



JOINT ADMINISTRATIVE POLICY COMMITTEE & UTILITY COMMITTEE MEETING AGENDA

April 16, 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 APC
- C. Roll Call UC

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. NEW BUSINESS

- D. Discussion & Action: Budget Amendment #3 Safe Water Drinking Loan
- E. Discussion & Action - Budget Amendment #3 Lift Station Maintenance

5. Adjournment of Utility Committee

6. APPROVAL OF MINUTES

- F. Approve: APC minutes February 20, 2024

7. REPORTS AND DISCUSSIONS

- G. Administrator's Status Report
- H. Treasurer's Report
- I. Journals

8. OLD BUSINESS

- J. Discussion & Possible Action: Committee member compensation
- K. Discussion & Possible Action: Employee Handbook Review Section 3.13 Health Insurance Opt-Out Policy (HR-014).
- L. Discussion & Possible Action: Organization Chart
- M. Discussion & Possible Action: Proposed Village Hiring Policy & Procedure Change
- N. Discussion and Possible Action: Onboarding Process/Materials for Village Board and Committee Members

9. NEW BUSINESS

- O. Discussion & Action: Appointment of APC Vice Chair
- P. Discussion & Possible Action: 2024 Road Maintenance Bid Packet Award
- Q. Discussion & Possible Action: Future Ambulance Service in the Village
- R. Discussion & Possible Action: Sending Engine 2 (old Fire truck) to surplus auction.
- S. Discussion & Action: Municipal Building Summer Hours
- T. Discussion & Approval: Petting Zoo contract with Kraft's Kuddly Kritters for Movie Under the Stars

- [U.](#) Discussion & Possible Action: TDS Event Sponsorship Agreement
- [V.](#) Discussion & Possible Action: Adopting 2025 Capital Improvement Plan Process
- W.** Discussion & Possible Action: Visitors Log
- [X.](#) Discussion & Possible Action: Adoption of Wage-Scale Budget Range (HR-005).
- [Y.](#) Discussion & Possible Action: Award of the Railroad Accessibility Assessment Study
- [Z.](#) Discussion & Action Department Head Employee Handbook Review

10. 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 Employee Evaluation Lisa Kerstner

[AA.](#) Evaluation Lisa Kerstner

11. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

12. ACTION AFTER CLOSED SESSION

13. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

14. NEXT MEETING: May 21, 2024

15. 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: 04/12/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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



REPORT TO VB

ITEM NAME:	Budget Amendment #3
MEETING DATE:	4/16/2024
PRESENTING COMMITTEE:	APC/UC
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

ISSUE: We did not have the Safe Water Drinking debt schedule when the 2024 budget was approved.

OBJECTIVES: Approve the budget amendment for the interest payments that are due according to the invoice and debt schedule.

PROPOSAL: UC and APC recommend to VB approving budget amendment #3 for the interest payments due on the Safe Water Drinking loan.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) \$7,416.63 due May 1st, 2024 per invoice and \$36,309.49 due Nov. 1st, 2024 per debt schedule. Total budget amendment \$43,726.12.

RECOMMENDED ACTION: Approve budget Amendment #3.

TIMING REQUIREMENTS/CONSTRAINTS: Payment is due May 1st 2024

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$
601-53600-427-000 (Safe Drinking Loan - Interest = \$43,726.12
Take funds from Retained Earnings (601-39000)



Tony Evers, Governor
 Kathy Blumenfeld, Secretary
 Brian Pahnke, Division Administrator

Environmental Improvement Fund Invoice
Municipality. Village of Kronenwetter (37145)

Invoice#: 20385
Invoice Date: 3/13/2024
Due Date: 5/1/2024

DNR Project ID	Interest Rate	Outstanding Balance	Principal Due	Interest Due	Admin Fee Due	Total Payment Due
5533-04	2.145%	\$1,558,610.29	\$0.00	\$7,416.63	\$0.00	\$7,416.63
Subtotals:		\$1,558,610.29	\$0.00	\$7,416.63	\$0.00	\$7,416.63
Grand Total Amount Due:						\$7,416.63

Notes:

Loan disbursements made within 30 days prior to a May 1st or November 1st payment are not charged interest until the next payment date.

New loans closed within 60 days prior to a May 1st or November 1st payment generally are not scheduled for a loan payment until the next payment date.

Payments are due in accordance with the terms of the underlying Bonds or Notes owned by the State of Wisconsin Environmental Improvement Fund.



Village of Kronenwetter, Wisconsin

Exhibit B

Project # 5533-04 Safe Drinking Water Loan Program

Loan Closing Date:

January 24, 2024

<u>Payment Date</u>	<u>Principal Payment</u>	<u>Interest Rate</u>	<u>Interest Payment</u>	<u>Principal & Interest</u>	<u>Bond Year Debt Service</u>	<u>Calendar Year Debt Service</u>
1-May-24	0.00	2.145%	19,566.78	19,566.78	19,566.78	0.00
1-Nov-24	0.00	2.145%	36,309.49	36,309.49	0.00	55,876.27
1-May-25	146,212.64	2.145%	36,309.49	182,522.13	218,831.62	0.00
1-Nov-25	0.00	2.145%	34,741.36	34,741.36	0.00	217,263.49
1-May-26	149,348.91	2.145%	34,741.36	184,090.27	218,831.63	0.00
1-Nov-26	0.00	2.145%	33,139.59	33,139.59	0.00	217,229.86
1-May-27	152,552.44	2.145%	33,139.59	185,692.03	218,831.62	0.00
1-Nov-27	0.00	2.145%	31,503.46	31,503.46	0.00	217,195.49
1-May-28	155,824.69	2.145%	31,503.46	187,328.15	218,831.61	0.00
1-Nov-28	0.00	2.145%	29,832.25	29,832.25	0.00	217,160.40
1-May-29	159,167.13	2.145%	29,832.25	188,999.38	218,831.63	0.00
1-Nov-29	0.00	2.145%	28,125.18	28,125.18	0.00	217,124.56
1-May-30	162,581.26	2.145%	28,125.18	190,706.44	218,831.62	0.00
1-Nov-30	0.00	2.145%	26,381.49	26,381.49	0.00	217,087.93
1-May-31	166,068.63	2.145%	26,381.49	192,450.12	218,831.61	0.00
1-Nov-31	0.00	2.145%	24,600.41	24,600.41	0.00	217,050.53
1-May-32	169,630.80	2.145%	24,600.41	194,231.21	218,831.62	0.00
1-Nov-32	0.00	2.145%	22,781.12	22,781.12	0.00	217,012.33
1-May-33	173,269.39	2.145%	22,781.12	196,050.51	218,831.63	0.00
1-Nov-33	0.00	2.145%	20,922.80	20,922.80	0.00	216,973.31
1-May-34	176,986.01	2.145%	20,922.80	197,908.81	218,831.61	0.00
1-Nov-34	0.00	2.145%	19,024.63	19,024.63	0.00	216,933.44
1-May-35	180,782.36	2.145%	19,024.63	199,806.99	218,831.62	0.00
1-Nov-35	0.00	2.145%	17,085.74	17,085.74	0.00	216,892.73
1-May-36	184,660.15	2.145%	17,085.74	201,745.89	218,831.63	0.00
1-Nov-36	0.00	2.145%	15,105.26	15,105.26	0.00	216,851.15
1-May-37	188,621.11	2.145%	15,105.26	203,726.37	218,831.63	0.00
1-Nov-37	0.00	2.145%	13,082.30	13,082.30	0.00	216,808.67
1-May-38	192,667.03	2.145%	13,082.30	205,749.33	218,831.63	0.00
1-Nov-38	0.00	2.145%	11,015.94	11,015.94	0.00	216,765.27
1-May-39	196,799.73	2.145%	11,015.94	207,815.67	218,831.61	0.00
1-Nov-39	0.00	2.145%	8,905.26	8,905.26	0.00	216,720.93
1-May-40	201,021.09	2.145%	8,905.26	209,926.35	218,831.61	0.00
1-Nov-40	0.00	2.145%	6,749.31	6,749.31	0.00	216,675.66
1-May-41	205,332.99	2.145%	6,749.31	212,082.30	218,831.61	0.00
1-Nov-41	0.00	2.145%	4,547.12	4,547.12	0.00	216,629.42
1-May-42	209,737.39	2.145%	4,547.12	214,284.51	218,831.63	0.00
1-Nov-42	0.00	2.145%	2,297.68	2,297.68	0.00	216,582.19
1-May-43	214,236.25	2.145%	2,297.68	216,533.93	218,831.61	216,533.93
Totals	3,385,500.00		791,867.56	4,177,367.56	4,177,367.56	4,177,367.56

Net Interest Rate	2.1450%
Bond Years	36,916.9004
Average Life	10.9044

The above schedule assumes full disbursement of the loan on the loan closing date.
07-Dec-23 Wisconsin Department of Administration



REPORT TO Utility Committee (UC) through Administrative Policy Committee

ITEM NAME:	Budget Amendment 3 Lift Station Maintenance
MEETING DATE:	April 16, 2024
PRESENTING COMMITTEE:	Utility Committee (UC) and Administrative Policy committee (APC)
COMMITTEE CONTACT:	Chris Voll and Alex Vedvik
STAFF CONTACT:	Leonard Ludi, Village Administrator Lisa Kerstner, CFO Treasurer
PREPARED BY:	Leonard Ludi, Village Administrator

ISSUE: Amending 2024 Village Budget for Lift Station Maintenance

OBJECTIVES: Village Board approve 2024 Budget to increase the Lift Station Maintenance line item.

ISSUE BACKGROUND/PREVIOUS ACTIONS: In the first quarter of 2024, the Village of Kronenwetter is close to exceeding their Lift Station Maintenance budget of \$40,000.00 due to the continued mechanical breakdown issues. Additional Lift Station Maintenance Budget is still needed for lift station maintenance and unforeseen breakdowns through the next 3 quarters of 2024. With that, this lift station maintenance Budget Amendment has been prepared for an additional \$30,000.00 due to the following subject matter:

- Replacement Flex Start Motor Controller Pump 1 – Lift Station 1
- Replacement Flex Start Motor Controller Pump 2– Lift Station 1
- Replacement Lift Station 3 Impeller
- Replacement Pump Lift Station 11
- Replacement 5 HP Pump for Lift station #9

In the past, line items on the financials have been over spent, and budget amendments were not done before these lines were over spent. With this amendment, it is obvious that the budget for Lift Station Maintenance was under forecast for the fiscal year 2024.

PROPOSAL: Village Board approves amending the Lift Station Maintenance line item to increase the current budget of \$40,000 by \$30,000 equaling a total budget of 70,000 for the fiscal year of 2024

ADVANTAGES: Budget amendment are necessary to meeting an adjusted reality of current and future Lift Station Maintenance needed to run the Village adequately at their current condition.

DISADVANTAGES: There are no alternatives if the Village does not have adequate Lift Station Maintenance budget, base of budget depletion over the 1st quarter 2024.

ITEMIZE ALL ANTICIPATED COSTS: Staying up with further deteriorating pumps and maintaining those lift stations ahead of potential breakdown.

RECOMMENDED ACTION: Approval to transfer \$9,000 from other Sewer operating budget accounts and \$21,000 from Retained Earnings into the Lift Station Maintenance budget line item (650-53650-832-000), for a total of \$30,000 to be transferred.

OTHER OPTIONS CONSIDERED: none

TIMING REQUIREMENTS/CONSTRAINTS: Required April 2024

FUNDING SOURCE(s) –
650-53650-851-009 - \$4,000.00 (Computer Supplies)
650-53650-856-002 – \$3,000.00 (Education & Seminars)
650-53650-856-003 - \$2,000.00 (Fuel)
SUBTOTAL: \$9,000.00
Retained Earnings: \$21,000
TOTAL: \$30,000.00

Description: Sewer Utility Maintenance of Stations
Current Encumbered budget: \$ 39,889

- **January 15, 2024 VP Signed Quote \$7,586.00**
(Replacement Flex Start Motor Controller Pump 1 – Lift Station 1)

- **January 16, 2024 PW Signed Quote \$6,086.00**
(Replacement Flex Start Motor Controller Pump 2– Lift Station 1)

- **March 12, 2024 VP Signed Quote: \$13,400.00**
(Replacement Lift Station 3 Impeller)

- **March 14, 2024 Signed Quote \$4,500.00**
(Replacement Pump Lift Station 11)

- **March 14, 2024 Signed Quote: \$8,317.00**
(Replacement 5 HP Pump for Lift station #9)

Remaining Budget: \$111



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

February 20, 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: Voll, Coyle, Solheim, Wadle-Leff, McCarthy(phone)

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.

Bernie Kramer 2150 E State HWY 153 Peplin, WI 54455 expressed concern on multiple issues including the amendment process, financial reporting, fund budget deficit, and concerns about funds being taken out of reserve accounts. Bernie stated there is weaknesses in financial reporting and was opposed to taking money from reserve funds.

David Baher 690 Happy Hollow Rd, Kronenwetter WI 54455 offered his support for ongoing county negotiations with Marathon County solid waste.

3. APPROVAL OF MINUTES

- C. Approval: November 21, 2023 Minutes

Motion by McCarthy/Coyle to approve November 21, 2023 APC minutes as presented. Motion carried 5:0 by Voice Vote.

- D. Approval: December 19, 2023, Minutes

Motion by McCarthy/Solheim to approve December 19, 2023 APC minutes as presented. Motion carried 5:0 by Voice Vote.

- E. Approval: January 16, 2023, Minutes

Motion by Wadle-Leff/Coyle to approve January 16, 2024 APC minutes as presented. Motion carried 5:0 by Voice Vote.

4. REPORTS AND DISCUSSIONS

- F. Treasurer's Report

Multiple reports were discussed respecting financials, audit, administrative report, and treasury board. Lisa-Finance Director mentioned an absence of financials due to ongoing auditing. Leonard-Administrator presented an updated report, highlighting special meetings, employee procedure reviews, director hiring processes, legal services RFP, contractual reviews, and planning for future actions.

Leonard-Administrator also addressed areas where improvements are needed, including leadership meetings and developing standardized hiring processes and professional development plans for employees.

- G. Administrator's Report

Leonard-Administrator addressed areas where improvements are needed, including leadership meetings and developing standardized hiring processes and professional development plans for employees.

5. OLD BUSINESS

- H. Discussion & Possible Action: Ordinance 227, Burning Permits
The committee discussed the proposed modifications to Ordinance 227 regarding open burning fire permits. Chief O'Brien pointed out changes aimed to streamline the permit process and manage control over burning activities more effectively. After reviewing the suggested modifications, the committee agreed to forward the revised ordinance to the village board. Motion by Coyle/Wadle-Leff to approve and recommend to the village board the revised burning permit as presented. Motion Carried 5:0 by Voice Vote.
- I. Discussion & Possible Action: Marathon County Humane Society Intake Report and Contract
The existing contract with the Marathon County Humane Society required review and update to account for current services the village obtained for non-dog type surrenders. After feedback and review, it was advised to work with the Humane Society to amend the documents accordingly. Motion by Coyle/McCarthy to have staff update the Administrator on the contract and recommend Village approve contract as amended. Motion Carried 5:0 by Voice Vote.
- J. Discussion & Possible Action: Village Ordinance 180-3
A recommended change was made to update the language of Village Ordinance 180-3 to reflect correct process procedures. The change was necessary to remove any ambiguity and ensure proper procedures are documented. The committee approved the changes and recommended to the village board for approval. Motion by Wadle-Leff/Solheim to amend Ordinance 180-3 to fix the two "Ks" and recommend Village Board approve as amended motion carried 5:0 By Voice Vote.
- K. Discussion & Possible Action: FIN-004
The committee proposed restructuring the organization chart for better readability and clarity. Further cleanup and separation into different sections are expected to be done by the staff.
- L. Discussion: Flow Charts
APC asked staff to work on flow charts for permits.

6. NEW BUSINESS

- M. Discussion & Possible Action: Police MOU for Vacation Time
There were discussions on modifying the MOU to specify that vacation time is awarded starting January 1st, adjusting away from accrual upon employment anniversary. The committee accepted the revised MOU language as clearer and more consistent with general practice. Motion by Coyle/Voll to approve the MOU as updated and recommend it to the village board. Motion carried 5:0 by Voice Vote.
- N. Discussion and Action: Budget Amendment #1
Discussions transpired over an unforeseen sale proceeds from the police squad car and how to allocate those funds within the budget. The suggestion was to designate the amount towards vehicle accident repairs. Regarding covering the fire truck debt missed in the 2024 budget, it was decided to propose a transfer from the undesignated funds until a more permanent solution could be established. Motion by Coyle/Voll recommend the Village Board approve Budget amendment #1 as presented. Motion carried 5:0 by Voice Vote.
- O. Discussion & Possible Action: Finance Advisor
The committee discussed changing the finance advisor from PFM to Ehlers due to better communication and consistent work relationship with the latter. The recommendation to switch advisors was made, including discontinuing with PFM.
Motion by Coyle/Wadle-Leff to recommend Village Board cancel contract with PMF, have staff fix the cancelation letter as discussed and recommend Village Board hire Ehlers as Village Finance Advisor. Motion carried 5:0 by Voice Vote.
- P. Discussion & Possible Action: New Policy - Filling Positions - Procedure

The discussion on creating a policy for the procedure of filling positions was covered; however, the administrator will work on refining the current draft to bring more clear and professional guidance before presenting back to the committee.

- Q. Discussion & Possible Action: Standard Offer Letter
The conversation revolved around creating a standardized offer letter for all future hires, which would consist of elements common to all positions. Leonard will further develop this and represent a revised version.
- R. Discussion & Possible action: Organization Chart
Discussion led to requesting staff reorganize the organizational chart to have a top-down flow starting with Village President.
- S. Discussion & Possible Action: FIN-006
The committee identified the necessity to amend FIN-006 to better capture the process and avoid future oversights like the current absence of a solid waste contract. To rectify the practice, staff will review and bring back recommendations to the committee.
- T. Discussion & Possible Action: Committee member compensation
The committee addressed the need to re-evaluate the compensation rates for committee members, which had not been adjusted for several years. A comparison with other municipalities was favored to ensure fairness.
- U. Discussion & Possible Action: Marathon County Solid Waste
A discussion occurred regarding the contract with the Marathon County Solid Waste Department, with a need to refine contract duration periods and possible expected cost increases in the future. Motion by Coyle/McCarthy to recommend Village Board approve the contract with Marathon County Solid Waste. Motion carried 5:0 by Voice Vote.
- V. Discussion & Possible Action: Amendment of Employee Handbook SEC. 2.10 Hours of Work
Suggestions to amend the Employee Handbook regarding work hours, and the requirement for a department head to be present at the municipal center were tabled.
- W. Discussion: Code of Conduct
No action

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

No additional Items were added for consideration for next meeting.

8. NEXT MEETING: March 19, 2024

9. ADJOURNMENT

Motion by Coyle/Voll to Adjourn. Motion carried 5:0 by Voice Vote at 7:36 PM

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

**Posted: 02/14/2023 Kronenwetter Municipal Center and www.kronenwetter.org
Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald**

EnterTextHere

**Village Administrator
Status Report: for Village Board
As of April 9, 2024**

- A. Prepared Evaluation for Lisa Kerstner CFO/Treasure for APC
- B. Prepared 2024 Evaluation Wage-Scale Budget Range for APC
- C. Prepared 2024 Road Maintenance Bid Packet Award for APC
- D. Prepared Budget Amendment Lift Station Maintenance for UC and APC
- E. Attended Adhoc Committee meeting regarding committee formation.
- F. Third party investigator for personnel claim is moving on to the next phase of staff & board interviews through the month of April 2024. Anticipate final interviews and recommendations through the end of May 2024.
- G. Developing Debt Management Policy with CFO/Treasurer with input utilities from auditors for future presentation to APC.
- H. Department Head review of latest version of Employee Handbook completed and prepared for APC.
- I. Continued review of 2023 budget over/under/balances with CFO/Treasurer
- J. Department Head Quarterly Budgets Reports scheduled for presentation to CFO/Treasurer on April 16, 2024.
- K. Prepared Capital Improvement Plan presentation for APC.
- L. Preparing the Municipal Building ADA Update Project for presentation to CLIPP and future APC to identify funding source. RFP being developed as well.
- M. Dan Mahoney mentoring meeting April 23, 2024 (HR, payroll with other subjects to be determined)

Ongoing Project Milestones:

- Railroad Accessibility Assessment Study (**Award pending funding**)
- 2024 Road Maintenance Bid Packet . (**Award pending APC & VB approval**)
- 90% Lift Station 8 & 4 Design submittal to DNR – **MARCH 2024** (received)
 - a. Drill rig was onsite April 1 for Geotech samples.
 - b. WDNR Submittal after 90% Plans: March 2024
 - c. Full Plan Set 100% Specifications: March 2024
 - d. Bid Project: March – Early April 2024
 - e. Award Contract: May 2024
 - f. Construction Start: summer 2024
- Municipal Center Roof Repair & Replacement Project (**Job walk Friday April 12**)
- Water Tank Maintenance – **Spring and Fall 2024**
- Parks Repairs and Maintenance Projects – **APRIL to JUNE 2024**
- Well 2 Shut Down (WTP Construction Project) – **APRIL 15 to APRIL 30, 2024**

- Well Water Treatment Plant Construction Project – Micro Meter install change order and Overhead change order approved.
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements - **JUNE 15, 2024**
 - a. **March 15, 2024:** Field work and Geotechnical work completed.
 - b. **April 15, 2024:** 2nd Utility Coordination Initiated.
 - c. **June 15, 2024:** 50% Plans, Specification and Preliminary Engineers Estimate
 - d. **August 15, 2024:** 90% Plans Specification and Engineers Estimate

VILLAGE OF KRONENWETTER
VILLAGE CASH AND INVESTMENTS

Feb-24

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCCOUNTS		
TAX SAVINGS ACCOUNT	4.60%	729,143.25
General Fund #100		-764,215.84
Debt Service Fund (350)	Interest	256,406.44
TIF #1 - Fd. #451	Earned:	344,464.82
TIF #2 - Fd. #452	\$ 5,421.47	536,215.26
TIF #3 - Fd. #453		13,432.19
TIF #4 - Fd. #454		128,143.74
Capital Projects - Fd. #410		212,191.47
Equipment Replacement - Fd. #750		2,505.17
GENERAL CHECKING (ICS)	4.60%	1,483,935.16
General Fund (100)		2,351,829.46
Municipal Court (221)		(37,686.37)
Park Fund (250)		4,113.16
Fire Department Donation (260)	Interest	19,488.18
2% Fire Dues (270)	Earned:	69,130.68
Debt Service Fund (350)	\$ 9,050.43	(258,548.59)
Capital Projects (410)		316,016.25
TIF 1 (451)		(1,489,589.93)
TIF 2 (452)		360,832.27
TIF 3 (453)		88,017.23
TIF 4 (454)		28,629.30
ARPA (500)		-
Equipment Replacement Fund (750)		31,703.52
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.39%	3,162,006.59
General Fund		3,056,856.51
	Interest	
TIF 1	Earned:	26,174.90
TIF 2	\$ 16,407.69	92.16
TIF 4		11,227.21
Parks		67,655.81
Valley Communities Credit Union		
	4.300%	6,808.00
General Fund	Interest	6,808.00
TIF 2	Earned:	-
TIF 3	\$ 497.93	-
Total Cash and Investments:		5,381,893.00

Total Interest Earned **\$ 31,377.52** **Rate of Earnings:** 0.583020%

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	2,351,829.46
Tax Savings Account	(764,215.84)
Local Government Investment Pool	3,056,856.51
Valley Communities Credit Union	6,808.00
General Fund Total	4,651,278.13
Municipal Court Fund	
General Checking	(37,686.37)
Court Fund Total	(37,686.37)

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	4,113.16
Local Government Investment Pool	67,655.81
Park Fund Total	71,768.97
Fire Department Donation	
General Checking	19,488.18
Fire Department Donation Total	19,488.18
2% Fire Dues	
General Checking	69,130.68
2% Fire Dues Total	69,130.68
Debt Service Fund	
General Checking	(258,548.59)
Tax Savings Account	256,406.44
Debt Service Fund Total	(2,142.15)
Capital Projects Fund	
General Checking	316,016.25
Tax Savings Account	212,191.47
Capital Projects Fund Total	528,207.72
TIF #1	
General Checking	(1,489,589.93)
Tax Savings Account	344,464.82
Local Government Investment Pool	26,174.90
TIF #1 Total	(1,118,950.21)
TIF #2	
General Checking	360,832.27
Tax Savings Account	536,215.26
Local Government Investment Pool	92.16
TIF #2 Total	897,139.69
TIF #3	
General Checking	88,017.23
Tax Savings Account	13,432.19
Local Government Investment Pool	-
TIF #3 Total	101,449.42
TIF #4	
General Checking	28,629.30
Tax Savings Account	128,143.74
Local Government Investment Pool	11,227.21
TIF #4 Total	168,000.25
Water Utility Fund	
General Checking	-
Local Government Investment Pool	-
Water Utility Fund Total	-
Sewer Utility Fund	
General Checking	-
Local Government Investment Pool	-
Sewer Utility Fund Total	-
Equipment Replacement Fund	
General Checking	31,703.52
Tax Savings Account	2,505.17
Equipment Replacement Fund Total	34,208.69
Total Cash and Investments:	5,381,893.00

VILLAGE OF KRONENWETTER
SEWER & WATER CASH AND INVESTMENTS

Feb-24

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCOUNTS		
GENERAL CHECKING (ICS)	4.60%	1,620,422.84
Interest Earned: \$ 4,485.20		
Water Utility (601)		1,100,439.38
Sewer Utility (650)		519,983.46
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.39%	1,941,856.53
Interest Earned: \$ 8,252.04		
Water Utility Fund		343,578.60
Water Utility Replacement Fund		783,504.85
Sewer Utility Fund		208,171.67
Sewer Utility Replacement Fund		606,601.41
Total Cash and Investments: 3,562,279.37		

Total Interest Earned \$ 12,737.24 Rate of Earnings: 0.357559%

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
Valley Communities Credit Union	-
General Fund Total	-
Municipal Court Fund	
General Checking	-
Court Fund Total	-

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	-
Local Government Investment Pool	-
Park Fund Total	-
Fire Department Donation	
General Checking	-
Fire Department Donation Total	-
2% Fire Dues	
General Checking	-
2% Fire Dues Total	-
Debt Service Fund	
General Checking	-
Tax Savings Account	-
Debt Service Fund Total	-
Capital Projects Fund	
General Checking	-
Tax Savings Account	-
Capital Projects Fund Total	-
TIF #1	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #1 Total	-
TIF #2	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #2 Total	-
TIF #3	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #3 Total	-
TIF #4	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #4 Total	-
Water Utility Fund	
General Checking	1,100,439.38
Local Government Investment Pool	1,127,083.45
Water Utility Fund Total	2,227,522.83
Sewer Utility Fund	
General Checking	519,983.46
Local Government Investment Pool	814,773.08
Sewer Utility Fund Total	1,334,756.54
Equipment Replacement Fund	
General Checking	-
Tax Savings Account	-
Equipment Replacement Fund Total	-
Total Cash and Investments: 3,562,279.37	

VILLAGE OF KRONENWETTER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
100-41000-110	GENERAL PROPERTY TAXES	.00	1,655,461.00	1,655,461.00	.00	100.0
100-41000-140	MOBILE HOME FEES (MONTHLY)	522.64	1,162.90	4,500.00	3,337.10	25.8
100-41000-141	MOBILE HOME LOTTERY CREDIT	.00	.00	235.00	235.00	.0
100-41000-151	MANAGED FOREST LAW (MFL)	.00	.00	31,000.00	31,000.00	.0
	TOTAL TAXES	522.64	1,656,623.90	1,691,196.00	34,572.10	98.0
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43000-001	STATE; SHARED REVENUES	.00	.00	462,532.50	462,532.50	.0
100-43000-003	ALL OTHER INTERGOVERNMENTAL	.00	.00	20,000.00	20,000.00	.0
100-43000-005	ENVIRONMENTAL IMPACT FEES	.00	.00	34,627.00	34,627.00	.0
100-43000-410	SHARED TAXES-WESTON 4	.00	.00	1,452,752.71	1,452,752.71	.0
100-43000-531	STATE; QUARTERLY HIGHWAY AID	.00	81,844.84	327,330.97	245,486.13	25.0
100-43000-540	LOCAL ROADS IMPROVEMENT GRANTS	.00	.00	25,000.00	25,000.00	.0
100-43000-541	COUNTY; CULVERT REIMBURSEMENT	.00	.00	35,000.00	35,000.00	.0
100-43000-545	STATE; RECYCLING AID	.00	.00	28,500.00	28,500.00	.0
100-43000-550	STATE; COMPUTER AID	.00	.00	404.27	404.27	.0
100-43000-560	VIDEO SERVICE PROVIDER AID	.00	.00	12,078.85	12,078.85	.0
100-43000-650	CROSSING GUARD FEES	.00	.00	2,500.00	2,500.00	.0
100-43650-000	FOREST CROP/MAN FOREST LAND	.00	.00	3,800.00	3,800.00	.0
100-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	15,505.25	15,505.25	.0
100-43790-000	OTHER LOCAL GOVERNMENT GRANTS	.00	.00	4,000.00	4,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	81,844.84	2,424,031.55	2,342,186.71	3.4
<u>REGULATION & COMPLINCE RE</u>						
100-44000-002	ALL OTHER PERMITS & LICENSES	100.00	131.00	.00	(131.00)	.0
100-44000-110	LIQUOR & BEER LICENSES	.00	.00	2,400.00	2,400.00	.0
100-44000-120	OPERATOR LICENSES	.00	.00	1,000.00	1,000.00	.0
100-44000-121	CIGARETTE LICENSES	.00	.00	100.00	100.00	.0
100-44000-122	KENNEL LICENSES & PERMITS	.00	75.00	.00	(75.00)	.0
100-44000-123	MOBILE HOME COURT LICENSES	.00	.00	100.00	100.00	.0
100-44000-124	DOG LICENSE LATE FEES	.00	.00	150.00	150.00	.0
100-44000-131	FARMERS MARKET PERMIT	170.00	170.00	1,000.00	830.00	17.0
100-44000-200	DOG LICENSES	618.00	1,799.50	2,200.00	400.50	81.8
100-44000-210	SIGN PERMITS/MISC LIC/PERMITS	.00	520.00	500.00	(20.00)	104.0
100-44000-300	BUILDING PERMITS	2,697.66	3,152.66	65,000.00	61,847.34	4.9
100-44000-400	ZONING & VARIANCE CHANGES	550.00	550.00	1,000.00	450.00	55.0
100-44000-401	CONDITIONAL USE PERMITS	300.00	300.00	1,250.00	950.00	24.0
100-44000-402	PLAT/CSM/SITE PLAN REVIEWS	1,600.00	1,600.00	2,500.00	900.00	64.0
100-44000-900	EXCAVATING PERMITS	300.00	300.00	500.00	200.00	60.0
	TOTAL REGULATION & COMPLINCE RE	6,335.66	8,598.16	77,700.00	69,101.84	11.1

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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Section 7, ItemH.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES, FORFEITURES AND PENALT</u>						
100-45100-100	FINES	2,906.94	5,813.88	34,000.00	28,186.12	17.1
	TOTAL FINES, FORFEITURES AND PENALT	2,906.94	5,813.88	34,000.00	28,186.12	17.1
<u>PUBLIC CHARGES FOR SERVIC</u>						
100-46000-200	SPECIAL ASSESSMENT SEARCH	280.00	490.00	3,200.00	2,710.00	15.3
100-46000-210	POLICE DEPARTMENT SERVICES	.00	30.00	100.00	70.00	30.0
100-46000-221	FIRE DEPARTMENT SERVICES	.00	.00	2,500.00	2,500.00	.0
100-46000-420	GARBAGE COLLECTION FEES	.00	367.20	514,500.00	514,132.80	.1
	TOTAL PUBLIC CHARGES FOR SERVIC	280.00	887.20	520,300.00	519,412.80	.2
<u>INTERGOV'T. CHARGES FOR S</u>						
100-47000-323	TOWN OF GUENTHER-STANDBY FEES	.00	.00	5,100.00	5,100.00	.0
	TOTAL INTERGOV'T. CHARGES FOR S	.00	.00	5,100.00	5,100.00	.0
<u>MISCELLANEOUS REVENUES</u>						
100-48000-100	INTEREST EARNED ON INVESTMENTS	14,315.66	44,461.83	120,000.00	75,538.17	37.1
100-48000-200	MUNICIPAL CENTER & PARK RENTAL	1,000.00	2,400.00	7,500.00	5,100.00	32.0
100-48000-201	ATHLETIC/SOCCER FIELD RENTAL	.00	.00	3,100.00	3,100.00	.0
100-48000-306	SALE OF SCRAP AND USED OIL	.00	847.67	1,500.00	652.33	56.5
100-48000-309	WOOD SALES-COUNTY FOREST LAND	6,961.74	6,961.74	11,500.00	4,538.26	60.5
100-48000-311	MISCELLANEOUS REVENUE	3,321.54	3,321.54	11,000.00	7,678.46	30.2
100-48000-312	SALE OF OFFICE SUPPLIES	16.73	28.13	100.00	71.87	28.1
100-48000-314	CULVERT WORK	.00	.00	7,500.00	7,500.00	.0
100-48000-316	FRANCHISE FEE	12,866.96	17,511.07	71,000.00	53,488.93	24.7
100-48000-500	DONATIONS; OTHER	.00	.00	500.00	500.00	.0
100-48000-530	DONATIONS-POLICE DEPARTMENT	.00	60.00	500.00	440.00	12.0
100-48301-000	SALE OF LAW ENFORCEMENT EQUIPM	7,625.00	7,625.00	7,625.00	.00	100.0
100-48510-000	COMMUNITY EVENTS SPONSORSHIPS	.00	.00	3,500.00	3,500.00	.0
	TOTAL MISCELLANEOUS REVENUES	46,107.63	83,216.98	245,325.00	162,108.02	33.9
<u>OTHER FINANCING SOURCES</u>						
100-49000-600	INSURANCE PROCEEDS; OTHER	.00	.00	2,500.00	2,500.00	.0
100-49155-000	UNDESIGNATED FUND REVENUE	.00	.00	402,438.05	402,438.05	.0
100-49900-000	CARRY OVER- PRIOR YEAR FUNDS	.00	.00	178,165.61	178,165.61	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	583,103.66	583,103.66	.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	56,152.87	1,836,984.96	5,580,756.21	3,743,771.25	32.9

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>GENERAL GOVERNMENT</u>						
100-51000-108-110	BOARD MEMBERS SALARIES & WAGES	.00	.00	33,000.00	33,000.00	.0
100-51000-108-151	FICA TAX - VILLAGE BOARD	.00	.00	2,524.50	2,524.50	.0
100-51000-108-320	EXPENSES - BOARD MEMBERS	159.68	331.71	2,000.00	1,668.29	16.6
	TOTAL GENERAL GOVERNMENT	159.68	331.71	37,524.50	37,192.79	.9
<u>MUNICIPAL COURT</u>						
100-51200-100-333	MUNICIPAL COURT LEGAL FEES	904.06	904.06	7,500.00	6,595.94	12.1
100-51200-352-000	KRONENWETTER COURT EXPENDITURE	.00	.00	25,000.00	25,000.00	.0
	TOTAL MUNICIPAL COURT	904.06	904.06	32,500.00	31,595.94	2.8
<u>LEGAL</u>						
100-51300-302-000	LEGAL FEES-GENERAL	5,901.50	5,901.50	15,000.00	9,098.50	39.3
	TOTAL LEGAL	5,901.50	5,901.50	15,000.00	9,098.50	39.3
<u>GENERAL OFFICE</u>						
100-51400-460-000	OFFICE SUPPLIES	1,112.75	2,070.43	15,000.00	12,929.57	13.8
100-51400-470-000	OFFICE EQUIPMENT/SERVICE AGREE	8,716.78	3,369.91	13,000.00	9,630.09	25.9
100-51400-485-000	COMPUTER SUPPLIES, EXPENSES &	51,759.45	35,605.45	72,500.00	36,894.55	49.1
100-51400-510-000	INDEPENDENT AUDIT/ACCOUNTING	1,533.00	1,533.00	30,000.00	28,467.00	5.1
100-51400-512-000	MUNICIPAL CODE UPDATE SERVICES	.00	.00	5,000.00	5,000.00	.0
100-51400-516-000	UNIFORMS/APPAREL	.00	.00	1,000.00	1,000.00	.0
100-51400-517-000	EMPLOYEE SAFETY/WELLNESS/GIFTS	.00	148.35	350.00	201.65	42.4
	TOTAL GENERAL OFFICE	63,121.98	42,727.14	136,850.00	94,122.86	31.2
<u>ADMINISTRATOR</u>						
100-51410-110-110	SALARIES & WAGES - ADMINISTRAT	3,317.32	3,317.32	90,562.50	87,245.18	3.7
100-51410-110-151	FICA TAX - ADMINISTRATOR	249.14	249.14	6,928.03	6,678.89	3.6
100-51410-110-152	RETIREMENT - ADMINISTRAT	228.89	228.89	6,248.81	6,019.92	3.7
100-51410-110-154	INSURANCE - ADMINISTRAT	544.86	544.86	15,015.78	14,470.92	3.6
100-51410-131-000	EAP FRINGE - ADMINISTRATOR	.00	.00	27.00	27.00	.0
100-51410-322-000	MISC-BUSINESS/MTG EXPENSES	10.99	10.99	2,000.00	1,989.01	.6
100-51410-340-000	ADMIN; SEMINARS & MILEAGE	375.00	375.00	2,000.00	1,625.00	18.8
	TOTAL ADMINISTRATOR	4,726.20	4,726.20	122,782.12	118,055.92	3.9

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>COMMUNITY DEVELOPMENT/ZON</u>						
100-51420-110-110	SALARIES & WAGES - ZONING ADMI	5,831.40	11,662.38	82,110.00	70,447.62	14.2
100-51420-110-151	FICA TAX - ZONING ADMIN	434.74	869.45	6,281.41	5,411.96	13.8
100-51420-110-152	COMM. DEVELOP/ZONING; RETIREME	402.38	804.73	5,665.59	4,860.86	14.2
100-51420-110-154	COMM. DEVELOP/ZONING; HEALTH I	1,336.72	2,673.34	18,419.36	15,746.02	14.5
100-51420-131-000	COMM. DEVELOP/ZONING; EAP FRIN	.00	.00	27.00	27.00	.0
100-51420-340-000	CD/ZONING; SEMINARS & MILEAGE	40.00	40.00	1,500.00	1,460.00	2.7
100-51420-345-000	CD/ZA MATERIALS AND SUPPLIES	.00	.00	500.00	500.00	.0
100-51420-350-000	COMMUNITY EVENTS	439.85	439.85	11,050.00	10,610.15	4.0
100-51420-360-000	PUBLIC RELATIONS/MARKETING	.00	165.00	2,000.00	1,835.00	8.3
100-51420-370-000	ENGINEERING/SURVEYING/CONSULTI	426.80	426.80	5,000.00	4,573.20	8.5
	TOTAL COMMUNITY DEVELOPMENT/ZON	8,911.89	17,081.55	132,553.36	115,471.81	12.9
<u>CLERK</u>						
100-51421-110-110	SALARIES & WAGES - CLERK	4,615.40	6,692.32	66,150.00	59,457.68	10.1
100-51421-110-151	FICA TAX - CLERK	340.72	494.06	5,060.47	4,566.41	9.8
100-51421-110-152	RETIREMENT - CLERK	318.46	464.08	4,564.35	4,100.27	10.2
100-51421-110-154	INSURANCE - CLERK	1,452.96	2,833.26	20,041.00	17,207.74	14.1
100-51421-131-000	EAP FRINGE - CLERK	.00	.00	27.00	27.00	.0
100-51421-322-000	MISC - BONDING	.00	.00	150.00	150.00	.0
100-51421-340-000	CLERK; SEMINARS & MILEAGE	.00	.00	4,000.00	4,000.00	.0
	TOTAL CLERK	6,727.54	10,483.72	99,992.82	89,509.10	10.5
<u>DEPUTY CLERK</u>						
100-51422-110-110	SALARIES & WAGES - DEPUTY CLER	395.97	706.88	5,026.18	4,319.30	14.1
100-51422-110-151	FICA TAX - DEPUTY CLERK	29.06	51.62	384.49	332.87	13.4
100-51422-110-152	RETIREMENT - DEPUTY CLER	27.32	48.87	346.81	297.94	14.1
100-51422-110-154	INSURANCE - DEPUTY CLER	145.30	290.60	2,002.10	1,711.50	14.5
100-51422-322-000	DEPUTY CLERK; MUNICIPAL BONDIN	.00	.00	150.00	150.00	.0
100-51422-340-000	DEPUTY CLERK; SEMINARS & MILEAG	.00	.00	1,000.00	1,000.00	.0
	TOTAL DEPUTY CLERK	597.65	1,097.97	8,909.58	7,811.61	12.3
<u>ADMIN ASSIST</u>						
100-51423-110-110	SALARIES & WAGES - AA	3,085.02	5,956.75	50,262.00	44,305.25	11.9
100-51423-110-151	FICA TAX - AA	223.65	430.98	3,845.04	3,414.06	11.2
100-51423-110-152	RETIREMENT - AA	212.86	411.95	3,468.08	3,056.13	11.9
100-51423-110-154	INSURANCE - AA	1,452.96	2,905.92	20,041.00	17,135.08	14.5
100-51423-340-000	ADMIN ASSIST; SEMINARS & MILEA	40.00	40.00	1,500.00	1,460.00	2.7
	TOTAL ADMIN ASSIST	5,014.49	9,745.60	79,116.12	69,370.52	12.3

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>PLANNING TECHNICIAN</u>						
100-51425-110-110	SALARY & WAGES - PLAN TECH	2,855.43	5,348.55	44,100.00	38,751.45	12.1
100-51425-110-151	FICA TAX - PLAN TECH	206.09	384.66	3,373.65	2,988.99	11.4
100-51425-110-152	RETIREMENT - PLAN TECH	197.02	369.89	3,042.90	2,673.01	12.2
100-51425-110-154	INSURANCE - PLAN TECH	1,452.96	2,884.12	20,021.04	17,136.92	14.4
100-51425-131-000	EAP FRINGE - PLAN TECH	.00	.00	27.00	27.00	.0
100-51425-340-000	PLAN TECH; SEMINARS & MILEAGE	.00	.00	500.00	500.00	.0
	TOTAL PLANNING TECHNICIAN	4,711.50	8,987.22	71,064.59	62,077.37	12.7
<u>ACCT CLERK</u>						
100-51427-110-110	SALARIES & WAGES - ACCT CLERK	3,132.32	5,465.49	50,262.00	44,796.51	10.9
100-51427-110-151	FICA TAX - ACCT CLERK	229.73	398.35	3,845.04	3,446.69	10.4
100-51427-110-152	RETIREMENT - ACCT CLERK	216.13	378.14	3,468.08	3,089.94	10.9
100-51427-110-154	INSURANCE - ACCT CLERK	1,162.37	2,324.65	20,041.00	17,716.35	11.6
100-51427-131-000	EAP FRINGE - ACCT CLERK	.00	.00	27.00	27.00	.0
100-51427-322-000	MISC - BONDING - ACCT CLERK	.00	.00	300.00	300.00	.0
100-51427-340-000	ACCT CLERK; SEMINARS & MILEAGE	71.29	71.29	1,000.00	928.71	7.1
	TOTAL ACCT CLERK	4,811.84	8,637.92	78,943.12	70,305.20	10.9
<u>ELECTIONS</u>						
100-51440-110-110	SALARIES & WAGES - ELECTIONS	.00	.00	20,000.00	20,000.00	.0
100-51440-110-151	FICA TAX - ELECTIONS	.00	.00	1,530.00	1,530.00	.0
100-51440-350-000	OTHER EXPENSES & SUPPLIES	708.80	2,379.96	27,000.00	24,620.04	8.8
	TOTAL ELECTIONS	708.80	2,379.96	48,530.00	46,150.04	4.9
<u>COMMISSIONS, COMMITTEES,</u>						
100-51500-535-110	PFC COMMITTEE WAGES	.00	.00	1,200.00	1,200.00	.0
100-51500-535-151	PFC COMMITTEE FICA	.00	.00	100.00	100.00	.0
100-51500-540-110	CLIPP - WAGES	.00	.00	900.00	900.00	.0
100-51500-540-151	CLIPP - FICA	.00	.00	100.00	100.00	.0
100-51500-560-110	PLANNING COMMISSION WAGES	.00	75.00	1,900.00	1,825.00	4.0
100-51500-560-151	PLANNING COMMISSION FICA	1.43	7.17	100.00	92.83	7.2
100-51500-580-000	RECRUITMENT & BACKGROUND CHECK	38.74	38.74	5,000.00	4,961.26	.8
100-51500-590-110	ADMINISTRATIVE POLICY WAGES	.00	.00	950.00	950.00	.0
100-51500-590-151	ADMINISTRATIVE POLICY FICA	.00	.00	100.00	100.00	.0
100-51500-595-110	SPECIAL / AD HOC COMMITTEES WA	.00	.00	450.00	450.00	.0
100-51500-595-151	SPECIAL / AD HOC COMMITTEES FI	.00	.00	50.00	50.00	.0
100-51500-596-110	KOWALSKI INTERCHANGE WAGES	25.00	25.00	225.00	200.00	11.1
100-51500-596-151	KOWALSKI INTERCHANGE FICA	1.91	1.91	25.00	23.09	7.6
	TOTAL COMMISSIONS, COMMITTEES,	67.08	147.82	11,100.00	10,952.18	1.3

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		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TREASURER</u>						
100-51520-110-110	SALARIES & WAGES - TREASURER	3,399.35	5,949.37	46,410.00	40,460.63	12.8
100-51520-110-151	FICA TAX - TREASURER	253.63	443.89	3,550.37	3,106.48	12.5
100-51520-110-152	RETIREMENT - TREASURER	234.56	411.36	3,202.29	2,790.93	12.9
100-51520-110-154	INSURANCE - TREASURER	755.40	1,510.94	10,415.00	8,904.06	14.5
100-51520-131-000	EAP FRINGE - TREASURER	.00	.00	27.00	27.00	.0
100-51520-322-000	MISCELLANEOUS-BONDING	.00	.00	650.00	650.00	.0
100-51520-340-000	TREASURER; SEMINARS & MILEAGE	254.65	363.65	3,000.00	2,636.35	12.1
	TOTAL TREASURER	4,897.59	8,679.21	67,254.66	58,575.45	12.9
<u>ASSESSOR</u>						
100-51530-110-000	ASSESSOR FEE	1,439.58	2,879.16	16,250.00	13,370.84	17.7
100-51530-113-000	ASSESSOR - MANUFACTURING	.00	.00	1,200.00	1,200.00	.0
	TOTAL ASSESSOR	1,439.58	2,879.16	17,450.00	14,570.84	16.5
<u>MUNICIPAL BUILDING</u>						
100-51600-110-110	WAGES -CLEANING/SNOW REMOVAL	1,240.00	2,219.30	16,500.00	14,280.70	13.5
100-51600-110-151	FICA - CLEANING/SNOW REMOVAL	94.86	169.77	1,262.25	1,092.48	13.5
100-51600-326-000	UTILITIES	3,365.91	4,204.45	35,000.00	30,795.55	12.0
100-51600-354-000	MATERIALS & SUPPLIES	.00	691.93	4,500.00	3,808.07	15.4
100-51600-389-000	MAINTENANCE	1,021.09	2,674.03	35,000.00	32,325.97	7.6
100-51600-390-000	MAJOR REPAIRS	.00	.00	238,400.00	238,400.00	.0
	TOTAL MUNICIPAL BUILDING	5,721.86	9,959.48	330,662.25	320,702.77	3.0
<u>OTHER GENERAL GOVERNMENT</u>						
100-51900-095-000	UNEMPLOYMENT	.00	.00	5,000.00	5,000.00	.0
100-51900-115-000	VILLAGE EMPLOYEE EVENT	.00	14.76	1,000.00	985.24	1.5
100-51900-120-000	EMPLOYEE SETTLEMENTS	.00	.00	7,875.00	7,875.00	.0
100-51900-938-000	PROPERTY & LIABILITY INSURANCE	.00	.00	25,092.00	25,092.00	.0
100-51900-960-000	PUBLICATIONS	40.88	40.88	3,500.00	3,459.12	1.2
100-51900-970-000	NEWSLETTER	.00	.00	8,000.00	8,000.00	.0
100-51900-990-000	DUES & MEMBERSHIPS	440.00	549.33	9,500.00	8,950.67	5.8
100-51900-991-000	BANK & INVESTMENT FEES	40.00	102.50	2,500.00	2,397.50	4.1
100-51900-994-000	WEIGHTS MEASURES INSPECTION	.00	.00	400.00	400.00	.0
	TOTAL OTHER GENERAL GOVERNMENT	520.88	707.47	62,867.00	62,159.53	1.1

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	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>NON-RECURRING OPERATING E</u>					
100-51990-000-000 NON-RECURRING OPERATING EXP.	(600.00)	.00	.00	.00	.0
TOTAL NON-RECURRING OPERATING E	(600.00)	.00	.00	.00	.0

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>POLICE DEPT</u>						
100-52000-110-110	SALARIES & WAGES - CROSS GUARD	528.02	900.74	4,860.00	3,959.26	18.5
100-52000-110-151	FICA TAX - CROSSING GUARD	40.40	68.92	371.79	302.87	18.5
100-52000-110-154	INSURANCE - CROSS GUARD	.00	.00	300.00	300.00	.0
100-52000-120-138	TRAINING & CONF - POLICE CHIEF	220.49	495.49	2,000.00	1,504.51	24.8
100-52000-120-140	EMPLOYEE ASSISTANCE PROG-CHIEF	.00	.00	27.00	27.00	.0
100-52000-120-146	PROFESSIONAL DUES-POLICE CHIEF	.00	480.00	575.00	95.00	83.5
100-52000-120-157	EAP-LIEUTENANT	.00	.00	27.00	27.00	.0
100-52000-120-159	PROFESSIONAL DUES - LIEUTENANT	.00	245.00	250.00	5.00	98.0
100-52000-120-160	TRAINING & CONF - LIEUTENANT	.00	.00	2,000.00	2,000.00	.0
100-52000-120-238	TRAINING - OFFICERS	500.00	2,519.89	6,500.00	3,980.11	38.8
100-52000-120-240	EMERGENCY ASSIST PROG-OFFICERS	.00	.00	250.00	250.00	.0
100-52000-120-250	LEGAL SERVICES-POLICE DEPT	.00	282.00	1,000.00	718.00	28.2
100-52000-120-320	AMMUNITION	.00	.00	3,000.00	3,000.00	.0
100-52000-120-321	FT OFFICERS PROTECTIVE CLOTH	1,517.74	2,063.57	9,000.00	6,936.43	22.9
100-52000-120-322	PT OFFICERS PROTECTIVE CLOTH	.00	.00	500.00	500.00	.0
100-52000-120-323	PHYSICAL EXAMS	.00	.00	1,000.00	1,000.00	.0
100-52000-120-324	FUEL	2,278.30	2,299.00	50,000.00	47,701.00	4.6
100-52000-120-326	TELEPHONE & UTILITIES - POLICE	207.65	415.30	8,000.00	7,584.70	5.2
100-52000-120-380	EQUIPMENT REPAIRS/MAINTENANCE	3,283.31	3,938.07	20,000.00	16,061.93	19.7
100-52000-120-434	EMPLOYEE ASSIST PROG-PD CLERK	.00	.00	27.00	27.00	.0
100-52000-120-437	MILEAGE - POLICE CLERK	.00	.00	150.00	150.00	.0
100-52000-120-438	TRAIN/MEETINGS - POLICE CLERK	.00	.00	300.00	300.00	.0
100-52000-120-460	OFFICE SUPPLIES	243.11	477.02	5,500.00	5,022.98	8.7
100-52000-120-475	POSTAGE & SHIPPING	30.00	52.55	550.00	497.45	9.6
100-52000-120-476	PROPERTY ROOM/EVIDENCE	.00	63.00	1,000.00	937.00	6.3
100-52000-120-811	OUTLAY-EQUIPMENT	.00	.00	7,900.00	7,900.00	.0
100-52000-120-812	PD GRANT EXPENDITURES	.00	.00	4,000.00	4,000.00	.0
100-52000-120-815	PD CONTRACTED SERVICES	.00	.00	500.00	500.00	.0
100-52000-120-820	PD: COMPUTER SUPPLIES, EXPENSE	.00	1,375.23	33,000.00	31,624.77	4.2
100-52000-120-938	POLICE DEPARTMENT INSURANCE	.00	415.26	32,000.00	31,584.74	1.3
100-52000-121-110	SALARY & WAGES - LIEUTENANT	7,513.32	13,148.29	101,091.61	87,943.32	13.0
100-52000-121-151	FICA - LIEUTENANT	562.42	984.23	7,733.51	6,749.28	12.7
100-52000-121-152	RETIREMENT - LIEUTENANT	1,075.90	1,882.82	14,456.10	12,573.28	13.0
100-52000-121-154	HEALTH INSURANCE - LIEUTENANT	1,452.96	2,905.92	20,041.00	17,135.08	14.5
100-52000-122-110	SALARIES & WAGES - FT OFFICERS	37,218.42	73,320.11	501,775.00	428,454.89	14.6
100-52000-122-151	FICA TAX - FT OFFICERS	2,770.03	5,531.79	38,385.79	32,854.00	14.4
100-52000-122-152	RETIREMENT (WRS) - FT OFFICERS	5,258.08	10,368.03	71,753.83	61,385.80	14.5
100-52000-122-154	HEALTH INSURANCE - FT OFFICERS	5,811.84	6,009.12	120,150.00	114,140.88	5.0
100-52000-123-110	SALARIES & WAGES - PT OFFICERS	.00	.00	6,900.00	6,900.00	.0
100-52000-123-151	FICA TAX - PT OFFICERS	.00	.00	527.85	527.85	.0
100-52000-124-110	SALARIES & WAGES - POLICE CLERK	2,117.18	3,720.42	28,788.60	25,068.18	12.9
100-52000-124-151	FICA TAX - POLICE CLERK	155.91	272.52	2,202.33	1,929.81	12.4
100-52000-124-152	RETIREMENT(WRS) - POLICE CLERK	146.09	257.22	1,986.41	1,729.19	13.0
100-52000-124-154	HEALTH INS - POLICE CLERK	711.81	1,423.72	10,093.00	8,669.28	14.1
100-52000-125-110	SALARIES & WAGES - PROPERTY RO	.00	.00	10,388.00	10,388.00	.0
100-52000-125-151	FICA TAX - PROP ROOM MGR	.00	.00	794.68	794.68	.0
100-52000-126-110	SALARIES & WAGES PT POLICE CLE	.00	.00	24,580.00	24,580.00	.0
100-52000-126-151	PT POILCE CLERK; FICA TAX	.00	.00	3,760.74	3,760.74	.0
100-52000-127-110	SALARY & WAGES - POLICE CHIEF	8,268.16	14,469.28	111,250.00	96,780.72	13.0
100-52000-127-151	FICA TAX - POLICE CHIEF	620.16	1,082.19	8,510.63	7,428.44	12.7
100-52000-127-152	RETIREMENT(WRS) - POLICE CHIEF	1,184.00	2,072.00	15,908.75	13,836.75	13.0
100-52000-127-154	HEALTH INS - POLICE CHIEF	1,452.96	2,905.92	20,041.00	17,135.08	14.5

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100-52000-128-110	SALARY & WAGES - SARGEANT	14,026.19	16,434.09	182,900.00	166,465.91	9.0
100-52000-128-151	FICA TAX - SARGEANT	1,073.01	1,257.22	13,991.85	12,734.63	9.0
100-52000-128-152	RETIREMENT(WRS) - SARGEANT	1,936.94	2,245.95	26,154.70	23,908.75	8.6
100-52000-128-154	HEALTH INS - SARGEANT	.00	.00	5,100.00	5,100.00	.0
	TOTAL POLICE DEPT	102,204.40	176,381.88	1,543,853.17	1,367,471.29	11.4
	 FIRE & EMS					
100-52200-201-110	SALARIES & WAGES - FIRE DEPART	12,954.00	12,954.00	163,290.00	150,336.00	7.9
100-52200-201-131	EMPLOYEE ASSISTANCE PROGRAM	.00	.00	750.00	750.00	.0
100-52200-201-151	FICA TAX - FIRE DEPARTMENT	981.91	981.91	13,256.69	12,274.78	7.4
100-52200-201-152	RETIREMENT FIRE DEPARTMENT	802.64	802.64	10,000.00	9,197.36	8.0
100-52200-201-321	PROTECTIVE CLOTHING	.00	.00	20,000.00	20,000.00	.0
100-52200-201-322	MISCELLANEOUS FD SUPPLIES	116.04	116.04	1,000.00	883.96	11.6
100-52200-201-323	PHYSICAL EXAMS	.00	190.50	1,500.00	1,309.50	12.7
100-52200-201-324	FUEL	161.71	161.71	7,000.00	6,838.29	2.3
100-52200-201-326	UTILITIES - SIREN	62.91	62.91	430.00	367.09	14.6
100-52200-201-327	RADIOS	.00	.00	7,500.00	7,500.00	.0
100-52200-201-328	DISAB/ACCIDENT DEATH POLICY	.00	.00	7,000.00	7,000.00	.0
100-52200-201-330	PHONE REIMBURSEMENT	80.00	80.00	960.00	880.00	8.3
100-52200-201-331	FD DUES & MEMBERSHIPS	.00	.00	1,000.00	1,000.00	.0
100-52200-201-340	TRAINING/SCHOOLING/MEETINGS	.00	1,200.00	4,000.00	2,800.00	30.0
100-52200-201-350	OFFICE EXPENSES & SUPPLIES	124.94	125.88	1,500.00	1,374.12	8.4
100-52200-201-380	EQUIPMENT REPAIRS/MAINTENANCE	.00	312.50	30,000.00	29,687.50	1.0
100-52200-201-383	FIELD TOOLS OUTLAY	675.00	675.00	7,500.00	6,825.00	9.0
100-52200-201-820	COMPUTER PURCHASE/SOFTWARE	514.61	514.61	1,500.00	985.39	34.3
100-52200-201-938	FIRE DEPARTMENT INSURANCE	.00	.00	20,000.00	20,000.00	.0
100-52200-201-940	FD GRANT MATCHING	9,552.63	9,552.63	10,000.00	447.37	95.5
100-52200-300-110	SALARIES & WAGES - FR/EMS	128.00	128.00	33,714.50	33,586.50	.4
100-52200-300-151	FICA TAX - FIRST RESPONDERS	9.80	9.80	2,579.16	2,569.36	.4
100-52200-301-000	EQUIPMENT SUPPLIES/MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
100-52200-301-340	TRAINING/SCHOOLING/ADD'L MTGS	.00	126.00	1,600.00	1,474.00	7.9
100-52200-301-350	SUPPLIES, MILEAGE & EXPENSES	413.18	413.18	3,000.00	2,586.82	13.8
100-52200-301-360	MEDICAL/PHYSICALS	.00	.00	100.00	100.00	.0
100-52200-301-811	OUTLAY-EQUIPMENT	98.00	98.00	4,000.00	3,902.00	2.5
100-52200-310-210	OUTSIDE SERVICES	.00	.00	22,000.00	22,000.00	.0
100-52200-310-329	SERVICE/STANDBY FEE	.00	56,475.56	65,000.00	8,524.44	86.9
	TOTAL FIRE & EMS	26,675.37	84,980.87	445,180.35	360,199.48	19.1
	 BUILDING INSPECTOR					
100-52400-400-250	CONTRACTED INSPECTOR SERVICES	.00	.00	25,000.00	25,000.00	.0
100-52400-400-353	HOUSE NUMBERS	.00	.00	600.00	600.00	.0
100-52400-400-354	COMPUTER SOFTWARE AND SUPPLIES	.00	.00	1,000.00	1,000.00	.0
	TOTAL BUILDING INSPECTOR	.00	.00	26,600.00	26,600.00	.0

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<u>POLICE & FIRE COMMISSION</u>					
100-52800-100-321	PFC POSTAGE	30.00	30.00	50.00	20.00 60.0
100-52800-100-340	PFC TRAINING/SCHOOLING	.00	.00	375.00	375.00 .0
100-52800-100-354	MATERIALS & SUPPLIES	.00	.00	50.00	50.00 .0
100-52800-101-110	PFC CLERK SALARIES & WAGES	259.57	455.90	4,709.86	4,253.96 9.7
100-52800-101-151	PFC CLERK FICA TAX	19.11	33.39	360.30	326.91 9.3
100-52800-101-152	PFC CLERK RETIREMENT	17.91	31.52	324.98	293.46 9.7
100-52800-101-154	PFC CLERK-HEALTH INSURANCE	87.27	174.45	1,682.17	1,507.72 10.4
100-52800-330-000	LEGAL FEES-POLICE & FIRE COMM	.00	.00	100.00	100.00 .0
	TOTAL POLICE & FIRE COMMISSION	413.86	725.26	7,652.31	6,927.05 9.5

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<u>PUBLIC WORKS</u>						
100-53000-300-000	ENGINEERING COSTS	3,212.50	4,287.50	25,000.00	20,712.50	17.2
100-53000-301-000	STORMWATER PERMIT REQUIREMENTS	.00	.00	1,000.00	1,000.00	.0
100-53000-302-110	SALARIES & WAGES - PW DIRECTOR	1,644.23	4,110.58	44,887.50	40,776.92	9.2
100-53000-302-131	EAP FRINGE - PW DIRECTOR	.00	.00	27.00	27.00	.0
100-53000-302-151	FICA TAX - PW DIRECTOR	123.00	307.50	3,433.89	3,126.39	9.0
100-53000-302-152	RETIREMENT (WRS) - PW DIRECTOR	113.45	284.45	3,097.24	2,812.79	9.2
100-53000-302-154	HEALTH INSURANCE - PW DIRECTOR	326.92	980.76	9,009.47	8,028.71	10.9
100-53000-302-322	PHONE EXPENSE - PW DIRECTOR	.00	.00	480.00	480.00	.0
100-53000-302-340	PWD; SEMINARS, TRAINING & MILE	.00	.00	4,500.00	4,500.00	.0
100-53000-311-110	SALARIES & WAGES - PW	30,017.14	51,209.71	267,605.36	216,395.65	19.1
100-53000-311-130	PW EMPLOYEES PHYSICALS	.00	110.00	350.00	240.00	31.4
100-53000-311-137	PW CREW EAP FRINGE	.00	.00	150.00	150.00	.0
100-53000-311-151	FICA - PW	2,233.28	3,793.80	20,475.00	16,681.20	18.5
100-53000-311-152	RETIREMENT - PW	2,062.82	3,583.75	18,465.00	14,881.25	19.4
100-53000-311-154	HEALTH INSURANCE - PW	7,417.76	14,559.12	94,100.00	79,540.88	15.5
100-53000-311-342	SALT/BRINE	41,903.97	41,903.97	245,000.00	203,096.03	17.1
100-53000-311-344	PATCHING MATERIAL-ASPHALT	.00	.00	45,000.00	45,000.00	.0
100-53000-311-345	SEAL COATING	.00	.00	300,000.00	300,000.00	.0
100-53000-311-346	CRACKFILLING	.00	.00	65,000.00	65,000.00	.0
100-53000-311-347	PAVEMENT MARKING	.00	.00	20,000.00	20,000.00	.0
100-53000-311-348	GRAVEL & ROAD BASE	.00	.00	25,000.00	25,000.00	.0
100-53000-311-357	CULVERTS	.00	.00	15,000.00	15,000.00	.0
100-53000-311-358	ROAD SIGNS	368.90	368.90	4,300.00	3,931.10	8.6
100-53000-311-359	BRIDGE INSPECTIONS	.00	.00	2,000.00	2,000.00	.0
100-53000-311-360	STORM WATER	1,500.00	1,500.00	1,500.00	.00	100.0
100-53000-311-380	EQUIPMENT; REPAIRS/MAINTENANCE	1,514.01	6,517.77	70,000.00	63,482.23	9.3
100-53000-311-381	TRAFFIC SIGNAL MAINT. & REPAIR	.00	.00	6,500.00	6,500.00	.0
100-53000-311-384	PWKS; FUEL & OIL CHANGES	317.52	326.50	65,000.00	64,673.50	.5
100-53000-311-814	PW; EQUIPMENT RENTALS	.00	250.00	34,000.00	33,750.00	.7
100-53000-312-326	GARAGE UTILITIES	2,191.58	2,832.01	15,000.00	12,167.99	18.9
100-53000-312-329	UNIFORMS & SAFETY EQUIPMENT	461.12	820.98	4,500.00	3,679.02	18.2
100-53000-312-354	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
100-53000-312-355	WINTER MAINT-PLOW BLADES ETC	.00	.00	10,000.00	10,000.00	.0
100-53000-312-356	WINTER DAMAGE-PRIVATE PROPERTY	.00	.00	300.00	300.00	.0
100-53000-314-320	GARAGE SUPPLIES & EXPENSES	921.60	2,277.77	20,000.00	17,722.23	11.4
100-53000-314-422	WEATHER SIRENS	.00	.00	1,000.00	1,000.00	.0
100-53000-315-420	STREET LIGHTING	4,504.32	8,680.02	52,000.00	43,319.98	16.7
100-53000-620-315	RECYCLING EXPENSES	10,392.69	20,488.49	145,000.00	124,511.51	14.1
100-53000-620-317	YARD WASTE SITE EXP	.00	2,500.00	37,000.00	34,500.00	6.8
100-53000-620-320	SOLID WASTE COLLECTION EXPENSE	20,126.89	25,497.79	350,000.00	324,502.21	7.3
100-53000-938-000	PUBLIC WORKS INSURANCE	.00	.00	40,000.00	40,000.00	.0
100-53000-940-000	ROW TREE WORK	.00	.00	2,000.00	2,000.00	.0
	TOTAL PUBLIC WORKS	131,353.70	197,191.37	2,067,980.46	1,870,789.09	9.5

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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ANIMAL CONTROL</u>					
100-54110-210-000 ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
TOTAL ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
<u>PARKS</u>					
100-55000-200-110 SALARY & WAGES - PARKS	235.43	235.43	53,200.00	52,964.57	.4
100-55000-200-113 DUES/MEMBERSHIPS	.00	.00	400.00	400.00	.0
100-55000-200-116 PARKS SCHOOLING, TRAINING	.00	.00	200.00	200.00	.0
100-55000-200-140 PARKS DEPT PHYSICALS	.00	.00	70.00	70.00	.0
100-55000-200-151 FICA TAX - PARKS	18.01	18.01	4,069.80	4,051.79	.4
100-55000-200-326 PARKS; UTILITIES	338.19	338.19	3,500.00	3,161.81	9.7
100-55000-200-327 PORTABLE RESTROOM/WASH STATION	.00	.00	5,000.00	5,000.00	.0
100-55000-200-329 UNIFORMS & SAFETY EQUIPMENT	.00	.00	450.00	450.00	.0
100-55000-200-355 PARKS; FUEL CHARGES	74.16	74.16	6,000.00	5,925.84	1.2
100-55000-200-361 MAINTENANCE SUPPLIES	177.48	177.48	8,000.00	7,822.52	2.2
100-55000-200-380 EQUIPMENT REPAIRS	.00	.00	5,000.00	5,000.00	.0
100-55000-200-400 PARKS -OTHER PROJECTS	.00	.00	28,000.00	28,000.00	.0
100-55000-203-110 PW CREW - SALARY & WAGES	.00	.00	2,850.00	2,850.00	.0
100-55000-203-151 PW CREW - FICA	.00	.00	220.00	220.00	.0
100-55000-203-152 RETIREMENT - PW CREW	.00	.00	1,005.00	1,005.00	.0
100-55000-203-154 HEALTH INSURANCE - PW CREW	.00	.00	200.00	200.00	.0
100-55000-938-000 PARKS INSURANCE	.00	.00	5,600.00	5,600.00	.0
TOTAL PARKS	843.27	843.27	123,764.80	122,921.53	.7
TOTAL FUND EXPENDITURES	379,834.72	595,500.34	5,573,131.21	4,977,630.87	10.7
NET REVENUE OVER EXPENDITURES	(323,681.85)	1,241,484.62	7,625.00	(1,233,859.62)	16281.

