

FAMILY AND MEDICAL LEAVE

- Qur policy is to provide family and medical leave as required by federal and Wisconsin law. You must be employed at least 52 consecutive weeks and have worked for at least 1,000 hours during those 52 weeks in order to be eligible for family and/or medical leave under Wisconsin law. If eligible under Federal and Wisconsin law, you may take up to 12 weeks unpaid leave within a 12-month period for:
 - The birth or placement of a child for adoption or foster care (up to 6 weeks under Wisconsin FMLA; up to 12 weeks under federal FMLA)
 - Caring for a spouse, child, or parent (but under federal law, not a parent-in-law) with a serious health condition (up to 2 weeks under Wisconsin law; up to 12 weeks under federal law); and
- Your own serious health condition that renders you unable to perform your job (up to 2
 weeks under Wisconsin law; up to 12 weeks under federal law).

The Village will calculate FMLA leave on a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

If you wish to take family and/or medical leave, we must receive reasonable advance notice of the leave. We require certification from a health care provider if you request family leave to care for a child, spouse, or parent with a serious health condition, or if you request medical leave. We may also require a second opinion which shall be paid at the Village's expense as well as reasonable out of pocket travel expenses or, if the first two opinions differ, a third opinion as well as reasonable out of pocket travel expenses, at our expense, from a health care provider.

Any group insurance to which you are entitled will be maintained during your leave as required by the law, provided that you continue to make any premium contributions as required by our insurance plans. Failure to pay the required premium contribution within 30 days of the premium's due date may result in cancellation of your insurance coverages. If you fail to return to work after your FMLA leave, we may recover premiums from you that were paid by the Village to maintain your insurance coverage. Additional information regarding the requirements/provisions relating to group insurance during the period of a leave may be obtained from the Village Clerk.

While you are out on a FMLA leave, you are allowed to use all accrued unused vacation and sick time off.

You will be returned to the employment position you held immediately prior to the leave if that position is vacant or you will be placed in an equivalent position. If your reason for FMLA leave was your own serious health condition, you will be required to present a fitness-for-duty certification from your health care provider before returning to work.

Failure to return to work after the expiration of your leave period will be considered voluntary termination of employment on your part, unless you are on an extended leave of absence that has been approved in writing.

Employees may also be eligible for leave time related to military situations in order to care for an injured or ill service member (up to 26 weeks under federal law) or for a qualifying need for employees whose family members are on active duty (up to 12 weeks under federal law). Please see the Village Clerk for details.

Our policy is to comply with applicable provisions of both the Federal and Wisconsin Family and Medical Leave Acts. Because these laws are complex and can be quite confusing, please check with the Village Clerk if you would like more information.

PERSONAL HEALTH INFORMATION

3.3 To administer certain benefit programs, the Village may need to handle statements or receipts that contain employee's limited personal health information. We understand the sensitivity of the nature of this information and respect the privacy of our employees. The Village of Kronenwetter will use this information for administrative purposes only. Personal health information will be kept in a secure location separate from the employee's personnel files.

The Village of Kronenwetter will consider any breaches in the privacy and confidentiality of personal health information to be serious and disciplinary action will be taken, up to and including termination. If you have any concerns regarding the handling of your personal health information, please bring this to the attention of the Village Administrator.

WORKERS' COMPENSATION INSURANCE

3.4 We provide a workers' compensation insurance benefit as required by state law. This benefit covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. FMLA may run concurrently with time off under Workers' Compensation. Workers' compensation insurance provides partial income replacement benefits after a short waiting period, or immediately if you are hospitalized.

If you sustain a work-related injury or illness, you must inform your Supervisor or the Village Clerk immediately or as soon as discovered, no matter how minor an on-the-job injury may appear. Failure to do so may result in disciplinary action up to and including termination of employment.

HOLIDAYS

- **3.5** The Kronenwetter Municipal Center is closed on the following holidays that are paid holidays for full-time regular employees:
 - · New Year's Eve Day
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - · Thanksgiving Day
 - · Day after Thanksgiving
 - · Christmas Eve
 - · Christmas Day

When a recognized official holiday falls on a Sunday, the following Monday is recognized as the paid observed holiday. If a holiday falls on a Saturday, the Friday preceding will be the paid observed holiday.

If there are any unique calendar circumstances during a particular year, the Village Administrator will make the final determination as to when the Village will observe the holiday.

If a paid holiday falls during your scheduled vacation period, holiday pay will be provided, and you will still have the vacation day to use.

Holiday pay will not be paid if an employee is absent the scheduled day before or scheduled day after the holiday.

Holiday pay is calculated based on your regular rate of pay. These hours are not counted as hours worked for the purposes of calculating overtime. Employees on approved leaves of absence are not eligible for holiday pay.

FLOATING HOLIDAYS

3.6 In addition to the official Village holidays listed above, all full-time regular employees of the Village will receive twenty-four (24) paid hours off for each continuous twelve (12) month period worked.

Floating holidays will not carry over or be eligible for cash out. While floating holiday hours may be used for any purpose, the employee's scheduling of these hours must be approved by the employee's Supervisor.

Floating holiday hours leave may be used in thirty (30) minute increments.

Upon termination of employment, employees will not be paid the balance of unused floating holiday time.



VACATION

3.7 Vacation time off with pay is available to all regular full-time employees who have completed three (3) full months of service unless otherwise defined in an applicable labor agreement.

Regular full-time employees earn paid vacation time based on their employee service tier as outlined below or as outlined in an applicable labor agreement:

Employee Service Tier	Paid Vacation Time
One-year of experience	10 days (80 hours)
2-5 years of experience	15 days (120 hours)
6-10 years of experience	20 days (160 hours
11-15 years of experience	25 days (200 hours)
16-20 years of experience	30 days (240 hours)
20+ years of experience	35 days (280 hours)

VACATION LEAVE ACCURAL RATES

Full-time Employees	Vacation Earned per Pay Period	
One-year of service	3.08 hours for 25 pay periods	
	3 hours for pay period 26	
2-5 years of service	4.62 hours for 25 pay periods	
	4.5 hours for pay period 26	
6-10 years of service	6.16 hours for 25 pay periods	
	6 hours for pay period 26	
11-15 years of service	7.7 hours for 25 pay periods	
	7.5 hours for pay period 26	
16-20 years of service	9.23 hours for 25 pay periods	
	9.25 hours for pay period 26	
20+ years of service	10.77 hours for 25 pay periods	
	10.75 hours for pay period 26	

SCHEDULING OF VACATION LEAVE

Vacation leave may be used in thirty (30) minute increments.

Upon successful completion of the employee's orientation period, vacation will accrue biweekly at a rate associated with the employee's service tier. Approval/denial for the requested vacation leave will be determined by the department head/designee with regard to the needs of the Village.

Employees should consider cyclical workloads that may be unique to their responsibilities and avoid scheduling their vacations at those times.

An employee who resigns with appropriate notice or is terminated for any reason other than for cause, will receive a lump-sum payment.

VACATION LEAVE CEILINGS

Employees may elect to carry over up to three-hundred-twenty (320) hours of unused vacation time into the next calendar year.

"USE OR LOSE" VACATION LEAVE

"Use or lose" vacation leave is vacation leave that is in excess of the employee's applicable vacation leave ceiling. Any accrued vacation leave in excess of the ceiling will be forfeited if not used by the final day of the leave year.

Vacation time up to forty (40) hours may be cashed out. The employee must submit a request for the cash out to the Village Clerk via REQUEST FOR VACATION TIME PAY OUT form (See Appendix Four) between December 1 and December 15 and you will receive the cash out on the first check in January of the following year.

VACATION LEAVE YEAR BEGINNING AND ENDING DATES

A leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

FRONT LOADED UNEARNED VACATION

In some instances, the Village may offer new employees front loaded unearned vacation time for use during their first year of employment as a hiring incentive. The use of this time falls under the same guidelines as **Section 3.7 Vacation Time**. Front loaded vacation time is "use or lose" and must be used within 455 days of the employee start date and is not eligible to roll over after the 455 days and cannot be cashed out at any time.



SICK LEAVE

3.8 Sick leave may be used for the purpose of providing an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation except upon death, permanent disability, or retirement. Retirement shall be as defined by current Wisconsin Department of Employee Trust Funds policies. Sick leave may not be considered a benefit or a right which an employee may use at his/her discretion but may be allowed only in case of necessity and actual sickness, to attend a medical, or dental appointment, disability, or medical absence of the employee and his/her immediate family as defined by the Family Medical Leave Act.

Sick leave may be used in thirty (30) minute increments.

Regular full-time employees are eligible to accumulate sick leave at the rate of eight hours per month (maximum 12 days per year) up to a total of one thousand eighty (1080) hours.

Sick leave may not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

An employee anticipating the use of accrued sick leave must report the reason for his/her absence from duty to his/her Supervisor. During any period of illness or injury, an employee must provide daily communication to his/her Supervisor notifying the Supervisor of the status of their condition. If an employee will be absent for an extended period, she/he must provide notice to his/her Supervisor. A doctor's note may be required for illnesses of two or more consecutive days.

Employees who abuse sick leave benefits may be subject to discipline by the Department Head or Village Administrator, up to and including termination of employment.

Sick leave may be used for absence due to a work-related injury for which compensation is provided under the Workers' Compensation Act.

In cases where Worker's Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited back to the employee.

If an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued vacation leave, unused floating holidays, or with the approval of the Village Administrator, be placed on a leave of absence without pay.

LEAVE OF ABSENCE

3.9 We recognize that circumstances may arise that require time off beyond that which is available as vacation, short-term disability, or family and medical leave [per guidelines in the *Family and Medical Leave Act (FMLA Section 3.2)*]. Any request for a leave of absence without pay must be submitted in writing to the Department Head and will be reviewed by the Administrator on a case-by-case basis. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".

A leave of absence may be granted only if you will or have already exhausted all accumulated compensatory time if applicable, earned vacation, personal holidays, and sick leave, as applicable.

Employees who wish to continue to be covered by Village medical insurance while on a leave of absence without pay are responsible for and must make suitable arrangements for payment of 100% of premiums for continuation of health and welfare premiums before the leave may be approved. Employer may terminate health and welfare insurance coverage after 30 days of premium non-payment by employee. Arrangements must also be made for the continuation of all other employee payroll deductions before unpaid leave of absence is approved.

For a leave of absence other than military or family/medical leave, the Village will attempt to either hold a job open or fill a job with a limited-term (temporary) employee but cannot guarantee success.

Failure of an employee on unpaid leave of absence to report for work within three (3) working days of the conclusion of the leave may be considered a formal resignation by that employee.

BEREAVEMENT LEAVE

3.10 With Department Head approval, all regular full-time employees who have successfully completed 30 days of continuous employment will receive three (3) days off with regular straight time pay, not to exceed eight hours per day, for the death of their spouse, child, grandchild, stepchild, parents, stepparents, spouse's parents, brothers, sisters, step-siblings, or any person who has resided with the employee immediately preceding the person's death.

One day of straight time pay may be paid for time off at the time of the death of a son/daughter-in-law, brother/sister-in-law, niece, nephew, grandparents, grandmother/grandfather-in-law, aunt, or uncle with the Department Head approval. The day granted will be the day of the funeral and pay may not exceed eight hours of straight time pay or the number of regularly scheduled hours if less than eight.

Additional leave may be granted by the Department Head. These additional leave days will be deducted from the employee's accrued vacation time, or floating holiday time.

In the case of the death of a Village employee, employees may be granted up to eight (8) hours of time off with pay in order to attend the visitation and/or funeral of a co-worker if scheduling can be arranged by Department Head without negatively impacting customer service.

JURY DUTY

3.11 It is your civic duty as a citizen to report for jury duty whenever called. Please notify your Department Head if you are called for jury duty.

The Village will permit you to take the necessary time off for jury services. To help you avoid any financial loss because of such service, the Village will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. Employees who are excused from court prior to the end of a business day are required to contact their Department Head and return to work that day if the Department Head determines that there is sufficient time remaining within the normal work period. On any day or half-day on which you are not required to serve, you will be expected to return to work.

In order to receive jury duty pay, you must present a court-issued statement of jury service and pay to your Department Head.

This policy does not in any way apply when the employee appears in court as a defendant or when legal actions are initiated by the employee for any reason.

MILITARY LEAVE

3.12 The Village will provide unpaid military leave to employees in accordance with federal and state laws including the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. For details, please contact the Village Clerk.



HEALTH INSURANCE

3.13 The Village currently offers health insurance coverage through one of several insurance programs which are listed in Appendix 4 of this handbook. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of such.

A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village Clerk's office. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

The Village has an insurance opt-out policy, *HR-014 Insurance Opt-Out Policy* listed in Appendix One.

HEALTH SAVINGS ACCOUNT

3.14 The HSA program is defined in Appendix One (page 70) at the back of this booklet.

DENTAL INSURANCE

3.15 The Village currently offers dental insurance coverage through one of several insurance programs. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget. A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

LIFE INSURANCE

3.16 The Village currently offers term life insurance coverage through one of several insurance programs depending on applicable labor agreements. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget.

A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

CONTINUATION OF COVERAGE (COBRA)

3.17 The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents the opportunity to continue certain insurance coverages under the Village's policies when an event results in the loss of coverage.

Some common qualifying events are reduction in hours, termination of employment (except gross misconduct), death of an employee, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at the Village's group rates. A General Notice describing COBRA rights will be provided to employees upon meeting benefit eligibility. The notice contains important information about the employee's rights and obligations.

Please Note: Employees and/or beneficiaries are required to notify the Village Clerk for events the Village would not otherwise be able to know (divorce, dependent eligibility, disability, or second events). Failure to properly notify the Village Clerk may result in loss of the individual's eligibility for continuation of coverage or may result in the Village's recovery of employer-paid premium from the employee.

RETIREMENT CONTRIBUTION

3.18 The Village participates in the Wisconsin State Retirement System (WRS). The amount of required employer and required employee contributions for non-public-safety full-time employees is established on an annual basis by the Wisconsin Department of Employee Trust Funds (DETF). As a participating employer, the Village pays the Employer's required share of contributions for each eligible employee as defined by DETF. Employees will be required to make his or her full share WRS contribution, unless detailed in his or her employment agreement.

DETF also defines the required employer and employee retirement contributions for public safety employees; the public safety employee's share of the contribution rate is defined in applicable labor agreements

SHORT TERM DISABILITY LEAVE

3.19 If the employee is covered by a short-term disability plan, the Village will continue to pay the Village share for insurance (health, dental, life) for a maximum period of three (3) months during an employee's disability leave providing that the employee is under the continued care of a physician who attests to the disability. The Village will not contribute to an employee's Health Savings Account (HSA) during any disability leave. Employees on disability leave for longer than three (3) months who wish to be covered under Village health and welfare insurance must pay the full cost of the insurance premiums during the rest of the disability leave for a maximum of thirty (30) months. Employees on permanent disability who are eligible for Medicare may only retain Village insurance at the employee's full cost for a maximum of thirty (30) months.