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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Section 7, Item H.

MUNICIPAL COURT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
221-45100-200 MUNICIPAL COURT REVENUE	2,022.48	3,846.60	31,000.00	27,153.40	12.4
221-45100-300 MUNICIPAL COURT COST SHARE	.00	.00	25,000.00	25,000.00	.0
TOTAL SOURCE 45	2,022.48	3,846.60	56,000.00	52,153.40	6.9
TOTAL FUND REVENUE	2,022.48	3,846.60	56,000.00	52,153.40	6.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

MUNICIPAL COURT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
221-51200-100-110 JUDGE'S SALARIES & WAGES	.00	.00	5,500.00	5,500.00	.0
221-51200-100-151 JUDGE FICA TAX	.00	.00	420.75	420.75	.0
221-51200-100-320 COURT EXPENSE - BONDING	.00	.00	200.00	200.00	.0
221-51200-100-334 INTERPRETER/SUBSTITUTE JUDGE	.00	.00	150.00	150.00	.0
221-51200-100-354 MATERIAL & SUPPLIES	145.58	362.18	2,500.00	2,137.82	14.5
221-51200-100-480 COMPUTER PROGRAM SUPPORT	.00	2,200.00	2,200.00	.00	100.0
TOTAL DEPARTMENT 200	145.58	2,562.18	10,970.75	8,408.57	23.4
DEPARTMENT 250					
221-51250-100-110 SALARIES & WAGES - COURT CLERK	1,944.86	3,417.46	28,788.60	25,371.14	11.9
221-51250-100-151 FICA - COURT CLERK	143.23	250.32	2,202.33	1,952.01	11.4
221-51250-100-152 RETIREMENT - COURT CLERK	134.20	236.27	1,986.41	1,750.14	11.9
221-51250-100-154 INSURANCE - COURT CLERK	653.88	1,307.75	10,010.52	8,702.77	13.1
TOTAL DEPARTMENT 250	2,876.17	5,211.80	42,987.86	37,776.06	12.1
DEPARTMENT 252					
221-51252-330-000 MILEAGE - COURT CLERK	.00	.00	175.00	175.00	.0
221-51252-340-000 TRAINING/SCHOOL/MEETINGS - ALL	100.00	243.00	1,500.00	1,257.00	16.2
221-51252-938-000 PROP & LIABILITY INSURANCE	.00	.00	200.00	200.00	.0
TOTAL DEPARTMENT 252	100.00	243.00	1,875.00	1,632.00	13.0
TOTAL FUND EXPENDITURES	3,121.75	8,016.98	55,833.61	47,816.63	14.4
NET REVENUE OVER EXPENDITURES	(1,099.27)	(4,170.38)	166.39	4,336.77	(2506.

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 48</u>					
250-48130-000 INTEREST EARNED ON INVESTMENTS	298.89	622.02	.00	(622.02)	.0
TOTAL SOURCE 48	298.89	622.02	.00	(622.02)	.0
<u>SOURCE 49</u>					
250-49900-000 CARRY OVER FROM PRIOR YEAR	.00	.00	1,500.00	1,500.00	.0
TOTAL SOURCE 49	.00	.00	1,500.00	1,500.00	.0
TOTAL FUND REVENUE	298.89	622.02	1,500.00	877.98	41.5

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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		PARK FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 300</u>						
250-57300-000-000	BIKE AND WALKWAY OUTLAY	.00	.00	1,500.00	1,500.00	.0
	TOTAL DEPARTMENT 300	.00	.00	1,500.00	1,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	1,500.00	1,500.00	.0
	NET REVENUE OVER EXPENDITURES	298.89	622.02	.00	(622.02)	.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-48000-001 INTEREST EARNED ON INVESTMENTS	53.94	146.42	500.00	353.58	29.3
260-48000-009 FD DONATION - OTHER	81.32	81.32	15,000.00	14,918.68	.5
TOTAL SOURCE 48	135.26	227.74	15,500.00	15,272.26	1.5
TOTAL FUND REVENUE	135.26	227.74	15,500.00	15,272.26	1.5

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

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FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-55200-900-000 FD DONATION EXP - OTHER	398.50	839.77	15,000.00	14,160.23	5.6
TOTAL DEPARTMENT 200	398.50	839.77	15,000.00	14,160.23	5.6
TOTAL FUND EXPENDITURES	398.50	839.77	15,000.00	14,160.23	5.6
NET REVENUE OVER EXPENDITURES	(263.24)	(612.03)	500.00	1,112.03	(122.4)

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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2% FIRE DUES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-43420-000	2% FIRE DUES	.00	.00	28,171.00	28,171.00	.0
	TOTAL SOURCE 43	.00	.00	28,171.00	28,171.00	.0
	<u>SOURCE 47</u>					
270-47320-000	2% FIRE DUES FROM GUENTHER	.00	.00	1,352.00	1,352.00	.0
	TOTAL SOURCE 47	.00	.00	1,352.00	1,352.00	.0
	<u>SOURCE 48</u>					
270-48100-000	INTEREST ON INVESTMENTS	191.35	475.51	1,000.00	524.49	47.6
	TOTAL SOURCE 48	191.35	475.51	1,000.00	524.49	47.6
	<u>SOURCE 49</u>					
270-49900-000	UNDESIGNATED FUNDS	.00	.00	24,533.12	24,533.12	.0
	TOTAL SOURCE 49	.00	.00	24,533.12	24,533.12	.0
	TOTAL FUND REVENUE	191.35	475.51	55,056.12	54,580.61	.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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2% FIRE DUES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-52200-110-110 SALARIES/WAGES - FIRE PREVENT	.00	.00	6,320.60	6,320.60	.0
270-52200-110-151 FICA - FIRE PREVENT	.00	.00	483.53	483.53	.0
270-52200-340-000 TRAINING/SCHOOLING/MEETINGS	.00	.00	5,000.00	5,000.00	.0
270-52200-351-000 FIRE PREVENTION SUPPLIES	.00	.00	3,500.00	3,500.00	.0
270-52200-383-000 FIRE TOOLS OUTLAY	.00	.00	10,000.00	10,000.00	.0
270-52200-811-000 OUTLAY-FIRE EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
TOTAL DEPARTMENT 200	.00	.00	55,304.13	55,304.13	.0
TOTAL FUND EXPENDITURES	.00	.00	55,304.13	55,304.13	.0
NET REVENUE OVER EXPENDITURES	191.35	475.51	(248.01)	(723.52)	191.7

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
350-41112-000 PROPERTY TAX REVENUE	.00	193,012.00	700,000.00	506,988.00	27.6
TOTAL SOURCE 41	.00	193,012.00	700,000.00	506,988.00	27.6
<u>SOURCE 42</u>					
350-42000-500 PRINCIPAL - GOLDEN POND	.00	.00	9,200.00	9,200.00	.0
350-42000-600 PRINCIPAL - VANDERWAAL	.00	.00	11,652.00	11,652.00	.0
TOTAL SOURCE 42	.00	.00	20,852.00	20,852.00	.0
<u>SOURCE 48</u>					
350-48000-001 LOAN PROCEEDS	.00	.00	6.93	6.93	.0
350-48000-003 INTEREST EARNED ON INVESTMENTS	1,906.48	2,701.48	19,952.66	17,251.18	13.5
350-48000-107 INTEREST - VANDERWAAL	.00	.00	3,146.00	3,146.00	.0
TOTAL SOURCE 48	1,906.48	2,701.48	23,105.59	20,404.11	11.7
TOTAL FUND REVENUE	1,906.48	195,713.48	743,957.59	548,244.11	26.3

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 000</u>					
350-58000-115-000 PRINCIPAL - \$4.685 GOREFI 2021	.00	.00	345,000.00	345,000.00	.0
350-58000-116-000 PRINCIPAL - \$1.29M GOPN 2018	150,000.00	150,000.00	255,000.00	105,000.00	58.8
350-58000-120-000 PRINCIPAL - COVANTAGE	.00	61,178.77	61,178.77	.00	100.0
350-58000-231-000 INTEREST - \$4.685M	.00	.00	90,900.00	90,900.00	.0
350-58000-235-000 INTEREST \$1.29M GOPN 2018	11,775.00	11,775.00	27,375.00	15,600.00	43.0
350-58000-240-000 INTEREST - COVANTAGE	.00	28,849.00	28,849.00	.00	100.0
TOTAL DEPARTMENT 000	161,775.00	251,802.77	808,302.77	556,500.00	31.2
TOTAL FUND EXPENDITURES	161,775.00	251,802.77	808,302.77	556,500.00	31.2
NET REVENUE OVER EXPENDITURES	(159,868.52)	(56,089.29)	(64,345.18)	(8,255.89)	(87.2)

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-41000-000 TAX REVENUES	.00	200,000.00	200,000.00	.00	100.0
TOTAL SOURCE 41	.00	200,000.00	200,000.00	.00	100.0
<u>SOURCE 48</u>					
410-48000-000 INTEREST EARNED ON INVESTMENTS	2,452.44	4,409.31	15,000.00	10,590.69	29.4
TOTAL SOURCE 48	2,452.44	4,409.31	15,000.00	10,590.69	29.4
<u>SOURCE 49</u>					
410-49300-000 UNDESIGNATED FUND REVENUE	.00	.00	202,000.00	202,000.00	.0
TOTAL SOURCE 49	.00	.00	202,000.00	202,000.00	.0
TOTAL FUND REVENUE	2,452.44	204,409.31	417,000.00	212,590.69	49.0

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-57100-000-000 CAPITAL ROAD IMPROVEMENTS	.00	.00	247,000.00	247,000.00	.0
410-57100-000-100 OTHER CAPITAL PROJECTS	.00	.00	170,000.00	170,000.00	.0
TOTAL DEPARTMENT 100	.00	.00	417,000.00	417,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	417,000.00	417,000.00	.0
NET REVENUE OVER EXPENDITURES	2,452.44	204,409.31	.00	(204,409.31)	.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 1

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
451-41000-110	PROPERTY TAX REVENUE	.00	252,278.37	252,278.37	.00	100.0
	TOTAL SOURCE 41	.00	252,278.37	252,278.37	.00	100.0
	<u>SOURCE 43</u>					
451-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	568.00	568.00	.0
	TOTAL SOURCE 43	.00	.00	568.00	568.00	.0
	<u>SOURCE 47</u>					
451-47400-000	TAX GUARANTEE - DEVELOPERS	.00	.00	49,415.26	49,415.26	.0
	TOTAL SOURCE 47	.00	.00	49,415.26	49,415.26	.0
	<u>SOURCE 48</u>					
451-48000-000	INTEREST ON INVESTMENTS	2,672.46	3,858.96	15,000.00	11,141.04	25.7
	TOTAL SOURCE 48	2,672.46	3,858.96	15,000.00	11,141.04	25.7
	TOTAL FUND REVENUE	2,672.46	256,137.33	317,261.63	61,124.30	80.7

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 1

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 400</u>					
451-51400-450-000 FEES - BANK/INVESTMENT/ETC.	.00	.00	1,000.00	1,000.00	.0
451-51400-463-000 TIF AUDITING	.00	.00	1,000.00	1,000.00	.0
451-51400-464-000 TIF CONSULTING	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 400	.00	.00	3,000.00	3,000.00	.0
<u>DEPARTMENT 410</u>					
451-51410-302-110 SALARIES & WAGES	173.08	300.90	2,935.50	2,634.60	10.3
451-51410-302-151 FICA TAXES	12.93	22.42	224.57	202.15	10.0
451-51410-302-152 RETIREMENT (WRS)	11.95	20.79	202.55	181.76	10.3
451-51410-302-154 HEALTH INSURANCE	36.33	71.96	600.63	528.67	12.0
TOTAL DEPARTMENT 410	234.29	416.07	3,963.25	3,547.18	10.5
<u>DEPARTMENT 500</u>					
451-51500-560-110 RDA COMMITTEE WAGES	25.00	.00	550.00	550.00	.0
451-51500-560-151 RDA COMMITTEE FICA	.48	.48	50.00	49.52	1.0
TOTAL DEPARTMENT 500	25.48	.48	600.00	599.52	.1
<u>DEPARTMENT 000</u>					
451-58000-001-100 DEBT SERVICE - PRINCIPAL	.00	.00	330,000.00	330,000.00	.0
451-58000-001-220 DEBT SERVICE - INTEREST	.00	.00	101,107.50	101,107.50	.0
TOTAL DEPARTMENT 000	.00	.00	431,107.50	431,107.50	.0
TOTAL FUND EXPENDITURES	259.77	416.55	438,670.75	438,254.20	.1
NET REVENUE OVER EXPENDITURES	2,412.69	255,720.78	(121,409.12)	(377,129.90)	210.6

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 2

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
452-41000-110	PROPERTY TAX REVENUE	.00	844,012.52	844,012.52	.00	100.0
	TOTAL SOURCE 41	.00	844,012.52	844,012.52	.00	100.0
	<u>SOURCE 43</u>					
452-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	41,800.00	41,800.00	.0
452-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	2,500.00	2,500.00	.0
	TOTAL SOURCE 43	.00	.00	44,300.00	44,300.00	.0
	<u>SOURCE 48</u>					
452-48000-001	INTEREST EARNED ON INVESTMENTS	4,986.11	8,177.65	24,000.00	15,822.35	34.1
	TOTAL SOURCE 48	4,986.11	8,177.65	24,000.00	15,822.35	34.1
	<u>SOURCE 49</u>					
452-49000-000	PROCEEDS; LOANS/FINANCING	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL SOURCE 49	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL FUND REVENUE	4,986.11	852,190.17	5,708,025.38	4,855,835.21	14.9

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 2

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
452-51100-300-001	PRFL SERVICES; ENGINEERING	9,048.00	9,048.00	100,000.00	90,952.00	9.1
	TOTAL DEPARTMENT 100	9,048.00	9,048.00	100,000.00	90,952.00	9.1
	<u>DEPARTMENT 200</u>					
452-51200-300-001	PRFL SERVICES; MARKETING	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 200	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 300</u>					
452-51300-300-001	PRFL SERVICES; LEGAL	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 300	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 350</u>					
452-51350-300-001	CONSTRUCTION	.00	.00	3,417,000.00	3,417,000.00	.0
	TOTAL DEPARTMENT 350	.00	.00	3,417,000.00	3,417,000.00	.0
	<u>DEPARTMENT 375</u>					
452-51375-300-001	TIF INCENTIVES	.00	.00	100,000.00	100,000.00	.0
	TOTAL DEPARTMENT 375	.00	.00	100,000.00	100,000.00	.0
	<u>DEPARTMENT 400</u>					
452-51400-450-000	FEES - BANK/INVESTMENT/ETC.	.00	.00	2,500.00	2,500.00	.0
452-51400-460-000	OFFICE SUPPLIES	30.00	30.42	100.00	69.58	30.4
452-51400-463-000	TIF AUDITING	.00	.00	4,000.00	4,000.00	.0
452-51400-464-000	TIF CONSULTING	.00	.00	20,000.00	20,000.00	.0
	TOTAL DEPARTMENT 400	30.00	30.42	26,600.00	26,569.58	.1

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 2

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 410</u>					
452-51410-302-110 SALARIES & WAGES	1,269.25	2,136.12	33,427.06	31,290.94	6.4
452-51410-302-151 FICA TAXES	94.93	159.59	2,557.17	2,397.58	6.2
452-51410-302-152 RETIREMENT (WRS)	87.57	147.56	2,306.47	2,158.91	6.4
452-51410-302-154 HEALTH INSURANCE	254.35	485.43	8,008.42	7,522.99	6.1
452-51410-302-330 MILEAGE	.00	.00	500.00	500.00	.0
TOTAL DEPARTMENT 410	1,706.10	2,928.70	46,799.12	43,870.42	6.3
<u>DEPARTMENT 500</u>					
452-51500-560-110 RDA COMMITTEE WAGES	.00	.00	300.00	300.00	.0
TOTAL DEPARTMENT 500	.00	.00	300.00	300.00	.0
<u>DEPARTMENT 000</u>					
452-57000-100-203 LAND PURCHASE	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL DEPARTMENT 000	.00	.00	2,000,000.00	2,000,000.00	.0
<u>DEPARTMENT 000</u>					
452-58000-001-221 BOND ISSUANCE COSTS	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 000	.00	.00	1,000.00	1,000.00	.0
TOTAL FUND EXPENDITURES	10,784.10	12,007.12	5,711,699.12	5,699,692.00	.2
NET REVENUE OVER EXPENDITURES	(5,797.99)	840,183.05	(3,673.74)	(843,856.79)	22870.

VILLAGE OF KRONENWETTER
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TAX INCREMENT DISTRICT 3

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
453-41000-110	PROPERTY TAX REVENUE	.00	34,130.78	34,130.78	.00	100.0
	TOTAL SOURCE 41	.00	34,130.78	34,130.78	.00	100.0
	<u>SOURCE 43</u>					
453-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	533.91	533.91	.0
	TOTAL SOURCE 43	.00	.00	533.91	533.91	.0
	<u>SOURCE 48</u>					
453-48000-000	INTEREST ON INVESTMENTS	343.49	748.03	5,250.00	4,501.97	14.3
	TOTAL SOURCE 48	343.49	748.03	5,250.00	4,501.97	14.3
	TOTAL FUND REVENUE	343.49	34,878.81	39,914.69	5,035.88	87.4

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 3

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 300</u>					
453-51300-300-001 LEGAL	.00	.00	150.00	150.00	.0
TOTAL DEPARTMENT 300	.00	.00	150.00	150.00	.0
<u>DEPARTMENT 400</u>					
453-51400-460-000 OFFICE SUPPLIES	.00	.00	10.00	10.00	.0
453-51400-463-000 TIF AUDITING	.00	.00	200.00	200.00	.0
453-51400-464-000 TIF CONSULTING	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 400	.00	.00	1,210.00	1,210.00	.0
<u>DEPARTMENT 410</u>					
453-51410-302-110 SALARIES & WAGES	173.08	288.08	2,935.50	2,647.42	9.8
453-51410-302-151 FICA TAXES	12.93	21.49	224.57	203.08	9.6
453-51410-302-152 RETIREMENT (WRS)	11.95	19.90	202.55	182.65	9.8
453-51410-302-154 HEALTH INSURANCE	36.33	66.47	600.63	534.16	11.1
TOTAL DEPARTMENT 410	234.29	395.94	3,963.25	3,567.31	10.0
TOTAL FUND EXPENDITURES	234.29	395.94	5,323.25	4,927.31	7.4
NET REVENUE OVER EXPENDITURES	109.20	34,482.87	34,591.44	108.57	99.7

VILLAGE OF KRONENWETTER
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TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
454-41000-110	PROPERTY TAX REVENUE	.00	129,408.91	129,408.91	.00	100.0
	TOTAL SOURCE 41	.00	129,408.91	129,408.91	.00	100.0
	<u>SOURCE 43</u>					
454-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	675.00	675.00	.0
454-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	362.00	362.00	.0
	TOTAL SOURCE 43	.00	.00	1,037.00	1,037.00	.0
	<u>SOURCE 47</u>					
454-47400-000	TAX GUARANTEE - DEVELOPERS	.00	26,895.82	26,840.00	(55.82)	100.2
	TOTAL SOURCE 47	.00	26,895.82	26,840.00	(55.82)	100.2
	<u>SOURCE 48</u>					
454-48000-000	INTEREST ON INVESTMENTS	1,079.75	1,646.67	3,500.00	1,853.33	47.1
	TOTAL SOURCE 48	1,079.75	1,646.67	3,500.00	1,853.33	47.1
	TOTAL FUND REVENUE	1,079.75	157,951.40	160,785.91	2,834.51	98.2

VILLAGE OF KRONENWETTER
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TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 400</u>					
454-51400-450-000 FEES - BANK/INVESTMENT/ETC.	.00	.00	150.00	150.00	.0
454-51400-460-000 OFFICE SUPPLIES	.00	.02	10.00	9.98	.2
454-51400-463-000 TIF AUDITING	.00	.00	200.00	200.00	.0
454-51400-464-000 TIF CONSULTING	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 400	.00	.02	1,360.00	1,359.98	.0
<u>DEPARTMENT 410</u>					
454-51410-302-110 SALARIES & WAGES	173.08	288.08	2,935.50	2,647.42	9.8
454-51410-302-151 FICA TAXES	12.95	21.52	224.57	203.05	9.6
454-51410-302-152 RETIREMENT (WRS)	11.93	19.88	202.55	182.67	9.8
454-51410-302-154 HEALTH INSURANCE	36.37	66.54	600.63	534.09	11.1
TOTAL DEPARTMENT 410	234.33	396.02	3,963.25	3,567.23	10.0
<u>DEPARTMENT 000</u>					
454-58000-001-100 DEBT SERVICE - PRINCIPAL	.00	.00	165,000.00	165,000.00	.0
454-58000-001-220 DEBT SERVICE - INTEREST	.00	.00	36,200.00	36,200.00	.0
TOTAL DEPARTMENT 000	.00	.00	201,200.00	201,200.00	.0
TOTAL FUND EXPENDITURES	234.33	396.04	206,523.25	206,127.21	.2
NET REVENUE OVER EXPENDITURES	845.42	157,555.36	(45,737.34)	(203,292.70)	344.5

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 41</u>					
601-41900-000 INTEREST ON INVESTMENTS	7,835.54	12,936.81	34,500.00	21,563.19	37.5
TOTAL SOURCE 41	7,835.54	12,936.81	34,500.00	21,563.19	37.5
<u>SOURCE 42</u>					
601-42100-000 MISC NON-OPERATING INCOME	.00	.00	500.00	500.00	.0
TOTAL SOURCE 42	.00	.00	500.00	500.00	.0
<u>SOURCE 46</u>					
601-46100-470 FORFEITED DISCOUNT	346.81	650.42	.00	(650.42)	.0
601-46161-000 METERED SALES - RESIDENTIAL	27,566.02	65,436.27	465,000.00	399,563.73	14.1
601-46161-200 METERED SALES - COMMERCIAL	3,321.66	5,890.63	58,000.00	52,109.37	10.2
601-46161-300 METERED SALES - INDUSTRIAL	2,343.59	2,343.59	13,100.00	10,756.41	17.9
601-46162-000 PRIVATE FIRE PROTECTION	332.93	824.93	19,100.00	18,275.07	4.3
601-46163-000 PUBLIC FIRE PROTECTION	9,259.81	20,988.26	126,000.00	105,011.74	16.7
601-46163-030 INDUSTRIAL FIRE PROTECTION	475.20	475.20	.00	(475.20)	.0
601-46163-200 COMMERCIAL FIRE PROTECTION	555.13	1,089.13	.00	(1,089.13)	.0
601-46164-000 METERED SALES/PUBLIC AUTHORITY	16.20	32.40	600.00	567.60	5.4
601-46165-000 METERED SALES - MULTIFAM RESID	4,445.77	10,149.02	72,000.00	61,850.98	14.1
601-46172-000 CELL TOWER RENT ON WATER TOWER	.00	.00	31,360.00	31,360.00	.0
601-46173-000 WATER; CONNECTION FEES	262.50	262.50	14,500.00	14,237.50	1.8
601-46174-000 OTHER MISC WATER REVENUES	26.25	26.25	.00	(26.25)	.0
601-46175-000 CLEAR WATER REVENUES	511.10	1,648.14	7,296,000.00	7,294,351.86	.0
601-46425-000 SAFE WATER DRINKING LOAN	1,335,510.29	1,558,610.29	(3,385,500.00)	(4,944,110.29)	46.0
TOTAL SOURCE 46	1,384,973.26	1,668,427.03	4,710,160.00	3,041,732.97	35.4
TOTAL FUND REVENUE	1,392,808.80	1,681,363.84	4,745,160.00	3,063,796.16	35.4

VILLAGE OF KRONENWETTER
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WATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY EXPENSE</u>						
601-53600-403-000	DEPRECIATION EXPENSE - WATER	.00	.00	200,000.00	200,000.00	.0
601-53600-608-001	MAINTENANCE METER REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
	TOTAL UTILITY EXPENSE	.00	.00	240,000.00	240,000.00	.0
<u>PUMPING EXPENSE</u>						
601-53610-620-110	WATER OPERATION WAGES	3,096.00	10,509.14	25,655.00	15,145.86	41.0
601-53610-620-151	WATER OPERATION FICA	230.08	770.28	1,965.00	1,194.72	39.2
601-53610-620-152	WATER OPERATION RETIREMENT	207.44	639.25	1,771.00	1,131.75	36.1
601-53610-620-154	WATER OPERATION - INSURANCE	795.89	2,793.25	8,010.00	5,216.75	34.9
601-53610-621-110	UTILITY OPERATOR-PAID ON CALL	125.00	125.00	5,500.00	5,375.00	2.3
601-53610-621-151	UTILITY OP-PAID ON CALL FICA	9.57	9.57	420.75	411.18	2.3
601-53610-622-002	WPS ELECTRIC	4,645.13	4,645.13	40,000.00	35,354.87	11.6
601-53610-622-003	WPS GAS	629.67	629.67	8,000.00	7,370.33	7.9
601-53610-623-002	TELEPHONE EXP-WELLHOUSE	.00	.00	1,500.00	1,500.00	.0
601-53610-623-003	PUMPING OPERATION EXPENSE	.00	.00	1,500.00	1,500.00	.0
601-53610-625-001	MAINTENANCE OF PUMPING PLANT	.00	.00	4,200.00	4,200.00	.0
	TOTAL PUMPING EXPENSE	9,738.78	20,121.29	98,521.75	78,400.46	20.4
<u>WATER TREATMENT EXPENSE</u>						
601-53620-630-001	WATER TREAT OPERATION EXPENSE	.00	.00	3,000.00	3,000.00	.0
601-53620-630-010	MARATHON CO HEALTH LAB	120.00	210.00	1,600.00	1,390.00	13.1
601-53620-631-001	CHEMICALS	2,009.62	4,596.25	29,000.00	24,403.75	15.9
601-53620-632-002	CAPITAL PROJECTS	17,553.15	981,660.91	3,910,500.00	2,928,839.09	25.1
	TOTAL WATER TREATMENT EXPENSE	19,682.77	986,467.16	3,944,100.00	2,957,632.84	25.0
<u>TRANS/DISTRIBUTION EXPENSE</u>						
601-53630-640-110	TRANS/DISTRIBUTION WAGES	1,149.46	1,413.54	25,655.00	24,241.46	5.5
601-53630-640-151	TRANS/DISTRIBUTION FICA	85.61	104.68	1,965.00	1,860.32	5.3
601-53630-640-152	TRANS/DISTRIBUTION-WRS	73.14	91.60	1,771.00	1,679.40	5.2
601-53630-640-154	TRANS/DISTRIBUTION - INSURANCE	273.11	406.93	8,010.00	7,603.07	5.1
601-53630-641-001	TRANS/DIST OPERATION EXPENSE	156.75	156.75	2,500.00	2,343.25	6.3
601-53630-641-002	WATER SAMPLING EXPENSE	29.00	1,509.00	8,500.00	6,991.00	17.8
601-53630-650-002	WATER STORAGE	.00	.00	22,000.00	22,000.00	.0
601-53630-651-001	MAINTENANCE OF MAINS	.00	.00	10,000.00	10,000.00	.0
601-53630-652-001	MAINTENANCE OF SERVICES	.00	.00	8,000.00	8,000.00	.0
601-53630-653-001	MAINTENANCE OF METERS PURCHASE	.00	.00	25,000.00	25,000.00	.0
601-53630-654-001	MAINTENANCE OF HYDRANTS	185.31	185.31	8,000.00	7,814.69	2.3
601-53630-655-001	MAINTENANCE OF OTHER PLANTS	.00	.00	8,000.00	8,000.00	.0
	TOTAL TRANS/DISTRIBUTION EXPENSE	1,952.38	3,867.81	129,401.00	125,533.19	3.0

VILLAGE OF KRONENWETTER
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>BILLING EXPENSE</u>						
601-53640-902-110	UTILITY CLERK WAGES BILLING	890.93	1,590.46	12,490.00	10,899.54	12.7
601-53640-902-151	UTILITY CLERK FICA BILLING	65.38	116.13	955.49	839.36	12.2
601-53640-902-152	UTILITY CLERK WRS BILLING	61.47	109.95	861.81	751.86	12.8
601-53640-902-154	UTILITY CLERK INS BILLING	326.92	653.84	5,010.25	4,356.41	13.1
601-53640-903-002	POSTAGE EXPENSE	1,413.09	1,539.53	8,000.00	6,460.47	19.2
601-53640-903-003	BANK FEES	20.00	51.25	1,800.00	1,748.75	2.9
601-53640-903-004	COMPUTER SOFTWARE & SUPPORT	171.53	1,024.03	18,000.00	16,975.97	5.7
601-53640-905-110	UTILITY OPERATOR WAGES INFORMA	.00	.00	25,655.00	25,655.00	.0
601-53640-905-151	UTILITY OPERATOR FICA INFORMA	.00	.00	1,965.00	1,965.00	.0
601-53640-905-152	UTILITY OPERATOR WRS INFORMA	.00	.00	1,771.00	1,771.00	.0
601-53640-905-154	UTILITY OPERATOR INS.INFORMA	.00	.00	8,010.00	8,010.00	.0
601-53640-906-007	CONSUMER CONFIDENCE REPORT	.00	.00	1,500.00	1,500.00	.0
	TOTAL BILLING EXPENSE	2,949.32	5,085.19	86,018.55	80,933.36	5.9
<u>ADMINISTRATION EXPENSE</u>						
601-53650-920-110	UTILITY CREW/BILLING WAGES	2,040.39	3,234.78	25,655.00	22,420.22	12.6
601-53650-920-151	UTILITY CREW/BILLING FICA	150.99	237.83	1,965.00	1,727.17	12.1
601-53650-920-152	UTILITY CREW/ BILLING - WRS	134.61	217.48	1,771.00	1,553.52	12.3
601-53650-920-154	UTILITY CREW/BILLING - INS	600.03	1,133.43	8,010.00	6,876.57	14.2
601-53650-921-001	OFFICE SUPPLY EXPENSE	150.66	323.27	2,000.00	1,676.73	16.2
601-53650-921-003	OFFICE PHONE EXPENSE	60.82	73.62	600.00	526.38	12.3
601-53650-921-005	INTERNET ACCESS	.00	.00	1,200.00	1,200.00	.0
601-53650-921-006	FUEL	310.24	425.53	9,000.00	8,574.47	4.7
601-53650-921-007	MILEAGE - WATER UTILITY	.00	.00	1,500.00	1,500.00	.0
601-53650-921-008	EQUIPMENT PARTS & MAINTENANCE	1,880.49	4,621.32	9,000.00	4,378.68	51.4
601-53650-921-009	UNIFORMS	135.90	237.81	1,200.00	962.19	19.8
601-53650-921-110	UTILITY CLERK WAGES BILLING AG	.00	.00	12,490.00	12,490.00	.0
601-53650-921-151	UTILITY CLERK FICA BILLING AG	.00	.00	955.49	955.49	.0
601-53650-921-152	UTILITY CLERK WRS BILLING AG	.00	.00	861.81	861.81	.0
601-53650-921-154	UTILITY CLERK INS. BILLING AG	.00	.00	5,010.25	5,010.25	.0
601-53650-921-160	UTILITY CLERK EAP OPERATION	.00	.00	100.00	100.00	.0
601-53650-922-110	ADMIN; PW DIRECTOR WAGES	2,133.82	4,072.25	24,465.00	20,392.75	16.7
601-53650-922-151	ADMIN; PW DIRECTOR FICA	159.22	303.89	1,875.00	1,571.11	16.2
601-53650-922-152	ADMIN; PW DIRECTOR RETIREMENT	141.05	275.26	1,688.00	1,412.74	16.3
601-53650-922-154	ADMIN; PW DIRECTOR INSURANCE	473.91	990.15	5,010.25	4,020.10	19.8
601-53650-923-001	ACCOUNTING SERVICES	.00	.00	8,000.00	8,000.00	.0
601-53650-923-002	ENGINEERING SERVICES	2,710.00	2,710.00	25,000.00	22,290.00	10.8
601-53650-923-004	LEGAL SERVICES	.00	.00	1,500.00	1,500.00	.0
601-53650-923-005	DIGGERS HOTLINE	.00	.00	1,000.00	1,000.00	.0
601-53650-923-007	INSPECTION SERVICES	.00	.00	4,000.00	4,000.00	.0
601-53650-923-110	ADMIN; ADMIN/TREAS/ACCT CLERK	1,964.60	3,237.16	29,643.18	26,406.02	10.9
601-53650-923-151	ADMIN; ADMIN/TREAS/ACCT FICA	146.24	240.53	2,267.70	2,027.17	10.6
601-53650-923-152	ADMIN; ADMIN/TREAS/ACCT CLERK	135.57	223.84	7,207.57	6,983.73	3.1
601-53650-923-154	ADMIN; ADMIN/TREAS/ACCT CLERK	479.48	915.41	2,045.38	1,129.97	44.8
	TOTAL ADMINISTRATION EXPENSE	13,808.02	23,473.56	195,020.63	171,547.07	12.0

VILLAGE OF KRONENWETTER
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISC EXPENSE</u>					
601-53660-930-009	EDUCATION/SEMINARS EXPENSE	.00	.00	13,000.00	13,000.00 .0
601-53660-930-013	RECRUITING EXPENSE	.00	.00	1,000.00	1,000.00 .0
601-53660-930-015	PHYSICALS	.00	.00	40.00	40.00 .0
601-53660-930-110	PW CREW - MISC WAGES	1,819.02	1,819.02	12,120.00	10,300.98 15.0
601-53660-930-151	PW CREW - MISC FICA	134.52	134.52	545.00	410.48 24.7
601-53660-930-152	PW CREW - MISC - WRS	125.51	125.51	495.00	369.49 25.4
601-53660-930-154	PW CREW - MISC - INS	544.86	544.86	2,505.00	1,960.14 21.8
601-53660-931-001	INSURANCE EXPENSE	.00	.00	6,500.00	6,500.00 .0
601-53660-931-110	UTILITY OP WAGES MISC	1,149.46	1,413.54	25,655.00	24,241.46 5.5
601-53660-931-151	UTILITY OP FICA MISC	85.61	104.67	1,965.00	1,860.33 5.3
601-53660-931-152	UTILITY OP RETIRE OPERATION	73.14	91.61	1,771.00	1,679.39 5.2
601-53660-931-154	UTILITY OP; HEALTH INS.	273.11	406.93	8,010.00	7,603.07 5.1
	TOTAL MISC EXPENSE	4,205.23	4,640.66	73,606.00	68,965.34 6.3
	TOTAL FUND EXPENDITURES	52,336.50	1,043,655.67	4,766,667.93	3,723,012.26 21.9
	NET REVENUE OVER EXPENDITURES	1,340,472.30	637,708.17	(21,507.93)	(659,216.10) 2965.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>SOURCE 46</u>						
650-46222-001	METERED SALES-RESIDENTIAL	49,219.86	104,953.36	855,009.17	750,055.81	12.3
650-46222-002	METERED SALES-COMMERCIAL	6,782.98	12,308.09	116,211.65	103,903.56	10.6
650-46222-003	METERED SALES-INDUSTRIAL	5,269.49	5,269.49	30,689.16	25,419.67	17.2
650-46222-005	METERED SALES - MULTIFAM RES	12,979.20	26,303.82	194,152.28	167,848.46	13.6
650-46223-000	METERED SALES-PUBLIC AUTH	35.58	65.30	1,550.00	1,484.70	4.2
650-46231-000	FORFEITED DISCOUNT	1,056.32	1,825.89	4,500.00	2,674.11	40.6
650-46232-000	SEWER; CONNECTION FEES	262.50	262.50	3,800.00	3,537.50	6.9
650-46235-000	OTHER SEWERAGE REVENUE	.00	.00	8,825.00	8,825.00	.0
	TOTAL SOURCE 46	75,605.93	150,988.45	1,214,737.26	1,063,748.81	12.4
<u>SOURCE 48</u>						
650-48001-100	INTEREST ON INVESTMENTS	4,901.70	10,560.98	19,500.00	8,939.02	54.2
650-48002-311	OTHER MISC. SEWER REVENUES	.00	.00	5,800.00	5,800.00	.0
	TOTAL SOURCE 48	4,901.70	10,560.98	25,300.00	14,739.02	41.7
	TOTAL FUND REVENUE	80,507.63	161,549.43	1,240,037.26	1,078,487.83	13.0

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, ItemH.

SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEPARTMENT 650</u>						
650-53650-403-000	DEPRECIATION EXPENSE-SEWER	.00	.00	280,000.00	280,000.00	.0
650-53650-821-001	WISCONSIN PUBLIC SERVICE-ELEC	10,880.82	10,880.82	60,000.00	49,119.18	18.1
650-53650-821-002	WISCONSIN PUBLIC SERVICE-GAS	12.07	12.07	300.00	287.93	4.0
650-53650-826-000	CAPITAL OUTLAY EQUIPMENT	.00	.00	801,500.00	801,500.00	.0
650-53650-827-001	OPERATION-TELEPHONE EXP	342.31	558.82	6,500.00	5,941.18	8.6
650-53650-831-000	MAINTEN OF COLLECTING SYSTEM	.00	.00	40,000.00	40,000.00	.0
650-53650-832-000	MAINTENANCE OF STATIONS	14.39	1,531.66	40,000.00	38,468.34	3.8
650-53650-851-001	OFFICE SUPPLIES EXPENSE	150.66	185.01	1,000.00	814.99	18.5
650-53650-851-002	POSTAGE EXPENSE	225.00	356.29	5,800.00	5,443.71	6.1
650-53650-851-003	OFFICE-PHONE EXPENSE	60.84	73.64	550.00	476.36	13.4
650-53650-851-006	INTERNET ACCESS	.00	.00	1,200.00	1,200.00	.0
650-53650-851-007	BANK FEES	20.00	51.25	3,000.00	2,948.75	1.7
650-53650-851-008	EQUIPMENT PARTS & MAINTENANCE	101.06	392.99	7,500.00	7,107.01	5.2
650-53650-851-009	COMPUTER SUPPLIES & EXPENSES	171.53	171.53	18,000.00	17,828.47	1.0
650-53650-851-010	UNIFORMS	135.90	237.84	1,000.00	762.16	23.8
650-53650-852-001	ACCOUNTING SERVICES	.00	.00	7,000.00	7,000.00	.0
650-53650-852-002	ENGINEERING SERVICES	4,002.00	4,002.00	20,000.00	15,998.00	20.0
650-53650-852-003	LEGAL SERVICES	.00	.00	500.00	500.00	.0
650-53650-852-004	RIB MT SEWERAGE DISTRICT	.00	.00	397,800.00	397,800.00	.0
650-53650-852-005	DIGGERS HOTLINE	.00	.00	1,000.00	1,000.00	.0
650-53650-853-000	INSURANCE EXPENSE	.00	.00	3,350.00	3,350.00	.0
650-53650-856-000	MISC GENERAL EXPENSE	.00	.00	3,000.00	3,000.00	.0
650-53650-856-001	EDUCATION/SEMINARS EXPENSE	.00	.00	5,000.00	5,000.00	.0
650-53650-856-002	MILEAGE - SEWER UTILITY	.00	.00	1,500.00	1,500.00	.0
650-53650-856-003	FUEL	310.22	425.51	5,000.00	4,574.49	8.5
650-53650-856-013	RECRUITING EXPENSE	.00	.00	250.00	250.00	.0
650-53650-856-014	PHYSICALS	.00	.00	40.00	40.00	.0
	TOTAL DEPARTMENT 650	16,426.80	18,879.43	1,710,790.00	1,691,910.57	1.1
	TOTAL FUND EXPENDITURES	32,914.06	49,358.96	2,061,293.74	2,011,934.78	2.4
	NET REVENUE OVER EXPENDITURES	47,593.57	112,190.47	(821,256.48)	(933,446.95)	13.7

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

INTERNAL EQUIPMENT REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-41000-000 TAX REVENUES	.00	428,500.00	428,500.00	.00	100.0
TOTAL SOURCE 41	.00	428,500.00	428,500.00	.00	100.0
<u>SOURCE 48</u>					
750-48000-100 INTEREST EARNED ON INVESTMENTS	106.38	283.36	7,500.00	7,216.64	3.8
TOTAL SOURCE 48	106.38	283.36	7,500.00	7,216.64	3.8
<u>SOURCE 49</u>					
750-49210-000 TRANSFER FROM GENERAL FUND	.00	.00	10,000.00	10,000.00	.0
TOTAL SOURCE 49	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND REVENUE	106.38	428,783.36	446,000.00	17,216.64	96.1

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Section 7, Item H.

INTERNAL EQUIPMENT REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-51000-001-000 EQUIPMENT PURCHASES	9,462.36	264,586.26	444,000.00	179,413.74	59.6
TOTAL DEPARTMENT 000	9,462.36	264,586.26	444,000.00	179,413.74	59.6
<u>DEPARTMENT 900</u>					
750-51900-000-000 BANK & INVESTMENT FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 900	.00	.00	2,000.00	2,000.00	.0
TOTAL FUND EXPENDITURES	9,462.36	264,586.26	446,000.00	181,413.74	59.3
NET REVENUE OVER EXPENDITURES	(9,355.98)	164,197.10	.00	(164,197.10)	.0

VILLAGE OF KRONENWETTER
CASH AND INVESTMENTS

Jan-24

Section 7, Item H.

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCOUNTS		
TAX SAVINGS ACCOUNT	4.60%	2,408,195.04
General Fund #100		925,939.66
Debt Service Fund (350)	Interest	254,499.96
TIF #1 - Fd. #451	Earned:	341,903.59
TIF #2 - Fd. #452	\$ 7,522.65	532,228.29
TIF #3 - Fd. #453		13,332.32
TIF #4 - Fd. #454		127,190.94
Capital Projects - Fd. #410		210,613.74
Equipment Replacement - Fd. #750		2,486.54
GENERAL CHECKING (ICS)	4.60%	2,160,656.32
General Fund (100)		2,601,292.33
Municipal Court (221)		(34,122.01)
Park Fund (250)		4,113.16
Fire Department Donation (260)	Interest	22,499.43
2% Fire Dues (270)	Earned:	69,130.68
Debt Service Fund (350)	\$ 16,537.31	(96,773.59)
Capital Projects (410)		316,016.25
TIF 1 (451)		(1,489,295.94)
TIF 2 (452)		371,873.05
TIF 3 (453)		88,285.74
TIF 4 (454)		28,897.85
ARPA (500)		-
Water Utility (601)		(242,017.27)
Sewer Utility (650)		479,590.76
Equipment Replacement Fund (750)		41,165.88
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.39%	5,082,173.96
General Fund		3,043,866.23
Water Utility Fund	Interest	342,118.54
TIF 1	Earned:	26,063.67
TIF 2	\$ 24,659.73	91.77
TIF 4		11,179.50
Parks		67,368.30
Water Utility Replacement Fund		780,175.30
Sewer Utility Fund		207,287.03
Sewer Utility Replacement Fund		604,023.62
Valley Communities Credit Union		
	4.360%	381,310.07
General Fund	Interest	381,310.07
TIF 2	Earned:	-
TIF 3	\$ 1,165.14	-
Total Cash and Investments:		10,032,335.39

Total Interest Earned **\$ 49,884.83** **Rate of Earnings:** **0.497240%**

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	2,601,292.33
Tax Savings Account	925,939.66
Local Government Investment Pool	3,043,866.23
Valley Communities Credit Union	381,310.07
General Fund Total	6,952,408.29
Municipal Court Fund	
General Checking	(34,122.01)
Court Fund Total	(34,122.01)

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	4,113.16
Local Government Investment Pool	67,368.30
Park Fund Total	71,481.46
Fire Department Donation	
General Checking	22,499.43
Fire Department Donation Total	22,499.43
2% Fire Dues	
General Checking	69,130.68
2% Fire Dues Total	69,130.68
Debt Service Fund	
General Checking	(96,773.59)
Tax Savings Account	254,499.96
Debt Service Fund Total	157,726.37
Capital Projects Fund	
General Checking	316,016.25
Tax Savings Account	210,613.74
Capital Projects Fund Total	526,629.99
TIF #1	
General Checking	(1,489,295.94)
Tax Savings Account	341,903.59
Local Government Investment Pool	26,063.67
TIF #1 Total	(1,121,328.68)
TIF #2	
General Checking	371,873.05
Tax Savings Account	532,228.29
Local Government Investment Pool	91.77
TIF #2 Total	904,193.11
TIF #3	
General Checking	88,285.74
Tax Savings Account	13,332.32
Local Government Investment Pool	-
TIF #3 Total	101,618.06
TIF #4	
General Checking	28,897.85
Tax Savings Account	127,190.94
Local Government Investment Pool	11,179.50
TIF #4 Total	167,268.29
Water Utility Fund	
General Checking	(242,017.27)
Local Government Investment Pool	1,122,293.84
Water Utility Fund Total	880,276.57
Sewer Utility Fund	
General Checking	479,590.76
Local Government Investment Pool	811,310.65
Sewer Utility Fund Total	1,290,901.41
ARPA	
General Checking	-
ARPA Total	-
Equipment Replacement Fund	
General Checking	41,165.88
Tax Savings Account	2,486.54
Equipment Replacement Fund Total	43,652.42
Total Cash and Investments:	10,032,335.39

VILLAGE OF KRONENWETTER
VILLAGE - CASH AND INVESTMENTS
Jan-24

Cash and Investments - Balance By Institution			
	Interest Rate		Balance
INCREDIBLE BANK ACCOUNTS			
TAX SAVINGS ACCOUNT	4.60%		2,408,195.04
General Fund #100			925,939.66
Debt Service Fund (350)	Interest		254,499.96
TIF #1 - Fd. #451	Earned:		341,903.59
TIF #2 - Fd. #452	\$	7,522.65	532,228.29
TIF #3 - Fd. #453			13,332.32
TIF #4 - Fd. #454			127,190.94
Capital Projects - Fd. #410			210,613.74
Equipment Replacement - Fd. #750			2,486.54
GENERAL CHECKING (ICS)	4.60%		1,923,082.83
General Fund (100)			2,601,292.33
Municipal Court (221)			(34,122.01)
Park Fund (250)			4,113.16
Fire Department Donation (260)	Interest		22,499.43
2% Fire Dues (270)	Earned:		69,130.68
Debt Service Fund (350)	\$	14,565.76	(96,773.59)
Capital Projects (410)			316,016.25
TIF 1 (451)			(1,489,295.94)
TIF 2 (452)			371,873.05
TIF 3 (453)			88,285.74
TIF 4 (454)			28,897.85
ARPA (500)			-
Equipment Replacement Fund (750)			41,165.88
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)			
	5.39%		3,148,569.47
General Fund			3,043,866.23
	Interest		
TIF 1	Earned:		26,063.67
TIF 2	\$	15,870.73	91.77
TIF 4			11,179.50
Parks			67,368.30
Valley Communities Credit Union			
	4.360%		381,310.07
General Fund	Interest		381,310.07
TIF 2	Earned:		-
TIF 3	\$	1,165.14	-
Total Cash and Investments:			7,861,157.41

Total Interest Earned \$ **39,124.28** **Rate of Earnings:** **0.497691%**

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	2,601,292.33
Tax Savings Account	925,939.66
Local Government Investment Pool	3,043,866.23
Valley Communities Credit Union	381,310.07
General Fund Total	6,952,408.29
Municipal Court Fund	
General Checking	(34,122.01)
Court Fund Total	(34,122.01)

Cash and Investments - Balance By Fund		
Fund	Balance	
Park Fund		
General Checking	4,113.16	
Local Government Investment Pool	67,368.30	
Park Fund Total	71,481.46	
Fire Department Donation		
General Checking	22,499.43	
Fire Department Donation Total	22,499.43	
2% Fire Dues		
General Checking	69,130.68	
2% Fire Dues Total	69,130.68	
Debt Service Fund		
General Checking	(96,773.59)	
Tax Savings Account	254,499.96	
Debt Service Fund Total	157,726.37	
Capital Projects Fund		
General Checking	316,016.25	
Tax Savings Account	210,613.74	
Capital Projects Fund Total	526,629.99	
TIF #1		
General Checking	(1,489,295.94)	
Tax Savings Account	341,903.59	
Local Government Investment Pool	26,063.67	
TIF #1 Total	(1,121,328.68)	
TIF #2		
General Checking	371,873.05	
Tax Savings Account	532,228.29	
Local Government Investment Pool	91.77	
TIF #2 Total	904,193.11	
TIF #3		
General Checking	88,285.74	
Tax Savings Account	13,332.32	
Local Government Investment Pool	-	
TIF #3 Total	101,618.06	
TIF #4		
General Checking	28,897.85	
Tax Savings Account	127,190.94	
Local Government Investment Pool	11,179.50	
TIF #4 Total	167,268.29	
Water Utility Fund		
General Checking	-	
Local Government Investment Pool	-	
Water Utility Fund Total	-	
Sewer Utility Fund		
General Checking	-	
Local Government Investment Pool	-	
Sewer Utility Fund Total	-	
ARPA		
General Checking	-	
ARPA Total	-	
Equipment Replacement Fund		
General Checking	41,165.88	
Tax Savings Account	2,486.54	
Equipment Replacement Fund Total	43,652.42	
Total Cash and Investments:		7,861,157.41

VILLAGE OF KRONENWETTER
SEWER & WATER - CASH AND INVESTMENTS
Jan-24

Cash and Investments - Balance By Institution		
	Interest Rate	Balance
INCREDIBLE BANK ACCCOUNTS		
GENERAL CHECKING (ICS)	4.60%	237,573.49
Interest Earned: \$ 1,971.55		
Water Utility (601)		(242,017.27)
Sewer Utility (650)		479,590.76
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)		
	5.39%	1,933,604.49
Interest Earned: \$ 8,789.00		
Water Utility Fund		342,118.54
Water Utility Replacement Fund		780,175.30
Sewer Utility Fund		207,287.03
Sewer Utility Replacement Fund		604,023.62
Total Cash and Investments: 2,171,177.98		

Total Interest Earned \$ 8,789.00 Rate of Earnings: 0.404803%

Cash and Investments - Balance By Fund	
Fund	Balance
General Fund	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
Valley Communities Credit Union	-
General Fund Total	-
Municipal Court Fund	
General Checking	-
Court Fund Total	-

Cash and Investments - Balance By Fund	
Fund	Balance
Park Fund	
General Checking	-
Local Government Investment Pool	-
Park Fund Total	-
Fire Department Donation	
General Checking	-
Fire Department Donation Total	-
2% Fire Dues	
General Checking	-
2% Fire Dues Total	-
Debt Service Fund	
General Checking	-
Tax Savings Account	-
Debt Service Fund Total	-
Capital Projects Fund	
General Checking	-
Tax Savings Account	-
Capital Projects Fund Total	-
TIF #1	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #1 Total	-
TIF #2	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #2 Total	-
TIF #3	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #3 Total	-
TIF #4	
General Checking	-
Tax Savings Account	-
Local Government Investment Pool	-
TIF #4 Total	-
Water Utility Fund	
General Checking	(242,017.27)
Local Government Investment Pool	1,122,293.84
Water Utility Fund Total	880,276.57
Sewer Utility Fund	
General Checking	479,590.76
Local Government Investment Pool	811,310.65
Sewer Utility Fund Total	1,290,901.41
ARPA	
General Checking	-
ARPA Total	-
Equipment Replacement Fund	
General Checking	-
Tax Savings Account	-
Equipment Replacement Fund Total	-
Total Cash and Investments: 2,171,177.98	

VILLAGE OF KRONENWETTER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
100-41000-110	GENERAL PROPERTY TAXES	1,655,461.00	1,655,461.00	1,655,461.00	.00	100.0
100-41000-140	MOBILE HOME FEES (MONTHLY)	640.26	640.26	4,500.00	3,859.74	14.2
100-41000-141	MOBILE HOME LOTTERY CREDIT	.00	.00	235.00	235.00	.0
100-41000-151	MANAGED FOREST LAW (MFL)	.00	.00	31,000.00	31,000.00	.0
	TOTAL TAXES	1,656,101.26	1,656,101.26	1,691,196.00	35,094.74	97.9
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43000-001	STATE; SHARED REVENUES	.00	.00	462,532.50	462,532.50	.0
100-43000-003	ALL OTHER INTERGOVERNMENTAL	.00	.00	20,000.00	20,000.00	.0
100-43000-005	ENVIRONMENTAL IMPACT FEES	.00	.00	34,627.00	34,627.00	.0
100-43000-410	SHARED TAXES-WESTON 4	.00	.00	1,452,752.71	1,452,752.71	.0
100-43000-531	STATE; QUARTERLY HIGHWAY AID	81,844.84	81,844.84	327,330.97	245,486.13	25.0
100-43000-540	LOCAL ROADS IMPROVEMENT GRANTS	.00	.00	25,000.00	25,000.00	.0
100-43000-541	COUNTY; CULVERT REIMBURSEMENT	.00	.00	35,000.00	35,000.00	.0
100-43000-545	STATE; RECYCLING AID	.00	.00	28,500.00	28,500.00	.0
100-43000-550	STATE; COMPUTER AID	.00	.00	404.27	404.27	.0
100-43000-560	VIDEO SERVICE PROVIDER AID	.00	.00	12,078.85	12,078.85	.0
100-43000-650	CROSSING GUARD FEES	.00	.00	2,500.00	2,500.00	.0
100-43650-000	FOREST CROP/MAN FOREST LAND	.00	.00	3,800.00	3,800.00	.0
100-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	15,505.25	15,505.25	.0
100-43790-000	OTHER LOCAL GOVERNMENT GRANTS	.00	.00	4,000.00	4,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	81,844.84	81,844.84	2,424,031.55	2,342,186.71	3.4
<u>REGULATION & COMPLINCE RE</u>						
100-44000-002	ALL OTHER PERMITS & LICENSES	31.00	31.00	.00	(31.00)	.0
100-44000-110	LIQUOR & BEER LICENSES	.00	.00	2,400.00	2,400.00	.0
100-44000-120	OPERATOR LICENSES	.00	.00	1,000.00	1,000.00	.0
100-44000-121	CIGARETTE LICENSES	.00	.00	100.00	100.00	.0
100-44000-122	KENNEL LICENSES & PERMITS	75.00	75.00	.00	(75.00)	.0
100-44000-123	MOBILE HOME COURT LICENSES	.00	.00	100.00	100.00	.0
100-44000-124	DOG LICENSE LATE FEES	.00	.00	150.00	150.00	.0
100-44000-131	FARMERS MARKET PERMIT	.00	.00	1,000.00	1,000.00	.0
100-44000-200	DOG LICENSES	1,181.50	1,181.50	2,200.00	1,018.50	53.7
100-44000-210	SIGN PERMITS/MISC LIC/PERMITS	520.00	520.00	500.00	(20.00)	104.0
100-44000-300	BUILDING PERMITS	455.00	455.00	65,000.00	64,545.00	.7
100-44000-400	ZONING & VARIANCE CHANGES	.00	.00	1,000.00	1,000.00	.0
100-44000-401	CONDITIONAL USE PERMITS	.00	.00	1,250.00	1,250.00	.0
100-44000-402	PLAT/CSM/SITE PLAN REVIEWS	.00	.00	2,500.00	2,500.00	.0
100-44000-900	EXCAVATING PERMITS	.00	.00	500.00	500.00	.0
	TOTAL REGULATION & COMPLINCE RE	2,262.50	2,262.50	77,700.00	75,437.50	2.9

VILLAGE OF KRONENWETTER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES, FORFEITURES AND PENALT</u>						
100-45100-100	FINES	2,906.94	2,906.94	34,000.00	31,093.06	8.6
	TOTAL FINES, FORFEITURES AND PENALT	2,906.94	2,906.94	34,000.00	31,093.06	8.6
<u>PUBLIC CHARGES FOR SERVIC</u>						
100-46000-200	SPECIAL ASSESSMENT SEARCH	210.00	210.00	3,200.00	2,990.00	6.6
100-46000-210	POLICE DEPARTMENT SERVICES	30.00	30.00	100.00	70.00	30.0
100-46000-221	FIRE DEPARTMENT SERVICES	.00	.00	2,500.00	2,500.00	.0
100-46000-420	GARBAGE COLLECTION FEES	367.20	367.20	514,500.00	514,132.80	.1
	TOTAL PUBLIC CHARGES FOR SERVIC	607.20	607.20	520,300.00	519,692.80	.1
<u>INTERGOV'T. CHARGES FOR S</u>						
100-47000-323	TOWN OF GUENTHER-STANDBY FEES	.00	.00	5,100.00	5,100.00	.0
	TOTAL INTERGOV'T. CHARGES FOR S	.00	.00	5,100.00	5,100.00	.0
<u>MISCELLANEOUS REVENUES</u>						
100-48000-100	INTEREST EARNED ON INVESTMENTS	30,146.17	30,146.17	120,000.00	89,853.83	25.1
100-48000-200	MUNICIPAL CENTER & PARK RENTAL	1,400.00	1,400.00	7,500.00	6,100.00	18.7
100-48000-201	ATHLETIC/SOCCER FIELD RENTAL	.00	.00	3,100.00	3,100.00	.0
100-48000-306	SALE OF SCRAP AND USED OIL	847.67	847.67	1,500.00	652.33	56.5
100-48000-309	WOOD SALES-COUNTY FOREST LAND	.00	.00	11,500.00	11,500.00	.0
100-48000-311	MISCELLANEOUS REVENUE	.00	.00	11,000.00	11,000.00	.0
100-48000-312	SALE OF OFFICE SUPPLIES	11.40	11.40	100.00	88.60	11.4
100-48000-314	CULVERT WORK	.00	.00	7,500.00	7,500.00	.0
100-48000-316	FRANCHISE FEE	4,644.11	4,644.11	71,000.00	66,355.89	6.5
100-48000-500	DONATIONS; OTHER	.00	.00	500.00	500.00	.0
100-48000-530	DONATIONS-POLICE DEPARTMENT	60.00	60.00	500.00	440.00	12.0
100-48510-000	COMMUNITY EVENTS SPONSORSHIPS	.00	.00	3,500.00	3,500.00	.0
	TOTAL MISCELLANEOUS REVENUES	37,109.35	37,109.35	237,700.00	200,590.65	15.6
<u>OTHER FINANCING SOURCES</u>						
100-49000-600	INSURANCE PROCEEDS; OTHER	.00	.00	2,500.00	2,500.00	.0
100-49155-000	UNDESIGNATED FUND REVENUE	.00	.00	402,438.05	402,438.05	.0
100-49900-000	CARRY OVER- PRIOR YEAR FUNDS	.00	.00	178,165.61	178,165.61	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	583,103.66	583,103.66	.0
	TOTAL FUND REVENUE	1,780,832.09	1,780,832.09	5,573,131.21	3,792,299.12	32.0