Employees on disability leave will not accrue vacation time, floating vacation time, or sick leave while on such leave.

RETIREE BENEFITS

3.20.1 PENSION FUNDS

All regular full-time and part-time employees who are eligible for participation as defined by the *Wisconsin Department of Employee Trust Funds* (DETF) are considered to be participants in the Wisconsin Retirement System. To receive pension benefits available under this program, employees should contact DETF for additional information. Forms must be submitted to the Village upon resignation or termination of employment.

This Employee Handbook and all Village policies refer to retirement as it is defined by the Wisconsin Department of Employee Trust Funds at the time of employee separation from employment.

3.20.2 EARNED UNUSED SICK LEAVE

Employees hired before January 1, 2008, who terminate service due to retirement, death, or permanent disability shall be credited with all of their earned and unused accumulated sick leave time at the time of termination to be paid to the employee.

Employees hired on or after January 1, 2008 who terminate service due to retirement, death, or permanent disability shall be credited with one-half of their earned and unused accumulated sick leave at the time of termination to be paid to the employee.

The sick leave credit shall be calculated at the rate of pay in effect when the employee's employment terminates.

In the event of termination due to the death of the employee, the payment shall be made to the employee's designee. See *Appendix 9.0 for Unused Sick Leave Designee Appointment Form.*

EMPLOYEE TRAINING, EDUCATION, AND CONFERENCES

3.21 The Village of Kronenwetter encourages professional development and ongoing training. As such, regular full-time, part-time employees, and occasional employees *may* be granted time off for the purposes of engaging in officially sanctioned and approved training, conferences, and meetings. Leave with pay and reimbursement for associated expenses will only be granted subject to *Policy HR-003 Employee Training, Education, and Conferences*, which can be found in Appendix One at the back of this book.

UNIFORMS

3.22 The Village will furnish, at no cost to Department of Public Works employees, coveralls, uniform shirts and pants, and jackets in reasonable quantities to perform assigned duties. Additionally, the Village shall reimburse each Department of Public Works employee, upon presentation of original receipts, per the payment schedule detailed in Appendix Two at the back of this book, for the purchase of safety related and winter clothing to be used on the job. Public Works employees are expected to wear uniforms at all times and to keep them reasonably clean and in good condition.

The Director of Public Works will determine all uniform requirements for public works employees.

The Village will offer regular full-time office employees a stipend that is detailed in the payment scheduled defined in Appendix Two each calendar year towards the purchase of appropriate business or semi-business attire that is a Village logo apparel item(s) of the employee's choice.

INFLUENZA IMMUNIZATIONS

3.23 The Village provides flu shots for all regular full-time employees desiring immunization. The Village's Occupational Health agency provides the current flu vaccine on-site each autumn.

ADDITIONAL BENEFITS

3.24 For more information and detailed literature on the Village's benefit package, please consult with the Administrator or Village Clerk. The Village reserves the right to modify, deviate from, or terminate any benefit program as it deems appropriate unless the benefit is specified within a labor agreement.

TIMEKEEPING AND PAYROLL

TIMEKEEPING

4.1 Federal and state laws require that we keep an accurate record of time worked by our employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked. Employees must accurately record their:

- · Beginning and ending work time
- · Beginning and ending time of any split shifts or other personal departures from work
- Use of approved time off (vacation, holiday, bereavement, etc.)

Time sheets are provided for our employees to record work time and any paid or unpaid absences from work. Timekeeping rules are as follows:

- You may record only your own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action up to and including termination.
- If you are late to work, record the time you actually started work. Lateness will be reflected in your paycheck, so it pays to be on time to work. Excessive tardiness is cause for disciplinary action.

Employees are required to sign their time sheet and forward to their Supervisor before leaving work on the last day of the pay period. Your Supervisor will review and sign your time records before they are processed for payroll.



PAYDAYS

4.2 Employees will be paid bi-weekly. Payments will not be issued early. The workweek begins on Sunday and ends on Saturday. The Village retains the right to modify these work weeks.

PAYROLL DEDUCTIONS

4.3 Federal, state, and local income taxes and social security payments, all required by law, are deducted from your weekly earnings. Occasionally, these deductions may change because they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. Also, additional deductions you have authorized the Village to make or that we are required to make (i.e., garnishments, child support) will be automatically deducted from your paycheck.

WORK SCHEDULES

4.4 Unless otherwise prescribed in an applicable employee labor agreement, Department Heads are responsible for setting employee work schedules that best meet the needs of the department and the overall needs of the Village.

OUT OF CLASSIFICATION WORK

4.5 Hourly employees who are temporarily assigned by the Supervisor, Department Head, or Village Administrator to perform the duties defined in a higher-rated position for four (4) hours or more shall receive the higher hourly rate of pay for actual time worked in the higher-rated position.



OVERTIME

4.6 The Village has the right and responsibility to schedule overtime work as required. It is the nature of municipal service that emergencies and other conditions will occasionally exist that require overtime by employees. Therefore, an employee may not consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time that prevent them from accepting overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action.

All overtime work must have prior authorization from the Department Head or, if that's not possible, must be approved by another Department Head or the Administrator.

All overtime for nonexempt employees will be paid at one and one-half times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) in a work week unless an applicable labor agreement includes other provisions. Only actual hours worked will be counted for the purpose of calculating overtime payment.

Sick leave, vacation, floating holidays, and any other compensated hours that are not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment. Department Heads or the Administrator may adjust employee schedules within any workweek in order to minimize the budgetary impact of overtime. To the greatest extent possible, the Department Head will inform employees of adjustments to their work hours as soon as possible following events that could result in overtime in any week.

COMPENSATORY TIME

4.7 Overtime compensation for some non-exempt employees may be made through the use of compensatory time upon the approval of the Department Head or as described in an applicable labor agreement. If allowed, compensatory time will accrue at the same rate as overtime.

No employee will be allowed to accumulate more than eighty (80) hours of compensatory time unless otherwise specified in an applicable labor agreement. If an employee accumulates eighty (80) hours of compensatory time, all future overtime will be paid in the pay period during which the employee incurs overtime. An employee who retires, resigns or is terminated will not receive payment for accumulated unused compensatory time.

WORK WEEK AND PREMIUM PAY

4.8 On-call - If a regular non-exempt full-time employee is called in to work outside of their regular schedule the employee will be paid a stipend equal to forty-five dollars (\$45.00) in addition to time and one-half pay for hours actually worked.

PERFORMANCE REVIEWS

4.9 The Village's performance appraisal system includes a written evaluation of each regular fulltime employee's job performance. It may include, but is not limited to, the Supervisor's comments and recommendations, action plan for both the employee and Supervisor, and performance goals for the next evaluation period.

Performance appraisals should be completed after the first ninety (90) days of the orientation period for new regular full-time employees, on an annual basis prior to consideration of any compensation adjustment, and at such other times as deemed appropriate by the regular full time employee's Supervisor.

Information derived from your performance review may be considered when making decisions affecting such issues as an employee's training needs and opportunities, salary adjustments, reclassification, promotion, demotion, transfer, or continued employment.

PAY REVIEWS

4.10 Unless otherwise defined in an applicable labor agreement, individual pay adjustments are generally based on the results of your performance evaluations. However, please be aware that although your pay will be reviewed regularly, it does not mean you can expect to be granted a pay increase each time. We do not give "general" or "cost of living" increases. Raises are also dependent on a number of other factors such as budgetary considerations, economic conditions, industry trends, and the value of the job you perform for the Village and in our labor market.

LAYOFFS

4.11 The Administrator or the Department Head, within the provisions of an applicable labor agreement, may layoff an employee when it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by the laid off employee may be reassigned to other employees.

No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action may be considered as a layoff. When conditions permit, employees on layoff status may be considered for reinstatement. Employees who are laid off for more than twelve (12) months will no longer be eligible for reinstatement.

EMPLOYEE CONDUCT



SAFETY AND SECURITY

5.1 Regardless of the demands of the work, you are expected to take the time to do it in a safe and secure manner. Safety and security are fundamental principles of the daily approach we take to our jobs. They are to be kept in mind in everything you do. If you sustain a work-related injury or illness, you must immediately inform your Department Head or the Village Clerk if your Department Head is unavailable no matter how minor an on-the-job injury may appear.

We are truly concerned about the health and welfare of each of our employees. Your safety and security are of paramount importance to us. We are committed to making every practical effort to provide you with a safe workplace. We ask each of you to accept responsibility in helping to prevent accidents or breaks in security.

No employee shall be required or allowed to use equipment that is not safe, mechanically sound, and properly equipped to conform to all Village, state, and federal regulations.

All defects in equipment, especially those that may impact the safety and performance of personnel, must be reported to the Department Head or Supervisor as soon as observed and use shall be discontinued as soon as possible.

No charge shall be made against an employee for damage to equipment except in the case of gross negligence or intentional damage in accordance with State statutes. The Village expects all employees to exercise reasonable care in the use of all Village equipment.

All time spent by an employee in the service and maintenance of Village equipment shall be paid time.

EMPLOYEE COMPLAINTS

4.11 The Village will attempt to handle personnel complaints and disciplinary matters promptly and fairly. Employees who feel that they have a legitimate concern regarding any aspect of employment with the Village should discuss the matter with his/her Department Head. If any employee feels that his/her Department Head has not satisfactorily addressed the issue, he/she may contact the Village Administrator. Complaints are to be handled in accordance with **Policy HR-002 Problem Resolution** which can be found in Appendix 1 of this booklet.

Discussion of personal employment concerns at any time with any customer, including but not limited to residents and vendors, is cause for disciplinary action up to and including discharge.

DRUG AND ALCOHOL USE

5.2 It is the policy of the Village to provide a drug free, healthy and safe environment for its employees. The Village recognizes that the use of alcohol and/or drugs in the workplace can threaten the safety of the work environment and interfere with the operation of the organization.

The manufacture, distribution, dispensation, sale, possession or use of alcohol or controlled substances is prohibited in the workplace and/or while conducting Village business away from the workplace. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.

Employees are prohibited from coming to work under the influence of alcohol or illegal drugs. The Village's policy prohibiting the use or possession of a controlled substance does not apply if the controlled substance is being used pursuant to a valid current prescription for the employee issued by a medical practitioner while acting in the course of the practitioner's professional practice, or pursuant to other uses authorized by law, provided that such controlled substance is used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties. Employees who must use a prescription drug that causes or may cause adverse side effects (e.g., drowsiness, impaired reflexes, or reaction time) shall inform the Department Head or the Village Administrator of the possible adverse effects of the drug and expected duration of use. The Department Head or the Village Administrator may grant such employees sick leave or temporarily assign them to different duties.

WORKPLACE VIOLENCE PREVENTION

5.4 The Village prohibits any behavior that could be construed as threatening, aggressive, confrontational, or violent. Employees are prohibited from carrying weapons, including properly licensed concealed carry weapons, on Village premises or during Village work activities except as specifically allowed by State law or if possessed by Police Officers in the normal course of their jobs. To that end, the Village reserves the right to require any employee, upon request, to submit to a search of personal effects.

Employees shall immediately warn the Village Administrator or, in his/her absence, the Chief of Police, of any potentially dangerous or suspicious workplace activity, situations or incidents that they either observe or are aware of that involve other employees, volunteers, visitors or outsiders who appear threatening. The Village Administrator shall conduct a confidential investigation of all reports of violence. Employees other than sworn police officers who confront or encounter an armed, violent, or dangerous person should not attempt to challenge or disarm the individual.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Violations of this policy by employees, visitors, volunteers or outsiders may be reported to local law enforcement personnel. Such individuals may be prosecuted to the maximum extent of the law. Employees will not be retaliated against for making good faith reports under this policy.

MEDIA RELATIONS

5.5 The Village believes in cooperating with the media (radio, television, newspapers, etc.) whenever possible. The Village Administrator is the Public Information Officer for the Village. If he/she is not available in a reasonable amount of time, then the Village President, Department Head, or their designees will be the spokesperson for their respective departments, giving the media information and aid that the Department Head feels is appropriate.

Employees shall refrain from discussing in a public forum, or for publication, matters pertaining to Village procedures or policies without prior approval of the Village Administrator. Requests for information under the Wisconsin Public Records laws must be referred to the Village Clerk.



POLITICAL ACTIVITY

5.6 The Village does not prohibit employees from exercising their political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his/her position within the Village to coerce or influence others and does not engage in these activities while on duty at work. Employees are prohibited from using Village supplies, equipment, or materials for political purposes. Wearing campaign buttons while in the work place is an example of a prohibited activity. Employees that run for the Village Board, and are elected, are considered to have tendered their resignation when they are sworn into office from their Village employment.

SMOKING/TOBACCO USE

5.7 The Village provides a smoke free environment for its employees. Smoking and smokeless tobacco are prohibited in Village-owned facilities, properties, and vehicles, and while conducting Village business off-site.

NEPOTISM

5.8 Unless specifically permitted by the Village Board, the Village Administrator and Department Heads are prohibited from hiring a person related to them to work in a position they will supervise. The only exceptions are for occasional, temporary or seasonal employees if approved by the Village Administrator or by the Police and Fire Commission for Public Safety Employees. A related person means spouse, parent, child, sibling, uncle, aunt, nephew, niece, grandparent, grandchild, father/mother-in-law, sister/brother-in-law, stepchild, stepparent, stepsibling, or any person sharing a residence with the employee.

When a member of the Village Board is related to a Village employee, it is the Board member's responsibility to avoid any conflicts of interest in terms of employment or compensation issues as required by state law. This does not preclude the Village Board member from voting on any other matter concerning the related-employee's department. In addition, the Village Board should avoid appointing any individual to a Commission or Committee that typically holds responsibility for a particular department's functions if the prospective appointee is related to a Village employee who works in that department.

SUPERVISOR/EMPLOYEE RELATIONSHIP

5.9 All management personnel are prohibited from having/initiating romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the Village Administrator. If the Village Administrator is involved, the perceived violation shall be brought to the Village President. Management personnel found to have violated this policy shall be subjected to disciplinary action including the possibility of discharge.

Other personal relationships may be of concern to the Village. They may involve close social friendships, family relationships (parent, child, spouse, sibling, in-law, cousin, aunt, or uncle), personal business or financial involvements, or other personal connections that could affect decision-making or create a conflict of interest.

The Village realizes that developing personal relationships with coworkers is something that can and sometimes does happen in the workplace. While the Village does not wish to ban all such relationships outright, the manner in which employees conduct themselves at work is subject to Village policies and procedures. Coworkers who are engaged in a relationship should refrain from personal conduct that creates tension with coworkers or causes other employees to feel uncomfortable or offended. This restriction applies to conduct while on Village premises or while conducting Village business off premises.

If a conflict of interest is present in a relationship, the Village will endeavor to find a solution to eliminate the conflict of interest so that one person is no longer able to unduly influence or favor the other or so that co-workers are not affected negatively by the relationship. Such solution may require one of the pair to resign, to be re-assigned, or to be terminated.