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<u>GENERAL GOVERNMENT</u>					
100-51000-108-110	BOARD MEMBERS SALARIES & WAGES	.00	.00	33,000.00	33,000.00 .0
100-51000-108-151	FICA TAX - VILLAGE BOARD	.00	.00	2,524.50	2,524.50 .0
100-51000-108-320	EXPENSES - BOARD MEMBERS	172.03	172.03	2,000.00	1,827.97 8.6
	TOTAL GENERAL GOVERNMENT	172.03	172.03	37,524.50	37,352.47 .5
<u>MUNICIPAL COURT</u>					
100-51200-100-333	MUNICIPAL COURT LEGAL FEES	.00	.00	7,500.00	7,500.00 .0
100-51200-352-000	KRONENWETTER COURT EXPENDITURE	.00	.00	25,000.00	25,000.00 .0
	TOTAL MUNICIPAL COURT	.00	.00	32,500.00	32,500.00 .0
<u>LEGAL</u>					
100-51300-302-000	LEGAL FEES-GENERAL	.00	.00	15,000.00	15,000.00 .0
	TOTAL LEGAL	.00	.00	15,000.00	15,000.00 .0
<u>GENERAL OFFICE</u>					
100-51400-460-000	OFFICE SUPPLIES	957.68	957.68	15,000.00	14,042.32 6.4
100-51400-470-000	OFFICE EQUIPMENT/SERVICE AGREE	(5,346.87)	(5,346.87)	13,000.00	18,346.87 (41.1)
100-51400-485-000	COMPUTER SUPPLIES, EXPENSES &	(16,154.00)	(16,154.00)	72,500.00	88,654.00 (22.3)
100-51400-510-000	INDEPENDENT AUDIT/ACCOUNTING	.00	.00	30,000.00	30,000.00 .0
100-51400-512-000	MUNICIPAL CODE UPDATE SERVICES	.00	.00	5,000.00	5,000.00 .0
100-51400-516-000	UNIFORMS/APPAREL	.00	.00	1,000.00	1,000.00 .0
100-51400-517-000	EMPLOYEE SAFETY/WEALTHNESS/GIFTS	148.35	148.35	350.00	201.65 42.4
	TOTAL GENERAL OFFICE	(20,394.84)	(20,394.84)	136,850.00	157,244.84 (14.9)
<u>ADMINISTRATOR</u>					
100-51410-110-110	SALARIES & WAGES - ADMINISTRAT	.00	.00	90,562.50	90,562.50 .0
100-51410-110-151	FICA TAX - ADMINISTRATOR	.00	.00	6,928.03	6,928.03 .0
100-51410-110-152	RETIREMENT - ADMINISTRAT	.00	.00	6,248.81	6,248.81 .0
100-51410-110-154	INSURANCE - ADMINISTRAT	.00	.00	15,015.78	15,015.78 .0
100-51410-131-000	EAP FRINGE - ADMINISTRATOR	.00	.00	27.00	27.00 .0
100-51410-322-000	MISC-BUSINESS/MTG EXPENSES	.00	.00	2,000.00	2,000.00 .0
100-51410-340-000	ADMIN; SEMINARS & MILEAGE	.00	.00	2,000.00	2,000.00 .0
	TOTAL ADMINISTRATOR	.00	.00	122,782.12	122,782.12 .0

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<u>COMMUNITY DEVELOPMENT/ZON</u>						
100-51420-110-110	SALARIES & WAGES - ZONING ADMI	5,830.98	5,830.98	82,110.00	76,279.02	7.1
100-51420-110-151	FICA TAX - ZONING ADMIN	434.71	434.71	6,281.41	5,846.70	6.9
100-51420-110-152	COMM. DEVELOP/ZONING; RETIREME	402.35	402.35	5,665.59	5,263.24	7.1
100-51420-110-154	COMM. DEVELOP/ZONING; HEALTH I	1,336.62	1,336.62	18,419.36	17,082.74	7.3
100-51420-131-000	COMM. DEVELOP/ZONING; EAP FRIN	.00	.00	27.00	27.00	.0
100-51420-340-000	CD/ZONING; SEMINARS & MILEAGE	.00	.00	1,500.00	1,500.00	.0
100-51420-345-000	CD/ZA MATERIALS AND SUPPLIES	.00	.00	500.00	500.00	.0
100-51420-350-000	COMMUNITY EVENTS	.00	.00	11,050.00	11,050.00	.0
100-51420-360-000	PUBLIC RELATIONS/MARKETING	165.00	165.00	2,000.00	1,835.00	8.3
100-51420-370-000	ENGINEERING/SURVEYING/CONSULTI	.00	.00	5,000.00	5,000.00	.0
	TOTAL COMMUNITY DEVELOPMENT/ZON	8,169.66	8,169.66	132,553.36	124,383.70	6.2
<u>CLERK</u>						
100-51421-110-110	SALARIES & WAGES - CLERK	2,076.92	2,076.92	66,150.00	64,073.08	3.1
100-51421-110-151	FICA TAX - CLERK	153.34	153.34	5,060.47	4,907.13	3.0
100-51421-110-152	RETIREMENT - CLERK	145.62	145.62	4,564.35	4,418.73	3.2
100-51421-110-154	INSURANCE - CLERK	1,380.30	1,380.30	20,041.00	18,660.70	6.9
100-51421-131-000	EAP FRINGE - CLERK	.00	.00	27.00	27.00	.0
100-51421-322-000	MISC - BONDING	.00	.00	150.00	150.00	.0
100-51421-340-000	CLERK; SEMINARS & MILEAGE	.00	.00	4,000.00	4,000.00	.0
	TOTAL CLERK	3,756.18	3,756.18	99,992.82	96,236.64	3.8
<u>DEPUTY CLERK</u>						
100-51422-110-110	SALARIES & WAGES - DEPUTY CLER	310.91	310.91	5,026.18	4,715.27	6.2
100-51422-110-151	FICA TAX - DEPUTY CLERK	22.56	22.56	384.49	361.93	5.9
100-51422-110-152	RETIREMENT - DEPUTY CLER	21.55	21.55	346.81	325.26	6.2
100-51422-110-154	INSURANCE - DEPUTY CLER	145.30	145.30	2,002.10	1,856.80	7.3
100-51422-322-000	DEPUTY CLERK; MUNICIPAL BONDIN	.00	.00	150.00	150.00	.0
100-51422-340-000	DEPUTY CLERK;SEMINARS & MILEA	.00	.00	1,000.00	1,000.00	.0
	TOTAL DEPUTY CLERK	500.32	500.32	8,909.58	8,409.26	5.6
<u>ADMIN ASSIST</u>						
100-51423-110-110	SALARIES & WAGES - AA	2,871.73	2,871.73	50,262.00	47,390.27	5.7
100-51423-110-151	FICA TAX - AA	207.33	207.33	3,845.04	3,637.71	5.4
100-51423-110-152	RETIREMENT - AA	199.09	199.09	3,468.08	3,268.99	5.7
100-51423-110-154	INSURANCE - AA	1,452.96	1,452.96	20,041.00	18,588.04	7.3
100-51423-340-000	ADMIN ASSIST; SEMINARS & MILEA	.00	.00	1,500.00	1,500.00	.0
	TOTAL ADMIN ASSIST	4,731.11	4,731.11	79,116.12	74,385.01	6.0

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<u>PLANNING TECHNICIAN</u>						
100-51425-110-110	SALARY & WAGES - PLAN TECH	2,493.12	2,493.12	44,100.00	41,606.88	5.7
100-51425-110-151	FICA TAX - PLAN TECH	178.57	178.57	3,373.65	3,195.08	5.3
100-51425-110-152	RETIREMENT - PLAN TECH	172.87	172.87	3,042.90	2,870.03	5.7
100-51425-110-154	INSURANCE - PLAN TECH	1,431.16	1,431.16	20,021.04	18,589.88	7.2
100-51425-131-000	EAP FRINGE - PLAN TECH	.00	.00	27.00	27.00	.0
100-51425-340-000	PLAN TECH; SEMINARS & MILEAGE	.00	.00	500.00	500.00	.0
	TOTAL PLANNING TECHNICIAN	4,275.72	4,275.72	71,064.59	66,788.87	6.0
<u>ACCT CLERK</u>						
100-51427-110-110	SALARIES & WAGES - ACCT CLERK	2,333.17	2,333.17	50,262.00	47,928.83	4.6
100-51427-110-151	FICA TAX - ACCT CLERK	168.62	168.62	3,845.04	3,676.42	4.4
100-51427-110-152	RETIREMENT - ACCT CLERK	162.01	162.01	3,468.08	3,306.07	4.7
100-51427-110-154	INSURANCE - ACCT CLERK	1,162.28	1,162.28	20,041.00	18,878.72	5.8
100-51427-131-000	EAP FRINGE - ACCT CLERK	.00	.00	27.00	27.00	.0
100-51427-322-000	MISC - BONDING - ACCT CLERK	.00	.00	300.00	300.00	.0
100-51427-340-000	ACCT CLERK; SEMINARS & MILEAGE	.00	.00	1,000.00	1,000.00	.0
	TOTAL ACCT CLERK	3,826.08	3,826.08	78,943.12	75,117.04	4.9
<u>ELECTIONS</u>						
100-51440-110-110	SALARIES & WAGES - ELECTIONS	.00	.00	20,000.00	20,000.00	.0
100-51440-110-151	FICA TAX - ELECTIONS	.00	.00	1,530.00	1,530.00	.0
100-51440-350-000	OTHER EXPENSES & SUPPLIES	1,671.16	1,671.16	27,000.00	25,328.84	6.2
	TOTAL ELECTIONS	1,671.16	1,671.16	48,530.00	46,858.84	3.4
<u>COMMISSIONS, COMMITTEES,</u>						
100-51500-535-110	PFC COMMITTEE WAGES	.00	.00	1,200.00	1,200.00	.0
100-51500-535-151	PFC COMMITTEE FICA	.00	.00	100.00	100.00	.0
100-51500-540-110	CLIPP - WAGES	.00	.00	900.00	900.00	.0
100-51500-540-151	CLIPP - FICA	.00	.00	100.00	100.00	.0
100-51500-560-110	PLANNING COMMISSION WAGES	75.00	75.00	1,900.00	1,825.00	4.0
100-51500-560-151	PLANNING COMMISSION FICA	5.74	5.74	100.00	94.26	5.7
100-51500-580-000	RECRUITMENT & BACKGROUND CHECK	.00	.00	5,000.00	5,000.00	.0
100-51500-590-110	ADMINISTRATIVE POLICY WAGES	.00	.00	950.00	950.00	.0
100-51500-590-151	ADMINISTRATIVE POLICY FICA	.00	.00	100.00	100.00	.0
100-51500-595-110	SPECIAL / AD HOC COMMITTEES WA	.00	.00	450.00	450.00	.0
100-51500-595-151	SPECIAL / AD HOC COMMITTEES FI	.00	.00	50.00	50.00	.0
100-51500-596-110	KOWALSKI INTERCHANGE WAGES	.00	.00	225.00	225.00	.0
100-51500-596-151	KOWALSKI INTERCHANGE FICA	.00	.00	25.00	25.00	.0
	TOTAL COMMISSIONS, COMMITTEES,	80.74	80.74	11,100.00	11,019.26	.7

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<u>TREASURER</u>						
100-51520-110-110	SALARIES & WAGES - TREASURER	2,550.02	2,550.02	46,410.00	43,859.98	5.5
100-51520-110-151	FICA TAX - TREASURER	190.26	190.26	3,550.37	3,360.11	5.4
100-51520-110-152	RETIREMENT - TREASURER	176.80	176.80	3,202.29	3,025.49	5.5
100-51520-110-154	INSURANCE - TREASURER	755.54	755.54	10,415.00	9,659.46	7.3
100-51520-131-000	EAP FRINGE - TREASURER	.00	.00	27.00	27.00	.0
100-51520-322-000	MISCELLANEOUS-BONDING	.00	.00	650.00	650.00	.0
100-51520-340-000	TREASURER; SEMINARS & MILEAGE	109.00	109.00	3,000.00	2,891.00	3.6
	TOTAL TREASURER	3,781.62	3,781.62	67,254.66	63,473.04	5.6
<u>ASSESSOR</u>						
100-51530-110-000	ASSESSOR FEE	1,439.58	1,439.58	16,250.00	14,810.42	8.9
100-51530-113-000	ASSESSOR - MANUFACTURING	.00	.00	1,200.00	1,200.00	.0
	TOTAL ASSESSOR	1,439.58	1,439.58	17,450.00	16,010.42	8.3
<u>MUNICIPAL BUILDING</u>						
100-51600-110-110	WAGES -CLEANING/SNOW REMOVAL	979.30	979.30	16,500.00	15,520.70	5.9
100-51600-110-151	FICA - CLEANING/SNOW REMOVAL	74.91	74.91	1,262.25	1,187.34	5.9
100-51600-326-000	UTILITIES	838.54	838.54	35,000.00	34,161.46	2.4
100-51600-354-000	MATERIALS & SUPPLIES	691.93	691.93	4,500.00	3,808.07	15.4
100-51600-389-000	MAINTENANCE	1,652.94	1,652.94	35,000.00	33,347.06	4.7
100-51600-390-000	MAJOR REPAIRS	.00	.00	238,400.00	238,400.00	.0
	TOTAL MUNICIPAL BUILDING	4,237.62	4,237.62	330,662.25	326,424.63	1.3
<u>OTHER GENERAL GOVERNMENT</u>						
100-51900-095-000	UNEMPLOYMENT	.00	.00	5,000.00	5,000.00	.0
100-51900-115-000	VILLAGE EMPLOYEE EVENT	14.76	14.76	1,000.00	985.24	1.5
100-51900-120-000	EMPLOYEE SETTLEMENTS	.00	.00	7,875.00	7,875.00	.0
100-51900-938-000	PROPERTY & LIABILITY INSURANCE	.00	.00	25,092.00	25,092.00	.0
100-51900-960-000	PUBLICATIONS	.00	.00	3,500.00	3,500.00	.0
100-51900-970-000	NEWSLETTER	.00	.00	8,000.00	8,000.00	.0
100-51900-990-000	DUES & MEMBERSHIPS	109.33	109.33	9,500.00	9,390.67	1.2
100-51900-991-000	BANK & INVESTMENT FEES	62.50	62.50	2,500.00	2,437.50	2.5
100-51900-994-000	WEIGHTS MEASURES INSPECTION	.00	.00	400.00	400.00	.0
	TOTAL OTHER GENERAL GOVERNMENT	186.59	186.59	62,867.00	62,680.41	.3

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<u>NON-RECURRING OPERATING E</u>					
100-51990-000-000 NON-RECURRING OPERATING EXP.	600.00	600.00	.00	(600.00)	.0
TOTAL NON-RECURRING OPERATING E	600.00	600.00	.00	(600.00)	.0

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<u>POLICE DEPT</u>						
100-52000-110-110	SALARIES & WAGES - CROSS GUARD	372.72	372.72	4,860.00	4,487.28	7.7
100-52000-110-151	FICA TAX - CROSSING GUARD	28.52	28.52	371.79	343.27	7.7
100-52000-110-154	INSURANCE - CROSS GUARD	.00	.00	300.00	300.00	.0
100-52000-120-138	TRAINING & CONF - POLICE CHIEF	275.00	275.00	2,000.00	1,725.00	13.8
100-52000-120-140	EMPLOYEE ASSISTANCE PROG-CHIEF	.00	.00	27.00	27.00	.0
100-52000-120-146	PROFESSIONAL DUES-POLICE CHIEF	480.00	480.00	575.00	95.00	83.5
100-52000-120-157	EAP-LIEUTENANT	.00	.00	27.00	27.00	.0
100-52000-120-159	PROFESSIONAL DUES - LIEUTENANT	245.00	245.00	250.00	5.00	98.0
100-52000-120-160	TRAINING & CONF - LIEUTENANT	.00	.00	2,000.00	2,000.00	.0
100-52000-120-238	TRAINING - OFFICERS	2,019.89	2,019.89	6,500.00	4,480.11	31.1
100-52000-120-240	EMERGENCY ASSIST PROG-OFFICERS	.00	.00	250.00	250.00	.0
100-52000-120-250	LEGAL SERVICES-POLICE DEPT	282.00	282.00	1,000.00	718.00	28.2
100-52000-120-320	AMMUNITION	.00	.00	3,000.00	3,000.00	.0
100-52000-120-321	FT OFFICERS PROTECTIVE CLOTH	545.83	545.83	9,000.00	8,454.17	6.1
100-52000-120-322	PT OFFICERS PROTECTIVE CLOTH	.00	.00	500.00	500.00	.0
100-52000-120-323	PHYSICAL EXAMS	.00	.00	1,000.00	1,000.00	.0
100-52000-120-324	FUEL	20.70	20.70	50,000.00	49,979.30	.0
100-52000-120-326	TELEPHONE & UTILITIES - POLICE	207.65	207.65	8,000.00	7,792.35	2.6
100-52000-120-380	EQUIPMENT REPAIRS/MAINTENANCE	654.76	654.76	20,000.00	19,345.24	3.3
100-52000-120-434	EMPLOYEE ASSIST PROG-PD CLERK	.00	.00	27.00	27.00	.0
100-52000-120-437	MILEAGE - POLICE CLERK	.00	.00	150.00	150.00	.0
100-52000-120-438	TRAIN/MEETINGS - POLICE CLERK	.00	.00	300.00	300.00	.0
100-52000-120-460	OFFICE SUPPLIES	233.91	233.91	5,500.00	5,266.09	4.3
100-52000-120-475	POSTAGE & SHIPPING	22.55	22.55	550.00	527.45	4.1
100-52000-120-476	PROPERTY ROOM/EVIDENCE	63.00	63.00	1,000.00	937.00	6.3
100-52000-120-811	OUTLAY-EQUIPMENT	.00	.00	7,900.00	7,900.00	.0
100-52000-120-812	PD GRANT EXPENDITURES	.00	.00	4,000.00	4,000.00	.0
100-52000-120-815	PD CONTRACTED SERVICES	.00	.00	500.00	500.00	.0
100-52000-120-820	PD: COMPUTER SUPPLIES, EXPENSE	1,375.23	1,375.23	33,000.00	31,624.77	4.2
100-52000-120-938	POLICE DEPARTMENT INSURANCE	415.26	415.26	32,000.00	31,584.74	1.3
100-52000-121-110	SALARY & WAGES - LIEUTENANT	5,634.97	5,634.97	101,091.61	95,456.64	5.6
100-52000-121-151	FICA - LIEUTENANT	421.81	421.81	7,733.51	7,311.70	5.5
100-52000-121-152	RETIREMENT - LIEUTENANT	806.92	806.92	14,456.10	13,649.18	5.6
100-52000-121-154	HEALTH INSURANCE - LIEUTENANT	1,452.96	1,452.96	20,041.00	18,588.04	7.3
100-52000-122-110	SALARIES & WAGES - FT OFFICERS	36,101.69	36,101.69	501,775.00	465,673.31	7.2
100-52000-122-151	FICA TAX - FT OFFICERS	2,761.76	2,761.76	38,385.79	35,624.03	7.2
100-52000-122-152	RETIREMENT (WRS) - FT OFFICERS	5,109.95	5,109.95	71,753.83	66,643.88	7.1
100-52000-122-154	HEALTH INSURANCE - FT OFFICERS	197.28	197.28	120,150.00	119,952.72	.2
100-52000-123-110	SALARIES & WAGES - PT OFFICERS	.00	.00	6,900.00	6,900.00	.0
100-52000-123-151	FICA TAX - PT OFFICERS	.00	.00	527.85	527.85	.0
100-52000-124-110	SALARIES & WAGES - POLICE CLERK	1,603.24	1,603.24	28,788.60	27,185.36	5.6
100-52000-124-151	FICA TAX - POLICE CLERK	116.61	116.61	2,202.33	2,085.72	5.3
100-52000-124-152	RETIREMENT(WRS) - POLICE CLERK	111.13	111.13	1,986.41	1,875.28	5.6
100-52000-124-154	HEALTH INS - POLICE CLERK	711.91	711.91	10,093.00	9,381.09	7.1
100-52000-125-110	SALARIES & WAGES - PROPERTY RO	.00	.00	10,388.00	10,388.00	.0
100-52000-125-151	FICA TAX - PROP ROOM MGR	.00	.00	794.68	794.68	.0
100-52000-126-110	SALARIES & WAGES PT POLICE CLE	.00	.00	24,580.00	24,580.00	.0
100-52000-126-151	PT POILCE CLERK; FICA TAX	.00	.00	3,760.74	3,760.74	.0
100-52000-127-110	SALARY & WAGES - POLICE CHIEF	6,201.12	6,201.12	111,250.00	105,048.88	5.6
100-52000-127-151	FICA TAX - POLICE CHIEF	462.03	462.03	8,510.63	8,048.60	5.4
100-52000-127-152	RETIREMENT(WRS) - POLICE CHIEF	888.00	888.00	15,908.75	15,020.75	5.6
100-52000-127-154	HEALTH INS - POLICE CHIEF	1,452.96	1,452.96	20,041.00	18,588.04	7.3

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100-52000-128-110 SALARY & WAGES - SARGEANT	2,407.90	2,407.90	182,900.00	180,492.10	1.3
100-52000-128-151 FICA TAX - SARGEANT	184.21	184.21	13,991.85	13,807.64	1.3
100-52000-128-152 RETIREMENT(WRS) - SARGEANT	309.01	309.01	26,154.70	25,845.69	1.2
100-52000-128-154 HEALTH INS - SARGEANT	.00	.00	5,100.00	5,100.00	.0
TOTAL POLICE DEPT	74,177.48	74,177.48	1,543,853.17	1,469,675.69	4.8

FIRE & EMS

100-52200-201-110 SALARIES & WAGES - FIRE DEPART	.00	.00	163,290.00	163,290.00	.0
100-52200-201-131 EMPLOYEE ASSISTANCE PROGRAM	.00	.00	750.00	750.00	.0
100-52200-201-151 FICA TAX - FIRE DEPARTMENT	.00	.00	13,256.69	13,256.69	.0
100-52200-201-152 RETIREMENT FIRE DEPARTMENT	.00	.00	10,000.00	10,000.00	.0
100-52200-201-321 PROTECTIVE CLOTHING	.00	.00	20,000.00	20,000.00	.0
100-52200-201-322 MISCELLANEOUS FD SUPPLIES	.00	.00	1,000.00	1,000.00	.0
100-52200-201-323 PHYSICAL EXAMS	190.50	190.50	1,500.00	1,309.50	12.7
100-52200-201-324 FUEL	.00	.00	7,000.00	7,000.00	.0
100-52200-201-326 UTILITIES - SIREN	.00	.00	430.00	430.00	.0
100-52200-201-327 RADIOS	.00	.00	7,500.00	7,500.00	.0
100-52200-201-328 DISAB/ACCIDENT DEATH POLICY	.00	.00	7,000.00	7,000.00	.0
100-52200-201-330 PHONE REIMBURSEMENT	.00	.00	960.00	960.00	.0
100-52200-201-331 FD DUES & MEMBERSHIPS	.00	.00	1,000.00	1,000.00	.0
100-52200-201-340 TRAINING/SCHOOLING/MEETINGS	1,200.00	1,200.00	4,000.00	2,800.00	30.0
100-52200-201-350 OFFICE EXPENSES & SUPPLIES	.94	.94	1,500.00	1,499.06	.1
100-52200-201-380 EQUIPMENT REPAIRS/MAINTENANCE	312.50	312.50	30,000.00	29,687.50	1.0
100-52200-201-383 FIELD TOOLS OUTLAY	.00	.00	7,500.00	7,500.00	.0
100-52200-201-820 COMPUTER PURCHASE/SOFTWARE	.00	.00	1,500.00	1,500.00	.0
100-52200-201-938 FIRE DEPARTMENT INSURANCE	.00	.00	20,000.00	20,000.00	.0
100-52200-201-940 FD GRANT MATCHING	.00	.00	10,000.00	10,000.00	.0
100-52200-300-110 SALARIES & WAGES - FR/EMS	.00	.00	33,714.50	33,714.50	.0
100-52200-300-151 FICA TAX - FIRST RESPONDERS	.00	.00	2,579.16	2,579.16	.0
100-52200-301-000 EQUIPMENT SUPPLIES/MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
100-52200-301-340 TRAINING/SCHOOLING/ADD'L MTGS	126.00	126.00	1,600.00	1,474.00	7.9
100-52200-301-350 SUPPLIES, MILEAGE & EXPENSES	.00	.00	3,000.00	3,000.00	.0
100-52200-301-360 MEDICAL/PHYSICALS	.00	.00	100.00	100.00	.0
100-52200-301-811 OUTLAY-EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
100-52200-310-210 OUTSIDE SERVICES	.00	.00	22,000.00	22,000.00	.0
100-52200-310-329 SERVICE/STANDBY FEE	56,475.56	56,475.56	65,000.00	8,524.44	86.9
TOTAL FIRE & EMS	58,305.50	58,305.50	445,180.35	386,874.85	13.1

BUILDING INSPECTOR

100-52400-400-250 CONTRACTED INSPECTOR SERVICES	.00	.00	25,000.00	25,000.00	.0
100-52400-400-353 HOUSE NUMBERS	.00	.00	600.00	600.00	.0
100-52400-400-354 COMPUTER SOFTWARE AND SUPPLIES	.00	.00	1,000.00	1,000.00	.0
TOTAL BUILDING INSPECTOR	.00	.00	26,600.00	26,600.00	.0

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>POLICE & FIRE COMMISSION</u>						
100-52800-100-321	PFC POSTAGE	.00	.00	50.00	50.00	.0
100-52800-100-340	PFC TRAINING/SCHOOLING	.00	.00	375.00	375.00	.0
100-52800-100-354	MATERIALS & SUPPLIES	.00	.00	50.00	50.00	.0
100-52800-101-110	PFC CLERK SALARIES & WAGES	196.33	196.33	4,709.86	4,513.53	4.2
100-52800-101-151	PFC CLERK FICA TAX	14.28	14.28	360.30	346.02	4.0
100-52800-101-152	PFC CLERK RETIREMENT	13.61	13.61	324.98	311.37	4.2
100-52800-101-154	PFC CLERK-HEALTH INSURANCE	87.18	87.18	1,682.17	1,594.99	5.2
100-52800-330-000	LEGAL FEES-POLICE & FIRE COMM	.00	.00	100.00	100.00	.0
	TOTAL POLICE & FIRE COMMISSION	311.40	311.40	7,652.31	7,340.91	4.1

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GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>PUBLIC WORKS</u>						
100-53000-300-000	ENGINEERING COSTS	1,075.00	1,075.00	25,000.00	23,925.00	4.3
100-53000-301-000	STORMWATER PERMIT REQUIREMENTS	.00	.00	1,000.00	1,000.00	.0
100-53000-302-110	SALARIES & WAGES - PW DIRECTOR	2,466.35	2,466.35	44,887.50	42,421.15	5.5
100-53000-302-131	EAP FRINGE - PW DIRECTOR	.00	.00	27.00	27.00	.0
100-53000-302-151	FICA TAX - PW DIRECTOR	184.50	184.50	3,433.89	3,249.39	5.4
100-53000-302-152	RETIREMENT (WRS) - PW DIRECTOR	171.00	171.00	3,097.24	2,926.24	5.5
100-53000-302-154	HEALTH INSURANCE - PW DIRECTOR	653.84	653.84	9,009.47	8,355.63	7.3
100-53000-302-322	PHONE EXPENSE - PW DIRECTOR	.00	.00	480.00	480.00	.0
100-53000-302-340	PWD; SEMINARS, TRAINING & MILE	.00	.00	4,500.00	4,500.00	.0
100-53000-311-110	SALARIES & WAGES - PW	21,192.57	21,192.57	267,605.36	246,412.79	7.9
100-53000-311-130	PW EMPLOYEES PHYSICALS	110.00	110.00	350.00	240.00	31.4
100-53000-311-137	PW CREW EAP FRINGE	.00	.00	150.00	150.00	.0
100-53000-311-151	FICA - PW	1,560.52	1,560.52	20,475.00	18,914.48	7.6
100-53000-311-152	RETIREMENT - PW	1,520.93	1,520.93	18,465.00	16,944.07	8.2
100-53000-311-154	HEALTH INSURANCE - PW	7,141.36	7,141.36	94,100.00	86,958.64	7.6
100-53000-311-342	SALT/BRINE	.00	.00	245,000.00	245,000.00	.0
100-53000-311-344	PATCHING MATERIAL-ASPHALT	.00	.00	45,000.00	45,000.00	.0
100-53000-311-345	SEAL COATING	.00	.00	300,000.00	300,000.00	.0
100-53000-311-346	CRACKFILLING	.00	.00	65,000.00	65,000.00	.0
100-53000-311-347	PAVEMENT MARKING	.00	.00	20,000.00	20,000.00	.0
100-53000-311-348	GRAVEL & ROAD BASE	.00	.00	25,000.00	25,000.00	.0
100-53000-311-357	CULVERTS	.00	.00	15,000.00	15,000.00	.0
100-53000-311-358	ROAD SIGNS	.00	.00	4,300.00	4,300.00	.0
100-53000-311-359	BRIDGE INSPECTIONS	.00	.00	2,000.00	2,000.00	.0
100-53000-311-360	STORM WATER	.00	.00	1,500.00	1,500.00	.0
100-53000-311-380	EQUIPMENT; REPAIRS/MAINTENANCE	5,003.76	5,003.76	70,000.00	64,996.24	7.2
100-53000-311-381	TRAFFIC SIGNAL MAINT. & REPAIR	.00	.00	6,500.00	6,500.00	.0
100-53000-311-384	PWKS; FUEL & OIL CHANGES	8.98	8.98	65,000.00	64,991.02	.0
100-53000-311-814	PW; EQUIPMENT RENTALS	250.00	250.00	34,000.00	33,750.00	.7
100-53000-312-326	GARAGE UTILITIES	640.43	640.43	15,000.00	14,359.57	4.3
100-53000-312-329	UNIFORMS & SAFETY EQUIPMENT	359.86	359.86	4,500.00	4,140.14	8.0
100-53000-312-354	OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
100-53000-312-355	WINTER MAINT-PLOW BLADES ETC	.00	.00	10,000.00	10,000.00	.0
100-53000-312-356	WINTER DAMAGE-PRIVATE PROPERTY	.00	.00	300.00	300.00	.0
100-53000-314-320	GARAGE SUPPLIES & EXPENSES	1,356.17	1,356.17	20,000.00	18,643.83	6.8
100-53000-314-422	WEATHER SIRENS	.00	.00	1,000.00	1,000.00	.0
100-53000-315-420	STREET LIGHTING	4,175.70	4,175.70	52,000.00	47,824.30	8.0
100-53000-620-315	RECYCLING EXPENSES	10,095.80	10,095.80	145,000.00	134,904.20	7.0
100-53000-620-317	YARD WASTE SITE EXP	2,500.00	2,500.00	37,000.00	34,500.00	6.8
100-53000-620-320	SOLID WASTE COLLECTION EXPENSE	5,370.90	5,370.90	350,000.00	344,629.10	1.5
100-53000-938-000	PUBLIC WORKS INSURANCE	.00	.00	40,000.00	40,000.00	.0
100-53000-940-000	ROW TREE WORK	.00	.00	2,000.00	2,000.00	.0
	TOTAL PUBLIC WORKS	65,837.67	65,837.67	2,067,980.46	2,002,142.79	3.2

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	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ANIMAL CONTROL</u>					
100-54110-210-000 ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
TOTAL ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
<u>PARKS</u>					
100-55000-200-110 SALARY & WAGES - PARKS	.00	.00	53,200.00	53,200.00	.0
100-55000-200-113 DUES/MEMBERSHIPS	.00	.00	400.00	400.00	.0
100-55000-200-116 PARKS SCHOOLING, TRAINING	.00	.00	200.00	200.00	.0
100-55000-200-140 PARKS DEPT PHYSICALS	.00	.00	70.00	70.00	.0
100-55000-200-151 FICA TAX - PARKS	.00	.00	4,069.80	4,069.80	.0
100-55000-200-326 PARKS; UTILITIES	.00	.00	3,500.00	3,500.00	.0
100-55000-200-327 PORTABLE RESTROOM/WASH STATION	.00	.00	5,000.00	5,000.00	.0
100-55000-200-329 UNIFORMS & SAFETY EQUIPMENT	.00	.00	450.00	450.00	.0
100-55000-200-355 PARKS; FUEL CHARGES	.00	.00	6,000.00	6,000.00	.0
100-55000-200-361 MAINTENANCE SUPPLIES	.00	.00	8,000.00	8,000.00	.0
100-55000-200-380 EQUIPMENT REPAIRS	.00	.00	5,000.00	5,000.00	.0
100-55000-200-400 PARKS -OTHER PROJECTS	.00	.00	28,000.00	28,000.00	.0
100-55000-203-110 PW CREW - SALARY & WAGES	.00	.00	2,850.00	2,850.00	.0
100-55000-203-151 PW CREW - FICA	.00	.00	220.00	220.00	.0
100-55000-203-152 RETIREMENT - PW CREW	.00	.00	1,005.00	1,005.00	.0
100-55000-203-154 HEALTH INSURANCE - PW CREW	.00	.00	200.00	200.00	.0
100-55000-938-000 PARKS INSURANCE	.00	.00	5,600.00	5,600.00	.0
TOTAL PARKS	.00	.00	123,764.80	123,764.80	.0
TOTAL FUND EXPENDITURES	215,665.62	215,665.62	5,573,131.21	5,357,465.59	3.9
NET REVENUE OVER EXPENDITURES	1,565,166.47	1,565,166.47	.00	(1,565,166.47)	.0

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MUNICIPAL COURT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
221-45100-200 MUNICIPAL COURT REVENUE	1,824.12	1,824.12	31,000.00	29,175.88	5.9
221-45100-300 MUNICIPAL COURT COST SHARE	.00	.00	25,000.00	25,000.00	.0
TOTAL SOURCE 45	1,824.12	1,824.12	56,000.00	54,175.88	3.3
TOTAL FUND REVENUE	1,824.12	1,824.12	56,000.00	54,175.88	3.3

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PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 48</u>					
250-48130-000 INTEREST EARNED ON INVESTMENTS	323.13	323.13	.00	(323.13)	.0
TOTAL SOURCE 48	323.13	323.13	.00	(323.13)	.0
<u>SOURCE 49</u>					
250-49900-000 CARRY OVER FROM PRIOR YEAR	.00	.00	1,500.00	1,500.00	.0
TOTAL SOURCE 49	.00	.00	1,500.00	1,500.00	.0
TOTAL FUND REVENUE	323.13	323.13	1,500.00	1,176.87	21.5

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		PARK FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 300</u>						
250-57300-000-000	BIKE AND WALKWAY OUTLAY	.00	.00	1,500.00	1,500.00	.0
	TOTAL DEPARTMENT 300	.00	.00	1,500.00	1,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	1,500.00	1,500.00	.0
	NET REVENUE OVER EXPENDITURES	323.13	323.13	.00	(323.13)	.0

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FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-48000-001 INTEREST EARNED ON INVESTMENTS	92.48	92.48	500.00	407.52	18.5
260-48000-009 FD DONATION - OTHER	.00	.00	15,000.00	15,000.00	.0
TOTAL SOURCE 48	92.48	92.48	15,500.00	15,407.52	.6
TOTAL FUND REVENUE	92.48	92.48	15,500.00	15,407.52	.6

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FIRE DEPARTMENT DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-55200-900-000 FD DONATION EXP - OTHER	441.27	441.27	15,000.00	14,558.73	2.9
TOTAL DEPARTMENT 200	441.27	441.27	15,000.00	14,558.73	2.9
TOTAL FUND EXPENDITURES	441.27	441.27	15,000.00	14,558.73	2.9
NET REVENUE OVER EXPENDITURES	(348.79)	(348.79)	500.00	848.79	(69.8)

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2% FIRE DUES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-43420-000	2% FIRE DUES	.00	.00	28,171.00	28,171.00	.0
	TOTAL SOURCE 43	.00	.00	28,171.00	28,171.00	.0
	<u>SOURCE 47</u>					
270-47320-000	2% FIRE DUES FROM GUENTHER	.00	.00	1,352.00	1,352.00	.0
	TOTAL SOURCE 47	.00	.00	1,352.00	1,352.00	.0
	<u>SOURCE 48</u>					
270-48100-000	INTEREST ON INVESTMENTS	284.16	284.16	1,000.00	715.84	28.4
	TOTAL SOURCE 48	284.16	284.16	1,000.00	715.84	28.4
	<u>SOURCE 49</u>					
270-49900-000	UNDESIGNATED FUNDS	.00	.00	24,533.12	24,533.12	.0
	TOTAL SOURCE 49	.00	.00	24,533.12	24,533.12	.0
	TOTAL FUND REVENUE	284.16	284.16	55,056.12	54,771.96	.5

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2% FIRE DUES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-52200-110-110 SALARIES/WAGES - FIRE PREVENT	.00	.00	6,320.60	6,320.60	.0
270-52200-110-151 FICA - FIRE PREVENT	.00	.00	483.53	483.53	.0
270-52200-340-000 TRAINING/SCHOOLING/MEETINGS	.00	.00	5,000.00	5,000.00	.0
270-52200-351-000 FIRE PREVENTION SUPPLIES	.00	.00	3,500.00	3,500.00	.0
270-52200-383-000 FIRE TOOLS OUTLAY	.00	.00	10,000.00	10,000.00	.0
270-52200-811-000 OUTLAY-FIRE EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
TOTAL DEPARTMENT 200	.00	.00	55,304.13	55,304.13	.0
TOTAL FUND EXPENDITURES	.00	.00	55,304.13	55,304.13	.0
NET REVENUE OVER EXPENDITURES	284.16	284.16	(248.01)	(532.17)	114.6

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DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
350-41112-000 PROPERTY TAX REVENUE	193,012.00	193,012.00	700,000.00	506,988.00	27.6
TOTAL SOURCE 41	193,012.00	193,012.00	700,000.00	506,988.00	27.6
<u>SOURCE 42</u>					
350-42000-500 PRINCIPAL - GOLDEN POND	.00	.00	9,200.00	9,200.00	.0
350-42000-600 PRINCIPAL - VANDERWAAL	.00	.00	11,652.00	11,652.00	.0
TOTAL SOURCE 42	.00	.00	20,852.00	20,852.00	.0
<u>SOURCE 48</u>					
350-48000-001 LOAN PROCEEDS	.00	.00	6.93	6.93	.0
350-48000-003 INTEREST EARNED ON INVESTMENTS	795.00	795.00	19,952.66	19,157.66	4.0
350-48000-107 INTEREST - VANDERWAAL	.00	.00	3,146.00	3,146.00	.0
TOTAL SOURCE 48	795.00	795.00	23,105.59	22,310.59	3.4
TOTAL FUND REVENUE	193,807.00	193,807.00	743,957.59	550,150.59	26.1

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DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 000</u>					
350-58000-115-000 PRINCIPAL - \$4.685 GOREFI 2021	.00	.00	345,000.00	345,000.00	.0
350-58000-116-000 PRINCIPAL - \$1.29M GOPN 2018	.00	.00	255,000.00	255,000.00	.0
350-58000-120-000 PRINCIPAL - COVANTAGE	61,178.77	61,178.77	.00	(61,178.77)	.0
350-58000-231-000 INTEREST - \$4.685M	.00	.00	90,900.00	90,900.00	.0
350-58000-235-000 INTEREST \$1.29M GOPN 2018	.00	.00	27,375.00	27,375.00	.0
350-58000-240-000 INTEREST - COVANTAGE	28,849.00	28,849.00	.00	(28,849.00)	.0
TOTAL DEPARTMENT 000	90,027.77	90,027.77	718,275.00	628,247.23	12.5
TOTAL FUND EXPENDITURES	90,027.77	90,027.77	718,275.00	628,247.23	12.5
NET REVENUE OVER EXPENDITURES	103,779.23	103,779.23	25,682.59	(78,096.64)	404.1

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

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CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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410-41000-000 TAX REVENUES	200,000.00	200,000.00	200,000.00	.00	100.0
TOTAL SOURCE 41	200,000.00	200,000.00	200,000.00	.00	100.0
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SOURCE 48					
410-48000-000 INTEREST EARNED ON INVESTMENTS	1,956.87	1,956.87	15,000.00	13,043.13	13.1
TOTAL SOURCE 48	1,956.87	1,956.87	15,000.00	13,043.13	13.1
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SOURCE 49					
410-49300-000 UNDESIGNATED FUND REVENUE	.00	.00	202,000.00	202,000.00	.0
TOTAL SOURCE 49	.00	.00	202,000.00	202,000.00	.0
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TOTAL FUND REVENUE	201,956.87	201,956.87	417,000.00	215,043.13	48.4

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-57100-000-000 CAPITAL ROAD IMPROVEMENTS	.00	.00	247,000.00	247,000.00	.0
410-57100-000-100 OTHER CAPITAL PROJECTS	.00	.00	170,000.00	170,000.00	.0
TOTAL DEPARTMENT 100	.00	.00	417,000.00	417,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	417,000.00	417,000.00	.0
NET REVENUE OVER EXPENDITURES	201,956.87	201,956.87	.00	(201,956.87)	.0

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 1

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
451-41000-110	PROPERTY TAX REVENUE	252,278.37	252,278.37	252,278.37	.00	100.0
	TOTAL SOURCE 41	252,278.37	252,278.37	252,278.37	.00	100.0
	<u>SOURCE 43</u>					
451-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	568.00	568.00	.0
	TOTAL SOURCE 43	.00	.00	568.00	568.00	.0
	<u>SOURCE 47</u>					
451-47400-000	TAX GUARANTEE - DEVELOPERS	.00	.00	49,415.26	49,415.26	.0
	TOTAL SOURCE 47	.00	.00	49,415.26	49,415.26	.0
	<u>SOURCE 48</u>					
451-48000-000	INTEREST ON INVESTMENTS	1,186.50	1,186.50	15,000.00	13,813.50	7.9
	TOTAL SOURCE 48	1,186.50	1,186.50	15,000.00	13,813.50	7.9
	TOTAL FUND REVENUE	253,464.87	253,464.87	317,261.63	63,796.76	79.9

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 2

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
452-41000-110	PROPERTY TAX REVENUE	844,012.52	844,012.52	844,012.52	.00	100.0
	TOTAL SOURCE 41	844,012.52	844,012.52	844,012.52	.00	100.0
	<u>SOURCE 43</u>					
452-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	41,800.00	41,800.00	.0
452-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	2,500.00	2,500.00	.0
	TOTAL SOURCE 43	.00	.00	44,300.00	44,300.00	.0
	<u>SOURCE 48</u>					
452-48000-001	INTEREST EARNED ON INVESTMENTS	3,191.54	3,191.54	24,000.00	20,808.46	13.3
	TOTAL SOURCE 48	3,191.54	3,191.54	24,000.00	20,808.46	13.3
	<u>SOURCE 49</u>					
452-49000-000	PROCEEDS; LOANS/FINANCING	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL SOURCE 49	.00	.00	4,795,712.86	4,795,712.86	.0
	TOTAL FUND REVENUE	847,204.06	847,204.06	5,708,025.38	4,860,821.32	14.8

VILLAGE OF KRONENWETTER
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TAX INCREMENT DISTRICT 2

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
452-51100-300-001	PRFL SERVICES; ENGINEERING	.00	.00	100,000.00	100,000.00	.0
	TOTAL DEPARTMENT 100	.00	.00	100,000.00	100,000.00	.0
	<u>DEPARTMENT 200</u>					
452-51200-300-001	PRFL SERVICES; MARKETING	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 200	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 300</u>					
452-51300-300-001	PRFL SERVICES; LEGAL	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 300	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 350</u>					
452-51350-300-001	CONSTRUCTION	.00	.00	3,417,000.00	3,417,000.00	.0
	TOTAL DEPARTMENT 350	.00	.00	3,417,000.00	3,417,000.00	.0
	<u>DEPARTMENT 375</u>					
452-51375-300-001	TIF INCENTIVES	.00	.00	100,000.00	100,000.00	.0
	TOTAL DEPARTMENT 375	.00	.00	100,000.00	100,000.00	.0
	<u>DEPARTMENT 400</u>					
452-51400-450-000	FEES - BANK/INVESTMENT/ETC.	.00	.00	2,500.00	2,500.00	.0
452-51400-460-000	OFFICE SUPPLIES	.42	.42	100.00	99.58	.4
452-51400-463-000	TIF AUDITING	.00	.00	4,000.00	4,000.00	.0
452-51400-464-000	TIF CONSULTING	.00	.00	20,000.00	20,000.00	.0
	TOTAL DEPARTMENT 400	.42	.42	26,600.00	26,599.58	.0

VILLAGE OF KRONENWETTER
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TAX INCREMENT DISTRICT 3

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
453-41000-110 PROPERTY TAX REVENUE	34,130.78	34,130.78	34,130.78	.00	100.0
TOTAL SOURCE 41	34,130.78	34,130.78	34,130.78	.00	100.0
<u>SOURCE 43</u>					
453-43670-000 PERSONAL PROPERTY STATE AID	.00	.00	533.91	533.91	.0
TOTAL SOURCE 43	.00	.00	533.91	533.91	.0
<u>SOURCE 48</u>					
453-48000-000 INTEREST ON INVESTMENTS	404.54	404.54	5,250.00	4,845.46	7.7
TOTAL SOURCE 48	404.54	404.54	5,250.00	4,845.46	7.7
TOTAL FUND REVENUE	34,535.32	34,535.32	39,914.69	5,379.37	86.5

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
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TAX INCREMENT DISTRICT 3

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 300</u>					
453-51300-300-001 LEGAL	.00	.00	150.00	150.00	.0
TOTAL DEPARTMENT 300	.00	.00	150.00	150.00	.0
<u>DEPARTMENT 400</u>					
453-51400-460-000 OFFICE SUPPLIES	.00	.00	10.00	10.00	.0
453-51400-463-000 TIF AUDITING	.00	.00	200.00	200.00	.0
453-51400-464-000 TIF CONSULTING	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 400	.00	.00	1,210.00	1,210.00	.0
<u>DEPARTMENT 410</u>					
453-51410-302-110 SALARIES & WAGES	115.00	115.00	2,935.50	2,820.50	3.9
453-51410-302-151 FICA TAXES	8.56	8.56	224.57	216.01	3.8
453-51410-302-152 RETIREMENT (WRS)	7.95	7.95	202.55	194.60	3.9
453-51410-302-154 HEALTH INSURANCE	30.14	30.14	600.63	570.49	5.0
TOTAL DEPARTMENT 410	161.65	161.65	3,963.25	3,801.60	4.1
TOTAL FUND EXPENDITURES	161.65	161.65	5,323.25	5,161.60	3.0
NET REVENUE OVER EXPENDITURES	34,373.67	34,373.67	34,591.44	217.77	99.4

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

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TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
454-41000-110	PROPERTY TAX REVENUE	129,408.91	129,408.91	129,408.91	.00 100.0
	TOTAL SOURCE 41	129,408.91	129,408.91	129,408.91	.00 100.0
	<u>SOURCE 43</u>				
454-43000-550	STATE EXEMPT COMPUTER AID	.00	.00	675.00	675.00 .0
454-43670-000	PERSONAL PROPERTY STATE AID	.00	.00	362.00	362.00 .0
	TOTAL SOURCE 43	.00	.00	1,037.00	1,037.00 .0
	<u>SOURCE 47</u>				
454-47400-000	TAX GUARANTEE - DEVELOPERS	26,895.82	26,895.82	26,840.00	(55.82) 100.2
	TOTAL SOURCE 47	26,895.82	26,895.82	26,840.00	(55.82) 100.2
	<u>SOURCE 48</u>				
454-48000-000	INTEREST ON INVESTMENTS	566.92	566.92	3,500.00	2,933.08 16.2
	TOTAL SOURCE 48	566.92	566.92	3,500.00	2,933.08 16.2
	TOTAL FUND REVENUE	156,871.65	156,871.65	160,785.91	3,914.26 97.6

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

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TAX INCREMENT DISTRICT 4

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 400</u>					
454-51400-450-000 FEES - BANK/INVESTMENT/ETC.	.00	.00	150.00	150.00	.0
454-51400-460-000 OFFICE SUPPLIES	.02	.02	10.00	9.98	.2
454-51400-463-000 TIF AUDITING	.00	.00	200.00	200.00	.0
454-51400-464-000 TIF CONSULTING	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 400	.02	.02	1,360.00	1,359.98	.0
<u>DEPARTMENT 410</u>					
454-51410-302-110 SALARIES & WAGES	115.00	115.00	2,935.50	2,820.50	3.9
454-51410-302-151 FICA TAXES	8.57	8.57	224.57	216.00	3.8
454-51410-302-152 RETIREMENT (WRS)	7.95	7.95	202.55	194.60	3.9
454-51410-302-154 HEALTH INSURANCE	30.17	30.17	600.63	570.46	5.0
TOTAL DEPARTMENT 410	161.69	161.69	3,963.25	3,801.56	4.1
<u>DEPARTMENT 000</u>					
454-58000-001-100 DEBT SERVICE - PRINCIPAL	.00	.00	165,000.00	165,000.00	.0
454-58000-001-220 DEBT SERVICE - INTEREST	.00	.00	36,200.00	36,200.00	.0
TOTAL DEPARTMENT 000	.00	.00	201,200.00	201,200.00	.0
TOTAL FUND EXPENDITURES	161.71	161.71	206,523.25	206,361.54	.1
NET REVENUE OVER EXPENDITURES	156,709.94	156,709.94	(45,737.34)	(202,447.28)	342.6

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 41</u>					
601-41900-000 INTEREST ON INVESTMENTS	5,101.27	5,101.27	34,500.00	29,398.73	14.8
TOTAL SOURCE 41	5,101.27	5,101.27	34,500.00	29,398.73	14.8
<u>SOURCE 42</u>					
601-42100-000 MISC NON-OPERATING INCOME	.00	.00	500.00	500.00	.0
TOTAL SOURCE 42	.00	.00	500.00	500.00	.0
<u>SOURCE 46</u>					
601-46100-470 FORFEITED DISCOUNT	303.61	303.61	.00	(303.61)	.0
601-46161-000 METERED SALES - RESIDENTIAL	37,870.25	37,870.25	465,000.00	427,129.75	8.1
601-46161-200 METERED SALES - COMMERCIAL	2,568.97	2,568.97	58,000.00	55,431.03	4.4
601-46161-300 METERED SALES - INDUSTRIAL	.00	.00	13,100.00	13,100.00	.0
601-46162-000 PRIVATE FIRE PROTECTION	492.00	492.00	19,100.00	18,608.00	2.6
601-46163-000 PUBLIC FIRE PROTECTION	11,728.45	11,728.45	126,000.00	114,271.55	9.3
601-46163-200 COMMERCIAL FIRE PROTECTION	534.00	534.00	.00	(534.00)	.0
601-46164-000 METERED SALES/PUBLIC AUTHORITY	16.20	16.20	600.00	583.80	2.7
601-46165-000 METERED SALES - MULTIFAM RESID	5,703.25	5,703.25	72,000.00	66,296.75	7.9
601-46172-000 CELL TOWER RENT ON WATER TOWER	.00	.00	31,360.00	31,360.00	.0
601-46173-000 WATER; CONNECTION FEES	.00	.00	14,500.00	14,500.00	.0
601-46175-000 CLEAR WATER REVENUES	1,137.04	1,137.04	7,296,000.00	7,294,862.96	.0
601-46425-000 SAFE WATER DRINKING LOAN	223,100.00	223,100.00	(3,385,500.00)	(3,608,600.00)	6.6
TOTAL SOURCE 46	283,453.77	283,453.77	4,710,160.00	4,426,706.23	6.0
TOTAL FUND REVENUE	288,555.04	288,555.04	4,745,160.00	4,456,604.96	6.1

VILLAGE OF KRONENWETTER
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WATER UTILITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY EXPENSE</u>						
601-53600-403-000	DEPRECIATION EXPENSE - WATER	.00	.00	200,000.00	200,000.00	.0
601-53600-608-001	MAINTENANCE METER REPLACEMENT	.00	.00	40,000.00	40,000.00	.0
	TOTAL UTILITY EXPENSE	.00	.00	240,000.00	240,000.00	.0
<u>PUMPING EXPENSE</u>						
601-53610-620-110	WATER OPERATION WAGES	7,413.14	7,413.14	25,655.00	18,241.86	28.9
601-53610-620-151	WATER OPERATION FICA	540.20	540.20	1,965.00	1,424.80	27.5
601-53610-620-152	WATER OPERATION RETIREMENT	431.81	431.81	1,771.00	1,339.19	24.4
601-53610-620-154	WATER OPERATION - INSURANCE	1,997.36	1,997.36	8,010.00	6,012.64	24.9
601-53610-621-110	UTILITY OPERATOR-PAID ON CALL	.00	.00	5,500.00	5,500.00	.0
601-53610-621-151	UTILITY OP-PAID ON CALL FICA	.00	.00	420.75	420.75	.0
601-53610-622-002	WPS ELECTRIC	.00	.00	40,000.00	40,000.00	.0
601-53610-622-003	WPS GAS	.00	.00	8,000.00	8,000.00	.0
601-53610-623-002	TELEPHONE EXP-WELLHOUSE	.00	.00	1,500.00	1,500.00	.0
601-53610-623-003	PUMPING OPERATION EXPENSE	.00	.00	1,500.00	1,500.00	.0
601-53610-625-001	MAINTENANCE OF PUMPING PLANT	.00	.00	4,200.00	4,200.00	.0
	TOTAL PUMPING EXPENSE	10,382.51	10,382.51	98,521.75	88,139.24	10.5
<u>WATER TREATMENT EXPENSE</u>						
601-53620-630-001	WATER TREAT OPERATION EXPENSE	.00	.00	3,000.00	3,000.00	.0
601-53620-630-010	MARATHON CO HEALTH LAB	90.00	90.00	1,600.00	1,510.00	5.6
601-53620-631-001	CHEMICALS	2,586.63	2,586.63	29,000.00	26,413.37	8.9
601-53620-632-002	CAPITAL PROJECTS	964,107.76	964,107.76	3,910,500.00	2,946,392.24	24.7
	TOTAL WATER TREATMENT EXPENSE	966,784.39	966,784.39	3,944,100.00	2,977,315.61	24.5
<u>TRANS/DISTRIBUTION EXPENSE</u>						
601-53630-640-110	TRANS/DISTRIBUTION WAGES	264.08	264.08	25,655.00	25,390.92	1.0
601-53630-640-151	TRANS/DISTRIBUTION FICA	19.07	19.07	1,965.00	1,945.93	1.0
601-53630-640-152	TRANS/DISTRIBUTION-WRS	18.46	18.46	1,771.00	1,752.54	1.0
601-53630-640-154	TRANS/DISTRIBUTION - INSURANCE	133.82	133.82	8,010.00	7,876.18	1.7
601-53630-641-001	TRANS/DIST OPERATION EXPENSE	.00	.00	2,500.00	2,500.00	.0
601-53630-641-002	WATER SAMPLING EXPENSE	1,480.00	1,480.00	8,500.00	7,020.00	17.4
601-53630-650-002	WATER STORAGE	.00	.00	22,000.00	22,000.00	.0
601-53630-651-001	MAINTENANCE OF MAINS	.00	.00	10,000.00	10,000.00	.0
601-53630-652-001	MAINTENANCE OF SERVICES	.00	.00	8,000.00	8,000.00	.0
601-53630-653-001	MAINTENANCE OF METERS PURCHASE	.00	.00	25,000.00	25,000.00	.0
601-53630-654-001	MAINTENANCE OF HYDRANTS	.00	.00	8,000.00	8,000.00	.0
601-53630-655-001	MAINTENANCE OF OTHER PLANTS	.00	.00	8,000.00	8,000.00	.0
	TOTAL TRANS/DISTRIBUTION EXPENSE	1,915.43	1,915.43	129,401.00	127,485.57	1.5

VILLAGE OF KRONENWETTER
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WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>BILLING EXPENSE</u>						
601-53640-902-110	UTILITY CLERK WAGES BILLING	699.53	699.53	12,490.00	11,790.47	5.6
601-53640-902-151	UTILITY CLERK FICA BILLING	50.75	50.75	955.49	904.74	5.3
601-53640-902-152	UTILITY CLERK WRS BILLING	48.48	48.48	861.81	813.33	5.6
601-53640-902-154	UTILITY CLERK INS BILLING	326.92	326.92	5,010.25	4,683.33	6.5
601-53640-903-002	POSTAGE EXPENSE	126.44	126.44	8,000.00	7,873.56	1.6
601-53640-903-003	BANK FEES	31.25	31.25	1,800.00	1,768.75	1.7
601-53640-903-004	COMPUTER SOFTWARE & SUPPORT	852.50	852.50	18,000.00	17,147.50	4.7
601-53640-905-110	UTILITY OPERATOR WAGES INFORMA	.00	.00	25,655.00	25,655.00	.0
601-53640-905-151	UTILITY OPERATOR FICA INFORMA	.00	.00	1,965.00	1,965.00	.0
601-53640-905-152	UTILITY OPERATOR WRS INFORMA	.00	.00	1,771.00	1,771.00	.0
601-53640-905-154	UTILITY OPERATOR INS.INFORMA	.00	.00	8,010.00	8,010.00	.0
601-53640-906-007	CONSUMER CONFIDENCE REPORT	.00	.00	1,500.00	1,500.00	.0
	TOTAL BILLING EXPENSE	2,135.87	2,135.87	86,018.55	83,882.68	2.5
<u>ADMINISTRATION EXPENSE</u>						
601-53650-920-110	UTILITY CREW/BILLING WAGES	1,194.39	1,194.39	25,655.00	24,460.61	4.7
601-53650-920-151	UTILITY CREW/BILLING FICA	86.84	86.84	1,965.00	1,878.16	4.4
601-53650-920-152	UTILITY CREW/ BILLING - WRS	82.87	82.87	1,771.00	1,688.13	4.7
601-53650-920-154	UTILITY CREW/BILLING - INS	533.40	533.40	8,010.00	7,476.60	6.7
601-53650-921-001	OFFICE SUPPLY EXPENSE	172.61	172.61	2,000.00	1,827.39	8.6
601-53650-921-003	OFFICE PHONE EXPENSE	12.80	12.80	600.00	587.20	2.1
601-53650-921-005	INTERNET ACCESS	.00	.00	1,200.00	1,200.00	.0
601-53650-921-006	FUEL	115.29	115.29	9,000.00	8,884.71	1.3
601-53650-921-007	MILEAGE - WATER UTILITY	.00	.00	1,500.00	1,500.00	.0
601-53650-921-008	EQUIPMENT PARTS & MAINTENANCE	2,740.83	2,740.83	9,000.00	6,259.17	30.5
601-53650-921-009	UNIFORMS	101.91	101.91	1,200.00	1,098.09	8.5
601-53650-921-110	UTILITY CLERK WAGES BILLING AG	.00	.00	12,490.00	12,490.00	.0
601-53650-921-151	UTILITY CLERK FICA BILLING AG	.00	.00	955.49	955.49	.0
601-53650-921-152	UTILITY CLERK WRS BILLING AG	.00	.00	861.81	861.81	.0
601-53650-921-154	UTILITY CLERK INS. BILLING AG	.00	.00	5,010.25	5,010.25	.0
601-53650-921-160	UTILITY CLERK EAP OPERATION	.00	.00	100.00	100.00	.0
601-53650-922-110	ADMIN; PW DIRECTOR WAGES	1,938.43	1,938.43	24,465.00	22,526.57	7.9
601-53650-922-151	ADMIN; PW DIRECTOR FICA	144.67	144.67	1,875.00	1,730.33	7.7
601-53650-922-152	ADMIN; PW DIRECTOR RETIREMENT	134.21	134.21	1,688.00	1,553.79	8.0
601-53650-922-154	ADMIN; PW DIRECTOR INSURANCE	516.24	516.24	5,010.25	4,494.01	10.3
601-53650-923-001	ACCOUNTING SERVICES	.00	.00	8,000.00	8,000.00	.0
601-53650-923-002	ENGINEERING SERVICES	.00	.00	25,000.00	25,000.00	.0
601-53650-923-004	LEGAL SERVICES	.00	.00	1,500.00	1,500.00	.0
601-53650-923-005	DIGGERS HOTLINE	.00	.00	1,000.00	1,000.00	.0
601-53650-923-007	INSPECTION SERVICES	.00	.00	4,000.00	4,000.00	.0
601-53650-923-110	ADMIN; ADMIN/TREAS/ACCT CLERK	1,272.56	1,272.56	29,643.18	28,370.62	4.3
601-53650-923-151	ADMIN; ADMIN/TREAS/ACCT FICA	94.29	94.29	2,267.70	2,173.41	4.2
601-53650-923-152	ADMIN; ADMIN/TREAS/ACCT CLERK	88.27	88.27	7,207.57	7,119.30	1.2
601-53650-923-154	ADMIN; ADMIN/TREAS/ACCT CLERK	435.93	435.93	2,045.38	1,609.45	21.3
	TOTAL ADMINISTRATION EXPENSE	9,665.54	9,665.54	195,020.63	185,355.09	5.0

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

WATER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>MISC EXPENSE</u>						
601-53660-930-009	EDUCATION/SEMINARS EXPENSE	.00	.00	13,000.00	13,000.00	.0
601-53660-930-013	RECRUITING EXPENSE	.00	.00	1,000.00	1,000.00	.0
601-53660-930-015	PHYSICALS	.00	.00	40.00	40.00	.0
601-53660-930-110	PW CREW - MISC WAGES	.00	.00	12,120.00	12,120.00	.0
601-53660-930-151	PW CREW - MISC FICA	.00	.00	545.00	545.00	.0
601-53660-930-152	PW CREW - MISC - WRS	.00	.00	495.00	495.00	.0
601-53660-930-154	PW CREW - MISC - INS	.00	.00	2,505.00	2,505.00	.0
601-53660-931-001	INSURANCE EXPENSE	.00	.00	6,500.00	6,500.00	.0
601-53660-931-110	UTILITY OP WAGES MISC	264.08	264.08	25,655.00	25,390.92	1.0
601-53660-931-151	UTILITY OP FICA MISC	19.06	19.06	1,965.00	1,945.94	1.0
601-53660-931-152	UTILITY OP RETIRE OPERATION	18.47	18.47	1,771.00	1,752.53	1.0
601-53660-931-154	UTILITY OP; HEALTH INS.	133.82	133.82	8,010.00	7,876.18	1.7
	TOTAL MISC EXPENSE	435.43	435.43	73,606.00	73,170.57	.6
	TOTAL FUND EXPENDITURES	991,319.17	991,319.17	4,766,667.93	3,775,348.76	20.8
	NET REVENUE OVER EXPENDITURES	(702,764.13)	(702,764.13)	(21,507.93)	681,256.20	(3267.

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>SOURCE 46</u>						
650-46222-001	METERED SALES-RESIDENTIAL	55,733.50	55,733.50	855,009.17	799,275.67	6.5
650-46222-002	METERED SALES-COMMERCIAL	5,525.11	5,525.11	116,211.65	110,686.54	4.8
650-46222-003	METERED SALES-INDUSTRIAL	.00	.00	30,689.16	30,689.16	.0
650-46222-005	METERED SALES - MULTIFAM RES	13,324.62	13,324.62	194,152.28	180,827.66	6.9
650-46223-000	METERED SALES-PUBLIC AUTH	29.72	29.72	1,550.00	1,520.28	1.9
650-46231-000	FORFEITED DISCOUNT	769.57	769.57	4,500.00	3,730.43	17.1
650-46232-000	SEWER; CONNECTION FEES	.00	.00	3,800.00	3,800.00	.0
650-46235-000	OTHER SEWERAGE REVENUE	.00	.00	8,825.00	8,825.00	.0
	TOTAL SOURCE 46	75,382.52	75,382.52	1,214,737.26	1,139,354.74	6.2
<u>SOURCE 48</u>						
650-48001-100	INTEREST ON INVESTMENTS	5,659.28	5,659.28	19,500.00	13,840.72	29.0
650-48002-311	OTHER MISC. SEWER REVENUES	.00	.00	5,800.00	5,800.00	.0
	TOTAL SOURCE 48	5,659.28	5,659.28	25,300.00	19,640.72	22.4
	TOTAL FUND REVENUE	81,041.80	81,041.80	1,240,037.26	1,158,995.46	6.5

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, ItemH.

SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
650-53560-850-010 UTILITIES CLERK EAP FRINGE	.00	.00	13.00	13.00	.0
650-53560-850-110 PW CREW SALARIES & WAGES	1,269.37	1,269.37	7,120.00	5,850.63	17.8
650-53560-850-151 PW CREW FICA	90.97	90.97	545.00	454.03	16.7
650-53560-850-152 PW CREW RETIREMENT	88.49	88.49	495.00	406.51	17.9
650-53560-850-154 PW CREW INSURANCE	720.48	720.48	2,505.00	1,784.52	28.8
650-53560-851-110 UTILITIES CLERK SALARIES/WAGES	1,399.07	1,399.07	24,980.00	23,580.93	5.6
650-53560-851-151 UTILITIES CLERK FICA	101.44	101.44	1,910.97	1,809.53	5.3
650-53560-851-152 UTILITIES CLERK RETIREMENT	96.96	96.96	1,723.62	1,626.66	5.6
650-53560-851-154 UTILITIES CLERK HEALTH INS	653.82	653.82	10,020.50	9,366.68	6.5
650-53560-852-110 PW DIRECTOR SALARIES & WAGES	1,370.19	1,370.19	24,465.00	23,094.81	5.6
650-53560-852-151 PW DIRECTOR FICA	102.51	102.51	1,871.57	1,769.06	5.5
650-53560-852-152 PW DIRECTOR RETIREMENT	94.99	94.99	1,690.00	1,595.01	5.6
650-53560-852-154 PW DIRECTOR HEALTH INSURANCE	363.24	363.24	5,010.25	4,647.01	7.3
650-53560-853-110 UTILITY OP SALARIES & WAGES	3,967.21	3,967.21	128,275.00	124,307.79	3.1
650-53560-853-151 UTILITY OPERATORS FICA	298.15	298.15	9,815.00	9,516.85	3.0
650-53560-853-152 UTILITY OP RETIREMENT	274.36	274.36	40,045.00	39,770.64	.7
650-53560-853-154 UTILITY OP HEALTH INSURANCE	1,210.02	1,210.02	8,855.00	7,644.98	13.7
650-53560-854-110 ADMINISTRATION WAGES	1,272.56	1,272.56	29,643.18	28,370.62	4.3
650-53560-854-151 ADMINISTRATION FICA	94.26	94.26	2,267.70	2,173.44	4.2
650-53560-854-152 ADMINISTRATION RETIREMENT	88.25	88.25	7,207.57	7,119.32	1.2
650-53560-854-154 ADMINISTRATION HEALTH INS.	435.93	435.93	2,045.38	1,609.45	21.3
TOTAL DEPARTMENT 560	13,992.27	13,992.27	310,503.74	296,511.47	4.5
DEPARTMENT 600					
650-53600-653-001 MAINTENANCE OF METERS PURCHASE	.00	.00	40,000.00	40,000.00	.0
TOTAL DEPARTMENT 600	.00	.00	40,000.00	40,000.00	.0

VILLAGE OF KRONENWETTER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, ItemH.

SEWER UTILITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEPARTMENT 650</u>						
650-53650-403-000	DEPRECIATION EXPENSE-SEWER	.00	.00	280,000.00	280,000.00	.0
650-53650-821-001	WISCONSIN PUBLIC SERVICE-ELEC	.00	.00	60,000.00	60,000.00	.0
650-53650-821-002	WISCONSIN PUBLIC SERVICE-GAS	.00	.00	300.00	300.00	.0
650-53650-826-000	CAPITAL OUTLAY EQUIPMENT	.00	.00	801,500.00	801,500.00	.0
650-53650-827-001	OPERATION-TELEPHONE EXP	216.51	216.51	6,500.00	6,283.49	3.3
650-53650-831-000	MAINTEN OF COLLECTING SYSTEM	.00	.00	40,000.00	40,000.00	.0
650-53650-832-000	MAINTENANCE OF STATIONS	1,517.27	1,517.27	40,000.00	38,482.73	3.8
650-53650-851-001	OFFICE SUPPLIES EXPENSE	34.35	34.35	1,000.00	965.65	3.4
650-53650-851-002	POSTAGE EXPENSE	131.29	131.29	5,800.00	5,668.71	2.3
650-53650-851-003	OFFICE-PHONE EXPENSE	12.80	12.80	550.00	537.20	2.3
650-53650-851-006	INTERNET ACCESS	.00	.00	1,200.00	1,200.00	.0
650-53650-851-007	BANK FEES	31.25	31.25	3,000.00	2,968.75	1.0
650-53650-851-008	EQUIPMENT PARTS & MAINTENANCE	291.93	291.93	7,500.00	7,208.07	3.9
650-53650-851-009	COMPUTER SUPPLIES & EXPENSES	.00	.00	18,000.00	18,000.00	.0
650-53650-851-010	UNIFORMS	101.94	101.94	1,000.00	898.06	10.2
650-53650-852-001	ACCOUNTING SERVICES	.00	.00	7,000.00	7,000.00	.0
650-53650-852-002	ENGINEERING SERVICES	.00	.00	20,000.00	20,000.00	.0
650-53650-852-003	LEGAL SERVICES	.00	.00	500.00	500.00	.0
650-53650-852-004	RIB MT SEWERAGE DISTRICT	.00	.00	397,800.00	397,800.00	.0
650-53650-852-005	DIGGERS HOTLINE	.00	.00	1,000.00	1,000.00	.0
650-53650-853-000	INSURANCE EXPENSE	.00	.00	3,350.00	3,350.00	.0
650-53650-856-000	MISC GENERAL EXPENSE	.00	.00	3,000.00	3,000.00	.0
650-53650-856-001	EDUCATION/SEMINARS EXPENSE	.00	.00	5,000.00	5,000.00	.0
650-53650-856-002	MILEAGE - SEWER UTILITY	.00	.00	1,500.00	1,500.00	.0
650-53650-856-003	FUEL	115.29	115.29	5,000.00	4,884.71	2.3
650-53650-856-013	RECRUITING EXPENSE	.00	.00	250.00	250.00	.0
650-53650-856-014	PHYSICALS	.00	.00	40.00	40.00	.0
	TOTAL DEPARTMENT 650	2,452.63	2,452.63	1,710,790.00	1,708,337.37	.1
	TOTAL FUND EXPENDITURES	16,444.90	16,444.90	2,061,293.74	2,044,848.84	.8
	NET REVENUE OVER EXPENDITURES	64,596.90	64,596.90	(821,256.48)	(885,853.38)	7.9

VILLAGE OF KRONENWETTER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

INTERNAL EQUIPMENT REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-41000-000 TAX REVENUES	428,500.00	428,500.00	428,500.00	.00	100.0
TOTAL SOURCE 41	428,500.00	428,500.00	428,500.00	.00	100.0
<u>SOURCE 48</u>					
750-48000-100 INTEREST EARNED ON INVESTMENTS	176.98	176.98	7,500.00	7,323.02	2.4
TOTAL SOURCE 48	176.98	176.98	7,500.00	7,323.02	2.4
<u>SOURCE 49</u>					
750-49210-000 TRANSFER FROM GENERAL FUND	.00	.00	10,000.00	10,000.00	.0
TOTAL SOURCE 49	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND REVENUE	428,676.98	428,676.98	446,000.00	17,323.02	96.1

VILLAGE OF KRONENWETTER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Section 7, Item H.

INTERNAL EQUIPMENT REPLACEMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
750-51000-001-000 EQUIPMENT PURCHASES	255,123.90	255,123.90	444,000.00	188,876.10	57.5
TOTAL DEPARTMENT 000	255,123.90	255,123.90	444,000.00	188,876.10	57.5
<u>DEPARTMENT 900</u>					
750-51900-000-000 BANK & INVESTMENT FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL DEPARTMENT 900	.00	.00	2,000.00	2,000.00	.0
TOTAL FUND EXPENDITURES	255,123.90	255,123.90	446,000.00	190,876.10	57.2
NET REVENUE OVER EXPENDITURES	173,553.08	173,553.08	.00	(173,553.08)	.0

Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
01/01/2024	40.0001	451-51500-560-110	RDA Committee wages	Budget Adjustment - RDA	.00	50.00-
01/01/2024	41.0001	451-51500-560-151	RDA Committee FICA	Budget Adjustment - RDA	50.00	.00
					50.00	50.00-

Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
01/01/2024	37.0001	100-51500-535-110	PFC Committee Wages	Budget Adjustments	800.00	.00
01/01/2024	37.0002	100-51500-530-110	Properties & Infrastructure wa	Budget Adjustments	.00	500.00-
01/01/2024	37.0003	100-51500-532-110	Board of Appeals wages	Budget Adjustments	.00	300.00-
01/01/2024	37.0004	100-51500-596-110	Kowalski Interchange wages	Budget Adjustments	25.00	.00
01/01/2024	37.0005	100-51500-596-151	Kowalski Interchange FICA	Budget Adjustments	.00	25.00-
					825.00	825.00-

Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
03/05/2024	36.0001	100-51500-530-110	Properties & Infrastructure wa	Budget Adjustment within Committe	.00	500.00-
03/05/2024	36.0002	100-51500-535-110	PFC Committee Wages	Budget Adjustment within Committe	400.00	.00
03/05/2024	36.0003	100-51500-535-151	PFC Committee FICA	Budget Adjustment within Committe	100.00	.00
03/05/2024	36.0006	100-51500-540-110	CLIPP - Wages	Budget Adjustment within Committe	.00	100.00-
03/05/2024	36.0007	100-51500-540-151	CLIPP - FICA	Budget Adjustment within Committe	100.00	.00
03/05/2024	36.0010	100-51500-560-110	Planning Commission wages	Budget Adjustment within Committe	.00	100.00-
03/05/2024	36.0011	100-51500-560-151	Planning Commission FICA	Budget Adjustment within Committe	100.00	.00
03/05/2024	36.0012	100-51500-590-110	Administrative Policy wages	Budget Adjustment within Committe	.00	100.00-
03/05/2024	36.0013	100-51500-590-151	Administrative Policy FICA	Budget Adjustment within Committe	100.00	.00
03/05/2024	36.0018	100-51500-595-110	Special / Ad Hoc Committees wa	Budget Adjustment within Committe	.00	300.00-
03/05/2024	36.0019	100-51500-595-151	Special / Ad Hoc Committees FI	Budget Adjustment within Committe	50.00	.00
03/05/2024	36.0020	100-51500-596-110	Kowalski Interchange wages	Budget Adjustment within Committe	200.00	.00
03/05/2024	36.0021	100-51500-596-151	Kowalski Interchange FICA	Budget Adjustment within Committe	50.00	.00
					1,100.00	1,100.00-

Report Criteria:

Total By Reference Number and Date

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/01/2024	1	FD now has WRS	100-52200-201-110	Salaries & Wages - Fire Depart		10,000.00-
		FD now has WRS	100-52200-201-152	Retirement Fire Department	10,000.00	
Total BUDGET:					10,000.00	10,000.00-
Total 124:					10,000.00	10,000.00-

Documents: 1 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
					.00*	
02/26/2024	1	Budget Amendment #1 - VB approved 2.	350-58000-120-000	Principal - CoVantage	61,178.77	
		Budget Amendment #1 - VB approved 2.	350-58000-240-000	Interest - CoVantage	28,849.00	
		Budget Amendment #1 - VB approved 2.	100-48301-000	Sale of Law Enforcement Equipm		7,625.00-
Documents: 1 Transactions: 3						
Total BUDGET:					90,027.77	7,625.00-
					*** Journal is out of balance: \$ 82,402.77 ***	
Total 224:					90,027.77	7,625.00-
Grand Totals:					100,027.77	17,625.00-

Report Criteria:
 Total By Reference Number and Date

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
02/01/2024	1	Cash Deposit	100-12100	Taxes Receivable	.00	15.17-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	15.17	
		Cash Deposit	100-12100	Taxes Receivable	.00	3,709.23-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	3,709.23	
		Cash Deposit	100-12100	Taxes Receivable	.00	248.21-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	248.21	
		Cash Deposit	100-12100	Taxes Receivable	.00	467.38-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	467.38	
		Cash Deposit	100-12100	Taxes Receivable	.00	1,000.00-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,000.00	
		Cash Deposit	100-12100	Taxes Receivable	.00	1,121.35-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,121.35	
		Cash Deposit	100-12100	Taxes Receivable	.00	144,691.97-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	144,691.97	
		Cash Deposit	100-12100	Taxes Receivable	.00	94,676.47-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	94,676.47	
		Cash Deposit	100-12100	Taxes Receivable	.00	67,880.08-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	67,880.08	
02/22/2024	2	Reclass Scott Creske	100-51000-108-110	Board Members Salaries & Wages	.00	25.00-
		Reclass Scott Creske	100-51500-596-110	Kowalski Interchange wages	25.00	
		Reclass Scott Creske	100-51000-108-151	FICA Tax - Village Board	.00	1.91-
		Reclass Scott Creske	100-51500-596-151	Kowalski Interchange FICA	1.91	
02/29/2024	3	Municipal Court - January 2024	221-21910	Municipal Fines Due to Others	.00	737.60-
		Municipal Court - January 2024	221-21910	Municipal Fines Due to Others	.00	1,907.00-
		Municipal Court - January 2024	221-21101	Municipal Court Receipts	7,375.66	
		Municipal Court - January 2024	100-45100-100	Fines	.00	2,906.94-
		Municipal Court - January 2024	221-45100-200	MUNICIPAL COURT REVENUE	.00	1,824.12-
02/08/2024	4	Reclass Feb. Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	1,470.05-
		Reclass Feb. Payroll	650-53560-853-110	Utility Op Salaries & Wages	152.25	
		Reclass Feb. Payroll	650-53560-853-110	Utility Op Salaries & Wages	1,317.80	
		Reclass Feb. Payroll	650-53560-850-151	PW Crew FICA	.00	109.66-
		Reclass Feb. Payroll	650-53560-853-151	Utility Operators FICA	11.65	
		Reclass Feb. Payroll	650-53560-853-151	Utility Operators FICA	98.01	
		Reclass Feb. Payroll	650-53560-850-152	PW Crew Retirement	.00	90.91-
		Reclass Feb. Payroll	650-53560-853-152	Utility Op Retirement	90.91	
		Reclass Feb. Payroll	650-53560-850-154	PW Crew Insurance	.00	333.16-
		Reclass Feb. Payroll	650-53560-853-154	Utility Op Health Insurance	333.16	
02/22/2024	5	Reclass Feb. Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	1,803.79-
		Reclass Feb. Payroll	650-53560-853-110	Utility Op Salaries & Wages	295.60	
		Reclass Feb. Payroll	650-53560-853-110	Utility Op Salaries & Wages	1,508.19	
		Reclass Feb. Payroll	650-53560-850-151	PW Crew FICA	.00	134.86-
		Reclass Feb. Payroll	650-53560-853-151	Utility Operators FICA	22.58	
		Reclass Feb. Payroll	650-53560-853-151	Utility Operators FICA	112.28	
		Reclass Feb. Payroll	650-53560-850-152	PW Crew Retirement	.00	104.08-
		Reclass Feb. Payroll	650-53560-853-152	Utility Op Retirement	104.08	
		Reclass Feb. Payroll	650-53560-850-154	PW Crew Insurance	.00	363.23-
		Reclass Feb. Payroll	650-53560-853-154	Utility Op Health Insurance	363.23	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
02/02/2024	6	Reclass Check 37903 - RPS - Lift Station 4	650-53650-856-000	Misc General Expense	.00	4,002.00-
		Reclass Check 37903 - RPS - Lift Station 4	650-53650-852-002	Engineering Services	4,002.00	
02/02/2024	7	Reclass Check #37900 - Qualres & Brady -	601-53650-923-004	Legal Services	.00	17,500.00-
		Reclass Check #37900 - Qualres & Brady -	601-53620-632-002	Capital Projects	17,500.00	
02/08/2024	8	Reclass 1/4th of RDA Committee	451-51500-560-110	RDA Committee wages	.00	18.75-
		Reclass 1/4th of RDA Committee	452-51500-560-110	RDA Committee wages	6.25	
		Reclass 1/4th of RDA Committee	453-51500-560-110	RDA Committee wages	6.25	
		Reclass 1/4th of RDA Committee	454-51500-560-110	RDA Committee wages	6.25	
		Reclass 1/4th of RDA Committee	451-51500-560-151	RDA Committee FICA	.00	1.43-
		Reclass 1/4th of RDA Committee	452-51500-560-151	RDA Committee FICA	.48	
		Reclass 1/4th of RDA Committee	453-51500-560-151	RDA Committee FICA	.48	
		Reclass 1/4th of RDA Committee	454-51500-560-151	RDA Committee FICA	.47	
02/08/2024	9	Reclass Reverse Accrued Payroll	452-51500-560-110	RDA Committee wages	.00	6.25-
02/08/2024	10	Reclass Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	18.75	
02/08/2024	11	Reclass Reverse Accrued Payroll	453-51500-560-110	RDA Committee wages	.00	6.25-
02/08/2024	12	Reclass Reverse Accrued Payroll	454-51500-560-110	RDA Committee wages	.00	6.25-
02/08/2024	13	Reclass Reverse Accrued Payroll	100-51500-560-151	Planning Commission FICA	1.43	
02/08/2024	14	Reclass Reverse Accrued Payroll	452-51500-560-151	RDA Committee FICA	.00	.48-
02/08/2024	15	Reclass Reverse Accrued Payroll	453-51500-560-151	RDA Committee FICA	.00	.48-
02/08/2024	16	Reclass Reverse Accrued Payroll	454-51500-560-151	RDA Committee FICA	.00	.47-
02/29/2024	17	VCCU - Feb Interest	100-11325	Valley Communities Cr. Union	497.93	
02/29/2024	18	VCCU - Feb Interest	100-48000-100	Interest Earned on Investments	.00	497.93-
02/29/2024	19	LGIP - Feb. Interest	601-11310	LGIP - General	1,460.06	
		LGIP - Feb. Interest	100-11310	LGIP - General	12,990.28	
		LGIP - Feb. Interest	650-11310	LGIP - General	884.64	
		LGIP - Feb. Interest	250-11310	LGIP	287.51	
		LGIP - Feb. Interest	601-11310	LGIP - General	3,329.55	
		LGIP - Feb. Interest	650-11310	LGIP - General	2,577.79	
		LGIP - Feb. Interest	451-11310	LGIP - General	111.23	
		LGIP - Feb. Interest	452-11310	LGIP - General	.39	
		LGIP - Feb. Interest	454-11310	LGIP - General	47.71	
		LGIP - Feb. Interest	601-41900-000	Interest on Investments	.00	1,460.06-
		LGIP - Feb. Interest	100-48000-100	Interest Earned on Investments	.00	12,990.28-
		LGIP - Feb. Interest	650-48001-100	Interest On Investments	.00	884.64-
		LGIP - Feb. Interest	250-48130-000	Interest Earned on Investments	.00	287.51-
		LGIP - Feb. Interest	601-41900-000	Interest on Investments	.00	3,329.55-
		LGIP - Feb. Interest	650-48001-100	Interest On Investments	.00	2,577.79-
		LGIP - Feb. Interest	451-48000-000	Interest on Investments	.00	111.23-
		LGIP - Feb. Interest	452-48000-001	Interest Earned on Investments	.00	.39-
		LGIP - Feb. Interest	454-48000-000	Interest on Investments	.00	47.71-
02/01/2024	20	Petty Cash - Tax Drawer	100-11108	INCREDIBLE BANK SVGS - TAXES	600.00	
02/01/2024	21	Petty Cash - Tax Drawer	100-51990-000-000	Non-Recurring Operating Exp.	.00	600.00-
02/20/2024	22	Tax Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	152.32	
02/20/2024	23	Tax Deposit	100-12100	Taxes Receivable	.00	152.32-
02/22/2024	24	Tax Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	946.91	
02/22/2024	25	Tax Deposit	100-12100	Taxes Receivable	.00	946.91-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
02/27/2024	26	Tax Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	.01	
02/27/2024	27	Tax Deposit	100-12100	Taxes Receivable	.00	.01-
02/27/2024	28	Tax Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	17.64	
02/27/2024	29	Tax Deposit	100-12100	Taxes Receivable	.00	17.64-
02/27/2024	30	Tax Deposit	100-12100	Taxes Receivable	.00	2,539.87-
02/27/2024	31	Tax Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	2,539.87	
02/01/2024	32	Chargeback - William Phare	100-11108	INCREDIBLE BANK SVGS - TAXES	.00	2,539.87-
02/01/2024	33	Chargeback - William Phare	100-12100	Taxes Receivable	2,539.87	
02/22/2024	34	Tax Savings - Feb. Interest	100-11108	INCREDIBLE BANK SVGS - TAXES	.00	5,682.24-
		Tax Savings - Feb. Interest	350-11108	Tax Collection Savings Account	1,906.48	
		Tax Savings - Feb. Interest	410-11108	Tax Collection Savings Account	1,577.73	
		Tax Savings - Feb. Interest	451-11108	Incredible Tax Savings	2,561.23	
		Tax Savings - Feb. Interest	452-11108	Incredible Bk - Tax Savings	3,986.97	
		Tax Savings - Feb. Interest	453-11108	Incredible Bk - Tax Savings	99.87	
		Tax Savings - Feb. Interest	454-11108	Incredible Bk - Tax Savings	952.80	
		Tax Savings - Feb. Interest	750-11108	Incredible Tax Savings	18.63	
		Tax Savings - Feb. Interest	100-48000-100	Interest Earned on Investments	5,682.24	
		Tax Savings - Feb. Interest	350-48000-003	Interest Earned on Investments	.00	1,906.48-
		Tax Savings - Feb. Interest	451-48000-000	Interest on Investments	.00	2,561.23-
		Tax Savings - Feb. Interest	452-48000-001	Interest Earned on Investments	.00	3,986.97-
		Tax Savings - Feb. Interest	453-48000-000	Interest on Investments	.00	99.87-
		Tax Savings - Feb. Interest	454-48000-000	Interest on Investments	.00	952.80-
		Tax Savings - Feb. Interest	410-48000-000	Interest Earned on Investments	.00	1,577.73-
		Tax Savings - Feb. Interest	750-48000-100	Interest Earned on Investments	.00	18.63-
02/29/2024	35	Utility Reverse Payments	001-11105	UTILITY CASH CLEARING	593.80	
		Utility Reverse Payments	650-13825	Customer Accounts Receivable	.00	319.67-
		Utility Reverse Payments	601-13825	Customer Accounts Receivable	.00	274.13-
02/14/2024	36	Civic Plus - Annual Contract 4/30/24-4/29/2	100-16000	Prepaid Expenses	1,299.25	
		Civic Plus - Annual Contract 4/30/24-4/29/2	100-51400-485-000	Computer Supplies, Expenses &	.00	1,299.25-
02/23/2024	37	Reclass Water Postcards	601-53650-921-001	Office Supply Expense	.00	1,182.99-
		Reclass Water Postcards	601-53640-903-002	Postage Expense	1,182.99	
02/05/2024	38	Reclass Monthly Mobile Home	100-44000-123	Mobile Home Court Licenses	522.64	
		Reclass Monthly Mobile Home	100-41000-140	Mobile Home Fees (Monthly)	.00	522.64-
Total JOURNAL ENTRIES (JE):					<u>396,532.87</u>	<u>396,532.87-</u>
References: 38 Transactions: 126						
Total 224:					<u>396,532.87</u>	<u>396,532.87-</u>
Grand Totals:					<u>396,532.87</u>	<u>396,532.87-</u>

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
01/02/2024	1	VCCU - Lambrecht Family Trust	100-11325	Valley Communities Cr. Union	4,505.20	
		VCCU - Lambrecht Family Trust	100-12100	Taxes Receivable	.00	4,505.20-
		VCCU - Mark E Meyer	100-11325	Valley Communities Cr. Union	3,648.14	
		VCCU - Mark E Meyer	100-12100	Taxes Receivable	.00	3,648.14-
01/03/2024	2	VCCU - Wayne Lemmens	100-11325	Valley Communities Cr. Union	3,814.45	
		VCCU - Wayne Lemmens	100-12100	Taxes Receivable	.00	3,814.45-
01/05/2024	3	VCCU - Christophe King	100-11325	Valley Communities Cr. Union	2,991.32	
		VCCU - Christophe King	100-12100	Taxes Receivable	.00	2,991.32-
		VCCU - Abigail Bayer	100-12100	Taxes Receivable	.00	907.94-
		VCCU - Abigail Bayer	100-11325	Valley Communities Cr. Union	907.94	
01/08/2024	4	VCCU - Anthony Ryskiewicz	100-12100	Taxes Receivable	.00	1,772.86-
		VCCU - Anthony Ryskiewicz	100-11325	Valley Communities Cr. Union	1,772.86	
01/02/2024	5	Incredible - Marissa Marshall	100-12100	Taxes Receivable	.00	3,254.37-
		Incredible - Marissa Marshall	100-11108	INCREDIBLE BANK SVGS - TAXES	3,254.37	
01/03/2024	5	Incredible - RLO Income Trust	100-12100	Taxes Receivable	.00	2,091.46-
		Incredible - RLO Income Trust	100-11108	INCREDIBLE BANK SVGS - TAXES	2,091.46	
01/11/2024	6	Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	199,321.64-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	199,321.64	
01/10/2024	7	Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	64,538.63	
		Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	64,538.63-
		Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	2,215.70-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	2,215.70	
01/09/2024	8	Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	55,660.44-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	55,660.44	
01/08/2024	9	Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	139,178.86-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	139,178.86	
01/08/2024	10	Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	100,757.01	
		Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	100,757.01-
01/04/2024	11	Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	327,294.17-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	327,294.17	
01/03/2024	12	Tax Savings Remote Deposit	100-12100	Taxes Receivable	.00	35,631.63-
		Tax Savings Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	35,631.63	
01/01/2024	13	Tax Savings Remote Deposit 12/29	100-12100	Taxes Receivable	.00	1,924,733.08-
		Tax Savings Remote Deposit 12/29	100-12100	Taxes Receivable	.00	400.00-
		Tax Savings Remote Deposit 12/29	100-12100	Taxes Receivable	.00	.32-
		Tax Savings Remote Deposit 12/29	100-11108	INCREDIBLE BANK SVGS - TAXES	1,924,733.08	
		Tax Savings Remote Deposit 12/29	100-11108	INCREDIBLE BANK SVGS - TAXES	400.00	
		Tax Savings Remote Deposit 12/29	100-11108	INCREDIBLE BANK SVGS - TAXES	.32	
		Tax Savings Remote Deposit 12/28-1/2	100-12100	Taxes Receivable	.00	929,503.80-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Tax Savings Remote Deposit 12/28-1/2	100-11108	INCREDIBLE BANK SVGS - TAXES	929,503.80	
01/10/2024	14	Incredible - Brooke Stankowski	100-12100	Taxes Receivable	.00	4,825.97-
		Incredible - Brooke Stankowski	100-11108	INCREDIBLE BANK SVGS - TAXES	4,825.97	
01/24/2024	15	CoVantage - Fire Truck 1st payment	750-57220-000-000	Fire Protection Capital Outlay	.00	90,027.77-
		CoVantage - Fire Truck 1st payment	350-58000-120-000	Principal - CoVantage	61,178.77	
		CoVantage - Fire Truck 1st payment	350-58000-240-000	Interest - CoVantage	28,849.00	
01/30/2024	16	VCCU - Gregory Hanlon	100-12100	Taxes Receivable	.00	4,705.47-
		VCCU - Gregory Hanlon	100-11325	Valley Communities Cr. Union	4,705.47	
		VCCU - Michael Egan	100-12100	Taxes Receivable	.00	1,562.19-
		VCCU - Michael Egan	100-11325	Valley Communities Cr. Union	1,562.19	
		VCCU - Paul Mijal	100-12100	Taxes Receivable	.00	2,083.25-
		VCCU - Paul Mijal	100-11325	Valley Communities Cr. Union	2,083.25	
01/29/2024	17	VCCU - Leah Fisher	100-12100	Taxes Receivable	.00	1,747.87-
		VCCU - Leah Fisher	100-11325	Valley Communities Cr. Union	1,747.87	
		VCCU - Andrew Spence	100-12100	Taxes Receivable	.00	2,176.04-
		VCCU - Andrew Spence	100-11325	Valley Communities Cr. Union	2,176.04	
		VCCU - Daniel Van Slyke	100-12100	Taxes Receivable	.00	3,366.39-
		VCCU - Daniel Van Slyke	100-11325	Valley Communities Cr. Union	3,366.39	
01/26/2024	18	VCCU - Edwin Dzwonkowski	100-12100	Taxes Receivable	.00	1,691.15-
		VCCU - Edwin Dzwonkowski	100-11325	Valley Communities Cr. Union	1,691.15	
		VCCU - Andrew Ebeling	100-12100	Taxes Receivable	.00	4,544.23-
		VCCU - Andrew Ebeling	100-11325	Valley Communities Cr. Union	4,544.23	
		VCCU - Penny Workman	100-12100	Taxes Receivable	.00	1,218.12-
		VCCU - Penny Workman	100-11325	Valley Communities Cr. Union	1,218.12	
01/25/2024	19	VCCU - Lawrence & Judith Gorski Trust	100-12100	Taxes Receivable	.00	698.04-
		VCCU - Lawrence & Judith Gorski Trust	100-11325	Valley Communities Cr. Union	698.04	
		VCCU - Lawrence & Judith Gorski Trust	100-12100	Taxes Receivable	.00	2,939.73-
		VCCU - Lawrence & Judith Gorski Trust	100-11325	Valley Communities Cr. Union	2,939.73	
		VCCU - Jerome Pliska Trustee	100-12100	Taxes Receivable	.00	2,031.72-
		VCCU - Jerome Pliska Trustee	100-11325	Valley Communities Cr. Union	2,031.72	
		VCCU - Paul Berndt	100-12100	Taxes Receivable	.00	2,406.17-
		VCCU - Paul Berndt	100-11325	Valley Communities Cr. Union	2,406.17	
01/24/2024	20	VCCU - Audrey Hallas	100-12100	Taxes Receivable	.00	1,363.08-
		VCCU - Audrey Hallas	100-11325	Valley Communities Cr. Union	1,363.08	
		VCCU - Scott Susa	100-12100	Taxes Receivable	.00	1,775.19-
		VCCU - Scott Susa	100-11325	Valley Communities Cr. Union	1,775.19	
01/30/2024	21	Incredible - Thaddeus Brockman	100-12100	Taxes Receivable	.00	5,732.84-
		Incredible - Thaddeus Brockman	100-11108	INCREDIBLE BANK SVGS - TAXES	5,732.84	
01/29/2024	22	Incredible - Mark Laporte	100-12100	Taxes Receivable	.00	485.58-
		Incredible - Mark Laporte	100-11108	INCREDIBLE BANK SVGS - TAXES	485.58	
		Incredible - Mark Laporte	100-12100	Taxes Receivable	.00	189.80-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Incredible - Mark Laporte	100-11108	INCREDIBLE BANK SVGS - TAXES	189.80	
		Incredible - Mark Laporte	100-12100	Taxes Receivable	.00	460.03-
		Incredible - Mark Laporte	100-11108	INCREDIBLE BANK SVGS - TAXES	460.03	
01/26/2024	23	Incredible - Eugene Enkers	100-12100	Taxes Receivable	.00	3,317.75-
		Incredible - Eugene Enkers	100-11108	INCREDIBLE BANK SVGS - TAXES	3,317.75	
01/24/2024	24	Incredible - Chancharoen Ratanawong	100-12100	Taxes Receivable	.00	2,842.06-
		Incredible - Chancharoen Ratanawong	100-11108	INCREDIBLE BANK SVGS - TAXES	2,842.06	
01/19/2024	25	Remote Deposit	100-12100	Taxes Receivable	.00	86,217.20-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	86,217.20	
		Cash Deposit	100-12100	Taxes Receivable	.00	1,365.98-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,365.98	
		Cash Deposit	100-12100	Taxes Receivable	.00	4,279.48-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	4,279.48	
		Remote Deposit	100-12100	Taxes Receivable	.00	118,441.02-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	118,441.02	
01/24/2024	26	Remote Deposit	100-12100	Taxes Receivable	.00	119,504.82-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	119,504.82	
		Cash Deposit	100-12100	Taxes Receivable	.00	500.00-
		Cash Deposit	100-12100	Taxes Receivable	.00	2,800.00-
		Cash Deposit	100-12100	Taxes Receivable	.00	400.00-
		Cash Deposit	100-12100	Taxes Receivable	.00	1,301.51-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	500.00	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	2,800.00	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	400.00	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,301.51	
01/25/2024	27	Cash Deposit	100-12100	Taxes Receivable	.00	780.00-
		Cash Deposit	100-12100	Taxes Receivable	.00	1,838.05-
		Cash Deposit	100-12100	Taxes Receivable	.00	2,008.34-
		Cash Deposit	100-12100	Taxes Receivable	.00	1,000.00-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	780.00	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,838.05	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	2,008.34	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,000.00	
		Remote Deposits	100-12100	Taxes Receivable	.00	35,766.06-
		Remote Deposits	100-11108	INCREDIBLE BANK SVGS - TAXES	35,766.06	
01/26/2024	28	Remote Deposits	100-12100	Taxes Receivable	.00	245,488.88-
		Remote Deposits	100-11108	INCREDIBLE BANK SVGS - TAXES	245,488.88	
		Cash Deposit	100-12100	Taxes Receivable	.00	130.00-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	130.00	
01/27/2024	29	Remote Deposit	100-12100	Taxes Receivable	.00	9,638.53-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	9,638.53	
01/29/2024	30	Remote Deposit	100-12100	Taxes Receivable	.00	351,617.85-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	351,617.85	
		Cash Deposit	100-12100	Taxes Receivable	.00	1,600.50-
		Cash Deposit	100-12100	Taxes Receivable	.00	1,304.24-
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,600.50	
		Cash Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	1,304.24	
01/31/2024	31	Reclass Bldg Inspector Payroll	100-52400-400-110	Salaries & Wages - Bldg Inspec	.00	797.12-
		Reclass Bldg Inspector Payroll	100-52400-400-151	FICA-Building Inspector	.00	58.08-
		Reclass Bldg Inspector Payroll	100-52400-400-152	Retirement (WRS) - Bldg Inspec	.00	55.00-
		Reclass Bldg Inspector Payroll	100-52400-400-154	Health Insurance - Bldg Inspec	.00	341.44-
		Reclass Bldg Inspector Payroll	100-51425-110-110	Salary & Wages - Plan Tech	797.12	
		Reclass Bldg Inspector Payroll	100-51425-110-151	FICA Tax - Plan Tech	58.08	
		Reclass Bldg Inspector Payroll	100-51425-110-152	RETIREMENT - Plan Tech	55.00	
		Reclass Bldg Inspector Payroll	100-51425-110-154	INSURANCE - Plan Tech	341.44	
01/25/2024	32	Reclass - Will Gau Payroll should not be all	451-51410-302-110	Salaries & Wages	.00	15.27-
		Reclass - Will Gau Payroll should not be all	451-51410-302-151	FICA Taxes	.00	1.11-
		Reclass - Will Gau Payroll should not be all	451-51410-302-152	Retirement (WRS)	.00	1.05-
		Reclass - Will Gau Payroll should not be all	451-51410-302-154	Health Insurance	.00	6.54-
		Reclass - Will Gau Payroll should not be all	452-51410-302-110	Salaries & Wages	.00	30.53-
		Reclass - Will Gau Payroll should not be all	452-51410-302-151	FICA Taxes	.00	2.22-
		Reclass - Will Gau Payroll should not be all	452-51410-302-152	Retirement (WRS)	.00	2.11-
		Reclass - Will Gau Payroll should not be all	452-51410-302-154	Health Insurance	.00	13.08-
		Reclass - Will Gau Payroll should not be all	453-51410-302-110	Salaries & Wages	.00	2.54-
		Reclass - Will Gau Payroll should not be all	453-51410-302-151	FICA Taxes	.00	.19-
		Reclass - Will Gau Payroll should not be all	453-51410-302-152	Retirement (WRS)	.00	.18-
		Reclass - Will Gau Payroll should not be all	453-51410-302-154	Health Insurance	.00	1.09-
		Reclass - Will Gau Payroll should not be all	454-51410-302-110	Salaries & Wages	.00	2.54-
		Reclass - Will Gau Payroll should not be all	454-51410-302-151	FICA Taxes	.00	.18-
		Reclass - Will Gau Payroll should not be all	454-51410-302-152	Retirement (WRS)	.00	.17-
		Reclass - Will Gau Payroll should not be all	454-51410-302-154	Health Insurance	.00	1.09-
		Reclass - Will Gau Payroll should not be all	100-51425-110-110	Salary & Wages - Plan Tech	50.88	
		Reclass - Will Gau Payroll should not be all	100-51425-110-151	FICA Tax - Plan Tech	3.70	
		Reclass - Will Gau Payroll should not be all	100-51425-110-152	RETIREMENT - Plan Tech	3.51	
		Reclass - Will Gau Payroll should not be all	100-51425-110-154	INSURANCE - Plan Tech	21.80	
01/25/2024	33	Reclass Jennifer Poyer out of acct clerk ac	100-51427-110-110	Salaries & Wages - Acct Clerk	.00	422.49-
		Reclass Jennifer Poyer out of acct clerk ac	100-51427-110-151	FICA Tax - Acct Clerk	.00	25.01-
		Reclass Jennifer Poyer out of acct clerk ac	100-51427-110-151	FICA Tax - Acct Clerk	.00	5.85-
		Reclass Jennifer Poyer out of acct clerk ac	100-51427-110-152	RETIREMENT - Acct Clerk	.00	29.15-
		Reclass Jennifer Poyer out of acct clerk ac	100-51427-110-154	INSURANCE - Acct Clerk	.00	172.54-
		Reclass Jennifer Poyer out of acct clerk ac	100-51423-110-110	Salaries & Wages - AA	422.49	
		Reclass Jennifer Poyer out of acct clerk ac	100-51423-110-151	FICA Tax - AA	30.86	
		Reclass Jennifer Poyer out of acct clerk ac	100-51423-110-152	RETIREMENT - AA	29.15	
		Reclass Jennifer Poyer out of acct clerk ac	100-51423-110-154	INSURANCE - AA	172.54	
01/25/2024	34	Reclass Sergeants payoll	100-52000-122-110	Salaries & Wages - FT Officers	.00	6,963.14-
		Reclass Sergeants payoll	100-52000-122-151	FICA Tax - FT Officers	.00	532.68-
		Reclass Sergeants payoll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	961.32-
		Reclass Sergeants payoll	100-52000-128-110	Salary & Wages - Sergeant	6,963.14	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reclass Sergeants payroll	100-52000-128-151	FICA Tax - Sargeant	532.68	
		Reclass Sergeants payroll	100-52000-128-152	Retirement(WRS) - Sargeant	961.32	
01/31/2024	35	Reclass Will Gau Wages for January	100-55000-200-110	Salary & Wages - Parks	.00	203.51-
		Reclass Will Gau Wages for January	100-55000-200-151	FICA Tax - Parks	.00	14.84-
		Reclass Will Gau Wages for January	100-55000-200-152	Retirement (WRS) - Parks	.00	14.04-
		Reclass Will Gau Wages for January	100-55000-200-154	Health Insurance - Parks	.00	87.17-
		Reclass Will Gau Wages for January	100-51425-110-110	Salary & Wages - Plan Tech	203.51	
		Reclass Will Gau Wages for January	100-51425-110-151	FICA Tax - Plan Tech	14.84	
		Reclass Will Gau Wages for January	100-51425-110-152	RETIREMENT - Plan Tech	14.04	
		Reclass Will Gau Wages for January	100-51425-110-154	INSURANCE - Plan Tech	87.17	
01/31/2024	36	Reclass Payroll	601-53660-930-110	PW CREW - MISC WAGES	.00	497.00-
		Reclass Payroll	601-53660-931-110	Utility Op Wages Misc	497.00	
		Reclass Payroll	601-53660-930-151	PW CREW - MISC FICA	.00	36.88-
		Reclass Payroll	601-53660-931-151	Utility Op FICA Misc	36.88	
		Reclass Payroll	601-53660-930-152	PW CREW - MISC - WRS	.00	34.30-
		Reclass Payroll	601-53660-931-152	Utility Op Retire Operation	34.30	
		Reclass Payroll	601-53660-930-154	PW CREW - MISC - INS	.00	133.82-
		Reclass Payroll	601-53660-931-154	Utility Op; Health Ins.	133.82	
01/19/2024	37	Incredible - Ronald WOnsil	100-12100	Taxes Receivable	.00	2,083.88-
		Incredible - Ronald WOnsil	100-11108	INCREDIBLE BANK SVGS - TAXES	2,083.88	
01/31/2024	38	Tax Savings - January Interest	100-11108	INCREDIBLE BANK SVGS - TAXES	2,892.42	
		Tax Savings - January Interest	350-11108	Tax Collection Savings Account	795.00	
		Tax Savings - January Interest	410-11108	Tax Collection Savings Account	657.91	
		Tax Savings - January Interest	451-11108	Incredible Tax Savings	1,068.03	
		Tax Savings - January Interest	452-11108	Incredible Bk - Tax Savings	1,662.56	
		Tax Savings - January Interest	453-11108	Incredible Bk - Tax Savings	41.65	
		Tax Savings - January Interest	454-11108	Incredible Bk - Tax Savings	397.32	
		Tax Savings - January Interest	750-11108	Incredible Tax Savings	7.77	
		Tax Savings - January Interest	100-48000-100	Interest Earned on Investments	.00	2,892.42-
		Tax Savings - January Interest	350-48000-003	Interest Earned on Investments	.00	795.00-
		Tax Savings - January Interest	451-48000-000	Interest on Investments	.00	1,068.03-
		Tax Savings - January Interest	452-48000-001	Interest Earned on Investments	.00	1,662.56-
		Tax Savings - January Interest	453-48000-000	Interest on Investments	.00	41.65-
		Tax Savings - January Interest	454-48000-000	Interest on Investments	.00	397.32-
		Tax Savings - January Interest	410-48000-000	Interest Earned on Investments	.00	657.91-
		Tax Savings - January Interest	750-48000-100	Interest Earned on Investments	.00	7.77-
01/12/2024	39	VCCU - James Luedtke	100-12100	Taxes Receivable	.00	4,621.11-
		VCCU - James Luedtke	100-11325	Valley Communities Cr. Union	4,621.11	
		VCCU - Vira Phong Vue	100-12100	Taxes Receivable	.00	3,631.15-
		VCCU - Vira Phong Vue	100-11325	Valley Communities Cr. Union	3,631.15	
01/15/2024	40	VCCU - Wayne Kasprzycki	100-12100	Taxes Receivable	.00	2,148.02-
		VCCU - Wayne Kasprzycki	100-11325	Valley Communities Cr. Union	2,148.02	
01/16/2024	41	VCCU - Terrance Wadinski	100-12100	Taxes Receivable	.00	1,470.92-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		VCCU - Terrance Wadinski	100-11325	Valley Communities Cr. Union	1,470.92	
		VCCU - Carol Walters	100-12100	Taxes Receivable	.00	3,906.09-
		VCCU - Carol Walters	100-11325	Valley Communities Cr. Union	3,906.09	
		VCCU - Steven Morris	100-12100	Taxes Receivable	.00	2,152.16-
		VCCU - Steven Morris	100-11325	Valley Communities Cr. Union	2,152.16	
		VCCU - Steven Morris	100-12100	Taxes Receivable	.00	478.00-
		VCCU - Steven Morris	100-11325	Valley Communities Cr. Union	478.00	
		VCCU - Steven Morris	100-12100	Taxes Receivable	.00	220.04-
		VCCU - Steven Morris	100-11325	Valley Communities Cr. Union	220.04	
01/17/2024	42	VCCU - Robert Gottschalk	100-12100	Taxes Receivable	.00	2,952.28-
		VCCU - Robert Gottschalk	100-11325	Valley Communities Cr. Union	2,952.28	
		VCCU - Robert Gottschalk	100-12100	Taxes Receivable	.00	3,329.07-
		VCCU - Robert Gottschalk	100-11325	Valley Communities Cr. Union	3,684.16	
		VCCU - Robert Gottschalk	100-12100	Taxes Receivable	.00	355.09-
		VCCU - Susan Ann Hartman	100-12100	Taxes Receivable	.00	1,711.89-
		VCCU - Susan Ann Hartman	100-11325	Valley Communities Cr. Union	1,711.89	
01/18/2024	43	VCCU - Wadinski Hinting Land	100-12100	Taxes Receivable	.00	379.60-
		VCCU - Wadinski Hinting Land	100-12100	Taxes Receivable	.00	527.28-
		VCCU - Wadinski Hinting Land	100-12100	Taxes Receivable	.00	473.93-
		VCCU - Wadinski Hinting Land	100-12100	Taxes Receivable	.00	379.60-
		VCCU - Wadinski Hinting Land	100-11325	Valley Communities Cr. Union	1,760.41	
01/15/2024	44	VCCU - Lawrence P Poech	100-12100	Taxes Receivable	.00	1,053.51-
		VCCU - Lawrence P Poech	100-11325	Valley Communities Cr. Union	1,053.51	
01/22/2024	45	VCCU - Ronald Dunaj	100-12100	Taxes Receivable	.00	1,737.51-
		VCCU - Ronald Dunaj	100-11325	Valley Communities Cr. Union	1,737.51	
		VCCU - Rick G Gorski	100-12100	Taxes Receivable	.00	1,142.36-
		VCCU - Rick G Gorski	100-11325	Valley Communities Cr. Union	1,142.36	
01/23/2024	46	VCCU - Richard A Corazalla	100-12100	Taxes Receivable	.00	25.80-
		VCCU - Richard A Corazalla	100-12100	Taxes Receivable	.00	51.59-
		VCCU - Richard A Corazalla	100-12100	Taxes Receivable	.00	97.11-
		VCCU - Richard A Corazalla	100-12100	Taxes Receivable	.00	3,093.00-
		VCCU - Richard A Corazalla	100-11325	Valley Communities Cr. Union	3,267.50	
		VCCU - Richard Dunaj	100-12100	Taxes Receivable	.00	2,036.70-
		VCCU - Richard Dunaj	100-11325	Valley Communities Cr. Union	2,036.70	
		VCCU - Georgia Benson	100-12100	Taxes Receivable	.00	1,756.12-
		VCCU - Georgia Benson	100-11325	Valley Communities Cr. Union	1,756.12	
		VCCU - Raymond Jansen	100-12100	Taxes Receivable	.00	3,608.94-
		VCCU - Raymond Jansen	100-11325	Valley Communities Cr. Union	3,608.94	
		VCCU - Raymond Jansen	100-12100	Taxes Receivable	.00	352.06-
		VCCU - Raymond Jansen	100-11325	Valley Communities Cr. Union	352.06	
		VCCU - Raymond Jansen	100-12100	Taxes Receivable	.00	156.31-
		VCCU - Raymond Jansen	100-11325	Valley Communities Cr. Union	156.31	
01/31/2024	47	VCCU - Brian Meyer	100-12100	Taxes Receivable	.00	1,988.87-
		VCCU - Brian Meyer	100-11325	Valley Communities Cr. Union	1,988.87	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		VCCU - Karla Marvin	100-12100	Taxes Receivable	.00	2,438.38-
		VCCU - Karla Marvin	100-11325	Valley Communities Cr. Union	2,438.38	
		VCCU - Dale Tessmer	100-12100	Taxes Receivable	.00	1,220.23-
		VCCU - Dale Tessmer	100-11325	Valley Communities Cr. Union	1,220.23	
01/12/2024	48	Remote Deposit	100-12100	Taxes Receivable	.00	52,923.90-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	52,923.90	
01/12/2024	49	Remote Deposit	100-12100	Taxes Receivable	.00	3,247.59-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	3,247.59	
01/15/2024	50	Remote Deposit	100-12100	Taxes Receivable	.00	29,396.70-
		Remote Deposit	100-12100	Taxes Receivable	.00	4,832.04-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	29,396.70	
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	4,832.04	
01/16/2024	51	Remote Deposit	100-12100	Taxes Receivable	.00	124,956.34-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	124,956.34	
01/17/2024	52	Remote Deposit	100-12100	Taxes Receivable	.00	49,609.24-
		Remote Deposit	100-12100	Taxes Receivable	.00	2,507.61-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	49,609.24	
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	2,507.61	
01/22/2024	53	Remote Deposit	100-12100	Taxes Receivable	.00	161,965.60-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	161,965.60	
01/23/2024	54	Remote Deposit	100-12100	Taxes Receivable	.00	346,690.85-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	346,690.85	
01/31/2024	55	Incredible - Tristan Marten	100-12100	Taxes Receivable	.00	3,313.78-
		Incredible - Tristan Marten	100-11108	INCREDIBLE BANK SVGS - TAXES	3,313.78	
01/31/2024	56	VCCU - Interest	100-11325	Valley Communities Cr. Union	1,165.14	
		VCCU - Interest	100-48000-100	Interest Earned on Investments	.00	1,165.14-
01/31/2024	57	LGIP - January Interest	601-11310	LGIP - General	1,555.06	
		LGIP - January Interest	100-11310	LGIP - General	15,394.80	
		LGIP - January Interest	650-11310	LGIP - General	942.20	
		LGIP - January Interest	250-11310	LGIP	306.22	
		LGIP - January Interest	601-11310	LGIP - General	3,546.21	
		LGIP - January Interest	650-11310	LGIP - General	2,745.53	
		LGIP - January Interest	451-11310	LGIP - General	118.47	
		LGIP - January Interest	452-11310	LGIP - General	.42	
		LGIP - January Interest	454-11310	LGIP - General	50.82	
		LGIP - January Interest	601-41900-000	Interest on Investments	.00	1,555.06-
		LGIP - January Interest	100-48000-100	Interest Earned on Investments	.00	15,394.80-
		LGIP - January Interest	650-48001-100	Interest On Investments	.00	942.20-
		LGIP - January Interest	250-48130-000	Interest Earned on Investments	.00	306.22-
		LGIP - January Interest	601-41900-000	Interest on Investments	.00	3,546.21-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		LGIP - January Interest	650-48001-100	Interest On Investments	.00	2,745.53-
		LGIP - January Interest	451-48000-000	Interest on Investments	.00	118.47-
		LGIP - January Interest	452-48000-001	Interest Earned on Investments	.00	.42-
		LGIP - January Interest	454-48000-000	Interest on Investments	.00	50.82-
01/30/2024	58	Remote Deposit	100-12100	Taxes Receivable	.00	159,082.84-
		Remote Deposit	100-11108	INCREDIBLE BANK SVGS - TAXES	159,082.84	
01/11/2024	59	Reclass PR 1/11 - J. Poyer	100-51427-110-110	Salaries & Wages - Acct Clerk	.00	482.16-
		Reclass PR 1/11 - J. Poyer	100-51423-110-110	Salaries & Wages - AA	482.16	
		Reclass PR 1/11 - J. Poyer	100-51427-110-151	FICA Tax - Acct Clerk	.00	35.41-
		Reclass PR 1/11 - J. Poyer	100-51423-110-151	FICA Tax - AA	35.41	
		Reclass PR 1/11 - J. Poyer	100-51427-110-152	RETIREMENT - Acct Clerk	.00	33.27-
		Reclass PR 1/11 - J. Poyer	100-51423-110-152	RETIREMENT - AA	33.27	
		Reclass PR 1/11 - J. Poyer	100-51427-110-154	INSURANCE - Acct Clerk	.00	172.57-
		Reclass PR 1/11 - J. Poyer	100-51423-110-154	INSURANCE - AA	172.57	
01/31/2024	60	Gina & Wena Liew- Utility Payment Adjust	001-11105	UTILITY CASH CLEARING	175.93	
		Gina & Wena Liew - Utility Payment Adjust	601-13825	Customer Accounts Receivable	.00	175.93-
01/31/2024	61	James & Debbie Buck - Utility Payment Adj	001-11105	UTILITY CASH CLEARING	111.00	
		James & Debbie Buck - Utility Payment Adj	601-13825	Customer Accounts Receivable	.00	111.00-
01/31/2024	62	Jolynn Schmidt - Utility Payment Adjustme	001-11105	UTILITY CASH CLEARING	278.67	
		Jolynn Schmidt - Utility Payment Adjustme	601-13825	Customer Accounts Receivable	.00	278.67-
01/31/2024	63	Peter Line - Utility Payment Adjustment	001-11105	UTILITY CASH CLEARING	.00	90.98-
		Peter Line - Utility Payment Adjustment	601-13825	Customer Accounts Receivable	90.98	
01/31/2024	64	January Municipal Court	221-21910	Municipal Fines Due to Others	.00	737.60-
		January Municipal Court	221-21910	Municipal Fines Due to Others	.00	1,907.00-
		January Municipal Court	221-21101	Municipal Court Receipts	7,375.66	
		January Municipal Court	100-45100-100	Fines	.00	2,906.94-
		January Municipal Court	221-45100-200	MUNICIPAL COURT REVENUE	.00	1,824.12-
01/01/2024	65	Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	24.82-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	24.81-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	25.25-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	25.25-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	21.05-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	21.05-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	2.37-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	2.38-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	24.11-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	24.10-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	21.00-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	21.00-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	1.10-
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	1.10-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-006	Fuel	.00	1.10-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse US Bank - Accrued Expenses - 12	650-53650-856-003	Fuel	.00	1.10-
		Reverse US Bank - Accrued Expenses - 12	601-53650-921-008	Equipment Parts & Maintenance	.00	36.91-
		Reverse US Bank - Accrued Expenses - 12	100-51400-517-000	Employee Safety/Wellness/gifts	.00	79.36-
		Reverse US Bank - Accrued Expenses - 12	100-51400-517-000	Employee Safety/Wellness/gifts	.00	52.75-
		Reverse US Bank - Accrued Expenses - 12	100-52200-201-350	Office Expenses & Supplies	.00	245.69-
		Reverse US Bank - Accrued Expenses - 12	100-52200-201-350	Office Expenses & Supplies	.00	245.69-
		Reverse US Bank - Accrued Expenses - 12	100-51400-460-000	Office Supplies	.00	15.27-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	14.98-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	9.48-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	12.85-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	169.29-
		Reverse US Bank - Accrued Expenses - 12	100-51400-485-000	Computer Supplies, Expenses &	.00	13.88-
		Reverse US Bank - Accrued Expenses - 12	100-51400-470-000	Office Equipment/Service Agree	.00	104.00-
		Reverse US Bank - Accrued Expenses - 12	100-51400-485-000	Computer Supplies, Expenses &	.00	27.99-
		Reverse US Bank - Accrued Expenses - 12	100-51600-354-000	Materials & Supplies	.00	190.55-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-475	Postage & Shipping	.00	10.78-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	127.50-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-321	FT Officers Protective Cloth	.00	70.11-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	14.26-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	10.39-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-238	Training - Officers	.00	14.26-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	42.96-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	215.75-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	300.00-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	89.00-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	104.45-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	407.80-
		Reverse US Bank - Accrued Expenses - 12	100-52200-301-370	EMS Grant Expense	.00	400.00-
		Reverse US Bank - Accrued Expenses - 12	100-52200-201-350	Office Expenses & Supplies	.00	99.99-
		Reverse US Bank - Accrued Expenses - 12	100-52200-201-350	Office Expenses & Supplies	.00	35.58-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	721.13-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	270.00-
		Reverse US Bank - Accrued Expenses - 12	100-52200-301-340	Training/Schooling/Add'l Mtgs	.00	104.00-
		Reverse US Bank - Accrued Expenses - 12	100-52200-301-350	Supplies, Mileage & Expenses	.00	355.32-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	99.98-
		Reverse US Bank - Accrued Expenses - 12	260-55200-900-000	FD Donation Exp - Other	.00	443.00-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-138	Training & Conf - Police Chief	.00	31.35-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-476	Property Room/Evidence	.00	25.59-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-476	Property Room/Evidence	.00	88.61-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-476	Property Room/Evidence	.00	69.66-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-476	Property Room/Evidence	.00	1.00-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-476	Property Room/Evidence	.00	91.32-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-460	Office Supplies	.00	22.02-
		Reverse US Bank - Accrued Expenses - 12	100-52000-120-324	Fuel	.00	46.67-
		Reverse US Bank - Accrued Expenses - 12	100-53000-314-320	Garage Supplies & Expenses	.00	75.67-
		Reverse US Bank - Accrued Expenses - 12	100-53000-312-329	Uniforms & Safety Equipment	.00	359.98-
		Reverse US Bank - Accrued Expenses - 12	100-53000-311-384	PWKS; Fuel & Oil Changes	.00	9.25-
		Reverse US Bank - Accrued Expenses - 12	650-53650-851-002	Postage Expense	.00	4.85-
		Reverse US Bank - Accrued Expenses - 12	100-21600	Accrued Expenses	3,245.09	
		Reverse US Bank - Accrued Expenses - 12	260-21600	Accrued Expenses	2,694.07	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse US Bank - Accrued Expenses - 12	650-21600	Accrued Expenses	125.64	
		Reverse US Bank - Accrued Expenses - 12	601-21600	Accrued Expenses	157.71	
01/11/2024	66	Reclass Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	2,715.24-
		Reclass Payroll	100-51421-110-110	Salaries & Wages - Clerk	115.39	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	305.00	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	86.63	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	1,261.27	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	946.95	
		Reclass Payroll	650-53560-850-151	PW Crew FICA	.00	202.14-
		Reclass Payroll	100-51421-110-151	FICA Tax - Clerk	8.53	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	23.33	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	6.63	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	93.39	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	70.26	
		Reclass Payroll	650-53560-850-152	PW Crew Retirement	.00	160.32-
		Reclass Payroll	100-51421-110-152	RETIREMENT - Clerk	7.96	
		Reclass Payroll	650-53560-853-152	Utility Op Retirement	87.03	
		Reclass Payroll	650-53560-853-152	Utility Op Retirement	65.33	
		Reclass Payroll	650-53560-850-154	PW Crew Insurance	.00	655.71-
		Reclass Payroll	100-51421-110-154	INSURANCE - Clerk	36.32	
		Reclass Payroll	650-53560-853-154	Utility Op Health Insurance	363.24	
		Reclass Payroll	650-53560-853-154	Utility Op Health Insurance	256.15	
01/25/2024	67	Reclass Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	2,611.15-
		Reclass Payroll	100-51421-110-110	Salaries & Wages - Clerk	115.39	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	97.13	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	1,442.80	
		Reclass Payroll	650-53560-853-110	Utility Op Salaries & Wages	955.83	
		Reclass Payroll	650-53560-850-151	PW Crew FICA	.00	194.43-
		Reclass Payroll	100-51421-110-151	FICA Tax - Clerk	8.53	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	7.43	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	107.53	
		Reclass Payroll	650-53560-853-151	Utility Operators FICA	70.94	
		Reclass Payroll	650-53560-850-152	PW Crew Retirement	.00	173.44-
		Reclass Payroll	100-51421-110-152	RETIREMENT - Clerk	7.96	
		Reclass Payroll	650-53560-853-152	Utility Op Retirement	99.55	
		Reclass Payroll	650-53560-853-152	Utility Op Retirement	65.93	
		Reclass Payroll	650-53560-850-154	PW Crew Insurance	.00	626.95-
		Reclass Payroll	100-51421-110-154	INSURANCE - Clerk	36.32	
		Reclass Payroll	650-53560-853-154	Utility Op Health Insurance	334.48	
		Reclass Payroll	650-53560-853-154	Utility Op Health Insurance	256.15	
01/25/2024	68	Reclass 1/4th of RDA Committee	451-51500-560-110	RDA Committee wages	.00	318.75-
		Reclass 1/4th of RDA Committee	452-51500-560-110	RDA Committee wages	106.25	
		Reclass 1/4th of RDA Committee	453-51500-560-110	RDA Committee wages	106.25	
		Reclass 1/4th of RDA Committee	454-51500-560-110	RDA Committee wages	106.25	
		Reclass 1/4th of RDA Committee	451-51500-560-151	RDA Committee FICA	.00	24.38-
		Reclass 1/4th of RDA Committee	452-51500-560-151	RDA Committee FICA	8.13	
		Reclass 1/4th of RDA Committee	453-51500-560-151	RDA Committee FICA	8.13	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reclass 1/4th of RDA Committee	454-51500-560-151	RDA Committee FICA	8.12	
01/31/2024	69	US Bank - January	001-21100	Accounts Payable	.00	6,066.75-
		US Bank - January	601-53650-921-006	Fuel	33.19	
		US Bank - January	650-53650-856-003	Fuel	33.19	
		US Bank - January	601-53650-921-006	Fuel	21.50	
		US Bank - January	650-53650-856-003	Fuel	21.50	
		US Bank - January	601-53650-921-006	Fuel	12.05	
		US Bank - January	650-53650-856-003	Fuel	12.05	
		US Bank - January	601-53650-921-006	Fuel	24.55	
		US Bank - January	650-53650-856-003	Fuel	24.55	
		US Bank - January	650-53650-851-002	Postage Expense	4.85	
		US Bank - January	601-53650-921-006	Fuel	24.00	
		US Bank - January	650-53650-856-003	Fuel	24.00	
		US Bank - January	100-51400-517-000	Employee Safety/Wellness/gifts	148.35	
		US Bank - January	100-51440-350-000	Other Expenses & Supplies	38.96	
		US Bank - January	100-51900-990-000	Dues & Memberships	65.00	
		US Bank - January	100-51440-350-000	Other Expenses & Supplies	9.65	
		US Bank - January	100-51900-115-000	Village Employee Event	14.76	
		US Bank - January	100-51420-350-000	Community Events	50.00	
		US Bank - January	100-51420-350-000	Community Events	30.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51420-350-000	Community Events	10.00	
		US Bank - January	100-51000-108-320	Expenses - Board Members	25.98	
		US Bank - January	100-51900-990-000	Dues & Memberships	525.00	
		US Bank - January	100-51520-340-000	Treasurer, Seminars & Mileage	109.00	
		US Bank - January	100-52000-120-321	FT Officers Protective Cloth	478.95	
		US Bank - January	100-52000-120-238	Training - Officers	18.09	
		US Bank - January	100-52000-120-238	Training - Officers	12.65	
		US Bank - January	100-52000-120-238	Training - Officers	11.70	
		US Bank - January	100-52000-120-238	Training - Officers	6.95	
		US Bank - January	100-52000-120-238	Training - Officers	15.50	
		US Bank - January	100-52000-120-238	Training - Officers	95.00	
		US Bank - January	601-53640-903-004	Computer Software & Support	523.51	
		US Bank - January	601-53650-921-001	Office Supply Expense	9.77	
		US Bank - January	100-51400-470-000	Office Equipment/Service Agree	129.99	
		US Bank - January	100-51400-460-000	Office Supplies	128.49	
		US Bank - January	601-53650-921-001	Office Supply Expense	128.49	
		US Bank - January	601-53640-903-004	Computer Software & Support	299.99	
		US Bank - January	601-53640-903-004	Computer Software & Support	29.00	
		US Bank - January	100-51400-460-000	Office Supplies	40.46	
		US Bank - January	100-51400-460-000	Office Supplies	32.20	
		US Bank - January	100-51600-354-000	Materials & Supplies	26.21	
		US Bank - January	100-51000-108-320	Expenses - Board Members	146.05	
		US Bank - January	100-52000-120-238	Training - Officers	475.00	
		US Bank - January	100-52000-120-159	Professional Dues - Lieutenant	55.00	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		US Bank - January	100-52000-120-250	Legal Services-Police Dept	282.00	
		US Bank - January	100-52000-120-159	Professional Dues - Lieutenant	190.00	
		US Bank - January	221-51252-340-000	Training/School/Meetings - All	98.00	
		US Bank - January	100-52000-120-238	Training - Officers	95.00	
		US Bank - January	100-52000-120-238	Training - Officers	95.00	
		US Bank - January	260-55200-900-000	FD Donation Exp - Other	171.84	
		US Bank - January	260-55200-900-000	FD Donation Exp - Other	83.38	
		US Bank - January	260-55200-900-000	FD Donation Exp - Other	186.05	
		US Bank - January	100-52000-120-324	Fuel	20.70	
		US Bank - January	100-52000-120-138	Training & Conf - Police Chief	275.00	
		US Bank - January	100-52000-120-238	Training - Officers	295.00	
		US Bank - January	100-52000-120-146	Professional Dues-Police Chief	115.00	
		US Bank - January	100-52000-120-476	Property Room/Evidence	63.00	
		US Bank - January	100-52000-120-820	PD: Computer Supplies, Expense	94.23	
		US Bank - January	100-53000-311-384	PWKS; Fuel & Oil Changes	8.98	
		US Bank - January	100-53000-314-320	Garage Supplies & Expenses	8.44	
		US Bank - January	100-51420-350-000	Community Events	10.00	
01/01/2024	70	Reverse Accrued Payroll	100-51500-596-110	Kowalski Interchange wages	.00	50.00-
		Reverse Accrued Payroll	100-51500-596-151	Kowalski Interchange FICA	.00	3.83-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	443.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	33.89-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	126.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	9.64-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	1,455.34-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	111.33-
		Reverse Accrued Payroll	100-52000-125-110	Salaries & Wages - Property Ro	.00	180.00-
		Reverse Accrued Payroll	100-52000-125-151	FICA Tax - Prop Room Mgr	.00	13.77-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	72.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	2.55-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	144.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	11.02-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	112.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	8.56-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	1,795.74-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	137.37-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	257.15-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	223.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	17.06-
		Reverse Accrued Payroll	100-51421-110-110	Salaries & Wages - Clerk	.00	2,307.70-
		Reverse Accrued Payroll	100-51421-110-151	FICA Tax - Clerk	.00	170.36-
		Reverse Accrued Payroll	100-51421-110-152	RETIREMENT - Clerk	.00	156.92-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	1,251.76-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	95.76-
		Reverse Accrued Payroll	100-53000-311-152	Retirement - PW	.00	85.12-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	2,209.96-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	169.06-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	316.47-
		Reverse Accrued Payroll	601-51500-560-110	Utility Committee wages	.00	300.00-
		Reverse Accrued Payroll	601-51500-560-151	Utility Committee FICA	.00	22.95-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	243.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	16.73-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	260.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	19.89-
		Reverse Accrued Payroll	100-51000-108-110	Board Members Salaries & Wages	.00	350.00-
		Reverse Accrued Payroll	100-51000-108-151	FICA Tax - Village Board	.00	26.78-
		Reverse Accrued Payroll	100-51422-110-110	Salaries & Wages - Deputy Cler	.00	94.26-
		Reverse Accrued Payroll	100-51422-110-151	FICA Tax - Deputy Clerk	.00	7.21-
		Reverse Accrued Payroll	100-51422-110-152	RETIREMENT - Deputy Cler	.00	6.41-
		Reverse Accrued Payroll	601-53640-902-110	Utility Clerk Wages Billing	.00	212.09-
		Reverse Accrued Payroll	601-53640-902-151	Utility Clerk FICA Billing	.00	16.22-
		Reverse Accrued Payroll	601-53640-902-152	Utility Clerk WRS Billing	.00	14.42-
		Reverse Accrued Payroll	601-53650-920-110	UTILITY CREW/BILLING WAGES	.00	212.09-
		Reverse Accrued Payroll	601-53650-920-151	UTILITY CREW/BILLING FICA	.00	16.22-
		Reverse Accrued Payroll	601-53650-920-152	UTILITY CREW/ BILLING - WRS	.00	14.42-
		Reverse Accrued Payroll	650-53560-851-110	Utilities Clerk Salaries/Wages	.00	424.17-
		Reverse Accrued Payroll	650-53560-851-151	Utilities Clerk FICA	.00	32.45-
		Reverse Accrued Payroll	650-53560-851-152	Utilities Clerk Retirement	.00	28.84-
		Reverse Accrued Payroll	221-51200-100-110	Judge's Salaries & Wages	.00	458.33-
		Reverse Accrued Payroll	221-51200-100-151	Judge FICA Tax	.00	35.07-
		Reverse Accrued Payroll	601-53610-621-110	Utility Operator-Paid On Call	.00	315.00-
		Reverse Accrued Payroll	601-53610-621-151	Utility Op-Paid On Call FICA	.00	19.13-
		Reverse Accrued Payroll	650-53560-853-110	Utility Op Salaries & Wages	.00	315.00-
		Reverse Accrued Payroll	650-53560-853-151	Utility Operators FICA	.00	19.13-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	2,441.18-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	186.75-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	349.58-
		Reverse Accrued Payroll	100-52000-124-110	Salaries & Wages - Police Cler	.00	504.11-
		Reverse Accrued Payroll	100-52000-124-151	FICA Tax - Police Clerk	.00	38.56-
		Reverse Accrued Payroll	100-52000-124-152	Retirement(WRS) - Police Clerk	.00	34.28-
		Reverse Accrued Payroll	100-52800-101-110	PFC Clerk Salaries & Wages	.00	61.73-
		Reverse Accrued Payroll	100-52800-101-151	PFC Clerk FICA Tax	.00	4.72-
		Reverse Accrued Payroll	100-52800-101-152	PFC Clerk Retirement	.00	4.20-
		Reverse Accrued Payroll	221-51250-100-110	Salaries & Wages - Court Clerk	.00	462.96-
		Reverse Accrued Payroll	221-51250-100-151	FICA - Court Clerk	.00	35.42-
		Reverse Accrued Payroll	221-51250-100-152	RETIREMENT - Court Clerk	.00	31.48-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	2,434.18-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	186.21-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	348.57-
		Reverse Accrued Payroll	601-53610-621-110	Utility Operator-Paid On Call	.00	90.00-
		Reverse Accrued Payroll	601-53610-621-151	Utility Op-Paid On Call FICA	.00	6.89-
		Reverse Accrued Payroll	650-53560-853-110	Utility Op Salaries & Wages	.00	90.00-
		Reverse Accrued Payroll	650-53560-853-151	Utility Operators FICA	.00	6.89-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	245.50-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	18.78-
		Reverse Accrued Payroll	100-53000-311-152	Retirement - PW	.00	16.70-
		Reverse Accrued Payroll	601-53660-930-110	PW CREW - MISC WAGES	.00	368.25-
		Reverse Accrued Payroll	601-53660-930-151	PW CREW - MISC FICA	.00	28.17-
		Reverse Accrued Payroll	601-53660-930-152	PW CREW - MISC - WRS	.00	25.04-
		Reverse Accrued Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	368.25-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	650-53560-850-151	PW Crew FICA	.00	28.17-
		Reverse Accrued Payroll	650-53560-850-152	PW Crew Retirement	.00	25.04-
		Reverse Accrued Payroll	100-51000-108-110	Board Members Salaries & Wages	.00	350.00-
		Reverse Accrued Payroll	100-51000-108-151	FICA Tax - Village Board	.00	26.78-
		Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	.00	100.00-
		Reverse Accrued Payroll	451-51500-560-151	RDA Committee FICA	.00	7.65-
		Reverse Accrued Payroll	100-51427-110-110	Salaries & Wages - Acct Clerk	.00	1,024.21-
		Reverse Accrued Payroll	100-51427-110-151	FICA Tax - Acct Clerk	.00	78.35-
		Reverse Accrued Payroll	100-51427-110-152	RETIREMENT - Acct Clerk	.00	69.65-
		Reverse Accrued Payroll	601-53650-923-110	ADMIN; Admin/Treas/Acct Clerk	.00	128.03-
		Reverse Accrued Payroll	601-53650-923-151	ADMIN; Admin/Treas/Acct FICA	.00	9.79-
		Reverse Accrued Payroll	601-53650-923-152	ADMIN; Admin/Treas/Acct Clerk	.00	8.71-
		Reverse Accrued Payroll	650-53560-854-110	Administration Wages	.00	128.03-
		Reverse Accrued Payroll	650-53560-854-151	Administration FICA	.00	9.79-
		Reverse Accrued Payroll	650-53560-854-152	Administration Retirement	.00	8.71-
		Reverse Accrued Payroll	451-21700	Accrued Wages	107.65	
		Reverse Accrued Payroll	221-21700	Accrued Wages	1,023.26	
		Reverse Accrued Payroll	601-21700	Accrued Wages	1,817.46	
		Reverse Accrued Payroll	650-21700	Accrued Wages	1,484.47	
		Reverse Accrued Payroll	100-21700	Accrued Wages	21,409.14	
		Reverse Accrued Payroll	100-51500-535-110	PFC Committee Wages	.00	250.00-
		Reverse Accrued Payroll	100-51500-535-151	PFC Committee FICA	.00	19.13-
		Reverse Accrued Payroll	100-51500-596-110	Kowalski Interchange wages	.00	50.00-
		Reverse Accrued Payroll	100-51500-596-151	Kowalski Interchange FICA	.00	3.83-
		Reverse Accrued Payroll	100-51425-110-110	Salary & Wages - Plan Tech	.00	848.00-
		Reverse Accrued Payroll	100-51425-110-151	FICA Tax - Plan Tech	.00	64.87-
		Reverse Accrued Payroll	100-51425-110-152	RETIREMENT - Plan Tech	.00	57.66-
		Reverse Accrued Payroll	601-53610-621-110	Utility Operator-Paid On Call	.00	84.00-
		Reverse Accrued Payroll	601-53610-621-151	Utility Op-Paid On Call FICA	.00	6.43-
		Reverse Accrued Payroll	650-53560-853-110	Utility Op Salaries & Wages	.00	84.00-
		Reverse Accrued Payroll	650-53560-853-151	Utility Operators FICA	.00	6.43-
		Reverse Accrued Payroll	100-51500-560-110	Planning Commission wages	.00	225.00-
		Reverse Accrued Payroll	100-51500-560-151	Planning Commission FICA	.00	17.21-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	136.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	10.40-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	110.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	4.16-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	1,334.00-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	102.05-
		Reverse Accrued Payroll	100-53000-311-152	Retirement - PW	.00	90.71-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	267.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	20.42-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	1,362.44-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	104.23-
		Reverse Accrued Payroll	100-53000-311-152	Retirement - PW	.00	92.65-
		Reverse Accrued Payroll	100-51520-110-110	Salaries & Wages - Treasurer	.00	850.00-
		Reverse Accrued Payroll	100-51520-110-151	FICA Tax - Treasurer	.00	63.42-
		Reverse Accrued Payroll	100-51520-110-152	RETIREMENT - Treasurer	.00	57.80-
		Reverse Accrued Payroll	451-51410-302-110	Salaries & Wages	.00	16.35-
		Reverse Accrued Payroll	451-51410-302-151	FICA Taxes	.00	1.22-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	451-51410-302-152	Retirement (WRS)	.00	1.11-
		Reverse Accrued Payroll	452-51410-302-110	Salaries & Wages	.00	81.73-
		Reverse Accrued Payroll	452-51410-302-151	FICA Taxes	.00	6.10-
		Reverse Accrued Payroll	452-51410-302-152	Retirement (WRS)	.00	5.56-
		Reverse Accrued Payroll	453-51410-302-110	Salaries & Wages	.00	16.35-
		Reverse Accrued Payroll	453-51410-302-151	FICA Taxes	.00	1.22-
		Reverse Accrued Payroll	453-51410-302-152	Retirement (WRS)	.00	1.11-
		Reverse Accrued Payroll	454-51410-302-110	Salaries & Wages	.00	16.35-
		Reverse Accrued Payroll	454-51410-302-151	FICA Taxes	.00	1.22-
		Reverse Accrued Payroll	454-51410-302-152	Retirement (WRS)	.00	1.11-
		Reverse Accrued Payroll	601-53650-923-110	ADMIN; Admin/Treas/Acct Clerk	.00	326.92-
		Reverse Accrued Payroll	601-53650-923-151	ADMIN; Admin/Treas/Acct FICA	.00	24.39-
		Reverse Accrued Payroll	601-53650-923-152	ADMIN; Admin/Treas/Acct Clerk	.00	22.23-
		Reverse Accrued Payroll	650-53560-854-110	Administration Wages	.00	326.92-
		Reverse Accrued Payroll	650-53560-854-151	Administration FICA	.00	24.39-
		Reverse Accrued Payroll	650-53560-854-152	Administration Retirement	.00	22.23-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	33.75-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	2.58-
		Reverse Accrued Payroll	100-51500-596-110	Kowalski Interchange wages	.00	50.00-
		Reverse Accrued Payroll	100-51500-596-151	Kowalski Interchange FICA	.00	3.83-
		Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	.00	125.00-
		Reverse Accrued Payroll	451-51500-560-151	RDA Committee FICA	.00	9.56-
		Reverse Accrued Payroll	100-51500-595-110	Special / Ad Hoc Committees wa	.00	100.00-
		Reverse Accrued Payroll	100-51500-595-151	Special / Ad Hoc Committees FI	.00	7.65-
		Reverse Accrued Payroll	100-51500-540-110	CLIPP - Wages	.00	275.00-
		Reverse Accrued Payroll	100-51500-540-151	CLIPP - FICA	.00	21.04-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	85.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	6.50-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	1,565.16-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	119.73-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	224.13-
		Reverse Accrued Payroll	601-53610-620-110	WATER OPERATION WAGES	.00	105.04-
		Reverse Accrued Payroll	601-53610-620-151	WATER OPERATION FICA	.00	8.04-
		Reverse Accrued Payroll	601-53610-620-152	WATER OPERATION RETIREMENT	.00	7.14-
		Reverse Accrued Payroll	601-53630-640-110	TRANS/DISTRIBUTION WAGES	.00	105.04-
		Reverse Accrued Payroll	601-53630-640-151	TRANS/DISTRIBUTION FICA	.00	8.03-
		Reverse Accrued Payroll	601-53630-640-152	TRANS/DISTRIBUTION-WRS	.00	7.14-
		Reverse Accrued Payroll	601-53640-905-110	Utility Operator Wages Informa	.00	105.04-
		Reverse Accrued Payroll	601-53640-905-151	Utility Operator FICA Informa	.00	8.04-
		Reverse Accrued Payroll	601-53640-905-152	Utility Operator WRS Informa	.00	7.14-
		Reverse Accrued Payroll	601-53650-920-110	UTILITY CREW/BILLING WAGES	.00	105.04-
		Reverse Accrued Payroll	601-53650-920-151	UTILITY CREW/BILLING FICA	.00	8.03-
		Reverse Accrued Payroll	601-53650-920-152	UTILITY CREW/ BILLING - WRS	.00	7.14-
		Reverse Accrued Payroll	601-53660-931-110	Utility Op Wages Misc	.00	105.04-
		Reverse Accrued Payroll	601-53660-931-151	Utility Op FICA Misc	.00	8.04-
		Reverse Accrued Payroll	601-53660-931-152	Utility Op Retire Operation	.00	7.14-
		Reverse Accrued Payroll	650-53560-850-110	PW Crew Salaries & Wages	.00	525.20-
		Reverse Accrued Payroll	650-53560-850-151	PW Crew FICA	.00	40.18-
		Reverse Accrued Payroll	650-53560-850-152	PW Crew Retirement	.00	35.71-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	208.00-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	15.91-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	732.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	56.00-
		Reverse Accrued Payroll	100-51500-560-110	Planning Commission wages	.00	225.00-
		Reverse Accrued Payroll	100-51500-560-151	Planning Commission FICA	.00	17.21-
		Reverse Accrued Payroll	100-51500-540-110	CLIPP - Wages	.00	200.00-
		Reverse Accrued Payroll	100-51500-540-151	CLIPP - FICA	.00	15.30-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	22.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	1.73-
		Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	.00	150.00-
		Reverse Accrued Payroll	451-51500-560-151	RDA Committee FICA	.00	9.56-
		Reverse Accrued Payroll	100-53000-302-110	Salaries & Wages - PW Director	.00	822.12-
		Reverse Accrued Payroll	100-53000-302-151	FICA Tax - PW Director	.00	61.50-
		Reverse Accrued Payroll	100-53000-302-152	Retirement (WRS) - PW Director	.00	55.90-
		Reverse Accrued Payroll	452-51410-302-110	Salaries & Wages	.00	91.35-
		Reverse Accrued Payroll	452-51410-302-151	FICA Taxes	.00	6.83-
		Reverse Accrued Payroll	452-51410-302-152	Retirement (WRS)	.00	6.21-
		Reverse Accrued Payroll	601-53650-922-110	ADMIN; PW DIRECTOR WAGES	.00	456.73-
		Reverse Accrued Payroll	601-53650-922-151	ADMIN; PW DIRECTOR FICA	.00	34.17-
		Reverse Accrued Payroll	601-53650-922-152	ADMIN; PW Director Retirement	.00	31.06-
		Reverse Accrued Payroll	650-53560-852-110	PW Director Salaries & Wages	.00	456.73-
		Reverse Accrued Payroll	650-53560-852-151	PW Director FICA	.00	34.17-
		Reverse Accrued Payroll	650-53560-852-152	PW Director Retirement	.00	31.06-
		Reverse Accrued Payroll	601-21700	Accrued Wages	1,587.01	
		Reverse Accrued Payroll	650-21700	Accrued Wages	1,587.02	
		Reverse Accrued Payroll	451-21700	Accrued Wages	312.80	
		Reverse Accrued Payroll	452-21700	Accrued Wages	197.78	
		Reverse Accrued Payroll	453-21700	Accrued Wages	18.68	
		Reverse Accrued Payroll	454-21700	Accrued Wages	18.68	
		Reverse Accrued Payroll	100-21700	Accrued Wages	11,068.52	
		Reverse Accrued Payroll	601-53610-620-110	WATER OPERATION WAGES	.00	127.88-
		Reverse Accrued Payroll	601-53610-620-151	WATER OPERATION FICA	.00	9.78-
		Reverse Accrued Payroll	601-53610-620-152	WATER OPERATION RETIREMENT	.00	8.70-
		Reverse Accrued Payroll	601-53630-640-110	TRANS/DISTRIBUTION WAGES	.00	127.88-
		Reverse Accrued Payroll	601-53630-640-151	TRANS/DISTRIBUTION FICA	.00	9.78-
		Reverse Accrued Payroll	601-53630-640-152	TRANS/DISTRIBUTION-WRS	.00	8.70-
		Reverse Accrued Payroll	601-53640-905-110	Utility Operator Wages Informa	.00	127.88-
		Reverse Accrued Payroll	601-53640-905-151	Utility Operator FICA Informa	.00	9.78-
		Reverse Accrued Payroll	601-53640-905-152	Utility Operator WRS Informa	.00	8.70-
		Reverse Accrued Payroll	601-53650-920-110	UTILITY CREW/BILLING WAGES	.00	127.88-
		Reverse Accrued Payroll	601-53650-920-151	UTILITY CREW/BILLING FICA	.00	9.78-
		Reverse Accrued Payroll	601-53650-920-152	UTILITY CREW/ BILLING - WRS	.00	8.69-
		Reverse Accrued Payroll	601-53660-931-110	Utility Op Wages Misc	.00	127.88-
		Reverse Accrued Payroll	601-53660-931-151	Utility Op FICA Misc	.00	9.78-
		Reverse Accrued Payroll	601-53660-931-152	Utility Op Retire Operation	.00	8.69-
		Reverse Accrued Payroll	650-53560-853-110	Utility Op Salaries & Wages	.00	639.40-
		Reverse Accrued Payroll	650-53560-853-151	Utility Operators FICA	.00	48.91-
		Reverse Accrued Payroll	650-53560-853-152	Utility Op Retirement	.00	43.48-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	88.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	6.74-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	100-52000-127-110	Salary & Wages - Police Chief	.00	2,067.04-
		Reverse Accrued Payroll	100-52000-127-151	FICA Tax - Police Chief	.00	158.13-
		Reverse Accrued Payroll	100-52000-127-152	Retirement(WRS) - Police Chief	.00	296.00-
		Reverse Accrued Payroll	601-51500-560-110	Utility Committee wages	.00	300.00-
		Reverse Accrued Payroll	601-51500-560-151	Utility Committee FICA	.00	22.95-
		Reverse Accrued Payroll	100-51500-595-110	Special / Ad Hoc Committees wa	.00	100.00-
		Reverse Accrued Payroll	100-51500-595-151	Special / Ad Hoc Committees FI	.00	7.65-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	67.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	3.26-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	2,480.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	189.71-
		Reverse Accrued Payroll	100-52200-201-152	Retirement Fire Department	.00	355.14-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	732.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	56.00-
		Reverse Accrued Payroll	100-52200-300-152	RETIREMENT - EMS/FR	.00	104.82-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	1,455.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	111.30-
		Reverse Accrued Payroll	100-52200-201-152	Retirement Fire Department	.00	208.36-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	741.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	56.69-
		Reverse Accrued Payroll	100-52200-300-152	RETIREMENT - EMS/FR	.00	106.11-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	37.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	2.87-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	54.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	4.13-
		Reverse Accrued Payroll	100-51500-596-110	Kowalski Interchange wages	.00	50.00-
		Reverse Accrued Payroll	100-51500-596-151	Kowalski Interchange FICA	.00	3.83-
		Reverse Accrued Payroll	100-51600-110-110	Wages -Cleaning/Snow Removal	.00	276.25-
		Reverse Accrued Payroll	100-51600-110-151	FICA - Cleaning/Snow Removal	.00	21.13-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	48.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	3.68-
		Reverse Accrued Payroll	100-51423-110-110	Salaries & Wages - AA	.00	936.97-
		Reverse Accrued Payroll	100-51423-110-151	FICA Tax - AA	.00	71.68-
		Reverse Accrued Payroll	100-51423-110-152	RETIREMENT - AA	.00	63.71-
		Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	.00	50.00-
		Reverse Accrued Payroll	451-51500-560-151	RDA Committee FICA	.00	3.83-
		Reverse Accrued Payroll	100-51500-595-110	Special / Ad Hoc Committees wa	.00	25.00-
		Reverse Accrued Payroll	100-51500-595-151	Special / Ad Hoc Committees FI	.00	1.91-
		Reverse Accrued Payroll	100-51500-535-110	PFC Committee Wages	.00	250.00-
		Reverse Accrued Payroll	100-51500-535-151	PFC Committee FICA	.00	19.13-
		Reverse Accrued Payroll	100-51500-535-110	PFC Committee Wages	.00	225.00-
		Reverse Accrued Payroll	100-51500-535-151	PFC Committee FICA	.00	17.21-
		Reverse Accrued Payroll	100-51500-535-110	PFC Committee Wages	.00	225.00-
		Reverse Accrued Payroll	100-51500-535-151	PFC Committee FICA	.00	17.21-
		Reverse Accrued Payroll	100-53000-311-110	Salaries & Wages - PW	.00	1,373.18-
		Reverse Accrued Payroll	100-53000-311-151	FICA - PW	.00	105.05-
		Reverse Accrued Payroll	100-53000-311-152	Retirement - PW	.00	93.38-
		Reverse Accrued Payroll	100-52000-128-110	Salary & Wages - Sargeant	.00	2,689.04-
		Reverse Accrued Payroll	100-52000-128-151	FICA Tax - Sargeant	.00	205.71-
		Reverse Accrued Payroll	100-52000-128-152	Retirement(WRS) - Sargeant	.00	385.07-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	100-52000-128-110	Salary & Wages - Sargeant	.00	1,866.20-
		Reverse Accrued Payroll	100-52000-128-151	FICA Tax - Sargeant	.00	142.76-
		Reverse Accrued Payroll	100-52000-128-152	Retirement(WRS) - Sargeant	.00	267.24-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	104.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	7.96-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	480.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	36.72-
		Reverse Accrued Payroll	100-51500-560-110	Planning Commission wages	.00	225.00-
		Reverse Accrued Payroll	100-51500-560-151	Planning Commission FICA	.00	17.21-
		Reverse Accrued Payroll	100-52000-121-110	Salary & Wages - Lieutenant	.00	1,878.33-
		Reverse Accrued Payroll	100-52000-121-151	FICA - Lieutenant	.00	140.61-
		Reverse Accrued Payroll	100-52000-121-152	Retirement - Lieutenant	.00	268.98-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	48.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	3.67-
		Reverse Accrued Payroll	100-52200-300-110	Salaries & Wages - FR/EMS	.00	1,092.00-
		Reverse Accrued Payroll	100-52200-300-151	FICA Tax - First Responders	.00	83.54-
		Reverse Accrued Payroll	100-51500-560-110	Planning Commission wages	.00	200.00-
		Reverse Accrued Payroll	100-51500-560-151	Planning Commission FICA	.00	15.30-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	24.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	1.84-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	112.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	8.61-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	110.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	8.42-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	159.50-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	12.20-
		Reverse Accrued Payroll	100-51500-535-110	PFC Committee Wages	.00	250.00-
		Reverse Accrued Payroll	100-51500-535-151	PFC Committee FICA	.00	19.13-
		Reverse Accrued Payroll	100-51000-108-110	Board Members Salaries & Wages	.00	350.00-
		Reverse Accrued Payroll	100-51000-108-151	FICA Tax - Village Board	.00	26.78-
		Reverse Accrued Payroll	601-51500-560-110	Utility Committee wages	.00	125.00-
		Reverse Accrued Payroll	601-51500-560-151	Utility Committee FICA	.00	9.56-
		Reverse Accrued Payroll	100-51000-108-110	Board Members Salaries & Wages	.00	650.00-
		Reverse Accrued Payroll	100-51000-108-151	FICA Tax - Village Board	.00	49.73-
		Reverse Accrued Payroll	100-51500-590-110	Administrative Policy wages	.00	375.00-
		Reverse Accrued Payroll	100-51500-590-151	Administrative Policy FICA	.00	28.69-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	110.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	8.42-
		Reverse Accrued Payroll	601-21700	Accrued Wages	1,189.29	
		Reverse Accrued Payroll	650-21700	Accrued Wages	457.51	
		Reverse Accrued Payroll	451-21700	Accrued Wages	53.83	
		Reverse Accrued Payroll	100-21700	Accrued Wages	26,052.71	
		Reverse Accrued Payroll	451-51500-560-110	RDA Committee wages	.00	25.00-
		Reverse Accrued Payroll	451-51500-560-151	RDA Committee FICA	.00	1.91-
		Reverse Accrued Payroll	100-52000-122-110	Salaries & Wages - FT Officers	.00	1,327.28-
		Reverse Accrued Payroll	100-52000-122-151	FICA Tax - FT Officers	.00	101.54-
		Reverse Accrued Payroll	100-52000-122-152	Retirement (WRS) - FT Officers	.00	14.54-
		Reverse Accrued Payroll	100-52200-201-110	Salaries & Wages - Fire Depart	.00	75.00-
		Reverse Accrued Payroll	100-52200-201-151	FICA Tax - Fire Department	.00	5.74-
		Reverse Accrued Payroll	451-21700	Accrued Wages	26.91	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		Reverse Accrued Payroll	100-21700	Accrued Wages	1,524.10	
01/01/2024	71	Reclass Reversed Payroll	452-51500-560-110	RDA Committee wages	.00	106.25-
		Reclass Reversed Payroll	453-51500-560-110	RDA Committee wages	.00	106.25-
		Reclass Reversed Payroll	451-51500-560-110	RDA Committee wages	318.75	
		Reclass Reversed Payroll	454-51500-560-110	RDA Committee wages	.00	106.25-
		Reclass Reversed Payroll	451-51500-560-151	RDA Committee FICA	24.38	
		Reclass Reversed Payroll	452-51500-560-151	RDA Committee FICA	.00	8.13-
		Reclass Reversed Payroll	453-51500-560-151	RDA Committee FICA	.00	8.13-
		Reclass Reversed Payroll	454-51500-560-151	RDA Committee FICA	.00	8.12-
01/01/2024	72	Reclass Reversed Payroll Accrual	100-52200-300-110	Salaries & Wages - FR/EMS	3,879.00	
01/01/2024	73	Reclass Reversed Payroll Accrual	100-52200-201-110	Salaries & Wages - Fire Depart	.00	3,879.00-
01/01/2024	74	Reclass Reversed Payroll Accrual	100-52200-300-151	FICA Tax - First Responders	296.75	
01/01/2024	75	Reclass Reversed Payroll Accrual	100-52200-201-151	FICA Tax - Fire Department	.00	296.75-
01/01/2024	76	Reclass Reversed Payroll Accrual	100-52200-300-152	RETIREMENT - EMS/FR	210.93	
01/01/2024	77	Reclass Reversed Payroll Accrual	100-52200-201-152	Retirement Fire Department	.00	210.93-
01/01/2024	78	Reclass Payrolls & Reclass Payroll rev. acc	601-53640-905-110	Utility Operator Wages Informa	232.92	
01/01/2024	79	Reclass Payrolls & Reclass Payroll rev. acc	601-53640-905-151	Utility Operator FICA Informa	17.82	
01/01/2024	80	Reclass Payrolls & Reclass Payroll rev. acc	601-53640-905-152	Utility Operator WRS Informa	15.84	
01/01/2024	81	Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-110	WATER OPERATION WAGES	.00	232.92-
01/01/2024	82	Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-151	WATER OPERATION FICA	.00	17.82-
01/01/2024	83	Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-152	WATER OPERATION RETIREMENT	.00	15.84-
01/01/2024	84	Reclass Payrolls & Reclass Payroll rev. acc	601-53660-930-110	PW CREW - MISC WAGES	368.25	
		Reclass Payrolls & Reclass Payroll rev. acc	601-53660-930-151	PW CREW - MISC FICA	28.17	
		Reclass Payrolls & Reclass Payroll rev. acc	601-53660-930-152	PW CREW - MISC - WRS	25.04	
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-110	WATER OPERATION WAGES	.00	368.25-
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-151	WATER OPERATION FICA	.00	28.17-
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-152	WATER OPERATION RETIREMENT	.00	25.04-
01/01/2024	85	Reclass Payrolls & Reclass Payroll rev. acc	601-53610-621-110	Utility Operator-Paid On Call	489.00	
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-621-151	Utility Op-Paid On Call FICA	32.45	
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-110	WATER OPERATION WAGES	.00	489.00-
		Reclass Payrolls & Reclass Payroll rev. acc	601-53610-620-151	WATER OPERATION FICA	.00	32.45-
01/31/2024	86	Reclass Becher Hoppe - Water Filtration	500-51350-000-001	Construction Expense	.00	2,585.04-
		Reclass Becher Hoppe - Water Filtration	500-53000-000-100	Engineering - Wtr Meter Stn	.00	2,600.00-
		Reclass Becher Hoppe - Water Filtration	601-53620-632-002	Capital Projects	2,585.04	
		Reclass Becher Hoppe - Water Filtration	601-53620-632-002	Capital Projects	2,600.00	
01/01/2024	87	Civic Systems - 2nd payment on Contact	100-21600	Accrued Expenses	33,037.00	
		Civic Systems - 2nd payment on Contact	100-51400-485-000	Computer Supplies, Expenses &	.00	33,037.00-
01/31/2024	88	Bauernfield - Check #37918 - Copier and C	100-51400-470-000	Office Equipment/Service Agree	.00	7,684.38-
		Bauernfield - Check #37918 - Copier and C	100-21600	Accrued Expenses	7,684.38	
01/01/2024	89	Tax Cash Drawer	100-51990-000-000	Non-Recurring Operating Exp.	600.00	
01/01/2024	90	Tax Cash Drawer	100-21600	Accrued Expenses	.00	600.00-
01/01/2024	91	Ditch Mower Tractor	750-51000-001-000	Equipment Purchases	246,601.00	
01/01/2024	92	Ditch Mower Tractor	750-16000	Prepaid Expenses	.00	246,601.00-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
01/05/2024	93	Reclass Annual Membership Dues - Great	100-51420-350-000	Community Events	.00	590.00-
		Reclass Annual Membership Dues - Great	100-51900-990-000	Dues & Memberships	590.00	
01/09/2024	94	Reclass Monthly Mobile Home	100-44000-123	Mobile Home Court Licenses	640.26	
		Reclass Monthly Mobile Home	100-41000-140	Mobile Home Fees (Monthly)	.00	640.26-
01/31/2024	95	Accrued Expense	100-21600	Accrued Expenses	150.00	
		Accrued Expense	100-51420-350-000	Community Events	.00	150.00-
01/31/2024	96	Accrued Expenses	100-21600	Accrued Expenses	4,597.17	
		Accrued Expenses	100-52000-120-320	Ammunition	.00	1,501.50-
		Accrued Expenses	100-51900-990-000	Dues & Memberships	.00	1,320.67-
		Accrued Expenses	100-51900-970-000	Newsletter	.00	1,775.00-
01/23/2024	97	Teamcare - January	100-21520	Employee Insurance Liability	32,512.80	
01/23/2024	98	Teamcare - January	100-51420-110-154	Comm. Develop/Zoning; Health I	.00	1,574.31-
01/23/2024	99	Teamcare - January	100-51421-110-154	INSURANCE - Clerk	.00	1,711.20-
01/23/2024	100	Teamcare - January	100-51422-110-154	INSURANCE - Deputy Cler	.00	171.12-
01/23/2024	101	Teamcare - January	100-51423-110-154	INSURANCE - AA	.00	1,711.20-
01/23/2024	102	Teamcare - January	100-51425-110-154	INSURANCE - Plan Tech	.00	1,711.20-
01/23/2024	103	Teamcare - January	100-51427-110-154	INSURANCE - Acct Clerk	.00	1,368.96-
01/23/2024	104	Teamcare - January	100-51520-110-154	INSURANCE - Treasurer	.00	889.83-
01/23/2024	105	Teamcare - January	100-52000-121-154	Health Insurance - Lieutenant	.00	1,711.20-
01/23/2024	106	Teamcare - January	100-52000-124-154	Health Ins - Police Clerk	.00	838.49-
01/23/2024	107	Teamcare - January	100-52000-127-154	Health Ins - Police Chief	.00	1,711.20-
01/23/2024	108	Teamcare - January	100-52800-101-154	PFC Clerk-Health Insurance	.00	102.67-
01/23/2024	109	Teamcare - January	100-53000-302-154	Health Insurance - PW Director	.00	770.04-
01/23/2024	110	Teamcare - January	100-53000-311-154	Health Insurance - PW	.00	8,556.00-
01/23/2024	111	Teamcare - January	100-53000-311-154	Health Insurance - PW	.00	427.80-
01/23/2024	112	Teamcare - January	221-51250-100-154	INSURANCE - Court Clerk	.00	770.04-
01/23/2024	113	Teamcare - January	451-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	114	Teamcare - January	451-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	115	Teamcare - January	452-51410-302-154	Health Insurance	.00	85.56-
01/23/2024	116	Teamcare - January	452-51410-302-154	Health Insurance	.00	85.56-
01/23/2024	117	Teamcare - January	452-51410-302-154	Health Insurance	.00	85.56-
01/23/2024	118	Teamcare - January	453-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	119	Teamcare - January	453-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	120	Teamcare - January	454-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	121	Teamcare - January	454-51410-302-154	Health Insurance	.00	17.11-
01/23/2024	122	Teamcare - January	601-53610-620-154	WATER OPERATION - INSURANCE	.00	342.24-
01/23/2024	123	Teamcare - January	601-53630-640-154	TRANS/DISTRIBUTION - INSURANCE	.00	342.24-
01/23/2024	124	Teamcare - January	601-53640-902-154	Utility Clerk Ins Billing	.00	385.02-
01/23/2024	125	Teamcare - January	601-53640-905-154	Utility Operator Ins.Informa	.00	342.24-
01/23/2024	126	Teamcare - January	601-53650-920-154	UTILITY CREW/BILLING - INS	.00	342.24-
01/23/2024	127	Teamcare - January	601-53650-921-154	Utility Clerk Ins. Billing AG	.00	385.02-
01/23/2024	128	Teamcare - January	601-53650-922-154	ADMIN; PW Director Insurance	.00	427.80-
01/23/2024	129	Teamcare - January	601-53650-923-154	ADMIN; Admin/Treas/Acct Clerk	.00	342.24-
01/23/2024	130	Teamcare - January	601-53650-923-154	ADMIN; Admin/Treas/Acct Clerk	.00	171.12-
01/23/2024	131	Teamcare - January	601-53660-930-154	PW CREW - MISC - INS	.00	641.70-
01/23/2024	132	Teamcare - January	601-53660-931-154	Utility Op; Health Ins.	.00	342.24-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
01/23/2024	133	Teamcare - January	650-53560-850-154	PW Crew Insurance	.00	427.80-
01/23/2024	134	Teamcare - January	650-53560-850-154	PW Crew Insurance	.00	641.70-
01/23/2024	135	Teamcare - January	650-53560-851-154	Utilities Clerk Health Ins	.00	770.04-
01/23/2024	136	Teamcare - January	650-53560-853-154	Utility Op Health Insurance	.00	1,711.20-
01/23/2024	137	Teamcare - January	650-53560-854-154	Administration Health Ins.	.00	342.24-
01/23/2024	138	Teamcare - January	650-53560-854-154	Administration Health Ins.	.00	171.12-
01/15/2024	139	Record Tax Settlement Revenue - All Fund	451-41000-110	Property Tax Revenue	.00	252,278.37-
		Record Tax Settlement Revenue - All Fund	451-26101	Deferred Tax Revenue	252,278.37	
		Record Tax Settlement Revenue - All Fund	452-41000-110	Property Tax Revenue	.00	844,012.52-
		Record Tax Settlement Revenue - All Fund	452-26101	Deferred Tax Revenue	844,012.52	
		Record Tax Settlement Revenue - All Fund	453-41000-110	Property Tax Revenue	.00	34,130.78-
		Record Tax Settlement Revenue - All Fund	453-26101	Deferred Tax Revenue	34,130.78	
		Record Tax Settlement Revenue - All Fund	454-41000-110	Property Tax Revenue	.00	129,408.91-
		Record Tax Settlement Revenue - All Fund	454-26101	Deferred Tax Revenue	129,408.91	
		Record Tax Settlement Revenue - All Fund	100-41000-110	General Property Taxes	.00	1,655,461.00-
		Record Tax Settlement Revenue - All Fund	100-26100	Deferred Property Tax Revenue	1,655,461.00	
		Record Tax Settlement Revenue - All Fund	350-41112-000	Property Tax Revenue	.00	193,012.00-
		Record Tax Settlement Revenue - All Fund	350-26105	Deferred Property Tax Revenue	193,012.00	
		Record Tax Settlement Revenue - All Fund	410-41000-000	Tax Revenues	.00	200,000.00-
		Record Tax Settlement Revenue - All Fund	410-26100	Deferred Property Tax Revenue	200,000.00	
		Record Tax Settlement Revenue - All Fund	750-41000-000	Tax Revenues	.00	428,500.00-
		Record Tax Settlement Revenue - All Fund	750-26100	Deferred Property Tax Revenue	428,500.00	
Total JOURNAL ENTRIES (JE):					<u>10,138,316.58</u>	<u>10,138,316.58-</u>
References: 139 Transactions: 943						
Total 124:					<u>10,138,316.58</u>	<u>10,138,316.58-</u>
Grand Totals:					<u>10,138,316.58</u>	<u>10,138,316.58-</u>