In the case where two employees are related to each other, and one supervises the other, then the Village Administrator must sign the time-card of the employee who is being supervised. In no case shall the Village Administrator supervise an employee related to him or her, and if through marriage this should occur, then the supervised employee shall be required to resign.



USE OF VEHICLES

5.10 On occasion, you may be asked to use your personal vehicle for Village business. We require that you be insurable before driving any vehicle on the Village business. We require that you carry liability insurance for your personal vehicle if it is driven for Village business. If you are in an accident with your vehicle while on Village business, your insurance is primary. As with any accident, report it to your Department Head immediately.

It is Village policy that, whenever possible and practical, all employees will use a Village-owned vehicle for Village business if a vehicle is available and the business will be conducted within an approximate twenty-five (25) mile radius of the Municipal Center. When a need can be anticipated, the vehicle should be scheduled through the Administrative Assistant. Any employee who uses the vehicle is expected to keep it reasonably clean and free of debris, to complete the vehicle's travel and mileage log, and to report any and all concerns regarding the vehicle's safety and/or performance to the Administrative Assistant. The vehicle should be returned with at least one-half tank of fuel remaining.

When driving any vehicle on Village business, you are expected to observe all traffic laws. Always refrain from the use of all non hands-free electronic devices while driving. Tickets that result from an infraction of traffic laws or parking violations are your responsibility regardless of whose vehicle is being driven. See *Policy HR-007 Business Mileage and Travel* which can be found in Appendix 1.

PARKING

5.11 Employees are expected to follow parking rules. The Village Municipal Center has an employee parking area. Employees are expected to park in that area and refrain from parking in the customer parking area. Any employee found parking in unauthorized areas will be requested to move their vehicle to an appropriate employee parking area.

VISITORS

5.12 Although we can understand an occasional visit to your work area by friends or family, regular disruption of your workday by this type of activity is not allowed.

TRAVEL EXENSES

5.13 The Village will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's Supervisor. Employees who attend the same conferences or meetings are strongly encouraged to carpool unless there is an approved reason for separate travel arrangements.

Reimbursement will be made in accordance with *Policy HR-007 Business Mileage and Travel* which can be found in Appendix 1.

Abuse of **Policy HR-007 Business Mileage and Travel**, including falsifying expense reports to reflect costs not incurred by the employee, is grounds for disciplinary action up to and including termination of employment.

USE OF PHONES AND SUPPLIES

5.14 Village telephones are for business purposes. Telephone calls may be monitored and/or recorded by the Village for business purposes. Incoming and outgoing personal phone calls are to be kept to a minimum and should not interfere with or prevent employees from providing quality care to our customers. Personal calls should be made during your lunch or break periods. If personal long distance phone calls are made, the cost of the call should be reimbursed to the Village.

The Village's mail system and letterhead are for business purposes only and are not for personal use.

Village supplies are for business use only and may not be used for personal reasons or taken home. This includes but is not limited to pens and pencils, paper, staplers, paper clips, and postit notes.



USE OF PERSONAL ELECTRONIC DEVICES

5.15 The Village has established guidelines for the issuance and usage of Village-owned cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use. Refer to *Policy FIN-002 Employee Cellular Phone*, which can be found in Appendix 1 of this handbook.

Employees in possession of Village-issued equipment are expected to protect the equipment from loss, damage, or theft.

All communications devices should be used in a manner that does not distract coworkers, residents, business associates, or interrupt meetings. Devices should be turned off or in silent/vibrate mode during meetings unless an urgent business call is expected.

The use of non-hands-free cell phones or any other *Personal Electronic Device* is forbidden while driving any vehicle on Village business. All laws regarding the use of personal cell phones and personal electronic devices must be followed while driving. Personal cell phone calls and other forms of personal communication must be strictly limited unless the communication is incidental, necessary, and unavoidable.

Invoices for Cell Phones and other Personal Electronic Devices will be audited regularly. Employees must be aware at all times that all communications via reimbursed cell phones or other electronic devices are subject to public records requests as are all detailed invoices. The Village is not responsible for lost or damaged personally owned cell phones carried by employees during work hours. Employees are prohibited from using personal text messaging, photography, audio or video recording, or additional services while on company time.

USE OF FITNESS CENTER

5.16 The Village provides a fitness center for use by all employees. All employees are required to follow *Policy HR-008 Use of Municipal Facilities - Fitness Center* which can be found in Appendix 1 of this manual. That policy is posted in the Fitness Center for your convenience.



COMPUTERS AND ELECTRONIC MAIL

5.17 The Village recognizes that electronic data processing and transmission equipment and their associated communication and information sharing mechanisms can add considerable value as tools in the workplace. Like many enhancements, they can also lead to non-productive work alternatives and increased security risks. It is the declared policy of the Village that, consistent with the guidelines and directions outlined herein, all electronic data equipment employed in the workplace shall be used by Village employees to promote enhanced work productivity. Further, electronic data equipment shall be used in a fashion that protects the integrity and security of information created and maintained by and for the Village.

This policy statement modifies and supersedes any previously adopted policies concerning use of the specific types of equipment and assets referenced herein.

5.17.1 ELECTRONIC TECHNOLOGIES OPERATING POLICIES

When using computers, the internet, e-mail, cellular phones including text messages, telephones, fax machines, cameras, sound, and broadcast equipment and other associated technologies, the following requirements apply:

- All Village electronic resources, hardware, software, data storage and all files are Village property. These resources are intended to be used for Village business purposes and in a manner consistent with the Village's standards of conduct.
- Village employees using electronic data technologies are discouraged from their use for nonessential and/or non-work-related purposes. Incidental and infrequent personal use is not prohibited but shall be limited and subject to Department Head approval.
- The cost of personal use of telephones and fax machines for permitted personal uses shall be paid by the employee.
- Use of electronic technologies shall NOT:
 - Result in interference with regular work duties, or reduction in productivity.
 - Include personal use for business, profit, or political endeavors.
 - Include retrieval or downloading of information that is sexually explicit or pornographic, sexist, harassing, or illegally discriminatory in nature unless by a sworn officer of the law in the conduct of official business.
 - Include use for entertainment purposes at any time during the regular working day or on any paid time.
 - Include use by anyone other than a full or part-time employee of the Village, except for telecommunications by others in pursuit of Village-related business or bona fide emergency.

- Electronically generated information is exclusively the property of the Village and, as such, no person shall have the expectation of privacy with files, e-mail, or internet uses.
- Employees shall, at all times, take every necessary step to preserve all electronic data in order to comply with all potential public records requests as allowed by State law. No employee shall transmit any sensitive Village information such as financial account numbers over an unsecured internet connection, especially via e-mail.
- The Village may monitor online traffic, examine files, or read e-mail at any time without notice.
- The Village may further restrict or discontinue access to some or all electronic technology resources at any time.

5.17.2 SECURITY RELATED ISSUES

The Village finds that electronic technologies in the workplace require substantial diligence on everyone's part to sustain quality and security of information created and maintained by the Village. To the end that quality and security of information may be sustained, the following practices shall be observed by all employees at all times:

- No data, programs, or files (e.g. personal software, downloaded screen saver applications, or other files) shall be installed on Village computers or similar equipment.
- Employees and other Village users shall become familiar with and utilize virus detection and cleansing software whenever suspicious electronic data is communicated to the Village.
- Employees and other Village users shall recognize that information found on the internet is the intellectual property of the person or organization posting it.
- E-mails and cellular phone texts may be considered public records and subject to retention as such. An e-mail is considered a public record whenever a paper message with the same content would be a public record. See Wis. Stats. 19.32(2) for the definition of a record. The same rules that apply to record retention and disclosure as with other Village documents apply here. Therefore:
 - E-mails, including the identities of the sender, the date, and any non-archived attachments are considered part of the public record.
 - E-mails determined to be a public record shall be retained and archived to electronic or magnetic memory media or printed out and saved in an appropriate file in accordance with the Village's Records Retention policy.