RESOLUTION NO. 2016-009

VILLAGE OF KRONENWETTER, MARATHON COUNTY
ADJUSTING STIPENDS OF COMMITTEE, COMMISSION AND BOARD CITIZEN MEMBERS

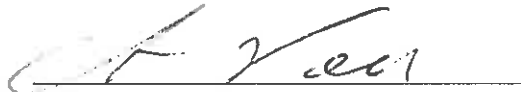
WHEREAS, the Village of Kronenwetter Village Board has deemed it to be in the public interest to compensate its Committee, Commission and Board citizen members fairly and equitably;

NOW THEREFORE, BE IT RESOLVED that the Village of Kronenwetter Village Board hereby establishes the following standards of pay pertaining to Committee, Commission and Board citizen members of the Village.

1. Pay shall be paid monthly.
2. Beginning on January 1st 2017, each non-elected citizen member of any Committee, Commission or Board shall be paid \$25 for each meeting that member shall attend.

Dated this 22nd Day of March 2017

VILLAGE OF KRONENWETTER, VILLAGE BOARD



Chris Voll, Village President

ATTEST:



Cindra Falkowski, Village Clerk

Adopted: March 22, 2016
Effective: January 1, 2017
Posted: March 23, 2016

§ 14-8. Meetings.

Each commission, board, and committee shall meet as necessary to perform its duties. A quorum of members shall be in attendance in order to conduct its business, exercise its powers, and for all other purposes. All meetings shall be held in compliance with the provisions of the Open Meeting Laws of the State of Wisconsin, and shall convene at the Kronenwetter Municipal Center, unless otherwise noticed. All meetings and actions shall be governed by Robert's Rules of Order.

(Ord. No. 10-04, 4-12-2010)

State law reference(s)—Wisconsin Open Meetings Law, Wis. Stats. §§ 19.81—19.98.

§ 14-9. Members as local public officials.

All members shall faithfully discharge their official duties to the best of their abilities, as provided in the oath of office, Wis. Stats. § 19.01, in accordance with, but not limited to, the provisions of the Wisconsin Statutes on: Public Records, §§ 19.21 to 19.39; Code of Ethics for Local Government Officials, §§ 19.42, 19.58 and 19.59; Open Meetings, §§ 19.81 to 19.89; Misconduct in Office, § 946.12; and Private Interests in Public Contracts, § 946.13. Commission, board, and committee members shall further perform their duties in a fair and rational manner and avoid arbitrary actions.

(Ord. No. 10-04, 4-12-2010)

§ 14-12. Compensation.

Citizen members shall receive a per diem amount for all posted meetings of said commission, board, or committee meeting the member attends regardless of the presence of a quorum. The amount is set from time to time by the village board. Participation in commissions, boards, and committees is considered part of the duties of a village board member, so no additional compensation shall occur.

(Ord. No. 10-04, 4-12-2010)

President	\$7,500.00 per year
Trustee	\$4,800.00 per year
Aquatic Center Commission Member	\$350 per year plus \$25 per meeting Citizen members only \$350 is prorated if they do not serve the full year
Board of Appeals Member	\$25 per meeting
Riverside Fire Commission Member	\$40 per meeting
Board of Review Member	\$50 per day
Marathon County Housing Authority Representative	\$25 per meeting plus mileage
Tourism Commission Member	\$350.00 per year plus \$25 per meeting Citizen members only \$350 is prorated if they do not serve the full year Members of the Board \$25 per meeting
Planning & Zoning Commission Member	\$25 per meeting
Outdoor Recreation Member	\$25 per meeting for Citizen members only
Municipal Judge	\$12,000.00 per year until 2026 term
Police Commission Member	\$40 per meeting

(c) Election Board Members: \$16.00 per hour for Chief Election Inspectors and \$14.75 per hour for Election Inspectors with a maximum of 15 hours paid per worker per Election Day. Effective January 1, 2024.

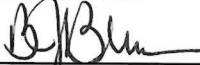
(d) Members of the Water & Sewer Commission: \$50.00 per meeting attended. (Excludes elected officials and employees of the [REDACTED] of [REDACTED]). Minute Secretary \$25.00 per meeting.

(e) Board of Review Members: \$150.00 per Board of Review day. Minute Secretary \$50.00 per meeting.

(f) Community Development Authority: \$50 per meeting attended. (Excludes elected officials and employees of the [REDACTED].) Minute Secretary \$25.00 per meeting.

(g) Planning Commission: \$50 per meeting attended. (Excludes elected officials and employees of the [REDACTED].) Minute Secretary \$25.00 per meeting.

(h) Zoning Board of Appeals: \$50 per meeting attended. (Excludes elected officials and employees of the [REDACTED].) Minute Secretary \$25.00 per meeting.

POLICY ID: HR-014	TITLE: Insurance Opt-Out Policy
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION	APPROVED: <u></u> DATE: <u>01-01-2023</u>
EFFECTIVE DATE: Original adopted: 04/28/2015	<u>Village Clerk, Signature</u>
APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>	

Purpose:

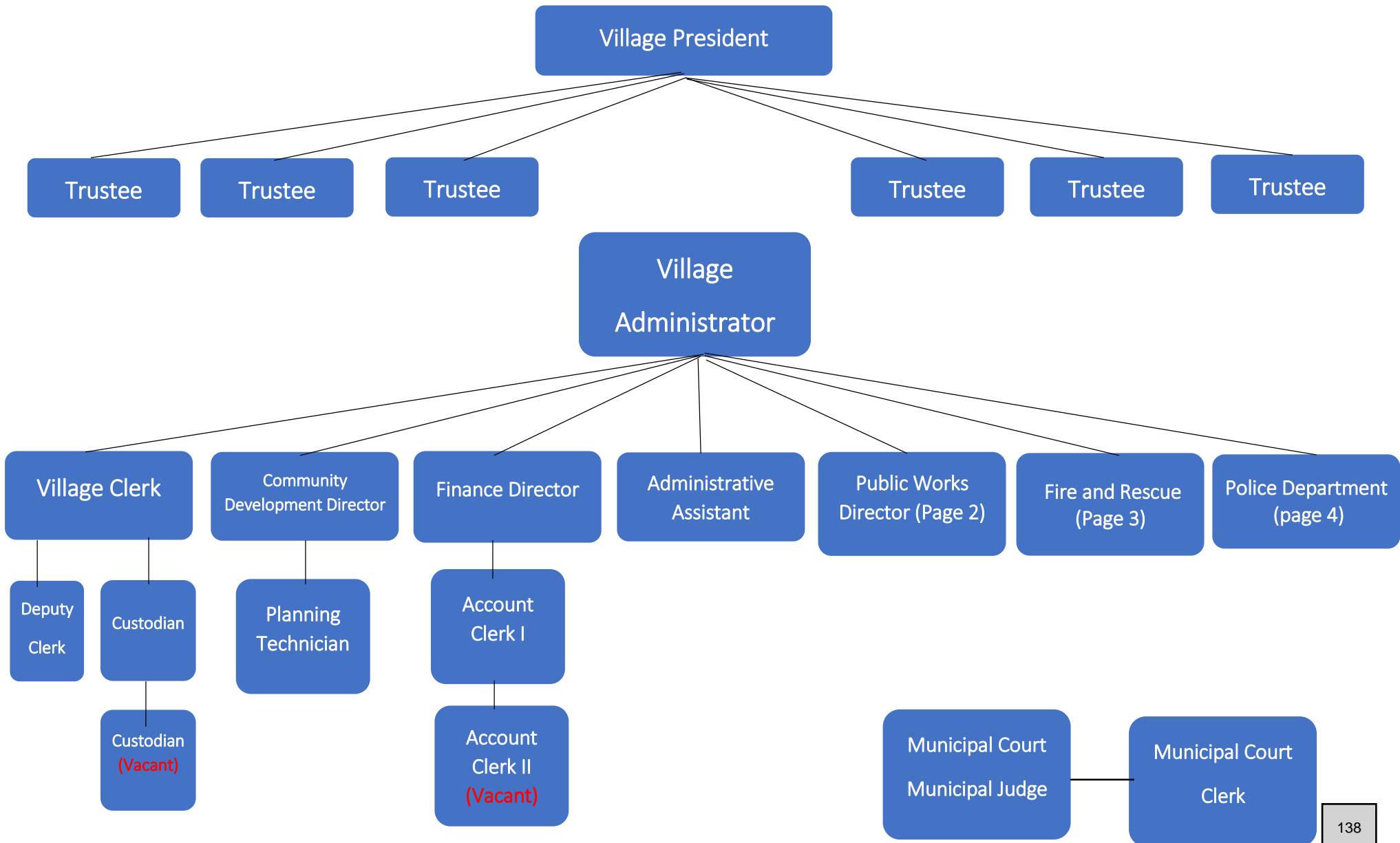
The Village offers multiple health insurance plans, however some employees have health insurance coverage under a spouse, domestic partner or parent and hence do not need to take coverage from the Village. This policy reimburses those employees that opt-out of current insurance coverage that the Village offers.

Procedure:

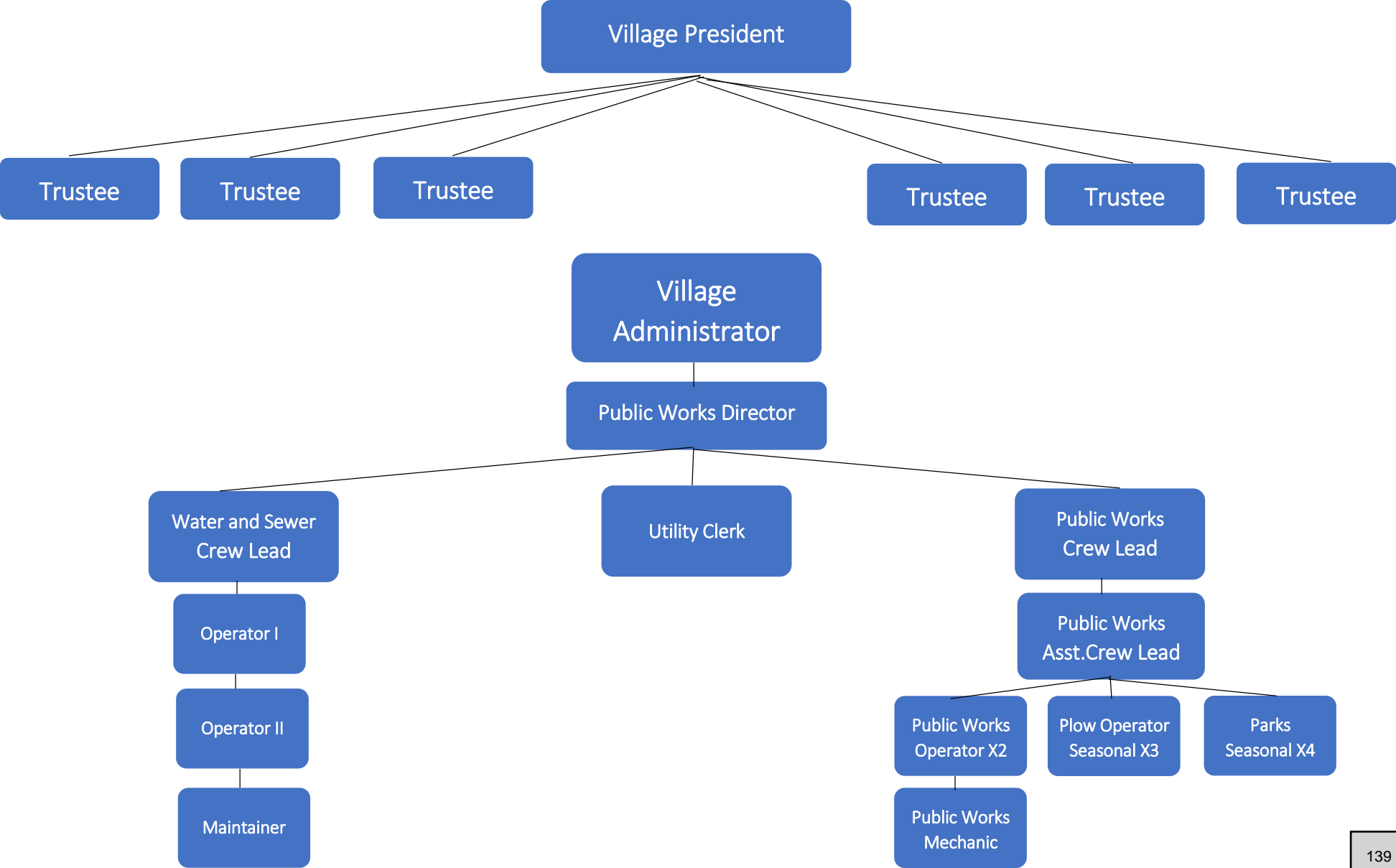
Any regular full-time employee who is eligible for the non-TeamCare Insurance coverage who agrees to opt out of the non-TeamCare health insurance coverage shall be reimbursed two hundred fifty dollars (\$250) per month, provided the employee presents proof of health insurance coverage from another source.

There shall be no reimbursement paid for those employees that are covered by a non-TeamCare Insurance coverage for dental, life or any other coverages offered by the Village.

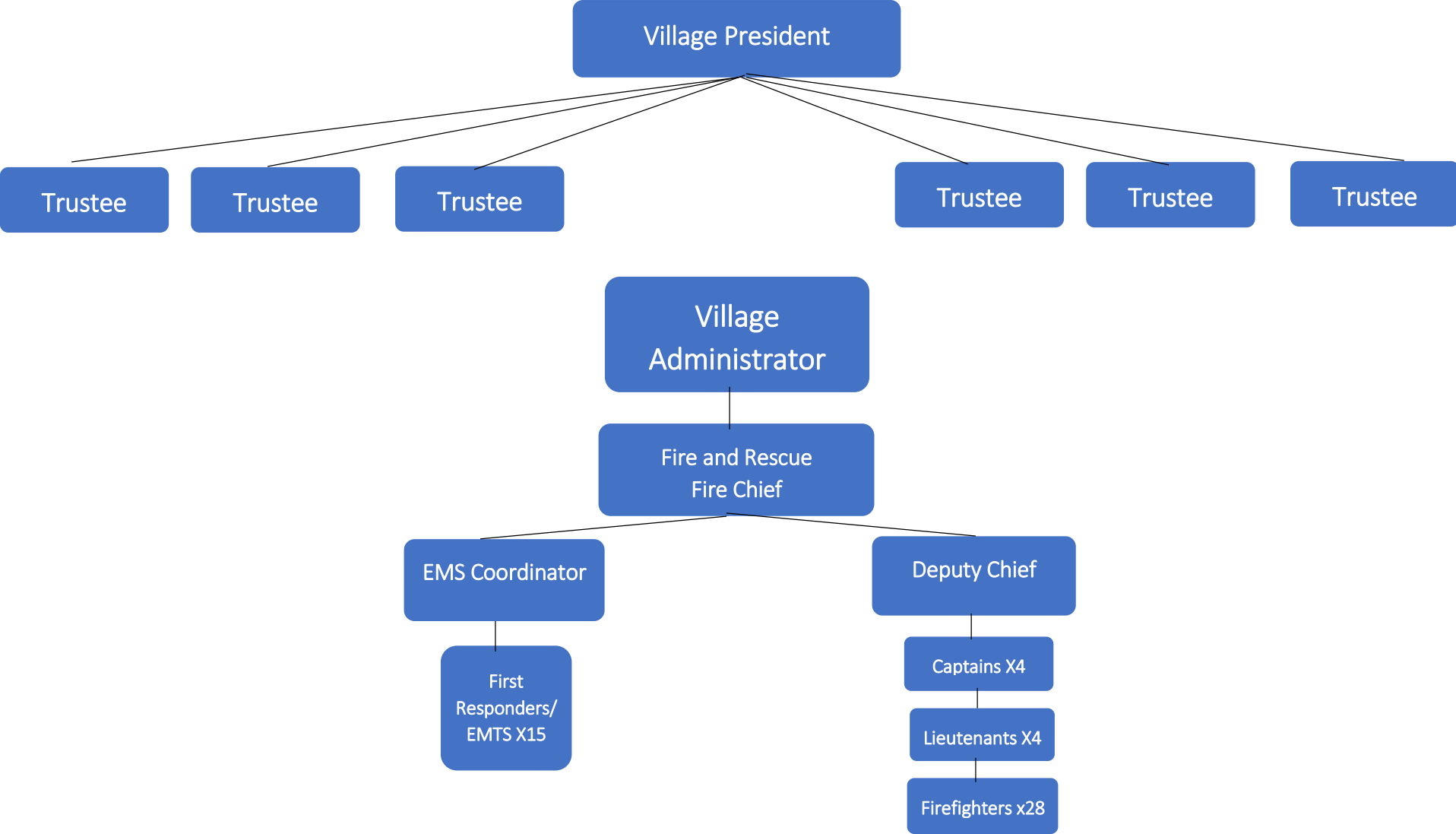
Village of Kronenwetter Organizational Chart



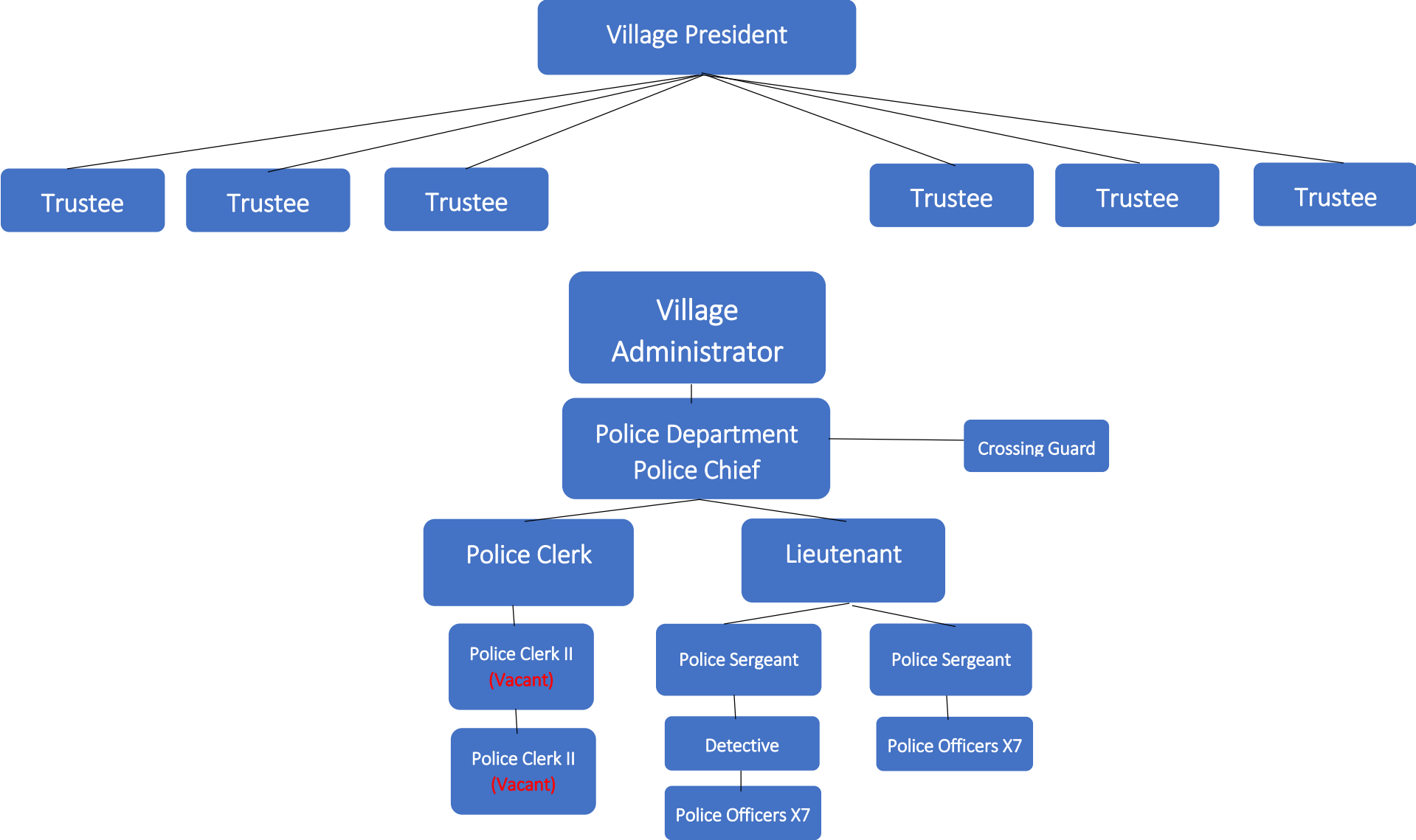
Village of Kronenwetter Organizational Chart (Page 2)



Village of Kronenwetter Organizational Chart (Page 3)



Village of Kronenwetter Organizational Chart (Page 4)





REPORT TO APC

ITEM NAME:	Proposed Village Hiring Policy & Procedure Change
MEETING DATE:	March 19, 2024
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Leonard Ludi, Village Administrator
PREPARED BY:	Leonard Ludi, Village Administrator

ISSUE: Proposed Village Hiring Policy & Procedure Change

OBJECTIVES: Streamline the effectiveness of the Village Administrator to hire village staff.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The hiring process for the Village Administrator has been discussed with APC as lengthy due to APC and Village Board interviews that are needed to offer employment potential candidates. The process is so long that it promotes candidates losing interest in working for the Village, while other job opportunities come up in the midst of our hiring process.

PROPOSAL: (proposed policy to read as follows...)

If the Administrator Position is being posted, all vacancies are approved by the Village Board. The position is posted, application & resumes are screened by a Village Board Representative and a Personnel staff member. Interviews are coordinated by the Village Board Representative & Personnel staff member and placed onto the Village Board Agenda. Standard Administrator questions are given to the applicant by the Village Board. The Board will also discuss the job duties and responsibilities, review the employee’s resume and qualifications. Employment offer can only be extended by the Village Board.

If a Director level position is being posted, all vacancies are approved by the Village Administrator. The position is posted, application & resumes are screened by the Village Administrator and a Personnel staff member. Interviews are coordinated by the Personnel staff member through the Village Administrator. At the discretion of the Village Administrator, an interview committee may be formed but is not required. Standard questions are developed uniquely fitted to the position and given to each candidate equally. Recommended hires are presented to APC in order to set wage scale & standard terms of employment appropriately. Thereafter, authorization to move forward with the hire is presented to the Village Board for concurrence.

If a Staff Position is being posted, all vacancies are approved by the Department Supervisor and the Village Administrator. The positions are posted, application & resumes are screened by Department Supervisor the Village Administrator. Interviews are coordinated with the Village Administrator by a Personnel staff member through the Department Supervisor. Standard questions are developed uniquely fitted to the position and given to each candidate equally. Recommended hires are presented to Village Administrator to approve wage scale in accordance the Department budget. Thereafter, authorization to move forward with the hire is not presented to APC or the Village Board for concurrence.

All positions will require drug screening and background checks prior to their first day of work. If either of these tests are failed, the candidate for the position forfeits the position.

RECOMMENDED ACTION: Approval to support the attached procedure to be forward to Village Board for their review and approval.

OTHER OPTIONS CONSIDERED: none

TIMING REQUIREMENTS/CONSTRAINTS: As soon as possible....

FUNDING SOURCE(s) – Not applicable...



Report to Administrative Policy Committee (APC)

Agenda Item: Award 2024 Road Maintenance Request for Proposal Bid

Meeting Date: March 27, 2024

Referring Body: Administrative Policy Committee (APC)

Committee Contact: Chris Voll, Chair

Staff Contact: Leonard Ludi, Village Administrator

Report Prepared by: Leonard Ludi, Village Administrator

OBJECTIVE(S): Award 2024 Road Maintenance Request for Proposal Bid

HISTORY/BACKGROUND: The 2024 Road Maintenance Request for Proposal RFP was published and bids were due on March 15, 2024 by 10:00a.m., in accordance with bid specification. Only one bid was received from Fahner Asphalt Sealers, LLC within the required timeline.

The Bid from Fahrner Asphalt Sealers, LLC was reviewed and vetted by the Public Works Department. Base on Bid form road schedules and scope of work options, recommendations were developed to best fill the need of all the roadways listed on the RFP bid form.

With that, it is the recommendations of the Public Works Department that the Village enter into the attached agreement with Fahrners Asphalt Sealers LLC for an amount not to exceed \$365,238.00 without written approval per the contract documents.

PROPOSAL: Budget Option 2 of the attached budget analysis for 365,238.00, entering the signed standard form of agreement with Fahrners Asphalt Sealers LLC.

RECOMMENDED ACTION: Approval from the Village Board to authorizes the Village President, the Village Administrator, Village Treasure and Village Clerk to sign all necessary documents needed to administer and execute the standard form of agreement with Fahrners Asphalt Sealers LLC.

FINANCIAL

Financial Consideration/Action: \$365,238.00

FUNDING SOURCE: Spilt Below:

Seal Coating 100-53000-311-345: **\$284,593.45**

Available Balance: \$300,000

Crack Filling 100-53000-311-346: **\$61,652.17**

Available Balance: \$65,000

Pavement Marking 100-53000-311-347: **\$18,999.38**

Available Balance: \$20,000

Account Number/Title: #
Current Adopted Budget: \$
Spent to Date: \$
Remaining Budget: \$
Requested Amount: \$
Remainder of Budgeted Amount, if approved:

Section 9, Item P.