Any question as to whether a document is a public record should be referred to the Village Clerk and, if necessary, to the Village Attorney through the Village Administrator.

5.17.3 DISCIPLINARY ACTION

This policy applies to all stand-alone electronic technology units as well as units connected to the in-house networks and/or internet. The Village may monitor use of its owned personal electronic devices at any time. Employees who violate the provisions of this policy may be subject to revocation of privileges respecting use of electronic technologies, disciplinary action, suspension, and/or termination of employment depending upon the severity and/or gravity of the offense. Criminal offenses such as copyright violations may result in criminal prosecution as well as disciplinary action. Where appropriate, monetary remuneration will be sought for damage necessitating the repair or replacement of equipment, software or for malicious damage to files and/or information.

No Village-owned electronic technologies may be used off premises of Village property without the authorization of the Department Head or the Village Administrator.

Notice of responsibility: Authorized uses of electronic technologies by employees that result in any way in the loss or deterioration of information or equipment owned by anyone other than the Village shall be the responsibility of the user and not of the Village. For example, an authorized installation of Village information on a personal computer that negatively affects either software or hardware belonging to the user shall be the responsibility of the user and not that of the Village.

DRESS CODE

5.18 Village employees are expected to be dressed and groomed in a clean and neat manner. In addition, employees should dress and groom in a manner that will not impair or restrict their movements or otherwise cause safety problems.

All employees are expected to be well groomed and practice good personal hygiene and to dress as appropriate for the duties being performed. Employees should avoid the use of strong perfumes or colognes as they can be offensive and sometimes produce allergic reactions in others (coworkers and customers alike). Tight fitting or revealing clothing is not acceptable. Such articles of clothing as "flip-flops" and denim jeans are typically not allowed although jeans may be allowed when Administration declares special "casual dress" days.

Business casual attire is always appropriate for office employees. Acceptable office clothing for men who are not required to wear a uniform includes: dress pants, Dockers, corduroys, dress shirts, sweaters, turtlenecks, polo type shirts, blazers or sport coats, dress shoes, loafers. Unacceptable clothing for men includes: shorts, sweatpants, athletic attire, sweatshirts, T-shirts, sleeveless shirts, sandals.

Acceptable office attire for women includes: dress pants, Dockers, corduroys, shirts, dresses, dress skirts, blouses, sweaters, polo shirts, dress jackets, dress shoes, loafers, slides, dress boots. Unacceptable clothing for women includes: Above-the-knee shorts, sweatpants, athletic attire, sweatshirts, T-shirts, halter-tops, spaghetti straps, tank tops, and non-dress related flipflop/beach-type sandals.

Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas. Body piercing jewelry will only be worn on the ear. No other areas of the body with body piercing jewelry should be visible.

The Department Head or the Administrator is responsible for determining if a particular employee's appearance and grooming is appropriate for the work being done and for the type of public contact. If the Department Head or Administrator determines that an employee is inappropriately attired or groomed, she/he will tell the employee to go home on their own time, make necessary changes, and return to work in a reasonable amount of time.

Whenever possible, reasonable accommodation will be made for employees' religious beliefs and disabilities consistent with the business necessity to present a professional appearance to the public.

Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.



GENERAL HOUSEKEEPING

5.19 It is important that you take pride in your work area and keep it neat and orderly at all times. Having your work area well organized contributes to efficiency and creates a good impression for our customers.

Food and beverages must be kept out of view of customers. Empty soda cans, used coffee cups, and empty food containers are to be cleaned and put away after use for health and safety purposes, and for appearance's sake. Please keep entryways clean and free of debris and unnecessary items. The Village requires the recycling of all suitable paper, glass bottles, empty plastic and aluminum containers.

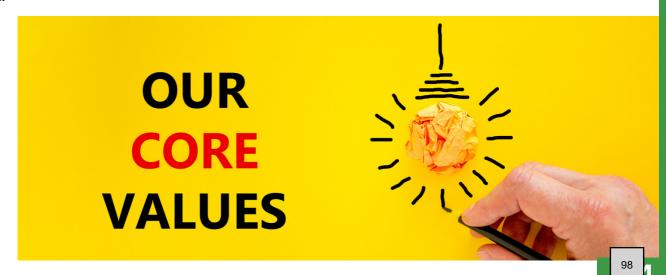
EMPLOYEE CONDUCT GUIDELINES

5.20 We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and to present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination.

- Failure to follow and/or adhere to Village of Kronenwetter policies and procedures as described in written documentation or as described and directed by employee's supervisor.
- Discourteous conduct or poor service to customers.
- Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.
- Theft or inappropriate, unauthorized removal or possession of Village or coworker's property; use of Village equipment or supplies for personal projects.
- Falsification of timekeeping records.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the
 workplace while on duty. The only exception to this policy is the possession of drugs
 or alcohol by a Police Officer as required in the conduct of his/her official duties.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the Village; knowingly spreading false or malicious reports intended to disrupt relationships among employees, elected or appointed officials, customers, and/or residents.
- · Sexual or other forms of harassment.
- Unprofessional conduct at outside events where the employee is representing the Village, such as courses, seminars, and community events.

- Possession of dangerous or unauthorized materials, such as explosives, weapons
 including properly licensed concealed carry weapons, or firearms, in the workplace
 or on the premises unless as required in the conduct of your job or as specifically
 allowed by State law.
- Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences from work.
- Unauthorized overtime, failure to record overtime worked, or consistent refusal to work overtime.
- Unauthorized or unacceptable use of the telephone, cell phones, PDA's, etc.
- Smoking within Village owned facilities, in a Village vehicle, or when conducting Village business off-site.
- Unauthorized disclosure of business secrets or confidential business or customer's information.
- Unauthorized entrance to the Village properties other than to report to work or to conduct business.
- · Violation of personnel policies.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Using abusive or offensive language with customers or coworkers.
- · Improper political activities during work hours.
- Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.
- Inducing or attempting to induce an Officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- · Gambling on Village property.
- Lying to or misleading supervisors, elected officials, or appointed officials, and/or contacting elected or appointed officials regarding issues that should be directed to Department Heads or to the Village Administrator. See *Policy HR-002 Problem Resolution* which can be found in Appendix 1.

Depending on the circumstances involved, disciplinary action may include an oral warning, a written warning, suspension without pay, or discharge. Progressive discipline may not be followed in all cases. Depending on the nature of the violation and other circumstances, including, but not limited to, the employee's past conduct, one or more "steps" may be repeated or skipped. In some circumstances, immediate discharge may result.



GRIEVANCE PROCEDURE

5.21 All grievances by employees will be handled by the Village following the approved *HR-009 Grievance Procedure* which can be found in Appendix 1 of this handbook. The terms of that policy shall control unless another valid and enforceable grievance procedure exists in an applicable labor agreement.

RETURN OF PROPERTY

5.22 Employees are responsible for all Village property, materials, or written information issued to them or in their possession or control. All Village property must be returned by employees on or before an employee's last day of work or at the request of the Village Administrator. The Village will take all neccesary legal actions to recover or protect its property.

EMPLOYMENT TERMINATION

5.23 The last day worked will be used as the termination date in all instances.

The Village of Kronenwetter has the right to terminate, with or without cause, an employee at any time and for any reason, except those prohibited by law or as outlined in an applicable labor agreement.