ATTACHMENTS:

1. Time Stamp Bid Envelope
2. Bid Form & Signed Agreement from RFP Packet
3. Public Works Bid Analysis Form



Pavement Maintenance Contractors
ECO/AA Employer

2800 Mecca Drive
Plover, WI 54467

SEALED BID ENCLOSED

BID OF: FAHRNER ASPHALT SEALERS, LLC
2800 MECCA DRIVE
PLOVER, WISCONSIN 54467

BID TO: VILLAGE OF KRONENWETTER
1582 KRONENWETTER DRIVE
KRONENWETTER, WI 54455

BID FOR: 2024 ROAD MAINTENANCE
PROJECT ID PW2024-002

BID DUE: FRIDAY, MARCH 15, 2024
10:00 AM

MAR 15 2024

BID FORM

PROJECT IDENTIFICATION: 2024 Road Maintenance
VILLAGE OF KRONENWETTER

CONTRACT IDENTIFICATION: Project ID: PW2024-002

THIS BID IS SUBMITTED TO: Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

FIRM SUBMITTING BID: Fahrner Asphalt Sealers, LLC

Schedule 1 Rainbow Dr, Eva Rd, Terrebonne Dr from Kowalski Rd to CTH XX and Pine Rd from Tower Rd to CTH X

Crack Sealing, Flex Patch, Chip Seal
CRS-2P Asphalt .40gallons/SY with
25 pounds/SY 3/8 Fractured Chips
Fog Seal
Pavement Marking

\$ 181,369.00

Schedule 2 Sussex Pl, Canterbury Dr, New Castle Dr, Chesterfield Dr, Towerwoods Dr and Mystic Meadow Dr from CTH X to Sussex Pl

Crack Sealing, Flex Patch and Chip Seal
CRS-2P Asphalt .28-gallons/SY with
Black Boiler Slag Aggregate at 18 pounds/SY

\$ 49,850.00

Schedule 3 Pioneer Rd

Crack Sealing, Flex Patch and Chip Seal
PG58-28 Asphalt, .35-gallons/SY with
25 pounds/SY 3/8 Fractured Chips

\$ 69,237.00

Schedule 4 Old Hwy 51 from Maple Ridge Rd to RR Crossing by Village Way Rd
Crack Sealing and Flex Patch

\$ 30,217.00

Total Price Schedule 1-4 \$ 330,673.00

385,000

Option 1 Additional Crack Sealing and Flex Patching
\$ 2.30
Price per Pound

Option 2 Additional Chip Sealing
CRS-2P Asphalt .28-gallons/SY with
Black Boiler Slag Aggregate at 18 pounds/SY
\$ 2.42
Price per Square Yard

Option 3 Additional Chip Sealing
CRS-2P Asphalt .40gallons/SY with
25 pounds/SY 3/8 Fractured Chips
\$ 2.56
Price per Square Yard

Option 4 Additional Chip Sealing
PG58-28 Asphalt, .35-gallons/SY with
25 pounds/SY 3/8 Fractured Chips
\$ 2.27
Price per Square Yard

Option 5 Additional Pavement Marking
\$ 0.74
Price per Linear Foot

****Option 6** Additional Fog Sealing
\$ 0.59
Price per Square Yard

****Schedule 1 Options**

****Option 1** Eva Rd and Pine Rd from Tower Rd to CTH X
Flex Patch, Double Chip Seal in 2 Lifts
1st Lift: CRS-2P Asphalt .40 gallons/SY with
25 pounds/SY 3/8 Fractured Chips
2nd Lift: CRS-2P Asphalt .32 gallons/SY with
20 pounds/SY FA-2 Fractured Chips
Pavement Marking
**Does not include fog seal
\$ 133,702.00
Lump Sum Price

365,238

****Option 2** Rainbow Dr, Terrebonne Dr from Kowalski Rd to CTH XX
Crack Sealing, Flex Patch, Chip Seal
CRS-2P Asphalt .40gallons/SY with
25 pounds/SY 3/8 Fractured Chips
Fog Seal
Pavement Marking
\$ 82,232.00

MAR 15 2024

**ADVERTISEMENT FOR BIDS
2024 ROAD MAINTENANCE
VILLAGE OF KRONENWETTER
MARATHON COUNTY, WISCONSIN
PROJECT ID: PW2024-002**

Notice is hereby given by the Village of Kronenwetter, Marathon County, Wisconsin, that it will receive sealed bids for 2024 Road Maintenance until 10:00 a.m., on Friday, March 15th, 2024 in the office of the Director of Public Works located at 1582 Kronenwetter Drive, Kronenwetter, WI 54455. Bids will be publicly opened and read at that time and date.

Contract documents may be examined in the office of the Public Works Director, located at 1582 Kronenwetter Drive, Kronenwetter, WI 54455.

Proposal shall be accompanied by a Certified Check or Bid Bond in the amount of not less than 5 percent of the maximum bid, payable to the Treasurer of the Village of Kronenwetter. This is a guarantee that the bidder, if the bid is accepted, will execute and file the Contract. The Certified Check is returnable to the bidder immediately after the signing of the Contract

A Performance Bond and Payment Bond in the amount of 100 percent of the total bid price, a Certificate of Insurance, together with an executed contract, will be required of the successful bidder.

Potential Bidders shall submit a Bidder's Proof of Responsibility on or before March 15th, 2024, with the Village Clerk at the Municipal Center. Potential Bidders shall also show sufficient ability, equipment and experience to properly perform the Contract in accordance with Section 66.0901 Wisconsin Statutes. Bidders who have submitted Proof of Responsibility in 2023 need not resubmit.

The owner reserves the right to reject any or all bids.

The contractor shall be pre-qualified by the Wisconsin Department of Transportation to perform the work in this bid.

A letter of the work described herein is subject to the provisions of Section 66.0901 Wisconsin Statutes.

Issued by Authority of:
VILLAGE OF KRONENWETTER

Leonard Ludi Village of Kronenwetter Administrator

BID FORM

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VILLAGE OF KRONENWETTER

CONTRACT IDENTIFICATION: Project ID: PW2024-002

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Kronenwetter, WI 54455

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Fog Seal
Pavement Marking

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CRS-2P Asphalt .40gallons/SY with
25 pounds/SY 3/8 Fractured Chips
Fog Seal
Pavement Marking
\$ 82,232.00

The undersigned BIDDER proposed and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents. The BIDDER also agrees to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price, and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

- 1. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 35 days after the day of Bid opening. The BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 10 days after the date of OWNER's Notice of Award.
- 2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement that:

- (a) BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Date	Number
N/A	None
_____	_____
_____	_____
_____	_____

- (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, work, site, locality and all local conditions and Laws and Regulations that in any manner may affect cost or furnishing of the Work.
- (c) BIDDER has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions which are identified in the Supplementary Conditions.
- (d) BIDDER has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests and studies which pertain to the subsurface or physical condition at the site or otherwise may affect the cost, progress, performance or furnishing of the Work as BIDDER considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents. No additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by BIDDER for such purposes.
- (e) BIDDER has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground

Facilities, at or contiguous to the site, and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect of said Underground Facilities are or will be required by BIDDER in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.

- (f) BIDDER has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
 - (g) BIDDER has given Public Works Director written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Public Works Director is acceptable to BIDDER.
 - (h) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
4. BIDDER agrees that completion of the project shall be on August 16th, 2024. Failure to complete the project by the above date shall result in the levying of liquidated damages of \$500.00/day.
5. The following documents are attached to and made a condition of this Bid:
- (a) Required Bid Security in the form of the Bid. Bond.
 - (b) A tabulation of Subcontractors, Suppliers and other persons and organizations required to be identified in this Bid.
 - (c) Affidavit of Organization and Authority.
 - (d) DILHR's "Disclosure of Ownership" form.
6. Communications concerning this Bid shall be address to:
- Leonard Ludi, Administrator Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455, Voice (715) 693-4200 ext. 2
Brad Jacobson, Street Dept Crew Lead Village of Kronenwetter (715) 574-5160

7. The terms used in this Bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED March 15, 2024

BIDDER'S Signature 

Type/Print Name Mike Frodl, Co-President

If BIDDER is:
An Individual

By: _____ (SEAL)
(Type) (Individual's Name) (Signature)

doing business as _____

Business address _____

_____ Telephone No. _____

By: _____ (SEAL)
(Firm Name)

_____ (Type) (General Partners) (Signature)


Business address _____

_____ Telephone No. _____

A Corporation

By: Fahrner Asphalt Sealers, LLC
(Corporation Name)

Wisconsin
(State of Incorporation)

By: Mike Frodl 

(Type) (Name of Person Authorized to Sign) (Signature)

Co-President
(Title) *NO CORPORATE
(Corporate Seal) SEAL ADOPTED*

Attest: Jeff Salewske
(Type) (Secretary) (Signature)
Assistant

Business address 2800 Mecca Drive, Plover, WI 54467

Telephone No. (715) 341-2868

A Joint Venture

By: _____
(Name)

(Address)

By: _____
(Name)

(Address)

DISCLOSURE OF OWNERSHIP

- 1. **INSTRUCTIONS.** On the date a Contractor submits a bid to, or completes negotiations with, a state agency or municipality on a public works construction project subject to ss.66.293(3) or 103.49, Stats., the Contractor shall disclose to the state agency or municipality soliciting or negotiating the bids 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.

This information is only required to be disclosed if the Contractor, or a shareholder, officer or partner of the Contractor, owns or had owned at least a 25% interest in the "other construction business" on the date the Contractor submits a bid or completes negotiations, or at any time within the preceding three (3) years, and the Wisconsin Department of Industry, Labor and Human Relations has determined that the "other construction business" failed to pay the prevailing wage rate, or at least time and one-half the 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.

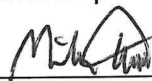
- 2. **DEFINITION.** The term "other construction business" means any business engaged in erecting, construction, remodeling, repairing, altering, painting and decorating buildings, structures or facilities and any business engaged in supplying mineral aggregate, as provided by ss.66.293(3)(c), 103.49(2) and 103.50(3)m Stats.

- 3. **NAME AND ADDRESS OF OTHER BUSINESSES.** Indicate below the name(s) and address(es) of any "other construction business" which meets the criteria specified above. If none, so state.

None	
_____ Name of Business	_____ Address
_____	_____
_____	_____
_____	_____

I hereby state that the information contained in this document is true and accurate according to my knowledge and belief and understand that the willful falsification of any information may result in a civil or criminal penalty pursuant to Chapt. 101, Stats.

Fahrner Asphalt Sealers, LLC
 Name of Business
Co-President
 Title
Mike Frodl
 Name of Contractor



 Signature
 This 15th day of March 2024.
2800 Mecca Drive, Plover, WI 54467
 Address (City, State and Zip)

DILHR-ERD-7717(R.3188) STATUTORY AUTHORITY: ss. ee. 293(3Xn)4 and 103.49(7)(d), Stats.

AFFIDAVIT OF NON-COLLUSION


I hereby swear (or affirm) under the penalty of perjury:

1. That I am ~~the bidder (if the bidder is an individual), a partner of the bidder (if the bidder is a partnership) or~~ an officer or employee of the bidder corporation having authority to sign on its behalf (if the bidder is a corporation);
2. That the attached bid or bids have been arrived at by the bidder individually and have been without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit individual bidding or competition;
3. That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids, and will not be communicated to any such person, prior to any official opening of the bid or bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me Mike Frodl
(Bidder)

This 15th day of March, 2024

Fahrner Asphalt Sealers, LLC
(Firm making bid or bids)



2800 Mecca Drive, Plover, WI 54467

OFFICIAL TITLE Co-President

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned,
Fahrner Asphalt Sealers, L.L.C. as Principal, and Western Surety Company
as Surety, are hereby held and firmly bound unto the Village of Kronenwetter, as OWNER
in the final sum of Five Percent of Amount Bid (5%)
for the payment of which, well and truly to be made, we hereby jointly and severally bind
ourselves successors and assigns.

Signed, this 12th day of March, 2024.

The Condition of the above obligation is such that whereas the Principal has submitted to
Village of Kronenwetter a certain BID, attached hereto
and hereby made a part hereof to enter into a contract in writing, for the
2024 Road Maintenance, Village of Kronenwetter, Marathon County, Wisconsin
Project ID: PW2024-002

NOW THEREFORE:

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID.

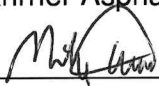
Then this obligation shall be void otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all

claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Fahrner Asphalt Sealers, L.L.C.



Mike Frodl, Co-President (L.S.)

*NO CORPORATE
SEAL ADOPTED*

Western Surety Company

By: 

Haley Pflug, Attorney-in-Fact



IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

Western Surety Company

Section 9, Item P.

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Laurie Pflug, Brian D. Carpenter, Nicole Langer, Craig Olmstead, Jessica Hoff, Heather R. Goettel, Michelle Halter, Kelly Nicole Enghauser, Blake S. Bohlig, Trisha Kasper, Haley Pflug, Individually

of Bloomington, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Assistant Vice President and its corporate seal to be hereto affixed on this 11th day of April, 2023.



WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Assistant Vice President

State of South Dakota }
County of Minnehaha } ss

On this 11th day of April, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is an Assistant Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026



M. Bent
M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 12th day of March, 2024.



WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary

Form F4280-4-2023

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Assistant Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

**Special Provisions 2024
Crack Sealing, Flex Patching, Chip Sealing, and Pavement Marking
2024 Road Maintenance
Village of Kronenwetter
Marathon County, Wisconsin
Project ID: PW2024-002**

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1. General

Perform the work under this construction contract for 2024 Crack Sealing, Flex Patching, Chip Sealing, and Pavement Marking for the Village of Kronenwetter as the plans show and execute the work as specified by the Village of Kronenwetter.

2. Scope of Work

The work under this contract shall consist of furnishing all materials, equipment, and labor necessary for bituminous pavement crack treatments, flex patching, and bituminous seal coating on city streets and roadways. All work shall conform to WisDOT "Standard Specifications for Highway and Structure Construction 2023 Edition" (Standard Specifications), except as noted in the Special Provisions.

3. Prosecution and Progress

Provide a time frame for construction of the project within the 2024 construction season to the public works director in writing 14 days prior to the preconstruction conference. Assure that the time frame is consistent with the contract completion time. Upon approval the public works director will issue the notice to proceed within 10 calendar days before the beginning of the approved time frame.

To revise the time frame, submit a written request to the public works director at least two weeks before the intended time frame. The public works director will approve or deny that request based on the conditions cited in the request and the effect on the departments scheduled resources.

The contract time for completion is based on an expedited work schedule and may require extraordinary forces and equipment.

If there is a major or special event on any segment of street or roadway, the entire traveled way and shoulders shall be cleared of equipment, barricades, signs, lights, and any other material that might impede the free flow of traffic during said events.

Contact the public works director prior to starting the work each day. Indicate the sequence of operations planned for that day. Adhere to the proposed schedule without deviations thereof, unless the public works director is notified of such changes. The contractor is expected to carry and provide a cell phone number to assure convenient communication.

The contractor is advised that there may be multiple mobilizations for such items as traffic control, signing, signing supports, and other incidental items related to staging and daily work operations. No additional payment will be made by the department for the mobilizations.

4. Traffic

Coordinate the single-lane flagging operations in a manner which causes as little delay to the traveling public as possible.

If traffic delays become longer than 10 minutes, coordinate with the public works director to limit or alter construction operations to prevent undue inconvenience to the traveling public.

5. Traffic Control

Lane closures shall only be allowed during daytime hours. Do not implement a lane closure during inclement weather or poor visibility.

When traffic control devices are not in use, they shall be covered and/or removed from the traveled way and shoulders of the roadway.

All signs and all sign supports required for this project shall be incidental to the item of Traffic Control.

Use of flaggers, pilot cars, and all related traffic control items, materials, signs, sign supports, and measures shall also be incidental to the item Traffic Control.

Utilize two-way radios, and additional flag person or persons, within the lane closure areas, to positively direct, control, and safeguard traffic through the work zone.

All contractor vehicles or equipment operating within the project limits shall be equipped with and have flashing yellow lights operating.

Contractor must have an ATTSA trained Traffic Control Supervisor on the project at all times.

Any person acting as a flagger shall have a verified training session taught by a Contractor's qualified trainer.

A flagger shall be at all side roads within the work zone.

Streets with low volume traffic may be closed, when authorized by the public works director.

All workers within the work zones shall wear high-visibility safety apparel. Flaggers shall wear high visibility safety vests, pants, hats and safety glasses at all times.

The Contractor shall provide and install loose gravel signs on all intersections immediately after spreading the aggregate from chip seal application.

6. Bituminous Pavement Crack Treatments

Clean and Fill Method:

Transverse cracks and Longitudinal cracks shall be cleaned and filled (without routing)

Clean and Fill cracks shall be thoroughly cleaned with a minimum of one pass of a heat lance type air wand not more than 2 inches from each face of the crack. Cleaning shall continue until the crack is dry and all dirt or deleterious matter is removed.

The Contractor shall be required to provide protective screening if cleaning and conditioning operations could cause damage to or interference with traffic in adjacent lanes.

The crack sealant shall be placed immediately after the cleaning and conditioning is complete.

All cracks are to be filled with sealant using an application wand followed by a v-shaped squeegee or by a round application head having a concave underside that meets the requirements for shape and size. The maximum width of the application head shall be 2 inches for standard coverage. The maximum width for the application head shall be 4 inches for multi-crack locations. The maximum thickness of the over-band is limited to 0.125 inch. Apply toilet paper or a light coating of sand/dust or de-tacking agent to prevent tracking.

Rout and Seal Method:

Transverse cracks and Longitudinal cracks less than or equal to 0.75 inch wide shall be routed to a width and depth of 0.75 inch. Cracks greater than 0.75 inch wide shall follow the 'Clean and Fill' method of crack repair.

The pavement cutter must cut the design reservoir in one easy pass. Change cutters when it is evident that the reservoir configuration specified is not being achieved in an easy and expeditious manner in conformance with design. Demonstrate the ability to following a meandering cracks and maintaining the centering of the reservoir over the crack +/-0.25 inches. The resulting reservoir shall have vertical sidewalls and a uniform horizontal profile. Cease production if requirements cannot be met.

Any contractor not following these guidelines will be stopped from doing any further work until the requirement is met. No compensation for lost time due to the enforcement of these guidelines will be granted.

Thoroughly clean routed reservoirs with a minimum of one pass the air wand not more than 2 inches from each face of the reservoir/crack. Cleaning continues until the reservoir/crack is dry and all dirt, dust or deleterious matter is removed.

Immediately prior to the placement of crack sealant, condition the surface of both sidewalls, as well as the pavement 1 inch on either side of their sidewalls with hot compressed air from a heat lance. Do not scorch the routed reservoir, crack or adjacent pavement surface.

Place the crack sealant immediately after the completion of the cleaning and conditioning with the heat lance. The heat lance shall be within 100' of the crack sealing operation. The use of sweepers/backpack blowers for crack cleaning is prohibited.

Streets with curb and gutter/or any deemed necessary by the public works director, shall be swept within 48 hours of the crack sealing operation. Any method used to complete this work shall not damage the newly placed sealant. If damage occurs it shall be promptly repaired by contractor.

Seal cracks when the sealant is at the application/pouring temperature recommended by the manufacturer. Using an application wand followed by a v-shaped squeegee or by a round application head with a concave underside or other methods that meets the requirements for shape and size. The width of the over-band, including the reservoir, shall be 2.5 inches wide with a film thickness of 0.125 inch.

The final appearance must be a neat fine line and with the cracks not overfilled. Return the applicator wand to the machine and the crack sealant re-circulated immediately upon completion of each crack sealing. Material must not fall below manufacturer's recommended pouring temperature. Cease production if it does. Apply toilet paper or a light coating of sand/dust to prevent tracking.

Curb and Gutter Flange Joint

Any flange joint that is less than or equal to 0.75 inch wide shall be routed to 0.75 inch wide and 0.75 inch deep. Joints greater than 0.75 inch shall follow the 'Clean and Fill' method of crack repair.

Flush fill or slight over-band is acceptable

Resealing

Existing sealed cracks that exhibit signs of failure allowing water to penetrate the crack such as missing or loss of existing sealant material, cracking of the existing sealant, loss of adhesion to existing pavement and over-band wear shall be 'Cleaned and Filled'. Existing sealant with loss of adhesion on both sides of the crack may require the sealant being removed before new sealant is applied at the discretion of the public works director.

Workmanship

During crack sealing operations, the public works director may review the sealant temperatures at the melting kettle intermittently. If the temperatures are above the manufacturer's specified safe heating temperature, the sealant will be rejected. Empty the kettle of the over-heated material and legally dispose of it in an environmentally safe method.

Asphalt cracks, whether sealed by the 'Clean and Fill' or 'Rout and Seal' or 'Reseal' methods, will be observed on a crack- by- crack basis for acceptable workmanship. Unsealed cracks will be brought to the attention of the contractor. Fill all unsealed cracks before reopening the roadway to traffic.

Sealed cracks shall be rejected if there is evidence of poor workmanship or obvious defects, including but not limited to the following.

- Reservoir not filled completely or sufficient over-band
- Lack of bond to the side-walls of the joint reservoir or crack
- Contamination of the sealant
- Excessive pools of sealant on the pavement or shoulder surface
- Loss of sealant bond to the pavement
- Inadequate quantity or quality or rock chips over the sealant for skid resistance

Rejected sealed cracks shall be repaired, the sealant removed and disposed of in a legal and appropriate manner and the cracks resealed as necessary.

Equipment Requirements

Melting Kettle shall be an oil jacketed double boiler type, equipped with both agitation and recirculation systems capable of starting at ambient temperature and bringing the sealant material to application temperature in one hour, while continuously agitating and recirculating the sealant. The kettle shall be equipped with automatic thermostatic controls and temperature gauges to monitor the sealant temperature in the applicator lines and temperature of heat transfer oil in the kettle jacket. It shall be equipped with a pump to pressure fill cracks with the wand applicator. The kettle shall be properly insulated to insure heat is not radiated to the pavement surface.

Air Compressors Two shall be used and shall be capable of producing a continuous stream of clean, dry air through the nozzle at 75-150 PSI and 225 CFM minimum. The compressor air units shall be equipped with water and oil traps and must produce sufficient air volume and pressure to remove all debris from the crack and all adjacent road surfaces in a safe manner such that the debris will not re-enter the crack prior to the sealing operation. The traps used to remove moisture and oil shall be checked by the contractor at least once per day of production and replaced when necessary.

Heat Lance shall operate with propane and compressed air in combination and be capable of achieving a temperature of heated air at the exit orifice of 1800 degrees F. and a discharge velocity of 3,000 feet per second.

Pavement Cutter/ Router a minimum of two shall be required capable of providing a cut of uniform depth and width. An engine capable of achieving a minimum of 27 horsepower shall power the router. The router blades shall be of such size and configuration to cut the desired joint reservoir in one pass of the rout. The sealant reservoir created shall have vertical sides and a flat bottom. The router must be capable of following and straight or meandering cracks. It must have an automatic depth control to ensure consistent and accurate routing depths. Router must be fit with a dust suppression system.

Router Blades shall be squared up with regularity or replaced if unable to insure a square rout.

Materials shall be a Crafcro product 34201 or 34221 or approved equivalent

7. Leveling Cupped Cracks with Spray Injection Pre-coated stone

APPLICATION

Surface and cracks to be treated shall be cleaned with approved cleaning equipment. Areas of repair shall be free of all foreign material, vegetation, and moisture. Routing may or may not be required.

Surface and/or cracks shall be sealed with a polyester fiber flex-patch sealant. Upon application of the sealant through the wand, the sealant must be hand squeegeed to insure proper coverage. Sealant shall be applied to both fill cracks as needed and provide coverage for surface usage on cupped cracked depressions (transverse cross cracks) and minor alligator areas. Squeegee range from 24 inches to 48 inches wide will be required pending severity of depressed area.

A pre-coated, heated cover aggregate material shall be pneumatically sprayed on top of the sealant while still hot to insure stone penetration in the rubber. Traffic shall not be allowed on the material until it is cured or it has been blotted to prevent tracking.

MATERIAL

Sealant fortified with polyester fibers shall be applied per manufacturer's specifications.

Cover aggregate shall be Fractured Class A stone with 100% passing a 3/8" sieve, 95-100% passing a 1/4" sieve and be pre-coated with 1% 120-150 asphalt cement.

EQUIPMENT

Crack cleaning equipment shall consist of an air compressor capable of delivering a minimum of 250c.f.m. and capable of emitting air through the nozzle within the range of 70 to 150p.s.i. The compressor's air shall be free of moisture.

A heat lance shall be used which is capable of drying out the crack. Temperature at discharge shall be a minimum of 2,200°F and a discharge velocity of 3,000 ft/sec.

The kettle used for heating the sealant must be an oil jacketed double boiler type-melting unit, which is, equipped with both agitation and recirculation systems. It must have separate temperature thermometers for both the oil bath and melting vat to insure proper temperature for the sealant. It must be equipped with a pump to pressure fill cracks with a wand applicator. Pour pots are not acceptable.

- A. Spray Patching Truck: The spray injection equipment must be a self-contained unit and have a heated hopper capacity of 5 cubic yards minimum.
- B. Squeegee size is to be 16 to 48 inches wide.

8. Bituminous Seal Coating with Stone Cover Aggregate

Description

The work shall consist of bituminous seal coating with stone cover aggregate. The work shall be done in accordance with Sections 455, 460 and 475 of Standard Specifications. Bidding and Contract shall conform to Part 1 of Standard Specifications.

Materials

Materials furnished and used in the work shall conform to the requirements of Section 455.

Bituminous Material

The bituminous material to be furnished and applied shall conform to Section 455.2.4.1 Asphaltic Materials of Standard Specifications (modified with 5% cut back where specified).

The contractor shall supply the Public Works Director with the proper container for sampling material.

Materials used on site shall be tested by an independent third party at least once during the application process to see that it is in compliance with the specifications. The test results shall be provided to the owner prior to final payment.

The contractor shall supply the Public Works Director with daily documentation on the volume of material applied.

Cover Aggregate

The cover aggregate shall meet the requirements of Sections 460 and 475 Standard Specifications for seal coating and as amended below:

3/8" (100% fractured chips):

<u>SIEVE SIZE</u>	<u>PERCENT PASSING BY WEIGHT</u>
½ - inch	100
3/8 – inch	95 – 100
No. 4	0 – 60
No. 16	0 – 5

Boiler Slag: Industrial byproduct (coal ash, foundry process waste or other non-hazardous solid waste) may be used to produce seal coat aggregate provided it meets the characterization requirements for category 1 or 2 industrial byproduct as set forth in NR538.08, Wisconsin Administrative Code.

At the time of delivery of the industrial byproduct to the project, furnish to the Public Works Director a Certificate of Compliance the certifies to which category the industrial byproduct conforms.

1. Hard, durable particles of black slag.

- 2. The sodium sulfate soundness, measured according to AASHTO T 104, shall not exceed 15% loss.
- 3. Conform to the following gradation requirements:

<u>SIEVE SIZE</u>	<u>PERCENT PASSING BY WEIGHT</u>
3/8 inch (9.5 mm)	100
No. 4 (4.75 mm)	90 - 100
No. 8 (2.36 mm)	45 - 75
No. 40 (425 um)	0 - 8
No. 200 (75 um)	0 - 2

The Contractor shall take all precautions to minimize contamination of the aggregate.

Aggregate used on site shall be tested by an independent third party at least once during the application process to see that it is in compliance with the specifications. The Public Works Director shall be notified 24 hours prior to the test being taken to arrange for inspection of the testing. The test results shall be provided to the owner prior to final payment.

EQUIPMENT

The Contractor shall have available and maintain in good working order the equipment and tools necessary to perform the work. The requirements for the equipment for heating the Asphaltic material and for the distributors shall be as set forth in Standard Specifications. The equipment to be used shall include dragging equipment and aggregate spreading equipment that can be adjusted to spread accurately the quantity specified per square yard, and a self-propelled, pneumatic-tire roller, meeting the requirements of Standard Specifications. Contractor shall furnish a list of the equipment to be used on the project with the bid.

CONSTRUCTION METHODS

Surface Preparations

Immediately prior to applying the Asphaltic materials, the Contractor shall thoroughly clean the existing surface of all loose materials, slit spots, vegetation, and other objectionable materials. Dust and other loose materials in depressions or other places not reached by mechanical sweepers shall be swept with hand brooms or by blowers or flushers. Particular care shall be taken to thoroughly clean the outer edges of the area to be sealed. All costs associated with preparing existing surfaces as described above shall be considered incidental and cost shall be merged with unit prices. Contractor shall hand patch roads before sealing. **Contractor shall cover all utility structures – manholes, water valve boxes, gas valve boxes and other such structures, from seal coating materials. If material leaks through the protection the contractor shall return to clean all such covers so that they can be removed. This shall be included in the unit price.**

Applying Asphaltic Materials

A pressure distributor shall be used for applying the asphalt material. It shall have a ground speed control device interconnected with the asphalt pump such that specified application rate will be supplied at any speed. The pressure distributor shall be capable of maintaining the asphalt at the specified temperature. The spray bar nozzles shall produce a uniform fan spray, and the shutoff shall be instantaneous, with no

dripping. Each pressure distributor shall be capable of maintaining the specified application rate. Means shall be provided for accurately indicating the temperature of the asphalt material at all times. The thermometer well shall not be in contact with a heating tube.

Application will be with full width equipment capable of applying 24' without a center seam. A hose and spray nozzle attachment shall be provided for applying asphalt material to patches and areas inaccessible to the spray bar. The distributor shall be provided with heaters that can be used to bring the asphalt material to spray application temperature. If a seam is necessary, the seam shall be in the center of the road.

Applying Seal Coat Aggregate

After application of the Asphaltic material and when the desired stage of tackiness is attained, aggregate for seal coat cover shall be spread uniformly over the treated surface by approved self-propelled mechanical full width spreader capable of applying aggregate 24' without a seam. If a seam is necessary, the seam shall be in the center of the road. Sealing shall be completed by July 31st, 2024.

Rolling of Aggregate

Immediately after spreading the aggregate, the surface shall be rolled. Rolling shall start at the edges and continue to the center, lapping one-half the roller width on each successive trip. Rolling shall be accomplished with two pneumatic-tire rollers. The speed and reversing of direction of rollers shall be regulated as to avoid displacement or loosening of the cover material or damage to the Asphaltic material. Rolling shall be continued until the aggregate for the seal coat cover is thoroughly embedded and the surface is smooth and uniform in texture.

Vacuum and/or Sweeping of Roadway

All excess material shall be swept or vacuumed and **removed** (not swept into ditch or shoulder) from the project site within 1 week from application. This shall be included in the unit price for Schedule 1 & 2 and Option 2 & 3.

9. Pavement Marking

Materials

Furnish pavement marking products from the APL. Submit certificates of compliance certifying that the products supplied under the contract conform to these specifications.

Glass Beads

(1) Furnish dual coated glass beads treated for both moisture resistance and adherence conforming to AASHTO M247, Type I, except with a minimum of 80 percent true spheres. For each batch of beads actually furnished for the work, submit a certificate of compliance certifying that beads supplied under the contract conform to these specifications.

General Marking

Prepare the surface and apply marking as the manufacturer specifies. Provide manufacturer specifications as the engineer requests.

Do not place permanent paint or permanent tape marking if the ambient or pavement temperature is below 50 F.

Apply liquid marking and glass beads across the line at or exceeding the following:

<u>LIQUID MARKING</u>	<u>THICKNESS</u>	<u>BEAD APPLICATION</u>
Latex Paint	(mils) = 15	(pounds per gallon) = 6

Long-Line Marking

Long lines are center lines, lane lines, edge lines, channelizing lines, and dotted extension lines.

On contracts without the Locating No-Passing Zones bid item where pavement resurfacing covers the marking, mark the beginning and end of all existing center lines. After completing the resurfacing, accurately re-mark the center lines.

Liquid Marking Equipment

Use equipment that can spray both yellow and white material to produce uniform lines of the specified dimension. Ensure the equipment can do the following:

- Applies lines both on the left and right sides, not necessarily simultaneously.
- Applies 2 lines simultaneously, with either line in a solid or intermittent pattern, in yellow or white.
- Reports a daily-accumulated installed length for each gun.
- Reports a volume of paint used each day.
- Use automatic, mechanical devices to apply glass beads and report the volume used.

**INSTRUCTIONS TO BIDDERS
2024 ROAD MAINTENANCE
VILLAGE OF KRONENWETTER
MARATHON COUNTY, WISCONSIN
PROJECT ID: PW2024-002**

1. DEFINED TERMS

The term “Bidder” means one who submits a Bid directly to Owner, as distinct from a sub-bidder, who submits a quote to a Bidder. The term “Successful Bidder” means the lowest, qualified, responsible and responsive Bidder to whom Owner (on the basis of Owner’s evaluation as hereinafter provided) makes an award. The term “Bidding Documents” includes the Advertisement for Bids, Instructions to Bidders, the Bid Form and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

2. COPIES OF BIDDING DOCUMENTS

Complete sets of Bidding Documents must be used in preparing Bids. The Owner assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

3. QUALIFICATIONS OF BIDDERS

Potential bidders shall submit a Bidders Proof of Responsibility on or before date given in Advertisement for Bids in accordance with Wis. Stats., Section 66.29(2). Proof of Responsibility must be filed utilizing the Owner’s form contained in the Bidding Documents. Proof of Responsibility shall be filed with the Owner at the

address given in the Advertisement for Bids. If proofs have been previously filed in this calendar year, additional filing is not necessary.

4. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

It is the responsibility of each Bidder, before submitting a Bid, to (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work, (c) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (d) study and carefully correlate Bidder's observations with the Contract Documents, and (e) notify Owner of all conflicts, efforts or discrepancies in the Contract Document.

The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception, the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

5. AVAILABILITY OF LANDS FOR WORK

The lands upon which the Work is to be performed, rights-of-way and easements for access thereto and other lands designated for use by Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities or storage of materials and equipment are to be provided by Contractor. Easements for permanent structures or permanent, changes in existing structures are to be obtained and paid for by Owner unless otherwise provided in the Contract Documents.

6. INTERPRETATIONS AND ADDENDA

All questions about the meaning or intent of the Contract Documents are to be directed to Public Works Director. Interpretations or clarifications considered necessary by Public Works Director, in response to such questions, will be issued by Addenda mailed or delivered to all parties recorded by Owner as having received the Bidding Documents. Questions received less than 5 days prior to the date for opening of Bids may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by Owner.

7. BID SECURITY

Each Bid must be accompanied by Bid security made payable to Owner in an amount of five percent (5%) of the Bidder's maximum Bid price and in the form of a certified or bank check or a Bid Bond issued by a surety. The Bid Bond Form included in the Bidding Requirements must be utilized.

The Bid security of the Successful Bidder will be retained until such Bidder has executed the Agreement and furnished the required contract security, whereupon the Bid security will be returned. If the Successful Bidder fails to execute and deliver the Agreement and furnish the required contract security within 10 days after the Notice of Award, Owner may annul the Notice of Award and the Bid security of that Bidder will be forfeited. The Bid security of other Bidders whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of the seventh day after the Effective Date of the Agreement or the first day after the time period that the bid is subject to acceptance, as given in the Advertisement for Bids, whereupon Bid security furnished by such Bidders will be returned. Bid security with Bids which are not competitive will be returned within seven days after the Bid opening.

8. BID FORM

The Bid Form is included with the Bidding Documents. Additional copies may be obtained from Owner.

All blanks on the Bid Form must be completed in ink or by typewriter.

Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

All names must be typed or printed below the signature.

The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

The address and telephone number for communications regarding the Bid must be shown.

Bids must be priced on a lump sum and/or unit price basis for the base contract as provided in the Bid Form. Separate prices for optional alternates are provided in the Bid Form. The price of the Bid for each optional alternate will be the amount to be added or deducted from the price of the base Bid if the Owner selects the optional alternate.

9. LIST OF SUBCONTRACTORS

A complete list of proposed Sub-Contractors and the class of work to be performed by each must be filed with the Bid. The list may not be added to or altered without a change order from the Owner. [Wis. Stats., Section 66.29(7)]

If requested by the Owner, the apparent successful Bidder shall submit an experience statement with pertinent information regarding similar projects and other evidence of qualification for each Sub-Contractor or Supplier. If Owner, after due investigation, has reasonable objection to any proposed Sub-Contractor, Supplier, other person or organization, either may, before the Notice of Award is given, request the apparently successful Bidder to submit an acceptable substitute in which case the apparent successful Bidder shall submit an acceptable substitute. That bidder's Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution and Owner may consider such price adjustment in evaluating Bids and making the contract award.

If apparent Successful Bidder declines to make any such substitution, owner may award the contract to the next lowest Bidder that proposed to use acceptable Sub-Contractors, Suppliers and other persons and organization. Declining to make requested substitutions will not constitute grounds for sacrificing the Bid security of any Bidder. Any Sub-Contractor, Supplier, other person or organization listed and to whom Owner does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner subject to revocation of such acceptance after the Effective Date of the Agreement.

No Contractor shall be required to employ any Sub-contractor, Supplier, other person or organization against whom Contractor has reasonable objection.

10. SUBMISSION OF BIDS

Bids shall be submitted at the time and place indicated in the Advertisement for Bids and shall be enclosed in an opaque sealed envelope, marked with the project title (and, if applicable, the designated portion of the Project for which the Bid is submitted) and name and address of the Bidder and accompanied by the Bid security and other required documents. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

11. MODIFICATION AND WITHDRAWAL OF BIDS

Withdrawal of Bids shall be pursuant to Wis. Stats., Section 66.29(5).

12. OPENING OF BIDS

Bids will be opened and (unless obviously non-responsive) read aloud publicly. An abstract of the amounts of the base Bids and major alternates (if any) will be made available to Bidders after the opening of Bids.

13. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All bids will remain subject to acceptance for the number of days after the day of the Bid opening, as given in the Advertisement for Bids, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to that date.

14. AWARD OF CONTRACT

Owner reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional Bids. Also, Owner reserves the right to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Bids, owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.

Owner may consider the qualifications and experience of Sub-Contractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Sub-Contractors, Suppliers and other persons and organizations must be submitted as provided in the Supplementary Conditions. Owner also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Sub-Contractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.

If the contract is to be awarded, it will be awarded to the lowest Bidder of the alternates and contracts selected by the Owner, whose evaluation by Owner indicates to Owner that the award will be in the best interests of the Project.

If the contract is to be awarded, Owner will give the Successful Bidder a Notice of Award within the period that bids remain subject to acceptance as given in the Advertisement for Bids.

Bids will be evaluated to determine low bidder.

15. INSURANCE REQUIREMENTS

The limits of liability for insurance shall provide coverage for not less than the following amounts:

Worker's Compensation

- (1) State: Statutory
- (2) Applicable Federal (e.g. Longshoreman's): Statutory

Comprehensive General Liability

- (1) Bodily Injury (including completed operations products liability and broad form):
 - \$500,000 Each Occurrence
 - \$500,000 Annual Aggregate
- (2) Property Damage:
 - \$500,000 Each Occurrence
 - \$500,000 Annual Aggregate
 - or a combined single limit of \$500,000
 - Property Damage liability insurance will provide Explosion, Collapse and Underground coverages.
- (3) Personal Injury to include hazards A, B and C.
 - Zero participation, deletion of employment exclusion.
 - \$500,000 Annual Aggregate
- (4) Umbrella/excess liability – umbrella form
 - Minimum coverage shall be the contract amount rounded to the higher \$1,000,000 (i.e. \$5,525,000 contract, provide \$6,000,000 coverage).

Comprehensive Automobile Liability

- (1) Bodily Injury:
 - \$500,000 Each Person
 - \$500,000 Each Occurrence
- (2) Property Damage:
 - \$500,000 Each Occurrence
 - or combined single limit of \$500,000

**STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR**

THIS AGREEMENT is dated as of the _____ day of _____ in the year 2024 by and between the **Village of Kronenwetter** (hereinafter called OWNER) and _____ (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as:

**2024 Road Maintenance
Village of Kronenwetter
Marathon County, Wisconsin
Project ID: PW2024-002**

Article 2. CONTRACT TIME

The Work will commence on or after 10 days from the date listed on the Notice to Proceed and Final Completion shall occur and be ready for final payment on or before August 16th 2024.

Liquidated Damages. OWNER and CONTRACTOR recognize that time is of the essence of this agreement and the OWNER will suffer financial loss if the work is not completed within the times specified in paragraph 2.1 above. They also recognize the delays, expense and difficulties involved in proving in a legal or arbitration hearing, the actual loss suffered by OWNER if the work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER five hundred dollars (\$500.00) for each day that expires after the time specified in paragraph 2.1 for Completion until the Work is complete.

Article 3. CONTRACT PRICE

OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents in current funds as follows:

See Contractor’s Bid which is attached hereto as Exhibit 1.

Estimated quantities are not guaranteed, and determinations of actual quantities and classification are to be made by the OWNER.

Article 4. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment. Applications for Payment will be processed by PUBLIC WORKS DIRECTOR.

4.1 Progress Payments. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment as recommended by PUBLIC WORKS DIRECTOR, once a month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

4.2 Retainage

Section 66.29(9)(b), Wisconsin Statutes requires:

Retained percentages. As the work progresses under any contract involving \$1,000 or more for the construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of any supplies or materials, whether or not proposals for which are required to be advertised by law, the municipality, from time to time, shall grant to the CONTRACTOR an estimate of the amount and proportionate value of the work done, which shall entitle the CONTRACTOR to receive the amount thereof less the retainage, from the proper fund. On all such contracts, the retainage shall be an amount equal to 10% of invoice amount of the work has been completed. When the work has been substantially completed except for work which cannot be completed because of weather conditions, lack of materials or other reasons which in the judgment of the municipality are valid reasons for non-completion, the municipality may make additional payments; retaining at all times an amount sufficient to cover the estimated cost of the work still to be completed or in the alternative may pay out the entire amount retained and receive from the CONTRACTOR guarantees in the form of a bond or other collateral sufficient to ensure completion of the job. For the purposes of this section, estimates may include any fabricated or manufactured materials and components specified, previously paid for by CONTRACTOR and delivered to the work or properly stored and suitable for incorporation in the work embraced in the contract.

4.3 Materials-on-Hand

Owner shall make progress payments for 100% of materials and equipment not incorporated in the Work but delivered, suitably stored and accompanied by documentation satisfactory to OWNER.

4.4 Upon Substantial Completion:

See paragraph 4.1

4.5 Final Payment. Upon final completion and acceptance of the Work, OWNER shall pay the remainder of the Contract Price as recommended by PUBLIC WORKS DIRECTOR.

Article 5. INTEREST

All monies not paid when due shall bear interest at the rate of 10% per annum.

Article 6. CONTRACTOR’S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

6.1 CONTRACTOR has examined and carefully studied the Contract Documents (including the Addenda listed in paragraph 8) and the other related data identified in the Bidding Documents including “technical data.”

6.2 CONTRACTOR has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.

6.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

6.4 CONTRACTOR has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR’s purposes. CONTRACTOR acknowledges that OWNER does not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the site. CONTRACTOR has obtained and carefully studies (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.

6.5 CONTRACTOR is aware of the general nature to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.

6.6 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

6.7 CONTRACTOR has given OWNER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

Article 7. CONTRACT DOCUMENTS

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR concerning the Work consist of the following:

7.1 This Agreement

7.2 Exhibits to this Agreement

7.3 Specifications bearing the title Special Provisions to Standard Specifications.

7.4 Drawings.

7.5 Addenda number.

7.6 Bid Proposal (pages 1 through 4, inclusive).

7.7 Any Documentation submitted by CONTRACTOR prior to Notice of Award.

7.8 The Wisconsin Department of Transportation "Standard Specifications for Highway and Structure Construction, latest Edition". ("WisDOT Specifications") (Not attached)

7.9 The Wisconsin Construction Site Best Management Handbook. ("Erosion Control Specifications") (Not attached)

Article 8. MISCELLANEOUS

8.1 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such

consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

8.2 OWNER and CONTRACTOR each binds itself, its partners, successors, and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Document.

IN WITNESS WHEREOF, OWNER and CONTRACTOR has signed this Agreement in triplicate. One counterpart each has been delivered to OWNER, CONTRACTOR and PUBLIC WORKS DIRECTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR.

This Agreement will be effective on _____, 2024.

OWNER:
VILLAGE OF KRONENWETTER

CONTRACTOR:

By: _____
Chris Voll, President

By: _____

Type Name: _____

[CORPORATE SEAL]

Attest: _____
Bobbi Birk-LaBarge, Clerk

Attest: _____

Type Name: _____

Address for giving notices:

Address for giving notices:

1582 Kronenwetter Drive

Kronenwetter, WI 54455

(If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Agreement.

License No. _____

Agent for service of
Process: _____

(If CONTRACTOR is a corporation, attach evidence of authority to sign.)

**“100% PERFORMANCE BOND AND 100% LABOR AND MATERIALS PAYMENT
BOND MUST BE PROVIDED BY CONTRACTOR AT OR BEFORE TIME OF
OWNER’S EXECUTION OF AGREEMENT”**

Attach forms to this page.

**CERTIFICATE OF INSURANCE
NAME OWNER AS CO-INSURED**

Attach forms to this page.

NOTICE TO PROCEED

To: _____ Date: _____
 _____ Project: 2024 Road Maintenance
 _____ Project No.: 2024-002
 _____ Village of Kronenwetter

You are hereby notified to commence work in accordance with the Agreement dated:
 _____, on or before _____, 2024, and you are to
 complete the WORK within _____ consecutive calendar days thereafter.
 The date of completion of all WORK is therefore August 16, 2024.

Village of Kronenwetter
 Owner

By: _____
 Title: Village President

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

Is hereby acknowledged by:

 this the _____ day of _____, 2024.

By: _____
 Title: _____

<u>Schedule's</u>	<u>Amount</u>	<u>Schedule Option's</u>	<u>Amount</u>	<u>Schedule Option's</u>	<u>Fog Seal Option # 1</u>
Schedule # 1	\$181,369.00	Option # 1	\$133,702.00	Fog Seal Option # 1	\$13,413.22
Schedule # 2	\$49,850.00	Option # 2	\$82,232.00	Option # 1	\$133,702.00
Schedule # 3	\$69,237.00	Schedule # 2	\$49,850.00	Option # 2	\$82,232.00
Schedule # 4	\$30,217.00	Schedule # 3	\$69,237.00	Schedule # 2	\$49,850.00
		Schedule # 4	\$30,217.00	Schedule # 3	\$69,237.00
				Schedule # 4	\$30,217.00
Total	\$330,673.00	Total	\$365,238.00	Total	\$378,651.22
Budget	\$385,000.00	Budget	\$385,000.00	Budget	\$385,000.00
Under Budget Option # 1	\$54,327.00	Under Budget Option # 2	\$19,762.00	Under Budget Option # 3	\$6,348.78

Recommend to go with under budget option # 2. With the severe deterioration on Eva and Pine Rd this will provide a double layer of wear surface to hopefully maintain longer longevity. We could add the Fog Seal back on Eva and Pine Rd that was called out in the original bid but with doing the double seal the contractor does not believe that would be money worth spent. I recommend we use the remaining \$19,762.00 to additional chip sealing this year or crack sealing for anticipated roads in 2025.



Report to APC

Agenda Item: Discuss and Possible Action: Future Ambulance Service in the Village

Meeting Date: April 16, 2024

Referring Body: CLIPP

Committee Contact: Chris Voll

Staff Contact: Theresa O'Brien, Fire Chief

Report Prepared by: Theresa O'Brien, Fire Chief/Alexa Kufalk, EMS Coordinator

AGENDA ITEM: Future of Ambulance service in the Village

OBJECTIVE(S): Review ambulance service in the Village of Kronenwetter

HISTORY/BACKGROUND: Clipp meeting on 4/1/2024 motion to send to APC for financial review.

PROPOSAL: See attached

RECOMMENDED ACTION: Approve the proposal and implementation plan for Ambulance Services under Kronenwetter Fire Department and direct the Fire Chief and EMS Coordinator to present to the Village Board at the next meeting.

ATTACHMENTS: Ambulance Proposal and Q&A,

KRONENWETTER FIRE DEPARTMENT AMBULANCE PROPOSAL



Implementation of Ambulance Service in the Village of Kronenwetter

Background Information:

Kronenwetter is the largest village by land area in the United States and the third most populous community in Marathon County. The population estimate as of January 1, 2023 was 8,539. Kronenwetter covers 52 square miles, making it the largest village in the State of Wisconsin.

Historically the Village of Kronenwetter has always contracted with an outside source to provide ambulance services to residents. Prior services have included Mosinee Ambulance, Schofield Fire and Ambulance, Rib Mountain Fire and Ambulance, SAFER, and most currently Riverside Fire District.

Contract with Riverside Fire District

The current contract with Riverside Fire District started January 1, 2023 and expires on December 31, 2025. The contract includes an annual base fee of \$5.92 per capita with a 2% increase per calendar year after 2023 with an additional charge to the Village of Kronenwetter of \$50.00 per patient care report (per dispatch regardless of patient contact) with Riverside Fire District having full entitlement to all revenues from patient billing.

Kronenwetter Emergency Medical Responders

In addition to the outside sourcing for ambulance services, Kronenwetter Fire Department provides Emergency Medical Responders (EMR) as first responders who respond directly to the patient's home/location. First responders carry the equipment necessary to start initial patient care and assist with the movement of the patient to the ambulance. They are also able to aid during transport or as the ambulance driver. There are currently 10 first responders on Kronenwetter Fire with licenses ranging from EMR to Paramedic/Nurse. In addition, there are current firefighters in the department with the desire to train as EMS.

The equipment supplied by Kronenwetter Fire Department and carried by each EMR includes an automated external defibrillator (AED), advanced airway equipment, oxygen, etc. In 2023 the first responder group purchased an advanced cardiopulmonary resuscitation (CPR) device called LUCAS.

An EMS flex grant offered by the State of Wisconsin financed the initial creation of a weekend on call system in 2023.

Increased EMS Calls and Resulting Revenue

Requests for emergency medical services within the Village of Kronenwetter have steadily increased. From 243 calls in 2019 to over 400 for the last 2 years. With the continued growth residentially (apartments and single-family homes) and anticipated business growth, those request numbers will continue to rise.

The 2022 emergency medical service requests in Kronenwetter have provided \$214,608.54 in revenue for Riverside Fire District. Their 2023 estimated revenue from Kronenwetter requests as of October 2023 stands at \$170,000. The 2024 budgeted revenue is \$192,000. These revenues are in addition to the contract fees of \$69,931 in 2022, \$70,931.12 in 2023 and \$72,000 budgeted for 2024.

Ambulance Services in Marathon County

Current ambulance services within Marathon County by service type include: EMT Basic: Athens, Edgar, Stratford, Hatley, Mosinee; AEMT (Advanced EMT): Spencer; Paramedic: Wausau, Riverside (Rothschild/Schofield), SAFER (Weston/Rib Mt). **Research of current EMT and AEMT services less than 10% (7% average) of the service's total calls in 2022 and 2023 had a paramedic level intercept requested all other calls are handled by the services EMT or AEMT service providers.*

Available Funding Opportunities

The State of Wisconsin along with the federal government have identified areas within EMS that are lacking. These areas include but are not exclusive to, reimbursement percentages for Medicaid billed services, staffing shortages, and training opportunities. There are continued efforts on the behalf of the government entities to improve these pitfalls. There are now numerous grant opportunities to assist services in many of these areas. Grants from within the state have increased, additional opportunities have been created for training as well as funding sources to help support wages and staffing.

The FAP grant from the State of Wisconsin has an annual distribution of funds for ambulance service vehicles or vehicle equipment, emergency medical services supplies or equipment, or emergency medical training for personnel, to the ambulance service providers that are a public agency, a volunteer fire department, or a nonprofit corporation. The funds are disbursed under a funding formula consisting of an identical base amount for each ambulance service provider plus a supplemental amount based on the population of the ambulance service provider's primary service or contract area, as established under Wis. Stat. § 256.15(5).

Proposal:

Ambulance services are identified by the State of Wisconsin as an essential service of a community. The goal of this proposal would allow for the creation of an ambulance service within the Kronenwetter Fire Department. It would provide ambulance services at an Advanced Emergency Medical Technician (AEMT) level with continued utilization of first responders to all residents/non-residents with a need for medical assistance within the Village of Kronenwetter. It would also be available to neighboring communities if requested for assistance. The target start date is January 1, 2026. The creation of this ambulance service and the resulting revenue would allow for a self-supporting entity.

Benefits of a municipal ambulance service:

1. **Community Coverage:** A municipal ambulance service ensures comprehensive coverage for emergency medical needs within the community.
2. **Local Control:** Municipalities have direct control over the service, allowing them to tailor it to local needs. Decisions on staffing, equipment, and protocols are made by local authorities.
3. **Integrated Services:** A municipal service can collaborate closely with other public safety agencies (such as fire departments and police) to create a seamless emergency response system.
4. **Community Investment:** A municipal service invests in local jobs, training, and infrastructure. It contributes to the overall well-being of the community.
5. **Emergency Preparedness:** Having a dedicated municipal ambulance service enhances disaster preparedness and response. It ensures adequate resources during emergencies.
6. **Revenue Generating** – Billing for services allowing generation of revenue to support the ambulance service.

Implementation and Operational Plan:

The implementation plan would follow the State of Wisconsin EMS operational plan requirements and guidelines as described in the following sections.

This section serves as an action plan for providing ambulance service to the residents/non-residents of the Village of Kronenwetter requiring emergency medical assistance. This plan reflects an anticipated start date of January 1, 2026 and includes tasks necessary for full implementation of that service.

Items listed are in no specific order and any future or in-process items may be achieved consecutively throughout this process.

- ❖ Administrative
 - Work with Marathon County Dispatch to align response protocols.
 - Secure mutual aid and coverage agreements with adjacent ambulance services
 - Educate staff accordingly with documentation procedures and updates to patient care reporting system to reflect transport capabilities and billing information.
 - Reinforce relationships with hospital system and local nursing facilities establishing parameters of providing an ambulance service.
- ❖ Billing
 - Solicit billing projections and approve one vendor. Initial conversations with vendors have already taken place. Possible vendor options:
 - EMS/MC
 - Accumed
 - Establish a billing rate schedule which would be approved by the Village of Kronenwetter Board
 - Work with chosen billing agency to establish implementation process to link systems for information transfer.
- ❖ Insurance
 - Work with village clerk to obtain additional insurance coverage for apparatus and personnel for the new service.
- ❖ Equipment
 - Purchase two ambulances (1 new, 1 used) along with associated equipment to outfit the apparatus required by the State of WI for transporting patients.
 - Outfit apparatus with radios and equipment upon delivery.
 - Establish a maintenance schedule based on manufacturer specifications with internal staff and externally as needed through a KFD preferred service center.

- Purchases additional capital assets and equipment. Capital assets have a long-use life before needing replacement/repairs.

- ❖ Personnel
 - Hire or up-train staff members to allow for completion of training prior to implementation date.
 - Begin additional recruitment processes immediately.
 - Train existing and new members on the operations and procedures relating to the new equipment and protocols with the addition of the ambulance service.
 - Currently, the Kronenwetter Fire Department has 31 members, 7 members are Firefighters/First Responders, 3 members are solely first responders. Additional firefighters are interested in training up to provide EMS coverage.

- ❖ Cost Benefit Analysis
 - See Fiscal Projections and Impact

In accordance with State of WI requirements, there is an extensive checklist of initial tasks that need to be completed prior to obtaining licensure. These checklist items are in accordance with various Wisconsin Administration Codes.

Operational Plan Initial Tasks to be Completed:

1. Complete a feasibility study and submit it to the state department for approval. (in Progress)
2. Upon the department's approval of the feasibility study, complete and submit an application and an operational plan to the state department in the manner specified by the department. (In Progress)
3. Signed patient care protocols approved by the service medical director. (Complete)
4. A formulary list of medications the emergency medical service provider will use. (Complete)
5. A list of the advanced skills and procedures the applicant intends to use to provide services within the Wisconsin scope of practice of the level of care for which licensure is sought. (Complete)
6. Proof of professional liability or medical malpractice insurance, and, if the emergency medical service provider is an ambulance service provider, proof of vehicle insurance (In Progress – proof of vehicle insurance remaining)

7. Written letters or other documentation of endorsement from the local hospital and government within the proposed primary service area, if the application is for licensure as a 9-1-1 ambulance service provider or non-transporting emergency medical service provider, whether the application is for initial licensure or a service level upgrade (In Progress – Conversations have already taken place with current Medical Director Dr Michael Clark – he supports the upgrade to service)
8. Completion of Operational Policies:
 - a. Use of lights and sirens in responding to a call. (Complete)
 - b. Use of lights and sirens in responding to a call. (Complete)
 - c. Refusal of care, describing the procedure for accepting a refusal of care from a patient (Complete)
 - d. Destination determination, describing how the transport destination of the patient is determined if the provider is an ambulance service provider. (Complete)
 - e. Emergency vehicle operation and driver safety training (Complete)
 - f. Controlled substances and how the service provider will obtain, store, secure, exchange, and account for any and all controlled substances used to provide patient care. (Complete)
 - g. Continuous quality assurance and improvement program describing the components of the program, including how patient care and documentation will be reviewed, by whom, and how the results will be shared with practitioners and incorporated into continuing education. (Complete)

Additional Responsibilities as required by the State of Wisconsin:

1. Read and understand the responsibilities under Wis. Admin. Code § DHS 110.34 (Complete)
2. Designate the primary service area in which it will operate (Complete)
3. Maintain written mutual aid and coverage agreements with ambulance service providers operating within or adjacent to its primary service area (Future)
4. Designate and maintain affiliation with a regional trauma advisory council. (In-progress)
5. Maintain at least one ambulance vehicle in good operating condition as required under ch. Trans 309 (Future)
6. Provide your list of service designees per Wis. Admin. Code § DHS 110.47.(Complete/Future)

***Attachments to this proposal include the fiscal impact, patient billing fee perspectives, equipment and personnel costs, ongoing additional cost for service, graphical representation of historical EMS data, mileage and time study, and implementation and operational steps.*

Fiscal Information and Impact:

Current EMS Budget

Current EMS Budget	2024	2025	2026	2027	2028
Wages	\$ 33,714.50	\$ 34,725.94	\$ 35,767.71	\$ 36,840.74	\$ 37,945.97
FICA	\$ 2,579.16	\$ 2,604.45	\$ 2,682.58	\$ 2,763.06	\$ 2,845.95
Supplies	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Training	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Other	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Medical Physicals	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Equipment	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Riverside per call	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
Riverside Contract	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Total Budget	\$ 136,993.66	\$ 138,030.38	\$ 139,150.29	\$140,303.80	\$ 141,491.91

** wages include a 3% increase annually

Projected Budgets and Expenses

Capital Purchases			
Item	Cost	Quantity	Total Cost
Ambulance (New)	\$ 350,000.00	1	\$ 350,000.00
Ambulance (Used)	\$ 100,000.00	1	\$ 100,000.00
Stryker Power Load cot loading s	\$ 28,000.00	2	\$ 56,000.00
Stryker Poser Pro 2 power cot	\$ 32,550.00	2	\$ 65,100.00
Stryker Power Pro stair chair	\$ 4,500.00	2	\$ 9,000.00
Defibrillator	\$ 55,000.00	2	\$ 110,000.00
Backboards, KED, & other capital	\$ 10,000.00	2	\$ 20,000.00
TOTAL			\$ 710,100.00

** Many capital items can be purchased as refurbished for a lesser cost while still meeting standards with full warranty/ Total can be financed with an est. \$71,000 a year payment

ESTIMATED 2025 Budget	
Item	Cost
Cradlepoint wifi & router (for Defibrillator)	\$ 5,400.00
Current Firefighter - Training to EMT	\$ 7,200.00
EMS Wages	\$ 34,725.94
FICA	\$ 2,604.45
Supplies	\$ 5,000.00
Training (Conference, etc..)	\$ 1,600.00
Other	\$ 3,000.00
Medical Physicals	\$ 500.00
Equipment	\$ 4,000.00
Riverside per call	\$ 22,000.00
Riverside Contract	\$ 65,000.00
TOTAL	\$ 151,030.38

**\$13,000 increase between current budget and increase to purchase extra equipment/up-training of firefighters to EMS

Projected Revenue/Grants	2026	2027	2028	2029	2030
Projected Billing Revenue	\$ 200,000.00	\$ 202,000.00	\$ 204,020.00	\$206,060.20	\$ 208,120.80
Grants	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2% Fire Dues	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	\$ 220,000.00	\$ 222,000.00	\$ 224,020.00	\$226,060.20	\$ 228,120.80

**1% increase annually ** Wisconsin ACT 228 – GEMT will allow for greater return of Medicaid patient billing / Grant funding is likely under-estimated due to changes in Wisconsin FAP grant

ESTIMATED BUDGET			
Item	2026	2027	2028
Wages	\$ 196,560.00	\$ 198,525.60	\$ 200,510.86
FICA	\$ 14,742.00	\$ 14,889.42	\$ 15,038.31
EMS Operating Supplies(include)	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Training (Conference, etc..)	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Medical Physicals	\$ 500.00	\$ 500.00	\$ 500.00
Equipment	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Vehicle/Equipment Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Fuel	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Patient Billing	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
Medical Control	\$ 3,600.00	\$ 7,200.00	\$ 7,200.00
Software/Staffing Management	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Clothing Allowance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Membership dues	\$ 500.00	\$ 500.00	\$ 500.00
TOTAL	\$ 258,402.00	\$ 264,115.02	\$ 266,249.17

**Patient Billing using billing company estimated at \$21 per call @ 400 calls

COMPARISONS	2026	2027	2028
Current Budget	\$ 139,150.29	\$ 140,303.80	\$ 141,491.91
Revenue	\$ -	\$ -	\$ -
Village Expense	\$ 139,150.29	\$ 140,303.80	\$ 141,491.91
Projected Budget	\$ 258,402.00	\$ 264,115.02	\$ 266,249.17
Capital Expense (Loan payment)	\$ 71,000.00	\$ 71,000.00	\$ 71,000.00
Total Expenses	\$ 329,402.00	\$ 335,115.02	\$ 337,249.17
Revenue/Funds/Grants	\$ 220,000.00	\$ 222,000.00	\$ 224,020.00
Village Expense (total Expense -	\$ 109,402.00	\$ 113,115.02	\$ 113,229.17

Projected savings to the Village of Kronenwetter = Current Village Expense – Projected Village Expense with revenues:

2026	\$ 29,748.29
2027	\$ 27,188.78
2028	\$ 28,262.74

Per Capita = ((total expenses – revenue)/total census (8500 residents))

Current	\$ 16.37	Per Capita
Projected	\$ 12.87	Per Capita

PATIENT BILLING

PATIENT BILLING RATE - CURRENT SERVICES						
Description	Mosinee	Wausau	SAFER	Stratford	Riverside 2022	Riverside 2023
BLS - Resident	800	1300	900	800	1050	1100
BLS - Non Resident	925	1300	1050	900	1250	1300
ALS1 - Resident	975	1450	1075	1050	1200	1300
ALS1 - Non Resident	1075	1450	1225	1250	1400	1500
ALS2 - Resident	1150	1800	1475	1275	1400	1600
ALS2 - Non Resident	1275	1800	1625	1475	1600	1800
BLS On Scene Care - Resident	275	500	425	300	350	400
BLS On Scene Care - Non Resident	275	500	500	375	425	500
ALS On Scene Care - Resident	775	1100	425	650	1200	1300
ALS On Scene Care - Non Resident	900	1100	500	725	1400	1500
Mileage - Resident	16	23	20	21	25	26
Mileage - Non Resident	17	23		22	25	26
Oxygen					82.5	90
Spinal Immobilization					165	200
Lift Assist (1st 2)		0				
Lift Assist after 2		275				

SUGGESTED KRONENWETTER PATIENT BILLING RATE	
Description	Suggested Rate
BLS - Non-Emergent	\$ 950
BLS - Emergent	\$ 1,100
ALS1 - Non -Emergent	\$ 1,100
ALS1 - Emergent	\$ 1,250
ALS2	\$ 1,400
BLS On Scene Care	\$ 250
ALS On Scene Care	\$ 450
Mileage	\$ 25

**Per EMS Regional Director – Resident and Non-Resident charges are not recognized by billing companies

Mileage and Response Times study (addresses blacked out to retain privacy)

Address Example	Address	RSFD Mi.	RSFD Time	KFD Mi.	KFD Time	Direction	Time Diff.	Mileage Diff
Address 1		8.9 mi.	14 mins.	5.1 mi.	7 mins	South	7 min	3.8
Address 2		9 mi.	15 mins	8.9 mi.	15 mins	East	0 min	0.1
Address 3		8.8 mi.	14 mins.	9.2 mi.	14 mins	East	0 min	0.4
Address 4		9.2 mi.	13 mins	3.6 mi.	5 mins	South	8 min	5.6
Address 5		7.9 mi.	12 mins.	2.3 mi.	5 mins	South	7 min	5.6
Address 6		12.9 mi	18 mins	9.1 mi.	11 mins	South	7 min	3.8
Address 7		5.6 mi.	9 mins	2.0 mi	4 mins	West	5 min	3.6
Address 8		4.3 mi.	7 mins	3.0 mi.	5 mins	West	2 min	1.3
Address 9		4.2 mi.	7 mins	2.9 mi	5 mins	West	2 min	1.3
Address 10		3.7 mi.	8 mins	3.7 mi	7 mins	Central	1 min	0
Address 11		7.6 mi	13 mins	3.9 mi	6 mins	Central/South	7 min	3.7
Address 12		4.4 mi	9 mins	4.2 mi.	8 mins	Central	1 min	0.2
Address 13		5.7 mi	11 mins	6.1 mi	10 mins	East	1 min	0.4
Address 14		4.0 mi	8 mins	2.8 mi	5 mins	Central	3 mins	1.2

Figure 1

Historical Call Times and Days of Weeks:

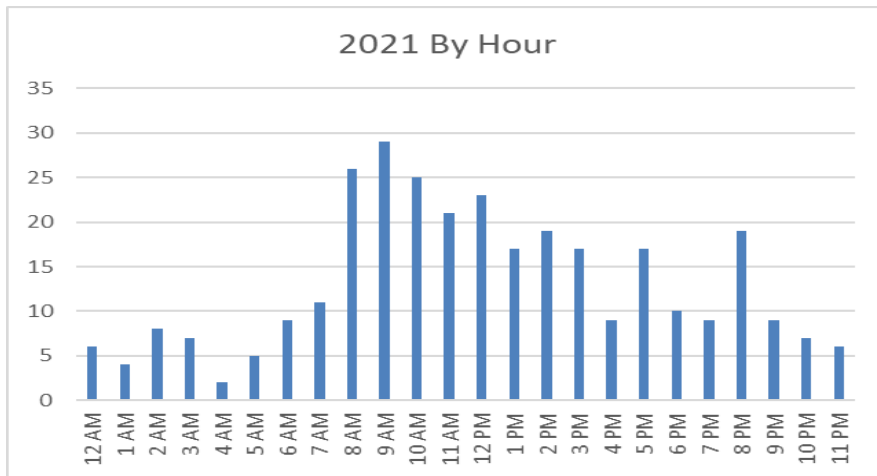


Figure 2

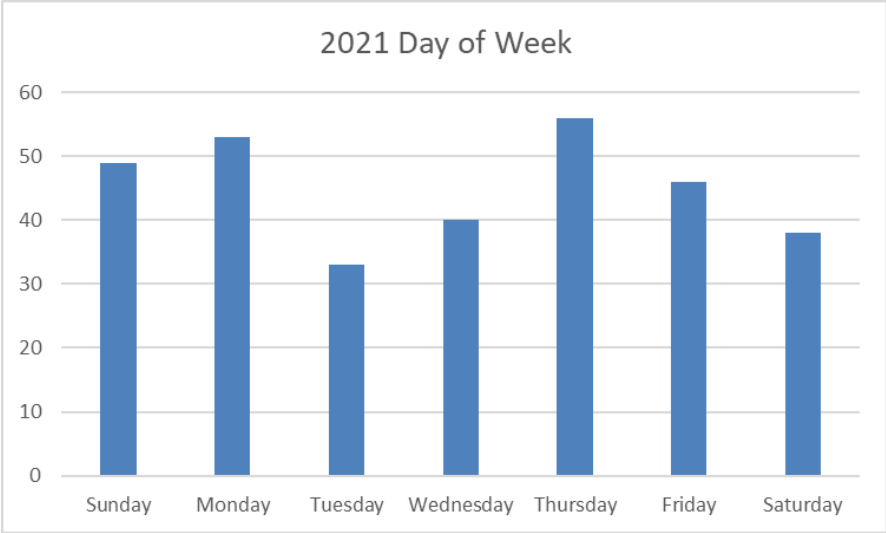


Figure 3

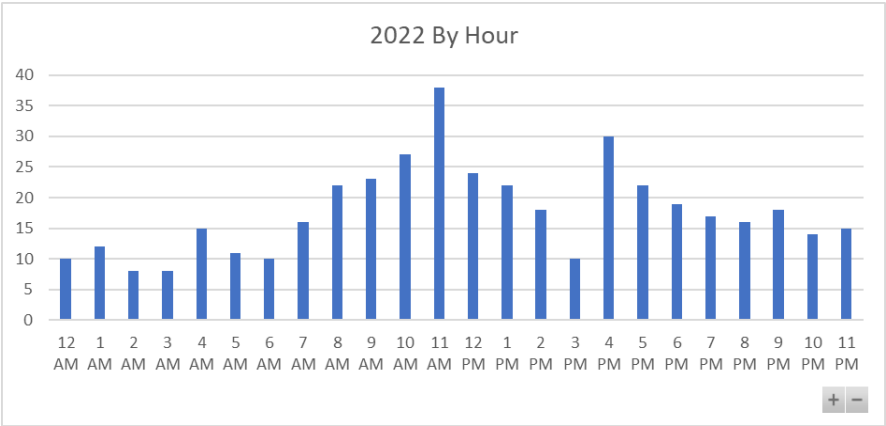


Figure 4

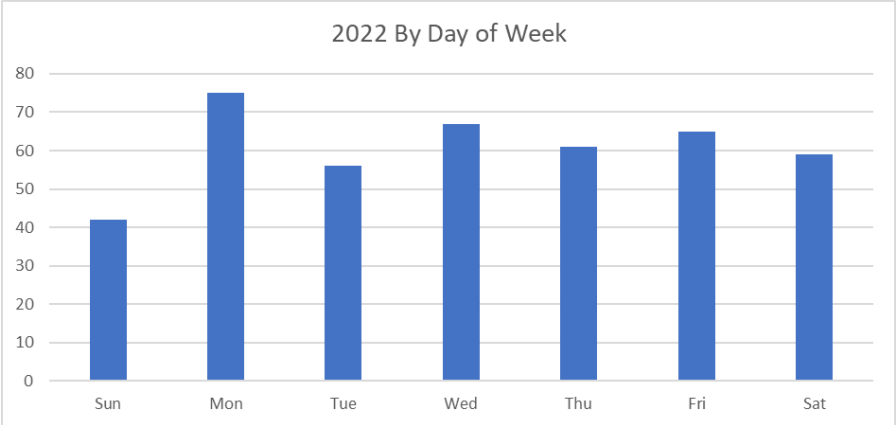


Figure 5

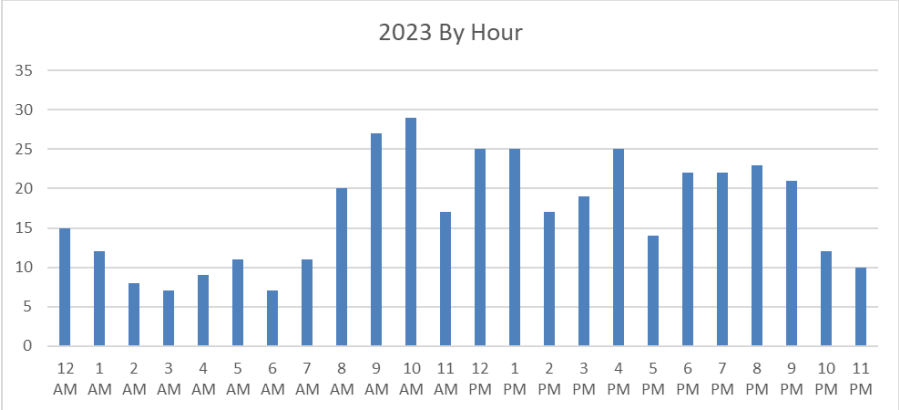


Figure 6

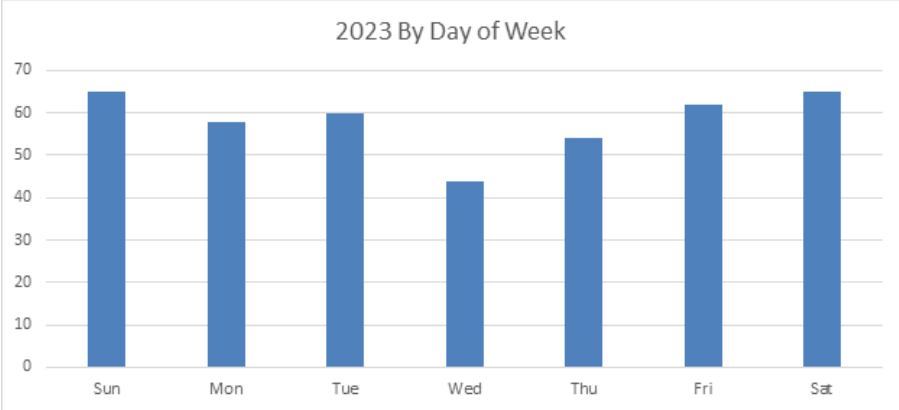


Figure 7

Call by Transport Type

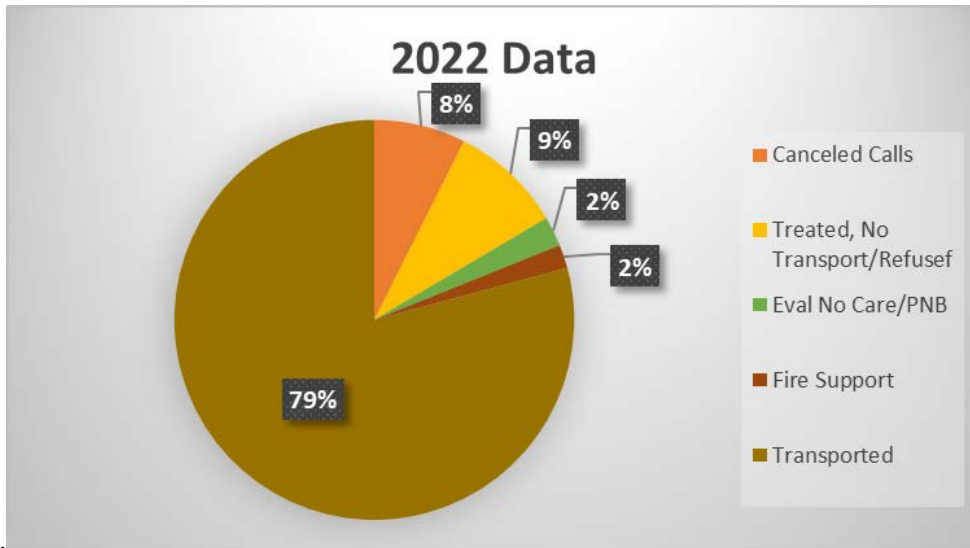


Figure 8

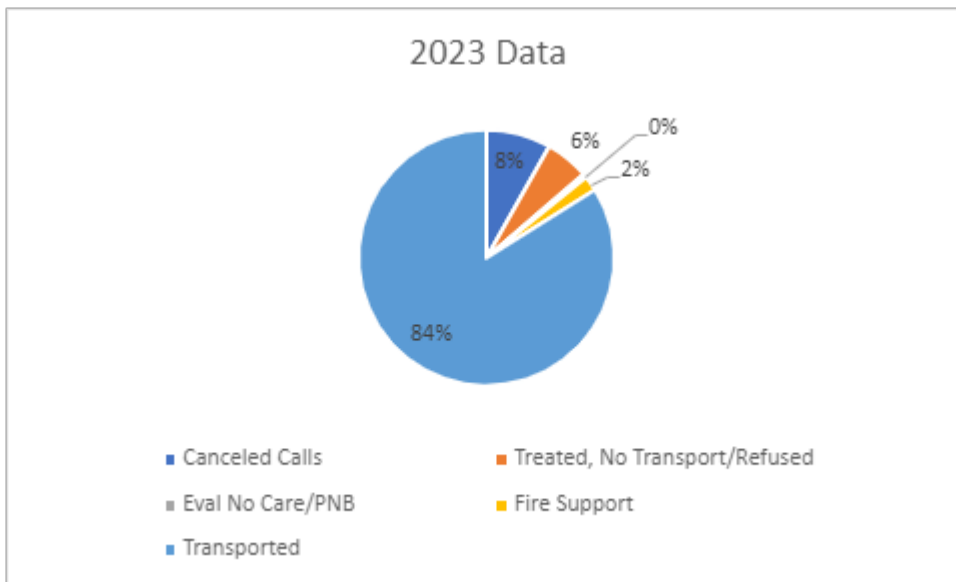


Figure 9

Kronenwetter Fire Ambulance Service Q&A

1. How long would it take to see a return on the investment?

Per the estimations included in the fiscal impact the return would be immediate.

2. What is the cost to implement this service (including equipment, personnel, and associated training)?

See financials to understand the capital expenses for equipment, cost of personnel associated with training, broken down in future budgets.

3. Do we need additional building space? Where would we house the equipment?

As previously discussed at CLIPP meeting on March 4th, this is something that is being evaluated regardless of Ambulance Service. The current Fire Station was designed and built with the two bays' closest to the building to house Ambulances. Having additional space or converting existing space for sleeping quarters would us to expand our staffing network for both Fire and EMS to outside of the Village of Kronenwetter.

4. What is the current need for an ambulance service in Kronenwetter based on call log data?

Call volume in Kronenwetter has continued to rise with 243 calls in 2019, 267 in 2020, 324 in 2021, 410 in 2022 and 408 in 2023. We are already tracking over 100 calls for 2024. Based on averages over 90% of all calls have a non-paramedic level need.

5. Is there a known rate of failure of Ambulance Services for villages/smaller municipalities in the State of Wisconsin?

There is not a known rate of failure directly due to financial reasons. There are a few agencies in the past 5 years that were not able to be financially sustainable due to low call volumes (under 150 calls a year). They, in turn, merged or outsourced the service with other service providers. An example provided to us by our Regional EMS Coordinator, there was a service provider that in 2 years of service only had 14 calls, which is not sustainable for any service at that level.

6. Are there grants available for the funding?

Yes. Options include: FAP Grant, AFG (FEMA Grant, SAFER Grant (another FEMA Grant), and additional State of WI Funding that we could utilize towards purchasing supplies necessary to stock the apparatus.

7. Would the income go towards general revenue for the village or specifically fire?

The revenue would be applied to general revenue (100) of the Village of Kronenwetter and will offset expenses.

8. How would personnel respond, from the station or from home?

There would be a combination of personnel response. Our implementation plan includes daytime staffing hours as well as daytime and after hours on call staffing. On shift staff can provide additional support to the Kronenwetter Fire Department by assisting with fire inspections and business and community relations with those wages being covered out of Fund 270 (2% dues). Our staffing model also continues to utilize first responders who respond directly to patient's locations to start patient assessments and care while the ambulance crew responds with the ambulance.

9. What does coverage look like for the southside of Kronenwetter? Ability to contract with Town of Guenther?

Currently, the Kronenwetter Fire Department provides fire service to the Town of Guenther. They are contracted with SAFER Fire Department for an ambulance service, although contract details and expiration of that contract are not known.

Response times to Kronenwetter's residents could be faster than the current service provides, based on various locations throughout Kronenwetter. A mapping exercise was completed using Google Maps showing the various locations and the differences in both mileage and time to those locations. This study is included in the implementation plan.

10. How many Medical Emergency calls actually required a paramedic?

Because the data from Riverside Fire District does not differentiate actual paramedic skills being applied, we reached out to surrounding ambulance services to review their total calls and how many required a paramedic intercept with resulting data indicating between 7-10% of their total call volume requiring an ALS intercept. Since some of these services are EMT Basic level, had they been providing AEMT level service this number may be lower. Data was obtained from Mosinee, Hatley, Edgar, and Stratford.

11. How many medical emergency calls were not treated/transported calls?

Data from 2022 and 2023 (through 12/5) there was a total of 91 in 2022 and 77 that fell under the categories of no treatment or no transport. Prior to 2022 data is not available.

12. How many apparatuses would be in service?

Two Ambulances would offer ideal service coverage. The implementation plan recommends acquiring one brand new apparatus and one used apparatus. This would allow for additional coverage while one apparatus is out in the event another call for emergency service comes in, or calls that require two apparatuses upon initial dispatch (motor vehicle accidents). In addition, it would ensure that we have a secondary apparatus in the event of any mechanical issues that would place one of the apparatuses out of service.

13. When does the contract with Riverside Fire District renew?

The contract will auto-renew at the end of 2025 unless a decision is made to create ambulance services within Kronenwetter Fire Department, renew with Riverside Fire District, or go out for RFP (request for proposals) from other ambulance providers.

14. What are mutual aid options with surrounding communities?

We currently have an auto-aid fire agreement with Mosinee Fire District. Kronenwetter Fire Department is also part of MABAS Division 130.

15. What would the start-up period look like?

The anticipated startup date would be January 1, 2026. Per the State of Wisconsin, we could utilize a 12 month phase-in period which would allow us the time to completely staff and obtain all necessary medical equipment. This can be followed by an additional 12 months if necessary. This phase-in period allows the service to run with lower staff (EMT vs AEMT licensure) during this time until staff trains up to the AEMT level.

16. What are the benefits of having an ambulance in Kronenwetter?

The benefits of having an ambulance service location in Kronenwetter are multiple. The staff of Kronenwetter Fire Department would provide high quality patient care on scene and continue that care and treatment to the hospital. The revenue realized through the service would come back to the Village of Kronenwetter. The Village is currently losing out on funding options and the ability to report gains or losses because this service is not currently part of the Village.

In addition, we would be able to offer lower-cost billing to our residents in relation to what is currently charged per service. A study of area services and their fees is included in the implementation plan.

As also addressed in question 9, the response times by both time and mileage were compared amongst various locations throughout Kronenwetter. Since our area of service is vast and includes some very rural areas to the east and south, we would be able to service those areas faster from our centrally located fire station.

17. Does the Kronenwetter Fire Department have members that are on multiple departments?

Yes. The majority of the personnel that are on the Kronenwetter Fire Department as well as other departments is due to Kronenwetter not having ambulance service. Once an individual has their training as an EMT or higher, they want to be able to utilize their skills on an ambulance service. We currently have three members that are licensed as first responders for Kronenwetter but are also on another service to utilize their license on an ambulance service. Most recently, we provided and paid for the training of one member to the EMT level, and they now work for a service out of the area three days a week to utilize their skills.

Sarah Fisher

From: Fire Chief
Sent: Friday, March 22, 2024 1:55 PM
To: Lisa Kerstner; Sarah Fisher
Subject: RE: APC MTG March 27th

Yes – Here is the information:

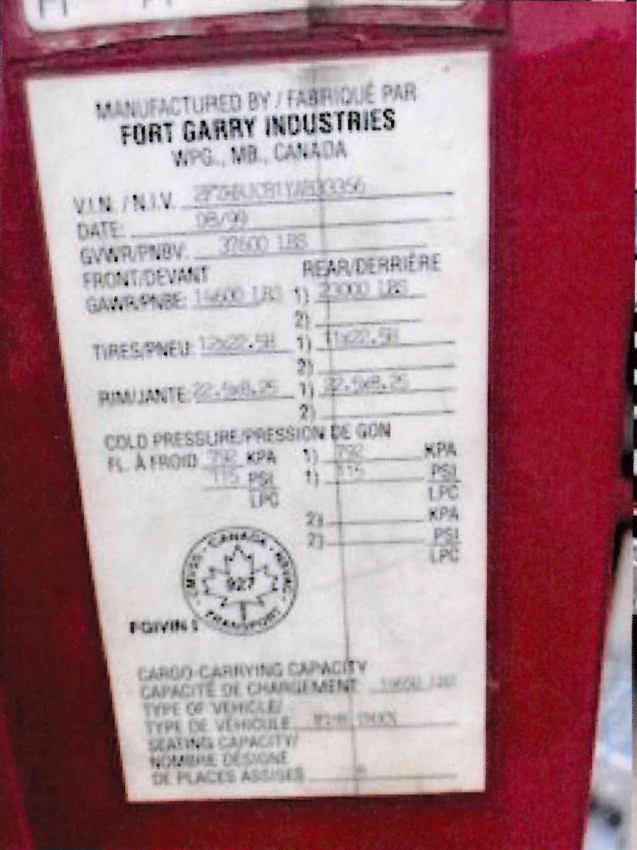
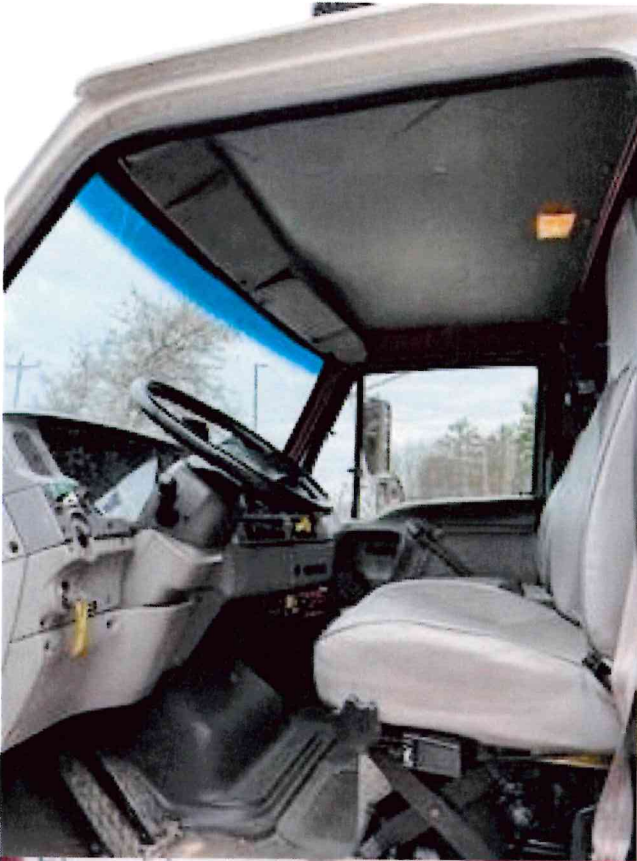
We are looking to put the following on the Wisconsin Surplus Auction. This truck was taken out of service and replaced with the Ladder Truck in 2023 due to extensive work needed to keep the pump operational and keep the truck within DOT and NFPA standards.

2000 Sterling Engine with 23,138 miles. It has an onboard generator with 151.8 hours.

I'm attaching pictures as well. Anything else needed?

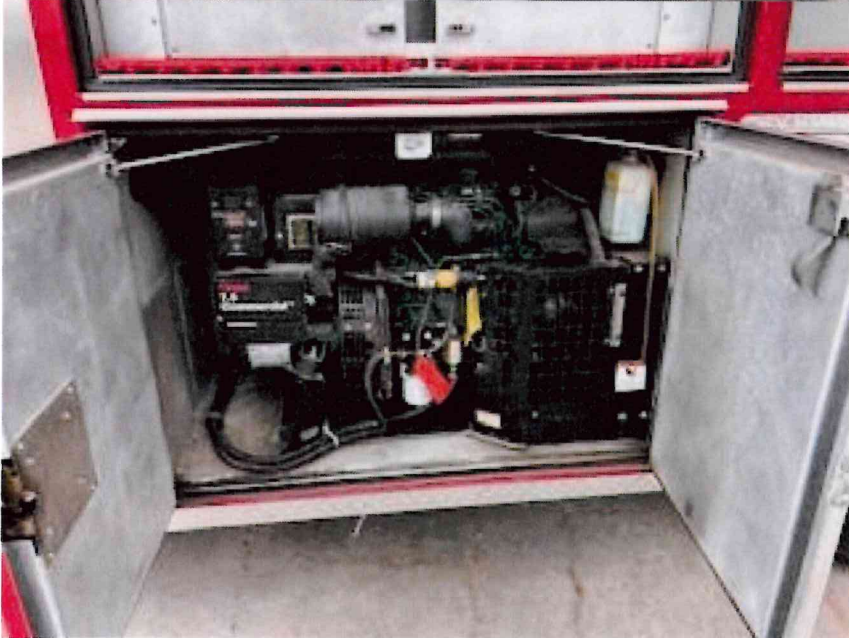














Theresa O'Brien
Fire Chief
Kronenwetter Fire Department
715-571-0173

From: Lisa Kerstner <lkerstner@kronenwetter.org>
Sent: Friday, March 22, 2024 12:23 PM
To: Fire Chief <firechief@kronenwetter.org>; Sarah Fisher <sfisher@kronenwetter.org>
Subject: RE: APC MTG March 27th

So you have a description and pictures for the auction?

Lisa

From: Fire Chief <firechief@kronenwetter.org>
Sent: Friday, March 22, 2024 11:35 AM
To: Sarah Fisher <sfisher@kronenwetter.org>
Cc: Lisa Kerstner <lkerstner@kronenwetter.org>
Subject: RE: APC MTG March 27th

Sarah - can you add an item to the Apc agenda for the old fire truck (engine 2) to allow us to put it on surplus auction. What do you need from me to put this on?



Report to Administrative Policy Committee (APC)

Agenda Item: Village of Kronenwetter Municipal Center Summer Hours

Meeting Date: April 16, 2024

Referring Body: Administrative Policy Committee (APC)

Committee Contact: Chris Voll, Chair

Staff Contact: Leonard Ludi, Village Administrator

Report Prepared by: Clerk Bobbi Birk-LaBarge, Village Clerk

AGENDA ITEM: Implementing Summer Hours for the Municipal Center starting Tuesday May 28-September 02, 2024.

OBJECTIVE(S): Summer months tend to be quieter for walk-ins and foot traffic. We are requesting a shorter workweek and flexible hours during the summer months. This summer schedule allows residents the opportunity to take care of business in the early AM hours while providing more flexibility for staff. Many Village services are available online. The most common online services include building permits, payment of water bills, recreational program registrations, and most Village fees (dog licenses, parking tickets, etc.). This trend has been happening for years and is driven by increased competition for workers as well as a growing recognition of the benefits that a balanced work life can offer, for both the employee and the employer. This is a push for quality-life enhancement through the workplace.

HISTORY/BACKGROUND:

Summer hours have been implemented annually at some municipal facilities across the State. Facilities implementing summer hours include the Municipal Services Building and the Street, Park, and Water office. Implementing summer hours has proven to boost employee well-being, help motivate staff and serve as a recruiting tool for municipal offices that are already following the trend. Kronenwetter has never implemented summer hours for municipal center staff.

GATHERED INPUT: This was a well-thought-out benefit to staff for a healthy work-life balance. Staff spoke about their feelings regarding summer hours and spoke amongst each other to see if there was a model that could work best for the majority of staff. It was mutually agreed upon implementing summer hours will help prevent burnout in the workplace and give staff much needed physical and mental breaks while initiating better performance. Staff agreed our Administrator believes in staff getting their work duties completed on time and balancing their personal and work lives.

VILLAGE OF KRONENWETTER RESIDENTIAL SCHEDULING NEEDS: Adjusting the schedule by opening an hour earlier Monday through Thursday would benefit residents who need to stop in the Municipal Center prior to the 8:00am work hour. There will always be a village employee available in the early morning to assist residents and answer questions.

HEAT RELATED HEALTH RISKS: Reducing our hours will assist our public works department and parks department personal health wise. High temperatures during summer can pose health risks to our park and ground workers, leading to heat stress, dehydration, and heat-related illnesses. To mitigate these risks, reducing summer hours/starting earlier provides work during cooler times of the day. Workers experience reduced productivity due to discomfort, fatigue, and decreased concentration. This can result in delays in project timelines and increased labor costs.

ENERGY COST SAVINGS:

Summertime often marks warmer weather and longer days, but it also brings higher utility costs to the village. With an increased demand for energy, as our cooling systems work overtime to keep our buildings comfortable for employees and residents, the village is experiencing an increase in its monthly utility bills. Utility rates are typically the highest from June 1st through September 30th each year, and we anticipate that rates will rise this summer. The village can review our daily HVAC schedules to ensure systems are only being utilized when needed. Our lighting system can be turned off earlier. Shutting our offices down early on Fridays, that’s a significant amount of time that we will not be running dozens of computers, the A/C, the lights and all the other costs that go along with running an office.

REVERSAL OPTION:

If we find the implementation of the summer schedule for 2024 does not fit the needs of staffing or residents, it can be reversed for Summer 2025, and we will go back to the traditional schedule.

NOTIFICATION OF RESIDENTS:

Notification of the implementing of Summer Hours for the Municipal Center starting Tuesday May 28-September 02, 2024, will be done multiple ways by the Village’s Communication Specialist Jennifer Poyer through social media posts, the Village Newsletter both electronic news and printed news, and the village’s website.

PROPOSAL: Recommend implementation of a summer hour operating schedule for municipal employees.

RECOMMENDED ACTION: Recommend Implementation of a Municipal Center Summer Operating Hours Schedule from May 28-Spetember 02, 2024 with hours consisting of Mon-Thurs 7:00-4:30PM; Fridays 7:00-11:00AM. Closed for the holiday on July 04 & 05 and September 02, 2024, to the Village Board for approval.

Some surrounding Wisconsin communities have implemented a summer schedule:

Rib Mountain:

Memorial Day to Labor Day.

Monday – Thursday 7:30 am – 5:00 pm

Fridays – 8:00 – 1:00pm

Wausau:

- Monday-Thursday 7:15-4:30

- Friday: 8:00am-1:00pm

Village of Rothschild

Summer hours implemented in their employee handbook.

May 24-Sept 3rd

Mon-Thurs 7:00-4:30Pm

Friday 7:00-11am

Friday of the Holiday week 7:00-12:00

City of Kaukauna

May 30-Sept 4

Mon-Thurs 7:30-4:30

Friday 7:30-11:00

City of DePere

Memorial Day through Labor Day

Mon-Thurs 7:30-5:00

Friday 7:30-1:30



Village of Kronenwetter Contract for Services

This contract covers the services that will be provided by **Allen Kraft/Kraft's Kuddly Kritters Petting Zoo**, hereafter called "Allen Kraft," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$450 to Allen Kraft for services rendered on July 26, 2024. Contract will be paid in full following completion of contract by Allen Kraft.

Date: Friday, July 26, 2024

Location: Movie Under the Stars event, Buska Park, 2390 Terrebonne Drive, Kronenwetter, WI

Time: 5:30 – 8:30 p.m.

Duration: 3 hours

The services will take place at Buska Park, which is an outdoor venue. The Village will provide the location to set-up. Allen Kraft is responsible for or any other facilities needed for facilitating the petting zoo.

The Village will promote Allen Kraft by marketing on the Village's social media platforms, printed materials, media releases and the Village website.

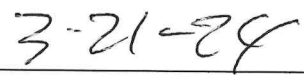
It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons both parties will work together to either reschedule the performance to a later date or cancel the service.

The Village shall not be held liable for anything that happens to Allen Kraft as part of preparing for, as part of, or after the services outlined within this service agreement.

By signing this document, both parties agree that these terms are acceptable.



Allen Kraft

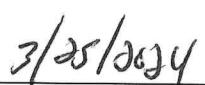


(Date)

Mailing Address for Payment: *127141 Lovers Ln. Athens, WI, 54411*



Peter Wegner, Community Development Director



(Date)

Event Sponsorship Agreement

This TDS Event Sponsorship Agreement (the “**Agreement**”) is made between TDS Metrocom, LLC d/b/a TDS Telecom, a Delaware limited liability company, (“**TDS**”) whose primary office is located at 525 Junction Road, Madison, WI 53717 and Villlage of Kronenwetter (“**Organizer**”), whose primary office is located at 1582 Kronenwetter Dr.

1. BACKGROUND; TERM; EXCLUSIVITY

1.1. TDS wishes to sponsor the event(s) described in Exhibit A (each an “**Event**”), which shall be organized and operated by Organizer. This Agreement outlines the terms and conditions related to TDS’s sponsorship of each Event.

1.2. This Agreement shall be effective on the last signature date on page two (the “**Effective Date**”) and will remain in effect for 12 months.

1.3. TDS will be the only sponsor of each Event who is a provider of residential or commercial internet, video, phone, wireless, and/or cellular services.

2. SPONSORSHIP BENEFITS & FEES

2.1. TDS will be recognized as a sponsor of each Event and will receive the sponsorship benefits outlined in Exhibit A. In exchange for these sponsorship benefits, TDS will pay Organizer the sponsorship fee(s) outlined in Exhibit A.

2.2. Organizer will submit an invoice for the sponsorship fee amount to TDS at Telecominvoice@tdsinc.com with a copy to their primary TDS contact person. TDS will remit payment to Organizer in full within 45 days after receiving the invoice.

2.3. If Organizer is unable to provide any of the agreed-upon sponsorship benefits to TDS, the parties will work in good faith to agree upon substitute sponsorship benefits of comparable value. If Organizer cannot provide substitute sponsorship benefits of comparable value, TDS is entitled to a pro-rated refund of the sponsorship fee.

3. ORGANIZER RESPONSIBILITIES

3.1. Organizer is solely responsible for the production, control, and supervision of each Event, including entering into any agreements and obtaining permissions regarding the operation, broadcast, facilities, or site of each Event, and any damages that result therefrom. Organizer represents that it has and will continue to have the authority to sanction, organize, administer, conduct, and promote each Event.

3.2. Organizer will promptly notify TDS of any circumstance that threatens to delay or force the cancellation of an Event or prevent Organizer from providing TDS any of the agreed-upon sponsorship benefits.

4. INDEMNIFICATION; LIMITATION OF LIABILITY

4.1. Organizer will defend, indemnify, and hold TDS and its agents harmless from and against damages, liabilities, losses, costs, and/or expenses (including reasonable attorneys’ fees) resulting from any third party claim that arises out of or in connection with: (a) Organizer’s infringement of intellectual property rights; (b) Organizer’s violation of privacy and publicity rights or advertising injury or liability; and (c) any personal injury, property damage, or violation of law that occurs in connection with an Event or Organizer’s performance of this Agreement.

4.2. By entering into this Agreement, TDS in no manner assumes any responsibility or liability whatsoever for the production, operation, control, monitoring, or supervision of any Event or activities associated with an Event, unless such responsibility is explicitly assigned to TDS pursuant to this Agreement.

4.3. TDS WILL HAVE NO LIABILITY TO ORGANIZER FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, INCLUDING LOSS OF ANTICIPATED PROFITS OR REVENUE IN CONNECTION WITH OR ARISING FROM THE ACTIVITIES CONTEMPLATED BY THIS AGREEMENT, EVEN IF ORGANIZER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

5. INSURANCE REQUIREMENTS

5.1. During the term of this Agreement, each party will maintain the following minimum insurance coverages at its sole expense:

- 5.1.1. If Organizer has employees, Worker’s Compensation insurance as required by law and Employer’s Liability with minimum coverage of \$500,000 per occurrence.
- 5.1.2. Commercial General Liability (“**CGL**”) Insurance with minimum coverage of \$2,000,000 per occurrence (which may be provided in any combination of primary and umbrella liability coverage), including coverage for bodily injury and property damage, premises and operations, products, completed operations, contractual liability, independent contractors, and personal/advertising injury liability.
- 5.1.3. Insurance coverage for infringement of any intellectual property right of any third party, including without limitation trademark, copyright, trade dress, or slogan and unauthorized access to private or confidential information (which may be provided in the form of Media Liability, Sponsorship, Professional, or Commercial General Liability or other similar coverage) with minimum coverage of \$2,000,000 per claim.

5.2. Additionally, during the term of this Agreement, Organizer will maintain, or cause the Event venue(s) to maintain, as applicable, the following minimum insurance coverages at its sole expense:

- 5.2.1. If the use of automobiles is required to operate any Event, commercial automobile liability insurance, each with limits of at least \$1,000,000 for bodily injury, including death, to any one person, and \$1,000,000 on account of any occurrence, and \$1,000,000 for each occurrence of property damage.

5.2.2. If alcoholic beverages are sold or given away at, from the site of, or in connection with any Event, event host liquor liability, liquor liability, and so-called "dram shop" liability coverage with a combined single limit of at least \$3,000,000 or the minimum amount required by state law, whichever is higher.

Section 9, Item U.

5.3. Organizer's required liability insurance will be (a) primary and non-contributory with respect to liability assumed by Organizer hereunder; (b) will include a waiver of subrogation in favor of TDS; and (c) will name TDS Telecommunications LLC, its subsidiaries, divisions, and affiliates and their officers, directors, partners, employees, and representatives, including their respective successors and assigns, as additional insureds.

5.4. Each party will provide the other party with a certificate of insurance evidencing the insurance coverage required by this section upon request from the other party.

6. TERMINATION

6.1. Either party may terminate this Agreement upon written notice to the other party if: (a) the other party materially breaches any of its obligations under this Agreement and fails to cure such breach within 10 days of receiving written notice thereof from the other party; and/or (b) either party determines, in good faith, that the other party is or has been involved in criminal or disreputable activity that may damage, detract from, or reflect unfavorably on the terminating party's public image, good will, or business reputation.

6.2. If this Agreement is terminated for cause by TDS, Organizer will refund any prepaid sponsorship fee amounts to TDS within 30 days after termination and, at TDS's request, announce and publicize the discontinuation of TDS's sponsorship. If this Agreement is terminated for cause by Organizer, TDS will not be eligible for a refund of any prepaid sponsorship fee amounts.

6.3. Upon any termination of this Agreement, Organizer will: (a) return any TDS property in Organizer's possession, including any property bearing TDS Marks; (b) take all reasonable steps to protect TDS Marks and stop using them unless otherwise authorized by TDS per Section 7.1 below.

7. INTELLECTUAL PROPERTY RIGHTS

7.1. Definition. For purposes of this section, the term "Marks" shall mean any name, trade name, logo, word, phrase, symbol, design, trademark, or a combination of such things that identifies a party and/or the goods or services it provides.

7.2. TDS Marks. Organizer will have the limited, worldwide, non-exclusive, right to use TDS's Marks on a royalty-free basis for the limited purpose of fulfilling its obligations under this Agreement. Unless otherwise indicated in Exhibit A, Organizer shall discontinue its use of the TDS Marks upon expiration of this Agreement and return or destroy (as directed by TDS) any materials containing TDS Marks. If Organizer continues to use TDS Marks beyond the expiration of this Agreement, their use should be considered at all times to be at TDS's direction and must comply with the terms of this Agreement. Any additional benefits to TDS that inure due to Organizer's use of TDS Marks after expiration of this Agreement will be at no cost to TDS.

7.3. Organizer Marks. TDS will have the limited, worldwide, non-exclusive right to use Organizer's Marks on a royalty-free basis for the limited purpose of advertising and promoting each Event and TDS's sponsorship thereof.

7.4. Event Marks. To the extent applicable, TDS will have the limited, worldwide, non-exclusive right to use Marks associated with each Event for purposes of advertising and promoting the Event and TDS's sponsorship thereof.

7.5. Use Restrictions. Each party's use of the other party's Marks will be in the form provided by the other party unless it has given advance written approval (email is sufficient) of other forms or uses. Each party will comply with any branding guidelines provided by the other party governing use of its Marks. Each party may request to review and approve in advance all materials produced by the other party that contain its Marks.

8. MISCELLANEOUS

This Agreement will be governed by the laws of the State of Wisconsin, without regard to its conflicts of law rules. Sections 4, 7, and 8 will survive termination of the Agreement. Organizer will deliver any legal notices to TDS in writing with delivery confirmation to TDS Telecom, ATTN: Legal, 525 Junction Road, Madison, WI 53717 and send an electronic copy to legal_team_notices@tdstelecom.com.

ORGANIZER

TDS

Signature

Signature

Print Full Name & Title

Print Full Name & Title

Date

Date

EVENT DETAILS

TDS will sponsor the Event(s) described below:

<i>Event Name and/or Description</i>	<i>Event Date(s)</i>	<i>Event Venue Address</i>	<i>City</i>	<i>State</i>
Bike & Walk for the Health of It	May 16, 2024	Towering Pines Park	Kronenwetter	WI
Movie in the Park	July 26, 2024	Buska Park	Kronenwetter	WI
Movie in the Park	August 23, 2024	Friendship Park	Kronenwetter	WI

SPONSORSHIP BENEFITS

In exchange for its sponsorship of the Event(s), TDS will receive the following benefits:

Bike & Walk for the Health of It – May 16, 2024

Marketing Tent & Table, TDS on social media posts, event pages, website event pages, printed posters, & physical signs identifying TDS as a sponsor.

Movies Under the Stars – July 26 & August 23

Marketing Tent & Table, TDS on social media posts, event pages, website event pages, printed posters, & physical signs identifying TDS as a sponsor.

SPONSORSHIP FEE

TDS will pay the following sponsorship fee(s): **Bike & Walk for the Health of It – Raffle Basket sponsorship = \$75, Movie in the Park on July 26 – Raffle Basket sponsorship = \$75, Movie in the Park – Raffle Basket Sponsor = \$75. The total for these 3 sponsorships is \$225.**

TDS will provide the following in-kind (non-monetary) donations: **not applicable**

Total Value Provided by TDS (total sponsorship fees + total value of in-kind donations): \$ \$225.00

OTHER OBLIGATIONS

TDS agrees to:

Not Applicable

Organizer agrees to:

Submit proofs of all materials that contain TDS Marks to Malibu.Springer@tdstelecom.com for review and approval before production..



Report to Administrative Policy Committee (APC)

Agenda Item: Adopting 2025 Capital Improvement Plan Process

Meeting Date: March 27, 2024

Referring Body: Administrative Policy Committee (APC)

Committee Contact: Chris Voll, Chair

Staff Contact: Leonard Ludi, Village Administrator

Report Prepared by: Leonard Ludi, Village Administrator

OBJECTIVE(S): Adopting 2025 Capital Improvement Plan Process

HISTORY/BACKGROUND: Discussion has taken place regarding Village Administrators past involvement in a Capital Improvement Plan (CIP) process in a village this size and complexity of the Village of Kronenwetter. In that, CIP is a process of capital planning is meant to validate, vet and make recommendations annual in order for a village board to make informed decisions in long-term capital planning strategies. Through CIP policy, decisions are depends on an annual process administered by the village staff & village committee before recommendations are presented to the Village Board annually

Example: Capital Improvement Planning Policy, adopted August XX, 2024, by Resolution XX-XX (attached), states that “It shall be the policy of the Village of Kronenwetter that: 1. The Village Board shall adopt a Capital Improvement Plan (CIP) no later than August 31 of each year. 2. The CIP shall list all capital improvement projects proposed or underway that are managed by any Village governmental program or departments, entity, or that are managed by other organizations on Village of Kronenwetter lands, including projects currently in planning or design stages if the project is ultimately intended for construction”

Through the CIP process, Projects requesting funding from the Village of Kronenwetter through the CIP are ranked according to the criteria in the CIP Policy. A subcommittee of CIP technical committee members reviewed project worksheets for readiness for the phase of funding requested (e.g., if construction funding was requested, are planning and design complete)

PROPOSAL: The Village Board is being asked to authorize the Village Administrator to move forward with a village resolution adopting this Capital Improvement Plan. In that plan, each year the village develops the CIP based on the CIP policy. Key points in the planning process for the 2025 Capital Improvement Plan during 2024 are as follows:

- March - April: Community Development and Public Works Programs had individual Capital Improvement Planning workshops for the village officials and staff. The meetings covered CIP process, updating the participants on their past project submissions and current funded CIP projects.
- February 1 – Letters calling for capital projects and stating deadlines sent to village department heads, agency and entity representatives.
- February 17 – Capital Improvement Planning workshop for Village directors, agency and entity representatives by Community Development and Public Works Programs

- April – Distribution of worksheets completed in previous years and current CIP worksheet templates.
- March - May – Technical assistance to villages, VOK departments, and VOK entities that requested assistance by the Community Development and Public Works Programs.
- March 26 – Preliminary CIP forms due to Community Development and Public Works Programs.
- March 26 – Project affirmation forms for existing projects and preliminary forms for new or revised projects due to Community Development and Public Works Programs.
- May 28 – All completed full CIP project worksheets due to Community Development and Public Works Programs.
- June through July – projects are review, prioritizes and the subcommittee of CIP technical committee members form a recommendation for the following.
- By August 31, CIP is presented by village administrator and a village resolution is approved to fund or not the fund CIP for the following.

RECOMMENDED ACTION: Village Board to authorize Village Administrator to move forward in drafting and finalizing a village resolution adopting this Capital Improvement Plan.

FINANCIAL

Financial Consideration/Action: N/A

FUNDING SOURCE:

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

ATTACHMENTS:

- Draft CIP Procedure
- Draft CIP Project Worksheet
- Draft CIP Project Report Form
- Draft CIP project worksheet affirmation –

Village of Kronenwetter
DRAFT Capital Improvement Project Procedures

I. Purpose

The purpose of these procedures is to guide the implementation of funded capital projects listed in the Village of Kronenwetter Capital Improvement Plan.

II. Definitions

Authorized contact - The representative of the project sponsor authorized to discuss and approve the project.

Capital improvement plan technical committee (CIP technical committee) - The committee formed under the "Capital Improvement Plan Procedures" for the purpose of reviewing project information; making recommendations for prioritization and selection of projects for Village of Kronenwetter and outside funding, respectively; and maintaining information about the status of funded capital projects.

Capital improvement project: A single unit or improvement costing five thousand dollars (\$5,000.00) or more that plans, designs, or constructs a building, infrastructure, or other facility, or that purchases or installs vehicles, equipment, or property.

Construct: To build, form, rehabilitate, remodel, or expand a building, infrastructure, or other facility; or to assemble and/or install prefabricated buildings, infrastructure, or other facilities. Construction may also require bidding, materials purchase, authorization to enter or access permits, inspection, and construction management services. The definition of construction, for the purposes of this policy, shall be construed broadly, and is not limited to the definition per ordinance.

Design: To prepare detailed specifications for a project and complete additional tasks necessary to begin the project. Specifications may include architectural and engineering plan drawings, specifications or other detailed requirements for the project, and cost estimates. Additional tasks may include site surveys; geotechnical surveys; drainage studies; appraisal, acquisition or other approval of land use incidental to the project; environmental and archaeological studies and approvals; and any other necessary permits, certifications, and approvals.

Furnishings, Fixtures, and Equipment (FFE): Components of a building or facility which are

essential to its proper function.

Expand: To increase the size or the functions of a building, infrastructure, or other facility.

Infrastructure: Physical systems and individual components of those systems that provide basic services, such as water for human, agricultural, and natural uses, including wildlife; wastewater disposal; energy; communications; and transportation.

Outside funding: Funds provided by governments and governmental entities other than the Village of Kronenwetter, philanthropic organizations, private donors, and corporations and corporate sponsored organizations, including those in partnership with the Village of Kronenwetter

Plan: To develop a concept for a project, including its proposed scope, tasks required for completion, benefits, costs, and schedule; planning may include architectural programming, conceptual design, site utility assessments, preliminary engineering reports, feasibility studies and other related studies.

Policy: For the purposes of these procedures, "policy" or "CIP policy" shall refer to the Capital Improvement Planning Policy adopted by the Village of Kronenwetter.

Property: Real property; land, structures, and other facilities affixed to the land or beneath the surface of the land.

Project: For the purposes of these procedures, "project" shall refer to a capital improvement project.

Project Sponsor: The Village of Kronenwetter department, Village Members, outside entity in association with the Village of Krnenwetter, requesting or responsible for a capital improvement project. Project sponsors may submit projects related to their direct responsibilities and authorities.

Rehabilitate: To restore to a functional condition; rehabilitation includes major repairs or replacements of a comprehensive and non-routine nature.

Remodel: To reconstruct with an intent of improving function.

III. Procedures

A. Notice of Award

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village Administrator or his/her designee shall prepare letters to project sponsors awarded Village funds, notifying them of the award and stating the funding requirements. The Village Administrator or her/his designee shall e-mail or mail letters within one month of Village approval of funding.

B. Assignment of Cost Center

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village Finance department shall issue cost center codes for funded projects within one month of Village approval of funding, and shall provide the cost center codes to the applicable project sponsors and the CIP Technical Committee.

C. Project Number

1. Following Village Board approval of award of funding from the Village of Kronenwetter, the Village planning department shall issue a Capital Project Number (CPN) for the funded projects within one month of Council approval of funding, and shall provide the CPNs to the applicable project sponsors and the CIP Technical Committee. CPNs shall include the year in which the project is to be funded and a unique identifier for each project in that year, e.g., 2024-01, 2025-20.

D. Procurement

- 1. Projects awarded funding from the Pueblo of Laguna must follow Village procurement requirements, unless the project has also been awarded outside funding with other requirements, in which case those requirements shall apply.
- 2. Project sponsors with their own procurement policies and procedures who wish to request a waiver of this requirement must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.

E. Project Coordination

- 1. Master planning, community planning, feasibility studies, and similar planning components of capital projects will be coordinated by the Community Development Department and Public Works Department unless otherwise specified in the notice of award.
- 2. Preliminary engineering reports, design, and construction components of capital projects will be coordinated by the Village Public Works Department unless otherwise specified in the notice of award.
- 3. Purchases may be coordinated by the project sponsor unless otherwise specified in the notice of award.
- 4. Project sponsors who do not wish to have their projects coordinated by the Community Development Department and/or Public Works Department, as applicable, must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.

F. Project Reporting

1. The Community Development Department and/or Public Works Department shall provide updates on the status of those funded projects listed in the CIP that are coordinated by the planning program, via e-mail to the Committee.

2. The Community Development Department and/or Public Works Department shall provide updates on the status of those fully or partially-funded projects listed in the CIP that are coordinated by the public works department, via e-mail to the Committee.

3. Project sponsors shall provide updates on the status of those funded projects listed in the CIP that are not coordinated by the Community Development Department and/or Public Works Department, via letter or e-mail from the authorized contact for the project to the Village Administrator. The Village Administrator shall provide this information to the CIP Technical Committee within two weeks of receiving the information from the project sponsor.

4. The reporting parties listed above shall provide updates not less than bi-annually, by June 30, September 30, and December 31 of each year. If the project has been awarded outside funding with requirements for more frequent reporting, those requirements shall apply.

5. Projects not adhering to these reporting requirements are not eligible for additional funding or other resources from the Village of Kronenwetter or outside sources. Projects may regain eligibility when updates are completed and current.

6. For each project, updates must include the following information, in this format, on a form provided by the planning program:

- a. Project number
- b. Project title
- c. Schedule
 - i. Year of funding award
 - ii. Date work started (e.g., notice to proceed or, for purchase, date request for payment is submitted)
 - iii. Report on progress, including issues affecting progress
 - iv. Anticipated completion date
- d. Budget
 - i. Original budget
 - ii. Revised/current budget C
 - ii. Source of current budget estimate (e.g., engineer's estimate, bid)
 - iv. New sources of funding (since last report)
 - v. Amount of funds currently obligated (under signed contract)

5. The Community Development Department shall maintain the most current updates for each project and shall make this information available as appropriate.

6. The Village Administrator or his/her designee shall provide updates on project status to the Village Board annually or as requested by Village Board.

G. Obligation of Funds

1. Projects with Pueblo of Laguna funding for planning, design, or construction must have at least a portion of the funding obligated (under signed contract or purchase order) within eighteen months of notification of award (see item III.A., above). Such projects that do not have at least a portion of funds obligated within eighteen months will be reviewed and determination to close the project will be made by the Village Administrator. Any project deemed closed by the Village Administrator must submit a new request for funding for the project through the Capital Improvement Plan.
2. Projects with Village of Krnenwetter funding for purchases must have at least a portion of the funding obligated (under signed contract or purchase order) within six months of notification of award (see item III.A., above).
3. If the project has been awarded outside funding with other requirements for obligation of funds, those requirements shall apply.
4. If a project is near the deadline for obligation (15 months for projects with funding for planning, design, or construction; 5 months for projects with funding for purchase), the Village Administrator or his designee shall prepare a letter to the project sponsor notifying the sponsor of the impending deadline and its consequences.
5. Projects that do not meet the requirements of G.1, G.2, and G.3, above, will lose Village of Kronenwetter funding and will be considered closed. Projects that have lost funding and are considered closed may submit a new request for funding for the project through the Capital Improvement Plan.
6. Project sponsors may appeal closure of their projects due to failure to obligate funds through a letter signed by the authorized contact for the project to the Village Administrator. The Village Administrator will provide a final determination on the appeal.
7. This section (G., Obligation of Funds) shall be applicable to projects with Village of Kronenwetter funding approved by the the Village Board on or after XX date

H. Transfer of Funds

1. To request a transfer of funds from one project to another, the project sponsor must

- submit a request through a signed letter or e-mail from the authorized contact to the Village Administrator.
2. In order to obtain a transfer of funds, the project to which funds are to be transferred must have a current project worksheet. The project sponsor must either affirm that there have been no changes to the status of work completed, scope of work, project budget, or sources of funding; or, if there have been changes, update the project worksheet for the project.
 3. If approved by the Village Board, the Village Administrator Chief will have the authority to approve the use of surpluses for other approved and funded projects in the Capital Improvement Plan.
 4. If transfer of funds is approved, the Village Administrator shall prepare a letter to the project sponsors for the project from which the funds are being transferred and the project to which the funds are being transferred notifying them of the transfer, and shall provide copies to the CIP Technical Committee.

I. Construction Management

1. For capital projects that include construction, project sponsors and partners shall follow construction management standard operating procedures defined by the Village of Kronenwetter and/or the State of Wisconsin where applicable.
2. Project sponsors with their own construction management standard operating procedures who wish to request a waiver of this requirement must submit their request through a signed letter or e-mail from the authorized contact to the Village Administrator.
3. If the project has been awarded outside funding with other requirements for construction management, those requirements shall apply.

J. Final Cost Reporting

1. For capital projects that include planning, design, and construction, upon final completion of each project phase, the project sponsor shall provide the Community Development Department and Public Works Department with information regarding the total cost for that phase, separated into sources of funding, via e-mail, within one month of completion of the phase.
2. For capital projects that include purchase of a vehicle or equipment, upon final purchase of all items associated with the project, the project sponsor shall provide the Community Development Department and Public Works Department with information regarding the total cost of the project, separated into sources of funding, via e-mail, within one month of final purchase.

3. Note that sources of funding may include but are not limited to the Pueblo of Laguna debt service fund, operating funds, or other funds; and outside sources of funding, such as state capital outlay and the Tribal Infrastructure Fund, federal agencies, and philanthropic organizations.

4. The phase or purchase shall be considered complete when the final payment is made to the consultant, contractor, or vendor by the Pueblo's accounting department.

K. Changes in Authorized Contact

1. If a project sponsor wishes to change the authorized contact for a project, the current authorized contact must submit a signed letter or e-mail to the Village Administrator, making the change.

IV. Authority

The Village Administrator is responsible for the administration of these procedures, including their implementation and modification.

Authorization

Community Development Department and Public Works Department

Procedure: Capital Improvement Project Standard Operating Procedures

Approval Date: _____

Approvals

Community Development Department: _____

Public Works Department: _____

Village Administrator: _____

VILLAGE OF KRONENWETTER
CAPITAL IMPROVEMENT PLAN
PROJECT WORKSHEET

PROJECT AFFIRMATION

If there have been no changes to a capital project's status, scope, and costs, and no additional information is required, project sponsors must affirm that the project remains the same in order to continue to include the project in the Village of Kronenwetter Capital Improvement Plan. Please complete this form in order to determine if there have been changes to your project.

PART ONE: BACKGROUND INFORMATION

1.1. What is the title of the project? _____

1.2. Who (department, entity, agency) is submitting this project (the "project sponsor")? _____

1.3. Who is authorized to discuss and approve the project on behalf of the project sponsor?

Name: _____

Home phone: _____

Cell phone: _____

Work phone: _____

E-mail: _____

PART TWO: PROJECT STATUS

2.1. Since the last CIP project worksheet or update/affirmation was completed, has any work been done on the project? No Yes

2.2. Since the last CIP project worksheet or update/affirmation was completed, has the scope of work changed at all for the project? No Yes

2.3. Since the last CIP project worksheet or update/affirmation was completed, has the project budget been revised or updated? No Yes

2.4. Since the last CIP project worksheet or update/affirmation was completed, have any new funds been awarded or received, or new funding applications submitted, for the project? No Yes

If you answered no to all of the questions above, please submit this form to the Community Development and Public Works Programs to affirm your project and keep it in the Capital Improvement Plan.

If you answered yes to any of the questions above, you must complete an updated project worksheet.

PART THREE: CERTIFICATION

As the authorized point of contact for the sponsor of this capital improvement project, I certify that this form represents the status of the project to the best of my knowledge.

Printed Name and Title

Signature and Date

Staff use only Date form submitted: _____

Capital Improvement Project Update Report

As defined in the Capital Improvement Project Procedures approved XXXXXX, 2024, project sponsors are required to provide updates to the Administrator on funded/non-funded projects listed in the Village Capital Improvement Program by December 31 of each year.* Please provide the information using the form below.

A. Project number** _____

B. Project title _____

C. Schedule

1. Year of funding award _____

2. Date work started (e.g., notice to proceed
or, for purchase, date RFP submitted) _____

3. Report on progress, including issues affecting progress: _____

4. Anticipated completion date: _____

D. Budget

1. Original budget \$ _____

2. Revised/current budget \$ _____

3. Source of current budget estimate (e.g.,
engineer's estimate, bid) _____

4. New sources of funding (since last report) _____

5. Amount of funds currently obligated
(under signed contract) \$ _____

Submitted by: _____

Date: _____

*The Planning Program and Public Works Department provide updates to the CIP Technical Committee.

**To be assigned.

VILLAGE OF KRONENWETTER
CAPITAL IMPROVEMENT PLAN
PROJECT WORKSHEET
PLANNING, DESIGN, AND CONSTRUCTION
revised March 19, 2024
(SAMPLE)

Entities Only: You may fill out Part One (only) and submit to Community Development & Public Works Programs as a preliminary project worksheet. If you do so, Planning and/or Public Works program staff will contact you to schedule a meeting to discuss your project and work to fill out parts Two, Three, and Four. You may also complete parts Two, Three, and Four on your own if you wish, and submit the entire worksheet to the Planning Program. (All parts must be completed in the final worksheet that is submitted.)

Departments, Entities, and Outside Agencies: Fill out Parts One, Two, Three, and Four, and submit all of them to the Community Development & Public Works Programs.

PART ONE: GENERAL INFORMATION / PRELIMINARY FORM

1.1. What kind of project is this? Check one. (Use other form for vehicle, equipment, or land purchases)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Building or Facility (e.g., community center, gov't office, playground) | <input type="checkbox"/> Water Infrastructure (e.g., water lines) |
| <input type="checkbox"/> Housing (e.g., construction, rehabilitation) | <input type="checkbox"/> Wastewater Infrastructure (e.g., sewer connections) |
| <input type="checkbox"/> Livestock, Wildlife, Other Land Improvement (e.g., fencing) | <input type="checkbox"/> Drainage Infrastructure (e.g., drainage channel, flood control) |
| <input type="checkbox"/> Environmental Remediation (e.g., soil removal) | <input type="checkbox"/> Transportation Infrastructure (e.g., roads, bridges, trails) |
| <input type="checkbox"/> Drainage Infrastructure (e.g., repair, reservoir improvements) | <input type="checkbox"/> Gas, Electric, Energy, Telecommunications Infrastructure (e.g., wireless tower, solar panels) |

1.2. What is your title for the project? Expanded Village Facilities Design & Construction

1.3. Who (department, entity, agency) is submitting this project (the "project sponsor")? Village Administrator – Leonard Ludi

*For projects submitted directly by the VOK government, the department (not program) must be the sponsor. You may also make note of the program.

1.4. Who is authorized to discuss and approve the project on behalf of the project sponsor?

Name: Leonard Ludi

Home phone: NA

Cell phone: 715-432-2351

Work phone: 715-692-1731

E-mail: lludi@kronenwetter.org

1.5. Where will the project be located? Near the current Village Municipal Center (maps to be included...)
Please be detailed. List the area, describe the location, and include the official physical address if available. Provide a map.

1.6. What do you plan to do? See the CIP policy and procedures regarding eligible projects. What is the overall scope of work for this project?

The Village of Kronenwetter has been experiencing growth in recent years, with and expansion of services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion. With out the needed facility expansion, municipal programs are limited in the services they provide to the Village of Kronenwetter. Additionally, capacity is needed to utilities maintenance and preventative maintenance program equipment. Emergency services cannot be expanded upon without adequate facilities and or infrastructure needed for those job functions.

1.6 Describe the work you will do in each of these project phases:

a. **Planning** (e.g., community/stakeholder input, prioritization, master planning, conceptual designs) Planning will be comprised of department head workshops that will evaluation current space programming challenges, while also forecasting future operation space programs. The process of determining a comprehensive space programing plan will be determined through collaboration of the Village Staff and Village Board, while being facilitated by the Public Works & Community Development Department.

b. **Assessments, studies, reports, permits, clearances** (building/infrastructure assessments, topography/drainage, geotechnical, environmental, cultural, utility, financial/business feasibility) Assessment of the strengths, weakness and opportunities of the facilities expansion on conjunction with Village Staff, Board, Community, while engaging the services of a licensed Architect/Engineer. The assessment report will encompass and in-depth study of expansion scenarios, while also determining the financial feasibility of the expansion. Cost estimates and O&M preliminary budgets will be determined at this time.

c. **Land, right of way, easement** (mapping, surveys, approvals) Included in the studies above, land acquisition, right of ways, easements and other land planning will work together with the Assessment phase of this project. Public comments will be factored into the final study, which will include a final preliminary cost estimate and recommendation to move forward in the design and construction phase of the project.

d. **Design** (engineering or architectural drawings/plans, specifications, estimates) RFP for Design and Engineering of the project will be awarded. Project Management by the Public Works department, the design team will work with all shareholder and work within the constraint of the project's preliminary budget. The design will follow a 30%, 60%, 90% and final 100% PS&E deliverable. This will include the Bid specs through construction award,

e. **Construction** (contracting, labor, purchase, installation, construction management) A project manual will be developed before construction phase and the construction will be awarded in accordance with Plans, specification and performance/budget measure incorporative into the project management of the project,

1.7. **Why is the project needed? What problems would it help solve? What would the benefits of the project be?** See the CIP policy and reference materials for a listing of potential benefits. Please note that information on these benefits is used to recommend projects for funding, so it is important to include all likely benefits.

Services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion.

1.8. **Signature of authorized point of contact, and date:** _____

Staff use only Date form submitted: _____

Entities Only: You may fill out Part One (only) and submit it to the Community Development & Public Works Programs Planning Program as a preliminary project worksheet. If you do so, Planning and/or Public Works program staff will contact you to schedule a meeting to discuss your project and work to fill out parts Two, Three, and Four. You may also complete parts Two, Three, and Four on your own if you wish, and submit the entire questionnaire to the Planning Program. (All parts must be completed in the final worksheet that is submitted.)

N/A

PART TWO: PROJECT READINESS

2.1. What is the history of the project? For example: What other solutions to the problem have been tried but failed, and why did they fail? If the project was proposed a long time ago but never started, why not? If it was started but never completed, why not? If there have been major changes in the project scope, what were they and when did they occur? If this is a new project, state “new project.”

TBD

2.2 What planning has been done for this project? For example, what kind of community input, community prioritization, and sketches or conceptual designs have been done? Is this project included in a village comprehensive plan, approved Village of Kronenwetter plan, or other plan adopted by another entity or agency? Please provide any documents related to planning. Planning is part of “project readiness,” which affects recommendations for project funding.

TBD

2.3 What assessments, studies, reports, etc. have been done for this project? Please enter the date the study was completed. If the item listed is not applicable, enter “n/a.” Attach documents. Completed studies are part of “project readiness,” which affects recommendations for project funding. **Nothing has been done at this time.**

	Date	Date
Building assessment		Topographic survey/drainage study
Infrastructure assessment – water		Geotechnical study
Infrastructure assessment – wastewater		Preliminary engineering report (PER)
Infrastructure assessment – gas		Cultural resource study
Infrastructure assessment – electric		National Historic Preservation Act section 106
Infrastructure assessment - telecommunications		consultation
Infrastructure assessment - transportation		Environmental studies and forms
		Financial/business feasibility study

2.4 What clearances, approvals, and permits have been obtained for this project? Please enter the date of approval. If the item listed is not applicable, enter “n/a.” Attach documents. Clearances, approvals, and permits are part of “project readiness,” which affects recommendations for project funding.

	Date
Environmental clearance (CE or FONSI)	
404 permit	
Utility certifications (all)	
Other (please list)	

2.5 Is any land needed for this project (to expand a building, for a new site, for right of way or easement)? No Yes **TBD**

If yes, please enter the date the following tasks have been completed. If the item listed is not applicable, enter “n/a.” Attach documents. Land approvals are part of “project readiness,” which affects recommendations for project funding.

	Date
Mapping	
Surveying (boundary survey)	
Approval to use the land	

2.6 Has any design (architectural or engineering) work been done? No Yes

If so, what percent completion is the design (e.g., 30%, 90%)? _____
Please provide any design documents that have been completed.