All of your employee benefits will be affected by employment termination. Health insurance coverage may be continued at your full expense as specified by COBRA. You will be notified in writing of the terms, conditions, limitations, and costs associated with continuation coverage. Please ask the Village Clerk if you have any questions.

Any property of the Village in your possession at termination, such as keys, electronic devices, etc. must be returned to your Department Head no later than your last day of work. A forwarding address must be furnished so we can send you a W-2 at year-end.



APPENDICIES APPENDIX ONE

HUMAN RESOURCES AND FINANCE POLICIES

6.0 Listed below are all of the adopted policies of the Village that the Village Board has adopted for human resources and the ones that are finance policies that affect employees. While every effort has been made to ensure that the Employee Handbook conforms to these separately adopted policies, where a conflict does occur please see your supervisor for a clarification of the matter.

POLICY #	TITLE	DATE ADOPTED/AMENDED	
HR-001	Exempt Employees – Work Hour & Schedules	10/08/2007	
HR-002	Problem Resolution	02/13/2012	
HR-003	Employee Training, Education & Conferences	06/23/2015	
HR-004	Personnel Requisition-Procedure	11/24/2015	
HR-005	Employee Performance Program	09/25/2018	
HR-006	Progressive Discipline Policy	01/10/2015	
HR-007	Business Mileage and Travel Policy	01/12/2016	
HR-008	Employee Use of Municipal Facilities-Fitness Center	02/27/2012	
HR-009	Grievance Procedure Policy	08/22/2011	
HR-010	Catastrophic Illness/Injury Account	10/22/2012	
HR-011	Internal Promotion Policy	07/23/2013	
HR-012	Health Savings Account Policy	05/27/2014	
HR-013	Insurance Contribution Rates	01/27/2015	
HR-014	Insurance Opt Out Policy	04/28/2015	
HR-015	Village Administrator Evaluation	04/26/2022	
HR-016	Remote Work Policy	01/26/2021	
HR-017	Exit Interview Policy	19/26/2021	
HR-018	Wage Tracking Policy	05/09/2022	

POLICY #	TITLE	DATE ADOPTED/AMENDED		
FIN-001	Business Credit Cardholder Policy and Agreement	07/23/2013		
FIN-002	Employee Cellular Telephone Policy	01/12/2017		
FIN-003	Accounts Payable Policy	01/12/2016		
FIN-004	Purchasing Policy	03/25/2014		
FIN-005	Investment Policy	11/26/2012		
FIN-006	Disposal of Surplus Property	02/26/2019		
FIN-007	Post-Issuance Compliance Policy for Tax-Exempt and Tax- Advantaged Obligations and Continuing Disclosure	04/22/2014		
FIN-008	Credit Card Rewards Point Plan 2014	05/27/2014		
FIN-009	Capital Projects Fund	06/24/2014		

APPENDIX TWO

REIMBURSEMENT PAY SCHEDULE

7.0 Listed below are all of the reimbursements that the Village will make for employees for various costs relating to employment.

REIMBURSEMENT	AMOUNT	POLICY REFERENCE
Regular full-time public works safety related and winter clothing reimbursement	\$150/year	Employee Handbook 3.22
Regular full-time office employee uniform reimbursement	\$35/year	Employee Handbook 3.22
Frequent User-Cellular Phone	\$40/month	Policy FIN-002
Occasional User- Cellular Phone	\$20/month	Policy FIN-002

APPENDIX THREE

HEALTH INSURANCE LIST OF COVERAGES

8.0 The Village offers a number of different insurance coverages for full-time employees and their dependents. Each year the Village is provided with revised costs for the various levels of coverage. Employees with questions on what coverage is available to them should either speak to their supervisor or contact the Village Clerk's office at 715-693-4200.

COVERAGE	COST TO EMPLOYEE- % OF TOTAL PREMIUM	COST TO THE VILLAGE- % OF TOTAL PREMIUM
Central States Combined Insurance Coverage-Offered Only to Full-time Teamster members and includes Health, Dental, Life, Vision and Short-term disability	10%	90%
WEA Trust Health Insurance- Offered only to non-Teamster full- time employees	10%	90%
United Health Care Dental Coverage-Offered only to non- Teamster full-time employees	0%	100%
The Hartford Life Insurance - Offered only to non-Teamster full- time employees Police Officers- \$80,000 of coverage General Government-\$40,0000 of coverage	0%	100%
Superior Vision Coverage-Offered to any employee	100%	0%

Last updated: 06/10/2020

APPENDIX FOUR

FORMS

9.0

FORM	POLICY REFERENCE	PAGE#
Request for Vacation	3.7	110
Time Pay Out		
Unused Sick Leave	3.20.02	111
Designee Appointment		
Employee	N/A	112
Acknowledgment		
Form		



Village of Kronenwetter Vacation Time Pay Out Request Form

Employee Name:	Date:
Department:	_Position:
Date of Hire:	_
Hours of Vacation Time Requesting for Payout:	
Payout Amount:	
I have read and understand the Village's vacation to of the Employee Handout.	time pay out policy on in Section 3.7
Signature of Employee:	Date:
Signature of Supervisor:	Date:
Scanned copies to be sent to the Village Clerk for	filing in personnel file of employee.

105



Village of Kronenwetter Unused Sick Leave Designee Appointment

Employee Name:	Date:
Department:	_Position:
Date of Hire:	_
In the event of termination due to the death of the accumulated sick leave shall be made to the emplo	
Designated Individual's Name:	
Designated Individual's Address:	
I have read and understand the Village's Earned Un 3.20.2 of the Employee Handout.	nused Sick Leave Policy on in Section
Signature of Employee:	Date:
Signature of Supervisor:	Date:

Scanned copies to be sent to the Village Clerk for filing in personnel file of employee.



Employee Acknowledgement Form

I understand that this Employee Handbook contains important information about employment with the Village of Kronenwetter and that I should consult the Village Administrator regarding any questions not answered in this handbook.

I understand that the copy of the handbook I receive as noted on the date below supersedes all other Employee Handbooks or undocumented employment policies and practices that may have been in use prior to this edition. Since provisions of this handbook are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices. I also recognize that an existing labor agreement shall supersede some of the provisions stated within this Employee Handbook.

My employment relationship with the Village of Kronenwetter is entered into voluntarily. I may terminate my employment at any time, and the Village of Kronenwetter retains the same right to terminate my employment when such action is believed to be appropriate. An applicable labor agreement may supersede this provision.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this handbook and will read any revisions made to it in the future.

I understand the Village reserves the right to access, monitor, and retrieve emails, voicemails, computer files, internet records, and other information contained on or within Village-owned computer systems or personal electronic devices used for Village business at any time at the Village's sole discretion.

Should my employment with the Village of Kronenwetter end, I will return any and all property of the Village of Kronenwetter in my possession to my Department Head no later than my last day of work.

Employee's Signature:	Date:
Employee's Name (printed)	
Supervisor's Signature:	Date:

REVISIONS RECORD

ADOPTED MARCH 1, 2012

REVISION 1-

• Village Board approved May 26, 2015-Numerous sections revised.

REVISION 2-

 Village Board approved November 24, 2015-Section 5.8 & 5.9 Revised, adding in language to allow for two people that are related to supervise one another, but the time sheet to be signed by the Village Administrator instead of the supervisor.

REVISION 3-

 Village Board Approved February 13, 2018-Section 4.83 Revised changing time from 8:01pm to 3:01pm.

REVISION 4-

- Village Board approved September 25, 2018-Revision to HR-005 Employee Evaluation policy
- Village Board approved November 26, 2019-Revision to section 3.20.2 Earned Unused Sick Leave
- Appendix 6.0- Updated-HR-004 new edition approved-11/24/15
 - Updated-HR-005 new edition approved 09/25/18
 - Updated-HR-006 new policy adopted-01/10/15
 - Updated HR-007 new edition approved 01/12/16
 - Updated FIN-001 new edition approved 07/23/13
 - Updated FIN-002 new edition approved 01/12/17
 - Updated FIN-003 policy added to list
 - Updated FIN-004 new edition approved 03/25/14
 - Updated FIN-005 policy added to list
- Removed 8.0 Appendix Three-Ethics Code-Ordinance removed by the Village Board 05/26/20

• REVISION 5 -

 Village Board approved December 27, 2022 - Revision to HR-012 Health Savings Account

POLICY ID: GEN-010	TITLE: Public Comment-for citizens unable to attend		
	Village Committees, Commissions & Boards		
□ REVISION	APPROVED BY VILLAGE BOAR	RD: DATE:	
EFFECTIVE DATE: Immediate			
	Village Clerk		
	PT 🛛 I	FLSA NON-EXEMPT	
APPLIES TO: REPRESENT	ED EMPLOYEES 🖂 I	⋈ Non-REPRESENTED EMPLOYEES	
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.			

Purpose – In recognition that a free government is only possible by having informed and involved citizens, the Village Board encourages public comment on any matter. The Village Board also understands that citizens may not be able to attend a public meeting. It adopts this policy to create a process to allow citizens to have their comments received by the Village when they cannot participate in a discussion.

Policy – Any resident may submit a comment on any matter of concern to them by sending it to the Village Clerk's Office either in writing or via email. The Village Clerk shall forward all such statements to Village Board or Committee members. The Village Clerk will forward any messages addressing a particular matter under consideration by any committee, commission, or board, to the designated clerk of that body dealing with that issue, who in turn shall have it read into the record of the next meeting during the public comment section. The clerks shall provide a copy of the submitted comments to each committee member. Nevertheless, all items submitted shall be copied to all members of the body and attached to the minutes of that meeting.

Matters of concern that the writer designates as "public input," "public comment," or anything along those lines shall be of a length that someone can reasonably read in 3 minutes or less.

On the day of the meeting, any comments submitted after 11 am may or may not, as circumstances allow, be included in the meeting of that day at the Village Clerk's discretion. The clerk of the session shall process comments not included in the discussion of that day in the above manner at the next meeting of that body.

In the event of input so numerous that reading them all would be impractical, the committee, commission, or board may accept the comments into the record without being read at the presiding officer's discretion. Nevertheless, all items submitted shall be copied to all members of the body and attached to the minutes of that meeting.

VILLAGE OF KRONENWETTER

Marathon County, Wisconsin
An Ordinance Amending the Code of the Village of Kronenwetter
Part I: Administrative Legislation
Chapter 180 Village Board
Amending Section 180-3 entitled "Meetings"

The Village Board of the Village of Kronenwetter do ordain as follows:

<u>Section 1:</u> Part I: Administrative Legislation, Chapter 180 Village Board, Section 180-3 entitled "Meetings" of the Code of the Village of Kronenwetter is hereby amended with additional language <u>underlined</u> and deleted language <u>stricken</u> to provide as follows:

§ 180-3 Meetings.

. . .

- I. Adding items to the village board agenda. At each regular meeting of the village board, there shall be placed on the agenda an item titled "Suggested Items for Future Agenda." During this period of the agenda, any board member may request to have an item placed on a future agenda for consideration by the village board. If there are no objections by any member of the body to add the suggested item to a future agenda, the suggested item shall be added by the village president on a future agenda at the next regularly scheduled meeting. If any member of the body objects to the suggested item being placed on a future agenda, that matter will be placed on the next scheduled meeting agenda for consideration whether that item will be placed on the agenda. If the village board votes in the affirmative when the item is considered by the village board to be added to the agenda, the item shall then be placed on the next regular village board meeting for action by the village board.
- J. President adding items to the village board agenda. In addition to Subsection 180-3.I., the Village President shall be allowed to add items to the Village Board's agenda by merely communicating the desire to have the item added to the agenda to the Village Clerk via email.
- K. Trustees adding items to the village board agenda. Any two trustees shall be allowed to add items to the Village Board's agenda by communicating the same to the Village Clerk via email. When such

request is received, the item is placed on the next agenda for potential objection following the process under Subsection 180-3.I.

K. Limitation for adding items to the village board agenda. An item that has been requested by a Trustee, that does not receive Village Board votes in the affirmative to be added to the agenda following the process under Subsection 180-3.I., has the result that such item may not be requested by any Trustee for consideration to be placed on the agenda for the following six months.

<u>Section 2</u>: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision or application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application.

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

<u>Section 4</u>: This Ordinance shall be in full force and effect from and after its date of adoption and notice to the public as required by law.

<u>Section 5:</u> Village personnel are hereby authorized and directed to make all changes to the Village Code necessary to reflect this amendment.

Adopted this day of	, 2024.
	VILLAGE OF KRONENWETTER
	D
	By:Chris Voll, President
ATTEST:	
By:	
Bobbi Jo Birk-LaBarge, Clerk	
Noticed to the public on:	

POLICY ID: GEN-	009	TITLE: Agenda Setting for the Village Board		
⊠ ORIGINAL ☐ I	REVISION	APPROVED BY VILLAGE B	BOARD:	DATE:
EFFECTIVE DATE: I	mmediate	-		Aug 12 2020
APPLIES TO:		Т		XEMPT
AFFLILS TO.	□ REPRESENTED EMPLOYEES		⊠ Non-REPRES	ENTED EMPLOYEES
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.				

Purpose – The Village Board wishes to have an informed electorate that is championed by the people. For the Village Board to accomplish this vison for the Village, the Village Board hereby adopts clear rules for the generation of the Agenda for Village Board meetings.

Policy -

Adding items to the agenda

The Village President or any two Trustees shall be allowed to add items to the Village Board's agenda by merely communicating the desire to have the item added to the agenda to the Village Clerk via email. Any item recommended by a committee, commission or board, shall also be added automatically to the Village Board agenda. Any item that is of the usual business of the Village shall also be added automatically to the Village Board agenda; for example, renewals of licenses, minutes of prior meetings, regular reports from staff and vendors, and yearly appointments.

Proposed:

Adding items to the agenda

The Village President shall be allowed to add items to the Village Board's agenda by merely communicating the desire to have the item added to the agenda to the Village Clerk via email. Any two Trustees shall be allowed to add items to the Village Board's agenda by communicating to the Village Clerk via email. When such request is received, the item is placed on the next agenda for potential objection. The process then follows section 180.3 Meetings. Any item recommended by a committee, commission or board, shall also be added automatically to the Village Board agenda. Any item that is of the usual business of the Village shall also be added automatically to the Village Board agenda; for example, renewals of licenses, minutes of prior meetings, regular reports from staff and vendors, and yearly appointments.

Agenda Approval.

The Village President will approve the Village Board meeting agenda five calendar days before the Village Board meeting. The Village Board President may move things around on the agenda. The Village President may remove anything from the agenda, save for those items presented by Village Board members (such as two Trustees adding items or presented by a Village Board member during the "Items for Future agendas" period of the Village Board agenda). After the Village President has approved the agenda, if anyone wants to add an item, the item will need to be confirmed via an email with the Village President. The Village Clerk will not add any articles to the agenda that are not authorized by the Village President.