2.7 Is this project associated with a new program (not already funded)? How many new employees be required? How have these positions been approved and funded? Provide details regarding who approved the positions and when. Ability to operate programs associated with the project is considered as part of “project readiness,” which affects recommendations for project funding.

This project will be meant to include addition future employees in key program areas.

2.8 Who else has been or will be involved in this project, and for what reasons? Coordination is considered when projects are recommended for funding through the CIP proceed in accordance with CIP Policy & Procedure

2.9 What are some potential negative impacts if the project does occur, and how will they be prevented or minimized?
Note that this does *not* refer to negative effects *if the project does not happen*. This is intended to show that project sponsors have thought through risks of projects and ways of reducing those risks. See the reference materials regarding some possible negative impacts. Adequate attention to possible negative impacts is considered when projects are recommended for funding.

The Village of Kronenwetter has been experiencing growth in recent years, with and expansion of services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion. With out the needed facility expansion, municipal programs are limited in the services they provide to the Village of Kronenwetter. Additionally, capacity is needed to utilities maintenance and preventative maintenance program equipment. Emergency services cannot be expanded upon without adequate facilities and or infrastructure needed for those job functions.

2.10 Are there any other capital projects associated with this project? For example, a project to renovate an irrigation diversion dam might be related to (though distinct from) a project to reconstruct wetlands in the same area, because the two projects could be completed together to save time and funding. Coordinating projects can affect funding leverage. Leverage is considered when projects are recommended for funding.

TBD

PART THREE: FUNDING

3.1 Please fill in the following table regarding costs and source of the estimate. Include the total cost for each relevant line item, regardless of its current funding status. (The total cost for the line item might include funds that have been spent already, funds that are available but not yet spent, and funds still needed.) See the reference materials regarding definitions for these line items.

Phase: ____ (if the project has more than one phase)	How much will/did this cost?	What is the source of this estimate?	Is this work fully complete (all funds spent)? Y/N
Planning	\$ 5,000		N
Assessments, studies, reports, permits, clearances	\$ 25,000		N
Land, right of way, easement (for site or right of way, not for a stand-alone land purchase)	\$ 10,000		N
Design (architecture/engineering)	\$ 250,000		N
Purchase of materials for construction (if separate from construction costs)	\$ 15,000		N
Construction			N
Contracted costs for materials and construction combined, or labor if materials purchased separately	\$ 2,500,000		N
Contingency	\$ 120,000		N
Subtotal construction and contingency	\$		
Tax (if applicable)	\$		

Other fee (if applicable)	\$		
<i>All construction costs</i>	\$		
Construction management		200,000	N
Project management for the entire project (not just construction)	\$	100,000	N
Contingency for the entire project (not just construction)	\$	25,000	N
TOTAL	\$	3,250,000	

*May be included with planning or design costs. See reference materials.

Please attach additional budget information, if available.

Revenue projection could be added to this section if appropriate.

If the project has more than one phase, please duplicate the table (or the page with the table), fill out the table for each phase, and enter the phase number into the top left cell of the table.

3.2. Does this project already have some funding available? No Yes

If yes, please answer the following questions: a) What is the funding source? b) How much is available? Include the total awarded or approved from this source for this project – do not subtract funds that have already been spent. c) If the funds are not available yet, when will they be made available? d) Are there any limitations on how the funding can be spent? For example, only for planning and design? e) Are additional funds still needed? **If there are multiple sources of available funding, please provide information on each source.**

TBD

3.3. Have any other applications for funding been submitted, but responses not received yet? No Yes

Please include funds which can reasonably be expected, for example, funds which available from federal or state agencies (e.g. DNR, BOR, State Fire Marshall, DOT) on a regular basis, but which have not yet been fully awarded, in your response to this question.

TBD

If yes, please answer the following questions: a) What is the proposed funding source? b) How much was requested? c) Are there any limitations on how the funding can be spent? For example, only for planning and design? d) When do you expect a decision from the funding source? e) If funds are awarded, when will they be available? f) If this funding is awarded, will additional funds still be needed? **If multiple applications have been submitted, please provide information on each.**

3.4.a Are you requesting funding through the Village of Kronenwetter? (through the CIP) No Yes

3.4.b If yes, for which phases are you requesting funding, and how much for each phase?

<input checked="" type="checkbox"/>	Planning	\$	5,000.00
<input checked="" type="checkbox"/>	Assessments, studies, reports, permits, clearances		25,000.00
<input checked="" type="checkbox"/>	Land, right of way, easement		10,000.00
<input type="checkbox"/>	Design (architecture/engineering)	\$	
<input type="checkbox"/>	Construction and associated costs (including materials purchase)	\$	
<input type="checkbox"/>	Other, please state: _____	\$	
TOTAL REQUEST TO VILLAGE BOARD:		\$	40,000.00

3.4.c If yes, how many projects are you (the project sponsor*) submitting for funding ? 1

3.4.d Out of all those projects, what priority or rank is this project? (1 = top rank) 1

*For projects submitted directly by the vok government, the department (not program) must be the sponsor.

3.5. Is there any in-kind funding or support available for the project? If yes, provide details. For example, the project sponsor may be requesting funding to purchase playground equipment and offering to install the equipment at no cost.

Grant funding will be looked into through the following (1) AXD , (2) Capital Outlay, ARPA, etc (SAMPLE ONLY)

3.6 Do you have ideas about other sources of funding for the project? List possible sources.

TBD

3.7.a Who will operate and maintain, and pay for the operations and maintenance (O&M), of this project when it is complete? Public Works and Administrator's Facility Budget

3.7.b Are there current O&M costs? (e.g., for an existing building or facility)? No Yes

3.7.b.1. If yes, what are the current annual costs? \$ 25,000.00

3.7.b.2. If yes, will existing operations and maintenance costs decrease (e.g., due to facility improvements), increase (e.g., due to an expansion), or stay the same? \$10,000.00

3.7.c What will the annual O&M costs be when the project is complete? \$30,000.00

PART FOUR: CERTIFICATION

4.0. As the authorized point of contact for the sponsor of this capital improvement project, I certify that this form represents the project to the best of my knowledge, and that we fully intend to proceed with the project as it is described in this form.

Leonard Ludi, Village Administrator

Printed Name and Title

Signature and Date

Staff use only Date form submitted: _____



REPORT TO APC

ITEM NAME:	Adoption of 2024 Evaluation Wage-Scale Budget Range
MEETING DATE:	March 27, 2024
PRESENTING COMMITTEE:	Administrative Policy Committee (APC)
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Leonard Ludi, Village Administrator
PREPARED BY:	Leonard Ludi, Village Administrator

ISSUE: Discussion & Action: Adoption of 2024 Evaluation Wage-Scale Budget Range

OBJECTIVES: Village Board approve 2024 Budget to increase the General Legal Services line item.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Per HR-005, which is attached, the Village Board has to set a yearly range for the employee evaluations for the Village. The Village employees that are full time, and not represented by a collective bargaining agreement would be eligible for this evaluation wage adjustment.

In the attached Wage-Salary Budget Criteria for 2024 evaluations, we are asking for the APC committee to recommend acceptance from the Village Board, in support of the 2024 budget approved by the Village Board. The top tier 5.00% rate calculation was included in the 2024 budget for employee wage increases for non-represented employees base on job performance. The Wage-Salary Budget Criteria only impact the following employees: the Village Clerk, the Village Treasurer, the Community Development Director, and the Public Works Director. All other employees, are not full-time employees, are represented under a union contract, or are covered under a different policy and hence would follow those policies of agreements. Note, last year’s Wage-Salary calculation did not include overtime and the insurance benefits portion of the calculation will need to be validated with actual insurance numbers in 2024.

PROPOSAL: Village Board approve the attached Wage-Salary Budget Criteria range already approved in the 2024 Budget. This average Wage-Salary Budget scale is meant to keep up with competitive factors in the job market and union increase, while also retain the staff we have currently.

ADVANTAGES: Depending on the actual scoring of the employee, this will promote retainage of employees based on their performance evaluation. This Wage-Scale breakdown and measured performance of this budget measure will be a useful tool in the 2025 budget development.

DISADVANTAGES: None

ITEMIZE ALL ANTICIPATED COSTS: Actual cost will dependent on the actual scoring of the employee base on performance.

RECOMMENDED ACTION: Village Board adopting the Wage-Salary Budget Criteria for 2024 evaluations.

OTHER OPTIONS CONSIDERED: none

TIMING REQUIREMENTS/CONSTRAINTS: Asking for adoption April 2024 for upcoming staff evaluations.

FUNDING SOURCE(s) – Annual budget approved by Village Board for fiscal year 2024

Attachments:

- Wage Scale Budget Summary
- Accumulative Wage-Salary Budget
- Wage Split Worksheet
- Police
- Insurance-PD-Security

POLICY ID: HR-005		TITLE: Employee Evaluation Program	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #5 EFFECTIVE DATE: Immediate <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 9/25/2018</i> <i>Revision 3 adopted 10/12/2021</i> <i>Revision 4 adopted 4/19/2022</i> <i>Revision 5 adopted 4/10/2023</i>		APPROVED BY VILLAGE BOARD: _____ DATE: _____ _____ Village Clerk, Signature	
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES <input checked="" type="checkbox"/> FULL TIME EMPLOYEES	
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

Purpose – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations. It is adopted so that there is transparency to ensure that assessments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

Procedure –

The Village will evaluate employees on the requirement of the adopted position description for their current job with the Village.

After the Village hires an employee, each year on or around the anniversary of the employee’s hire date, the employee shall complete an evaluation using the attached form and submit it to their supervisor. The employee’s supervisor shall meet with the employee, and together they shall complete the form, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village administrator for confirmation.

HR-015 shall cover the evaluations of the Village Administrator.

Dept heads: The Village Administrator shall perform the evaluations of Department Heads and submit the results to the Village Board for final approval.



Village Board Meeting Minutes
Kronenwetter Village Board Regular Meeting
Kronenwetter Municipal Center
1582 Kronenwetter Drive, Kronenwetter WI 54455
Board Room (Lower Level)
April 10, 2023 – 5:30 PM

- 4.5. Discussion & Action:** Human Resource Policy – HR-002 – Administrative Policy Committee
President Voll states there is a sentence, third line down in the box that needs to be adjusted.
Motion by Charneski/Dumais to accept the changes to HR-002 and to correct the formatting.
Motion passes 6:0 by voice vote.
- 4.6. Discussion & Action:** Human Resource Policy – HR-003 – Administrative Policy Committee
Trustee Dumais states this policy speaks about tuition reimbursement for village paid education and is recommended to be deleted. Dumais states tuition reimbursement is when the village sends you for secondary school, the village would give the employee money back for that. The way the policy is currently written states you are getting tuition reimbursement for the classes we are paying for. Dumais explains eliminating this policy gives management the flexibility to allow the employee to attend training based on budget. Interim Administrator Mahoney states he would like an attorney to advise if the understanding of the policy is what is being alleged.
Motion by Charneski/Dumais to eliminate policy HR-003.
Motion passes 6:0 by roll call vote.
- 4.7. Discussion & Action:** Human Resource Policy – HR-005 – Administrative Policy Committee
Dumais explains evaluations of employees need to have a set time frame so it is equal amongst all employees because if you do not, you are setting yourself up for a lawsuit based on lack of consistency. Interim Administrator Mahoney suggests making a motion to approve by adding language to the second paragraph stating that both the employee and the supervisor will conduct their own evaluation and then meet to discuss the results of both evaluations. The Supervisor will then finalize an evaluation report based on the input. Trustee Dumais states staff would need to re-do the evaluation form that is suppose to be attached to the policy.
Motion by Charneski/Voll to approve HR-005 as amended in discussion.
Motion passed 6:0 by voice vote.
- 4.8. Discussion & Action:** Human Resource Policy – HR-006 – Administrative Policy Committee
Trustee Dumais states suspensions and terminations of non-department heads do not have to go to the village board.
Motion by Dumais/Eiden to send HR-006 back to APC.
Motion carries 6:0 by voice vote.
- 4.9. Discussion & Action:** Approval of Law Firm for Village Attorney Municipal Services – Weld Riley – Administrative Policy Committee
Trustee Charneski explains they had 4 or 5 proposals. The APC narrowed it down to Dempsey Law and Weld-Riley. Charneski explains he sent the village board Dempsey Law's proposal. Charneski explains they both firms are pretty big and both firms have offices in Wausau. Weld charges \$210.00/hr. and Dempsey charges \$185.00/hr. Charneski explains the interim administrator stated he had positive past experience with Weld-Riley and Charneski believes that influenced two of the APC members to recommend that firm and explains he preferred Dempsey because of the lower rate and they tell the village which attorney they would assign to us which would be Lee Turonie whom has 18 years' experience. Weld-Riley has a bunch of people and we have no idea who they will assign to us. Charneski states Turonie lives in Kronenwetter and believes that is a "big plus" and would cost the village practically no travel time for meetings. Charneski believes APC had a split decision of 2:1. Charneski states there is no advantage to paying the extra \$25.00/hr. to Weld-Riley. Charneski tells the village board he believes choosing Dempsey is the better view. Trustee Shaw states he had past experience with Weld-Riley and they weren't as positive as he would have liked and he agrees with Trustee Charneski. Interim Administrator Mahoney would like to point out a process for evaluating the RFP's was not used and typically that's what municipalities do.
Motion by Charneski/Tapper to contract with Dempsey Law Firm assigning Lee Turonie as the lead attorney at a guaranteed rate of \$185.00 for standard municipal services.
Motion carries 6:0 by roll call vote.
- 4.10. Discussion & Action:** Approval to form a Committee to form Development of an Ethics Committee – Administrative Policy Committee
Trustee Charneski explains APC has been working on this topic through several meetings. APC has decided to see what an independent committee can come up with. APC went over the stipulations and has agreed to bring forth to the village board approval to form this committee.
Trustee Tapper left the meeting at 8:07 pm.



Report to Administrative Policy Committee (APC)

Agenda Item: Award Railroad Accessibility Assessment Study
Meeting Date: April 16, 2024
Referring Body: Administrative Policy Committee (APC)
Committee Contact: Chris Voll, Chair
Staff Contact: Leonard Ludi, Village Administrator
Pete Wegner, Community Development Director
Report Prepared by: Leonard Ludi, Incoming Village Administrator

OBJECTIVE(S): Advance the proposal award packet for the Railroad Accessibility Assessment Study to the Village Board for approval, after identifying a funding source for the budget.

HISTORY/BACKGROUND: A citizen complaint was brought up at CLIPP in 2023 asking for attention to be placed on additional emergency access needed in the West Nelson Road and other residents in the areas west of the Railroad Track. Meeting discussions have mentioned a number of alternatives and further delegation has been brought up to CLIPP by former Interim Administrator, Kim Manley and then Public Works Director, Leonard Ludi.

In a CLIPP meeting on January 3, 2024, the committee ask that Public Works Director and the Community Development Director to develop and RFP to study alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN Railroad west of Old 51 where to restrict traffic.

In a CLIPP meeting February 5, 2024 the language and objective of the Railroad Accessibility Assessment Study RFP was reviewed and approved to move forward to the Village Board. Village Board on February 12, 2024 approved the publishing the RFP for a Railroad Accessibility Assessment Study. With that, proposals were due March 11, 2024 and five (5) proposals were received as listed below.

Proposal Listing:	Proposals
Kapur all in	\$ 22,223.00
Trotter & Associates	\$ 29,900.00
Ruekert Mielke	\$ 24,500.00
Roth Professional Solutions	\$ 51,265.00
Becher Hoppe	\$ 68,500.00

Scoring Proposal Review: The review and scoring were initiated through a proposal review team via a scoring matrix. An accumulative score average was tallied as follows:

Accumulative Scoring Average	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Section 9, Item Y.
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7.25	8	6	6.25	6.75
General Background of Firm (20 pts)	10.75	14.5	16.75	11.75	11.25
Overall Municipal Experience (20 pts)	14.25	13.25	15.25	15.25	16.75
Experience of Project Manager (50 pts)	41.25	39	39.25	36.5	36.5
Main Project Team Resumes or Experience (20 pts)	16.75	13.5	19.5	13.5	16
Specific Project Experience for Project Scope (25 pts)	20.25	18.75	22.25	17	20.25
Project Approach (75 pts)	63.25	65.5	67	62.5	60
Cost (40 pts)	37.25	32	31.5	16.75	12.5
AVERAGE TOTAL POINTS	211	204.5	217.5	179.5	180
Points Ranking	2	3	1	5	4

FURTHERMORE: The above bid presentation was made to the Community Life, Infrastructure and Public Property (CLIPP) committee on April 1, 2024, thereby asking Village Staff to advance the presentation to APC in order to identify a funding source for the Railroad Accessibility Assessment Study.

PROPOSAL: Based on the review scoring in the categories stated above, the proposal review team recommends a budget be identified to cover to 3rd highest bid of \$29,900. Once the funding source has been established, the proposal selection packet to be moved on to the Village Board for approval.

RECOMMENDED ACTION: Identify a funding source for a \$29,900.00 budget for the Railroad Accessibility Assessment Study. Thereafter advancing the proposal selection packet onto the Village Board for approval.

FINANCIAL

Financial Consideration/Action: To be determined by Committee

FUNDING SOURCE: NA

Account Number/Title: #
 Current Adopted Budget: \$
 Spent to Date: \$
 Remaining Budget: \$
 Requested Amount: \$
 Remainder of Budgeted Amount, if approved:

ATTACHMENTS:

- Amended RFP Railroad Accessibility Assessment Study
- Proposal Scoring Matrix
- Ruekert Mielke Proposal
- Kapur Proposal
- Trotter Proposal
- Roth Professional Services Proposal
- Becher Hoppe Proposal

Request for Proposals

Railroad Accessibility Assessment Study



Marathon County, Wisconsin

Date: February 16, 2024

PROPOSALS DUE:
Monday, March 11, 2024
4:00 p.m.

Leonard Ludi
Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455
Phone - (715) 693-4200
Fax - (715) 693-4202
lludi@kronenwetter.org

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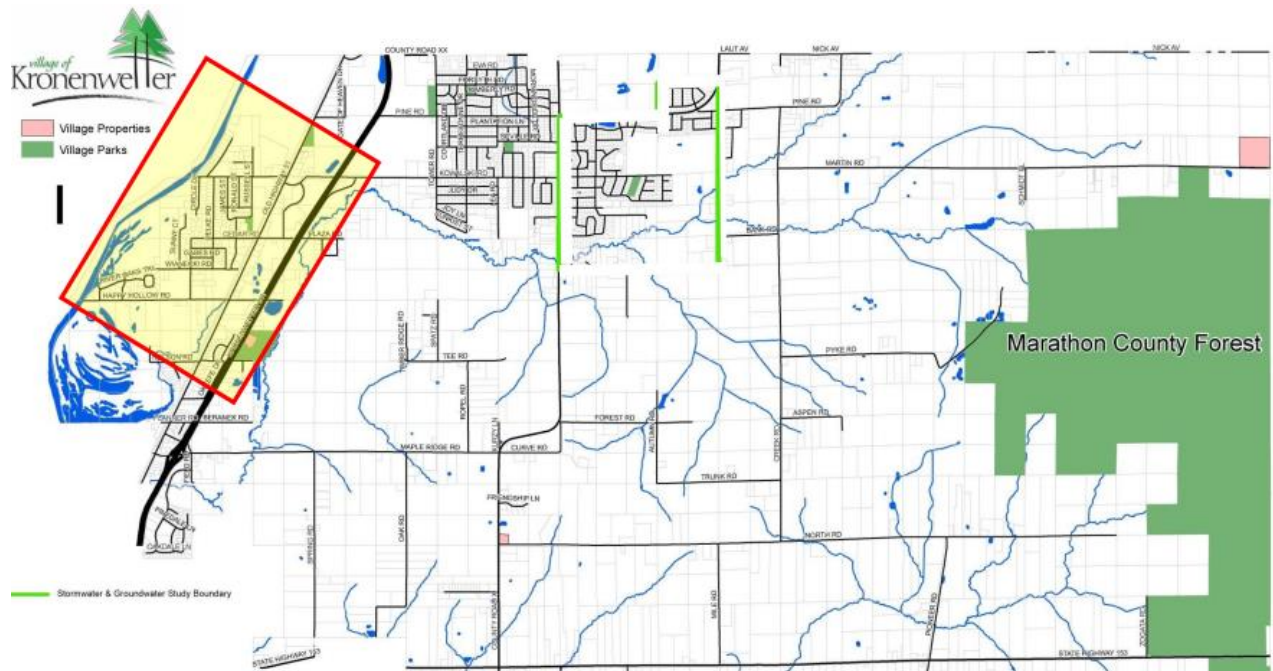
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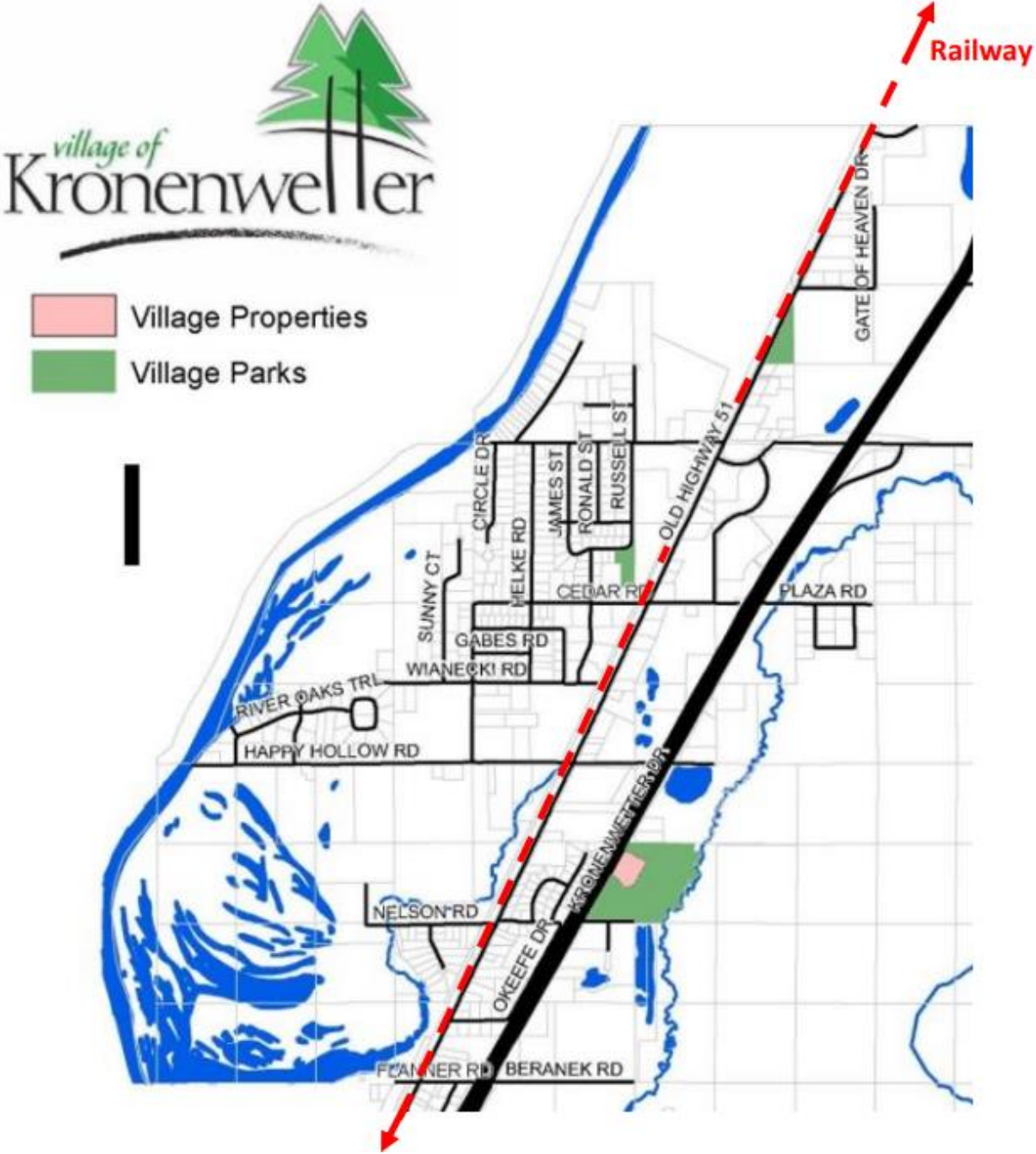
Request for Proposals Village of Kronenwetter Railroad Accessibility Assessment Study

BACKGROUND

The Village of Kronenwetter is a progressive community located in southern Marathon County, between Wausau and Mosinee. Kronenwetter is the largest Village by area in the State of Wisconsin and has a mixture of urban and rural development (see map of Village). A citizen complaint brought up at the Community Life, Infrastructure and Public Property committee (CLIPP) meeting asking for attention to be placed on additional access needed in the West Nelson Road and Happy Hollow Road area and other residents in the areas west of the Railroad Track. The scope of work and project objective has been presented to the Village’s Community Life, Infrastructure and Public Property Committee (CLIPP) and approved by the Village Board to move forward on February 12, 2024.

The purpose of this RFP is to solicit engineering services to study the alternatives and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event a Canadian National Railroad train west of Old 51 restricts traffic, to include exit impacts in an emergency evacuation scenario. The subject area surrounding West Nelson and Happy Hollow Road is illustrated below:





VILLAGE INFORMATION

The Village has the following information available for consultant review:

1. 2019 Village Comprehensive Plan
 2. 2019 to 2024 Village Strategic Plan
 3. Planning, Land Use and Road Data from the Community Development and Public Works Departments
 4. Emergency Response data from the Village of Kronenwetter Police and Fire Department
 5. Community input regarding concerns as more information becomes available
- This above information will be provided to the awarded consultant by the appropriate village department if not already on the village website.

PURPOSE

The purpose of this “Railroad Accessibility Assessment Study” (hereinafter, RFP) is to select a qualified professional consultant to evaluate the Village’s emergency access management strategy resulting in an appropriate balance between the safety and operating efficiency of the roadway. Impact to property owners to the west of the railway adjacent to Old 51 Highway should be addressed in this study as well.

Also, the consultant is to study the alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN Railroad west of Old 51 restricting traffic, and recommend solutions for road improvements and study/evaluate access to residents and emergency services in the event there is a natural and/or manmade disaster. Satisfaction of proposal requirements and consultant’s approach to the project(s) will be key criteria for selection, among others including future. The Village is seeking to identify qualified firms with experience in housing development egress and ingress codes; system design and management; public relations and outreach; and funding options, to include any alternatives in coordinating efforts with the CN Railroad system.

As the range of experience required is broad, the Village may consider firms in partnership. The Village also reserves the right to award the contract to multiple firms based on their individual expertise.

DETAILS OF SERVICES

1. The consultant’s firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, is licensed to perform in the State of Wisconsin, is licensed for all applicable professional disciplines requiring licensing, and shall be governed by the professional ethics of said professions in its relationship to the Village.

3. It is understood that all reports, information, or data prepared or assembled by the consultant for the benefit of the Village of Kronenwetter and shall not be made available in whole or in part to any individual or organization, except the Village Kronenwetter, without the prior written approval of the Village of Kronenwetter.
4. The consultant shall be responsible for complying with local, state and federal codes, legislation procedures, and regulations affecting work in their profession.

SCOPE OF SERVICES

The selected consultants(s) will provide recommendations to the Village within the “Railroad Accessibility Assessment Study” by evaluating the Village’s access proposing improvement scenarios and collaboration with other agencies the Village can utilize in their strategic plan.

Railroad Emergency Accessibility Assessment & Report

The scope of services shall include the following elements:

Phase 1: Preliminary Research

- Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.
- Collect all pertinent data regarding emergency accessibility and evacuations.
- Define concerns, issues and opportunities to work with other agencies.
- Identify and compare alternatives to address those concerns and solutions.

Phase 2: Qualifications of Preliminary Recommendations

- Evaluate existing 2019 Village Comprehensive and 2019-2024 Village Strategic Plan.
- Evaluate current and future railroad activity that will impact community ingress and egress.
- Establish recommendations for one (1) primary solution & two (2) alternate scenarios showing associated opportunities and constraints.
- Final alternative will define any impacts if no improvements were to take place.

Phase 3: Funding Evaluation

- Identify preliminary budgetary cost of primary and alternate scenarios.
- Identify grant funding opportunities, **to include Health & Safety funding opportunities.**
- Define any alternatives if no improvements were to take place.

Phase 4: Finalize Report

- Public input regard preliminary concepts
- Village of Kronenwetter Staff review of final draft accessibility study report.
- Finalize study and present findings to the committee and thereafter, Village Board.

SCHEDULE

The proposals are due in the village administrator's office by 4:00p.m. Monday, March 11, 2024. The intent is to have the proposals initially screened by the Village staff and then reviewed by the CLIPP Committee at its April 1, 2024 meetings with final Village Board action to follow.

The project timetable is as follows:

1. Consultant selection: mid-March recommendation to award prepared.
2. Prepare/approval consultant agreement (attached): late March 2024
3. Present recommendation to CLIPP Committee – thereafter, present award packet to Village Board early- April 2024
4. Project kickoff meeting with staff, CLIPP Committee and/or Village Board: late April 2024
5. Complete report Presentation: July - August 2024

The consultant shall provide three printed sets of the initial draft report. When the draft report is accepted, the consultant will provide three sets of the final report. The consultant will also provide a complete, matching electronic PDF copy of the report narrative, maps, tables, charts, figures and any appendices. This includes full-size map presentation boards where necessary for public review.

PROPOSAL REQUIREMENTS

The successful firm(s) shall respond to the RFP with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested. Examples are limited by number and length as indicated under each tab.

The Village of Kronenwetter will not be responsible for considering information provided under the wrong tab. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email request for information to lludi@kronenwetter.org by 4:00p.m. March 4, 2024. The proposing consultant is solely responsible for its interpretation of this RFP. For the purpose of this RFP the term “firm” shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified

from consideration. All submitted materials become the property of the Village of Kronenwetter.

Proposals shall include:

- Tab 1. Cover Letter** - Shall be on company letterhead and addressed to the village administrator with a statement of the consultant's basic understanding of the Village's needs. The name, business address and telephone number of the firm's primary point of contact and any subconsultants, if any, shall be clearly listed.
- Tab 2. General Background of Firm & Organizational Chart** - This section shall include the general background of the firm. Information on the complete services of the firm should be provided but should be kept in a concise format. Examples of specific firm experience will be requested in following tabs. An Organizational chart shall be provided with specific qualified personnel.
- Tab 3. Overall Municipal Experience** - Each firm shall provide a summary of overall municipal experience to not exceed two (2) pages.
- Tab 4. Experience of Project Manager** - Each firm shall designate a project manager and provide detailed information on that individual's experience in municipal affairs especially in accessibility studies, planning, design, modeling, funding and other related items. Only information on the lead project manager should be submitted.
- Tab 5. Main Project Team and Resumes** - This section should include the resumes of "key" project team members. As the experiences of individuals vary, it is up to the proposing firm to determine who would be "key" to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes provided. After award of this contract, substitution of "key" personnel will only be allowed by written permission of the Village of Kronenwetter.
- Tab 6. Special Project Experience for Project Scope** – The firm may provide specific examples of related scope of services performed or provide related examples of work relative to the project. This section shall be limited to two (2) pages.
- Tab 7. Project Approach** - Describe the firm's approach for each phase of the project. Incorporate any adjustments or recommendations the firm may have on the work scope.
- Tab 8. Cost** - The consultant shall provide professional services costs for phase of the scope of work as lump sum fees for each phase. The attached Engineering Services Agreement shall be utilized unless the firm provides a similar format.

METHOD OF EVALUATION

Each PROPOSAL shall be reviewed by our evaluation team and shall be scored on the basis of the following criteria and point system:

	General Compliance with RFP / Organization	10
Tab 1.	Submitted Cover Letter Meeting RFP Requirements	10
Tab 2.	General Background of Firm	Pass / Fail
Tab 3.	Overall Municipal Experience	20
Tab 4.	Experience of Project Manager	50
Tab 5.	Main Project Team Resumes or Experience	20
Tab 6.	Specific Project Experience for Project Scope	25
Tab 7.	Project Approach	75
Tab 8.	Cost	40
<hr/>		
	TOTAL	250

SUBMISSION REQUIREMENTS AND DEADLINES

Please submit five (5) copies of your Proposal on or before 4:00 p.m., Monday, March 11, 2024. Proposals should be delivered to:

Village of Kronenwetter
 Attn: Leonard Ludi
 1582 Kronenwetter Drive
 Kronenwetter, WI 54455

Proposals should include all items as requested in the “PROPOSAL REQUIREMENTS” section of this document in the order and format specified. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email RFI to lludi@kronenwetter.org by 4:00p.m. March 4, 2024.

SELECTION PROCESS

The Village will select a respondent on the basis of responsiveness of the proposal to the RFP requirements and willingness to execute an acceptable written contract. The Village reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Interviews may be conducted, if deemed necessary by staff or by committee, with one or more responsible entities that have submitted proposals in order to clarify certain elements. The selection shall be made by the Community Life, Infrastructure and Public Property Committee (CLIPP) and will be recommended to the Village Board for final approval.

The individual and/or consulting team to be recommended to the Village Board will be one whose proposal and overall qualifications are determined to be the most advantageous to the Village.

At the conclusion of the selection process, staff will negotiate the terms and conditions of a contract with the recommended consultant(s). See attached Engineering Services Agreement draft format.

(DRAFT) ENGINEERING SERVICES AGREEMENT

This AGREEMENT (“Agreement”) is made as of _____ by and between the VILLAGE OF KRONENWETTER (Village) and _____ (Consultant) which agree as follows:

SECTION 1: SERVICES TO BE PERFORMED

A. SCOPE OF SERVICES

Provide the Village of Kronenwetter a “Railroad Accessibility Assessment Study” by evaluating the Village’s access and proposing improvement scenarios and collaboration with other agencies the Village can utilize in their strategic plan.

- Phase 1: Preliminary Research
 - a. Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.
 - b. Collect all pertinent data regarding emergency accessibility and evacuations
 - c. Define concerns, issues and opportunities to work with other agencies
 - d. Identify and compare alternatives to address those concerns and solutions

- Phase 2: Qualifications of Preliminary Recommendations
 - a. Evaluate existing 2019 Village Comprehensive and 2019-2024 Village Strategic Plan.
 - b. Evaluate current and future railroad activity that will impact community ingress and egress.
 - c. Establish recommendations for one (1) primary solution & two (2) alternate scenarios showing associated opportunities and constraints.
 - d. Final alternative will define any impacts if no improvements were to take place.

- Phase 3: Funding Evaluation
 - a. Identify preliminary budgetary cost of primary and alternate scenarios.
 - b. Identify grant funding opportunities.
 - c. Define any alternatives if no improvements were to take place.

- Phase 4: Finalize Report
 - a. Public input regard preliminary concepts

B. COMPENSATION

Consultant shall provide professional services and lump sum compensation will be based on the phased approach above.

C. PROFESSIONAL STANDARDS

In conducting the services, Consultant will apply current professional judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the services. The Village

acknowledges that “current professional standards” shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later established standards.

D. CONSULTANT’S AUTHORIZED REPRESENTATIVE

The Consultant shall designate a primary representative with respect to the services to be performed or furnished. Said person will have complete authority on behalf of Consultant to transmit instructions, receive information, and interpret and define Consultant’s policies and render decisions for Consultant with respect to services. Alternate representatives proposed by Consultant or the Village shall be subject to the approval of the Village.

Consultant’s Authorized Representative: _____

E. PLANS, DRAWINGS, MAPS AND OTHER DOCUMENTS PRODUCED

1. All documents developed as a result of this agreement are instruments of service with respect to this project. The Village shall have the unrestricted right to make, retain, use, publish and/or provide to the public or any third party copies of any such documents for any purpose whatsoever as if the documents constituted work made for hire. It is expressly intended by the parties that no document which the Village has directly or indirectly paid Consultant to produce under this agreement shall be subject to any copyright or other protection from unlimited copying and use by the Village or persons acquiring the documents through the Village.
2. Consultant shall maintain copies of all plans, maps, reports, drawings, computations or other documents generated pursuant to this agreement and make copies thereof available to the Village upon request. Digital copies shall be provided in any format requested by the Village at any time. Consultant shall not destroy its last remaining copy of any such document without first offering it to the Village for safekeeping. Model information shall be provided upon completion of the scope. Model information may or may not be maintained by the Consultant if so designated by the Village.

SECTION II – VILLAGE RESPONSIBILITIES

A. VILLAGE RESPONSIBILITIES FOR PROJECT

The Village, at its expense, shall do the following in a timely matter so as not to delay or hinder Consultant in its furnishing of services:

1. Furnish Consultant with reports, studies, site characterizations, regulatory

orders, and similar information in its possession relating to this agreement, upon request. Unless otherwise specified, Consultant may rely upon information furnished by the Village's authorized officers and employees without independent verification.

2. Schedule and properly notice and required public meeting, if necessary or recommended. Assist with arranging other meetings deemed necessary for the implementation of projects. These meetings may include meetings with agencies, land owners, concerned citizens, etc.
3. Take reasonable steps to arrange for access to make all provisions for Consultant to enter upon public and private lands as required for Consultant to perform its work under this Agreement.
4. Give prompt written notice to Consultant whenever the Village observes or otherwise becomes aware of any development that significantly affects the scope or time of performance or furnishing of Consultant's services or any defect or nonconformance in Consultant's services or in the work of any contractor.
5. Furnish data in the Village's possession prepared by others to Consultant relevant to any services rendered by this agreement together with any existing professional interpretations of the foregoing.
6. Examine studies, reports, and other documents presented by Consultant, and render, in writing, decisions pertaining thereto.
7. Consultant shall not be responsible for the accuracy and completeness of data furnished by the Village, including, but not limited to, computations, record drawings, and maps furnished by the Village.
8. The Village agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as it may deem necessary for the project.

B. VILLAGE'S AUTHORIZED REPRESENTATIVE

The Village's authorized representative under this agreement shall be the director of Public Works, or his/her designee, or duly appointed successor, who shall have complete authority to transmit instructions, receive information, interpret and define the Village's policies and decisions with respect to Consultant's services under this agreement.

SECTION III – PERIOD OF SERVICES

A. TIMETABLE

The services under this Agreement shall be completed according to a scope and schedule agreed upon by the Village and Consultant. However, the parties mutually agree as part of this Engineering Services Agreement that the following timetable shall apply to this project:

[*to be completed by Consultant*]

Any changes in the scope or schedule for completion shall require mutual written agreement between the Village and Consultant.

B. TERM OF AGREEMENT

This Agreement shall commence as of the date set forth above, and shall expire on the date upon which the final documents for all parts of project are received by the Village.

C. TERMINATION OF AGREEMENT

1. The obligation to provide further services under this Agreement may be terminated:
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party. The failing party shall have the right, within 30 days, to correct or remedy the cited failures.
2. By Consultant upon seven days written notice if the Village has failed to pay for previous services rendered and its account is more than 90 days past due.
3. By Village effective upon the receipt of the Village’s notice by Consultant.
 - a. In the event of termination not based on Consultant’s failure to perform, Consultant shall be reimbursed for all services and expenses rightfully incurred prior to termination based upon the reasonable values of such services performed to date. The basis for compensation set forth in this Agreement shall take precedence for any determination for the value of services performed.

SECTION V – GENERAL PROVISIONS

A. INSURANCE

Consultant shall maintain, throughout the term of this Agreement, insurance coverage

for Worker's Compensation, General Liability, and Professional Liability with limits reasonably acceptable to the Village. Consultant shall provide the Village with a certificate of insurance upon request showing the required coverage.

B. ENTIRE AGREEMENT

This Agreement supersedes any and all agreements previously made between the parties relating to the subject matter of this Agreement and there are no understandings or agreements other than those incorporated in this Agreement. This Agreement may not be modified except by a written agreement, duly executed by all parties.

C. INDEMNIFICATION

The Consultant hereby expressly agrees to indemnify and hold the Village and its agents harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of services pursuant to this Agreement. The Consultant further agrees to aid and defend the Village or its agents (at no cost to the Village or its agents) in the event they are named as a defendant in an action concerning the performance of work pursuant to this Agreement, except where such suit is brought by the Consultant for failure of the Village to perform under this agreement. The Consultant is not an agent or employee of the Village.

D. GOVERNING LAW

This Agreement shall be governed by and, construed, and interpreted in accordance with the internal laws of the State of Wisconsin.

E. DISPUTE RESOLUTION

1. In the event a dispute shall develop between the Village and Consultant arising out of or related to this Agreement, the Village and Consultant agree to use the following process to resolve the dispute:
 - a. The Village and Consultant agree to first negotiate all disputes between them in good faith.
 - b. If the Village and Consultant are unable to resolve the dispute by negotiation as described above, the Village and Consultant agree to submit the dispute to non-binding mediation.
 - 1) The cost of any mediator shall be paid equally by the parties, and each party shall be responsible for its own legal and other costs of participating in the mediation.
 - 2) If the Village and Consultant are unable to resolve the dispute by negotiation or by mediation, they are free to utilize

whatever other legal remedies are available to settle the dispute.

F. SEVERABILITY

If any provision of this Agreement shall, under any circumstances be deemed invalid or inoperative, this Agreement shall be construed with the invalid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

VILLAGE OF KRONENWETTER

Chris Voll, Village Board President

CONSULTANT

By: _____

Date: _____

Date: _____

Railroad Accessibility Assessment Study RFP

Brad Jacobson	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7	9	4	6	7
General Background of Firm (20 pts)	8	15	18	10	10
Overall Municipal Experience (20 pts)	15	15	15	15	18
Experience of Project Manager (50 pts)	45	40	35	35	35
Main Project Team Resumes or Experience (20 pts)	15	10	20	10	15
Specific Project Experience for Project Scope (25 pts)	20	18	24	15	21
Project Approach (75 pts)	65	70	70	65	65
Cost (40 pts)	40	30	35	20	10
TOTAL POINTS	215	207	221	176	181

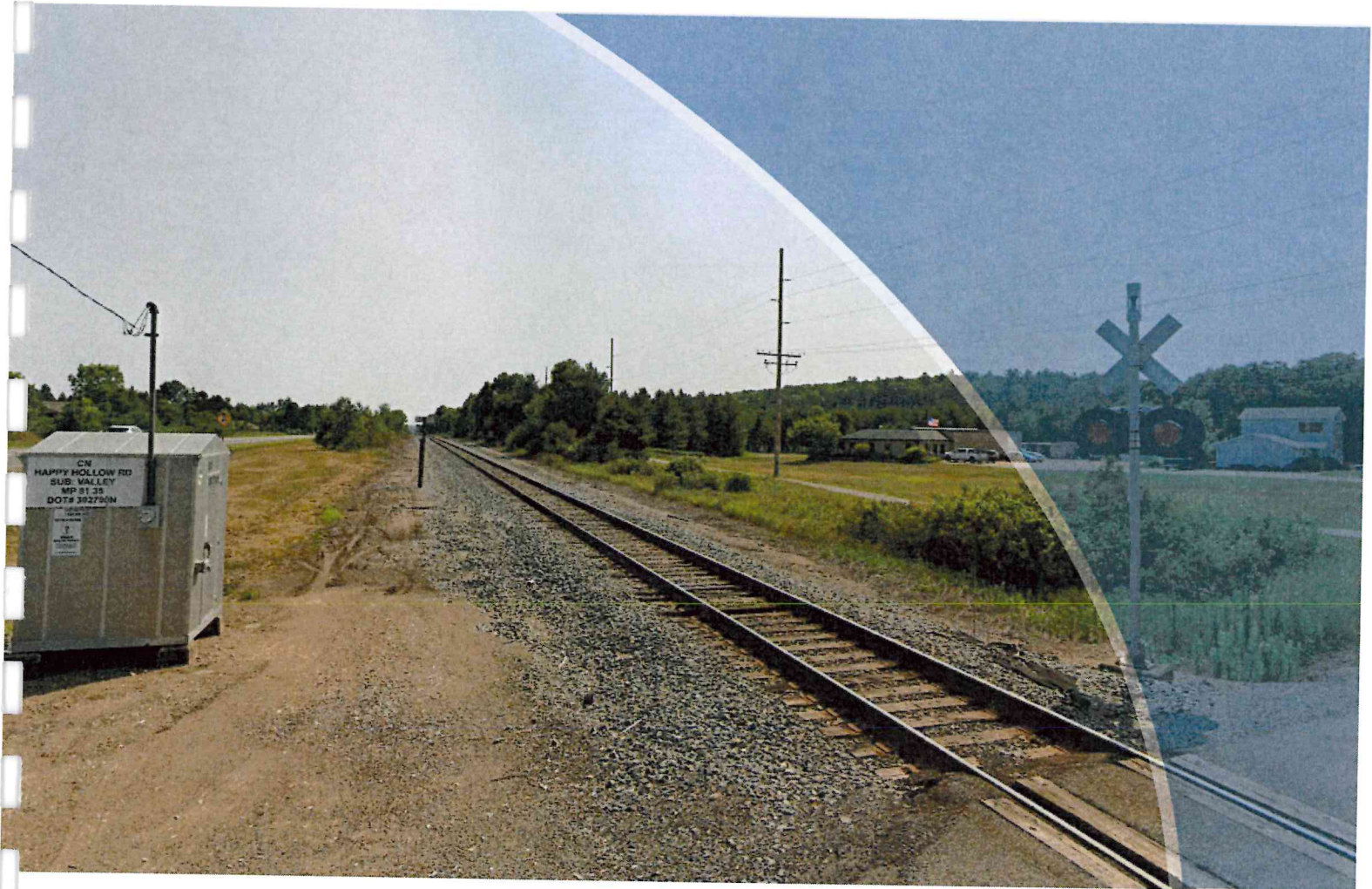
Peter Wegner	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7	8	5	6	6
General Background of Firm (20 pts)	9	15	17	10	10
Overall Municipal Experience (20 pts)	10	10	13	15	15
Experience of Project Manager (50 pts)	40	38	37	34	36
Main Project Team Resumes or Experience (20 pts)	16	13	18	13	16
Specific Project Experience for Project Scope (25 pts)	20	19	23	18	22
Project Approach (75 pts)	65	70	68	65	60
Cost (40 pts)	40	30	16	13	10
TOTAL POINTS	207	203	197	174	175

Chief Terry McHugh	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	8	9	6	6	6
General Background of Firm (20 pts)	11	16	18	12	10
Overall Municipal Experience (20 pts)	17	17	17	17	15
Experience of Project Manager (50 pts)	40	38	40	38	36
Main Project Team Resumes or Experience (20 pts)	18	14	20	14	16
Specific Project Experience for Project Scope (25 pts)	21	20	24	19	22
Project Approach (75 pts)	68	70	70	68	60
Cost (40 pts)	39	30	35	14	10
TOTAL POINTS	222	214	230	188	175

Leonard Ludi	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7	6	9	7	8
General Background of Firm (20 pts)	15	12	14	15	15
Overall Municipal Experience (20 pts)	15	11	16	14	19
Experience of Project Manager (50 pts)	40	40	45	39	39
Main Project Team Resumes or Experience (20 pts)	18	17	20	17	17
Specific Project Experience for Project Scope (25 pts)	20	18	18	16	16
Project Approach (75 pts)	55	52	60	52	55
Cost (40 pts)	30	38	40	20	20
TOTAL POINTS	200	194	222	180	189

Accumulative Scoring Average	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7.25	8	6	6.25	6.75
General Background of Firm (20 pts)	10.75	14.5	16.75	11.75	11.25
Overall Municipal Experience (20 pts)	14.25	13.25	15.25	15.25	16.75
Experience of Project Manager (50 pts)	41.25	39	39.25	36.5	36.5
Main Project Team Resumes or Experience (20 pts)	16.75	13.5	19.5	13.5	16
Specific Project Experience for Project Scope (25 pts)	20.25	18.75	22.25	17	20.25
Project Approach (75 pts)	63.25	65.5	67	62.5	60
Cost (40 pts)	37.25	32	31.5	16.75	12.5
AVERAGE TOTAL POINTS	211	204.5	217.5	179.5	180
Points Ranking	2	3	1	5	4

VILLAGE OF KRONENWETTER



Railroad Accessibility Assessment Study

March 11, 2024

March 11, 2024

Leonard Ludi
Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Re: Railroad Accessibility Assessment Study

Mr. Ludi,

Ruekert & Mielke, Inc (R/M) is pleased to submit this proposal for the completion of the Village's Railroad Accessibility Assessment Study. We are very excited to have the opportunity to work on this project with your staff.

R/M has extensive experience in railroad design and construction, railroad permitting and coordination, and project funding. Our proposed project manager, Doug Weinkauff and his wife Dixie Weinkauff, live in Wausau and are extremely familiar with this railroad corridor. The experts that we are proposing on this project have approximately 100 combined years of project experience, and this knowledge and expertise will allow us to best assess alternatives to address the existing railroad concerns. We will utilize our understanding of the railroad permitting processes, and our contacts in the railroad industry to coordinate and negotiate with WisDOT and the Canadian National Railroad on the Village's behalf.

R/M has reviewed the terms and conditions attached to the RFP document as Exhibit A, and they are acceptable for inclusion in the general contract form.

We thank you for the opportunity to propose on the this project, and we look forward to providing the Village with our professional services.

Sincerely,
RUEKERT & MIELKE, INC.



Douglas Weinkauff
Project Manager
doweinkauff@ruekert-mielke.com

TABLE OF CONTENTS:

4	FIRM INFORMATION	10	PROJECT TEAM
5	MUNICIPAL EXPERIENCE	13	PROJECT EXPERIENCE
7	ORGANIZATIONAL CHART	15	PROJECT APPROACH
8	PROJECT MANAGER	17	ESTIMATED FEE

COORDINATION EXPERIENCE

We have extensive experience coordinating and permitting railroad projects. Our experts understand the challenges of working with Wisconsin Railroads, and have experience working with WisDOT's Railroad Section. Our experience will be instrumental in the coordination work with the railroad and WisDOT.

OPERATIONS AND DESIGN

Our team includes key staff that have worked in railroad design, construction, and operations for a combined 100 years.

RAILROAD FUNDING

All of our project team members have helped municipalities secure funding for project work, and this has been from a variety of funding sources.

KEY DIFFERENTIATORS



Ruekert • Mielke

YOUR INFRASTRUCTURE ALLY

Ruekert & Mielke, Inc. (R/M) is a 100% employee-owned civil engineering firm with **more than 75 years** of service to local communities and organizations. Our engineers, environmental scientists, agricultural experts, and technology consultants empower our clients to thrive by solving infrastructure challenges.

ABOUT

- Established in 1946
- 120+ Employees Located in Wisconsin
- 6x Top Workplace

100% EMPLOYEE OWNED

LOCATIONS



- WAUKESHA, WI
- MADISON, WI
- GREEN BAY, WI
- KENOSHA, WI
- MILWAUKEE, WI

SERVICES



AGRICULTURE



CONSTRUCTION SERVICES



DRONE & SURVEY



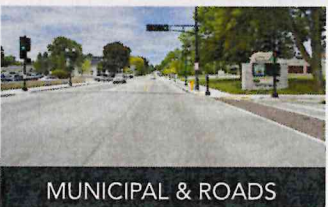
ENVIRONMENTAL



FINANCE



GIS



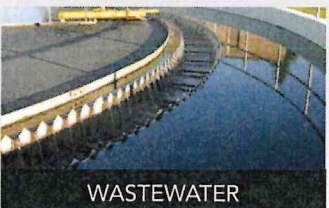
MUNICIPAL & ROADS



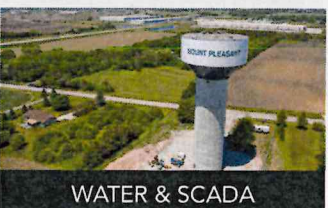
PAVEMENT MANAGEMENT



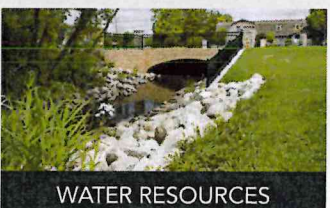
SITE DEVELOPMENT



WASTEWATER



WATER & SCADA



WATER RESOURCES

MUNICIPAL ENGINEERING



Village of Sussex, WI

In a time when economic development, orderly growth, sound infrastructure, sustainable rates, and balanced budgets are hurdles every municipality faces, expertise and unparalleled dedication to progress are integral parts to keeping a municipality moving forward. Today's challenging times have led to limited resources, making already tough decisions an even larger struggle.

Ruekert & Mielke, Inc. (R/M), a local Midwestern civil engineering firm backed by seven decades of experience, partners with municipalities to aid them in building better communities. Our team of experts are steeped in the knowledge of your area. Our employee owners aren't just engineers, financial analysts, or support staff. We live, work, and play in local communities. Our understanding of your daily challenges and citizen expectations give us an authentic perspective to create the best strategies for tackling a wide range of problems.

Our team embraces technology to provide your community with technology-driven engineering solutions. This approach, rooted in digital construction reporting, a cloud GIS portal, a file sharing intranet, SCADA, long-range capital improvement planning and asset management tools demonstrates our firm's evolution towards providing efficient and cost-effective municipal engineering solutions.

SERVICES

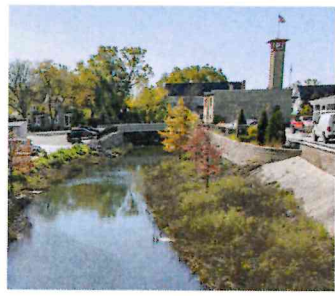
- Development Review
- Infrastructure Planning
- Pavement Management
- Capital Improvement Planning
- Geographic Information System (GIS)
- Surveying
- Road/Utility Design
- Construction Administration
- Water/Wastewater/SCADA
- Storm Water

"The most valuable service I get from R/M is personal attention. Our City Engineer lives here. He is a taxpayer with ties to the community. He is one of us, above and beyond the professional qualifications."

— City of Columbus, WI



Village of Thiensville, WI



Village Engineer since 1986

City of Oconomowoc, WI



City Engineer since 1995

City of Columbus, WI



City Engineer since 2010

ALLIES FOR THESE COMMUNITIES

KEY

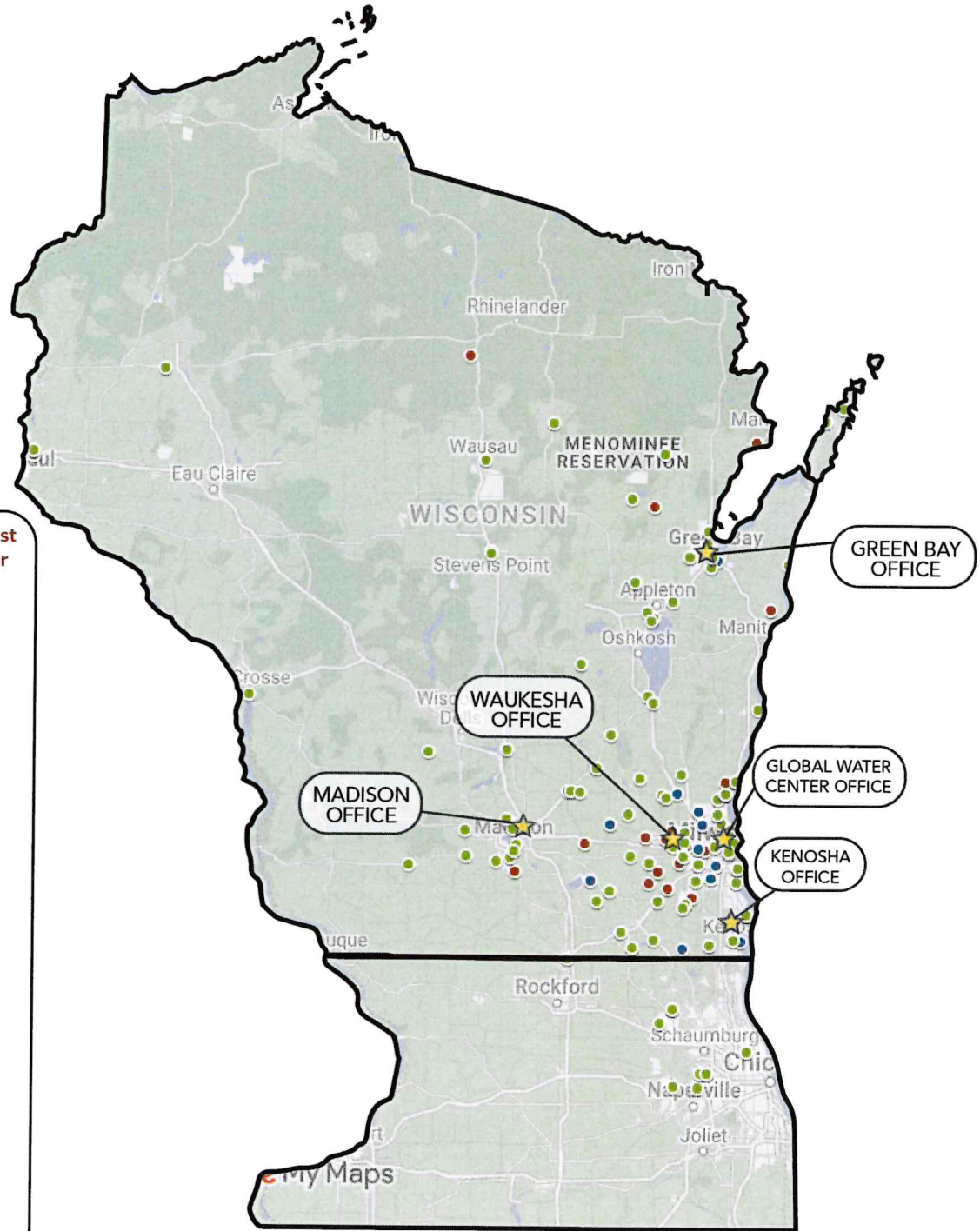
- Engineer of Record
- Engineering Support
- Additional Municipal Clients

Communities that consistently trust R/M as their City, Village, Town, or Utility Engineer:

- Village of Bonduel, WI
- City of Columbus, WI
- Village of Eagle, WI
- Village of Elm Grove, WI
- Erie Sewer Authority, PA
- Village of Fontana-on-Geneva Lake, WI
- Village of Hartland, WI
- Town of Lake Mills, WI
- Village of Merton, WI
- Village of Mishicot, WI
- Village of Mukwonago, WI
- Village of North Prairie, WI
- Town of Norway, WI
- City of Oconomowoc, WI
- Village of Oregon, WI
- City of Peshtigo, WI
- Racine Water & Wastewater Utility, WI
- Village of Saukville, WI
- Village of Thiensville, WI
- City of Tomahawk, WI
- Village of Waukesha, WI

Communities where R/M provides multiple engineering services by augmenting their existing staff:

- Village of Allouez, WI
- City of Brookfield, WI
- City of Fort Atkinson, WI
- City of Franklin, WI
- Village of Germantown, WI
- City of Greenfield, WI
- City of Kenosha, WI
- Village of Menomonee Falls, WI
- City of Pewaukee, WI
- Village of Pewaukee, WI
- Town of Randall, WI
- Village of Slinger, WI
- City of Watertown, WI



ORGANIZATIONAL CHART



Project Manager



Doug Weinkauf

Project Engineer



Cory Horton, P.E.,
CFM, CPESC,
ENVSP

Railroad Specialist



Dixie Weinkauf,
P.E.

Project Engineer



Kevin Wagner, P.E.



DOUG WEINKAUF

PROJECT MANAGER

Doug has worked at Ruekert & Mielke, Inc. since 2022 and has been employed by various engineering consulting firms since 1980. Prior to that he worked for the Federal Government at the United States Geological Survey. He brings approximately 50 years of civil engineering experience to the team. Doug has experience with the design, construction, and operation of railroad tracks, turnouts (switches), railroad yards, and spurs. He has particular experience with handling hazardous materials via rail. Doug has worked with various railroads including the US Army, Union Pacific, Canadian National, Canadian Pacific, Wisconsin Southern, Milwaukee Road, Chicago Northwestern, and Wisconsin Central.

RAILROAD EXPERTISE

Doug has been working in the railroad industry throughout his career. His experience includes extensive work on:

- Railroad Design
- Construction Management
- Permitting
- Coordination

Doug has served as a railroad inspector for the U.S. Army, inspecting railroad tracks that the Army utilizes for their operations. He has been involved in various aspects of railroad coordination, including addressing a number of derailments in the Wisconsin region.

AGENCY FUNDING AND COORDINATION

In his work with design and construction of railroads, Doug has been involved extensively with coordination efforts with the WisDOT Railroad Section, to secure railroad permitting for projects, coordinate grant funding for railroad projects, and negotiate with railroad companies. Doug has successfully secured more than \$7 million in funding for railroad construction projects. His experience with railroad funding and his understanding of the application and administration processes give him unique perspective on what funding is appropriate for projects, and how best to pursue this funding.

CONTACT

920.876.6382
doweinkauf@ruekert-mielke.com

EDUCATION

- Master of Science, Civil Engineering
- University of Maryland, College Park
- Bachelor of Science, Civil Engineering
- University of Wisconsin, Madison

REGISTRATIONS

- Former Professional Engineer - WI, MN, MI, IL, VA
- Former US Army Certified Railroad Track Inspector (one of approximately 120 inspectors)



DOUG WEINKAUF
PROJECT MANAGER

EXPERIENCE

Milwaukee Road Railroad

Doug was involved with the cleanup and repair of the railroad tracks in Rothschild, Wisconsin caused by a 50+ railroad car derailment. The track was shut down for approximately 24 hours, and this incident occurred on the railroad tracks that extend from Wausau south to Junction City.

Chicago Northwestern Railroad

Doug was involved with the cleanup and repair of railroad tracks in Edgar, Wisconsin caused by the derailment of six railroad cars carrying agricultural lime. The derailment was caused by poor railroad spur operations by a contractor and cars were run through a derailer at yard speed. The cars were unloaded and moved back onto the track for removal.

Wausau Paper Mill - Brokaw Plant

Doug was the chief designer and construction inspection engineer for the design, construction, and operation of a chlorine railroad tank car unloading facility for the Wausau Paper Mills' Brokaw Plant. The project included the design of the track and turnouts (switches) for this facility. Safety was a large concern for this project, with any car derailment leak requiring the evacuation of the paper mill and the entire Village of Brokaw. No spills occurred during the life of this facility (approximately 26 years).

Wisconsin Rapids Business Park Railroad Spur

Doug was one of the designers that located, designed, and inspected construction of a railroad spur that serves the Wisconsin Rapids Business Park. This spur has over 2,500 feet of track and has four turnouts which was designed to serve a large grain elevator, a large ag-chemical facility, and a windmill production facility.

Manitowoc Proposed Propane Terminal

Doug was the chief designer for the proposed Manitowoc Proposed Propane Terminal. This terminal is proposed to have over five miles of railroad track and numerous turnouts. Doug was also involved with the operations of this facility. He was the lead person representing the client with the Wisconsin Department of Transportation Railroad section to obtain financial assistance with this project. Doug also enlisted the assistance of the DOT Railroad Section with the negotiations between the client and the Canadian National Railroad.



DIXIE L. WEINKAUFF, P.E.

RAILROAD SPECIALIST

Dixie has worked at Ruekert & Mielke, Inc. since 2022 and has had various engineering consulting experience since 1986. Prior to her employment with R/M, she worked for the Milwaukee Metropolitan Sewerage District and the Washington, D.C Suburban Sanitary Commission as a Civil Engineer. Dixie has approximately 45 years of civil engineering experience. She has experience with the design, construction, inspection, and operations of railroad tracks. She has worked with various railroads including the US Army, Union Pacific, Canadian National, Canadian Pacific, Wisconsin Southern, and Wisconsin Central.

CONTACT

-  920.876.6382
-  diweinkauff@ruekert-mielke.com
-  Green Bay

EDUCATION

- Bachelor of Science, Civil Engineering
- University of Maryland, College Park
- Bachelor of Arts, Business Administration
- University of Maryland, College Park

REGISTRATIONS & AFFILIATIONS

- Professional Engineer- WI
- Certified Railroad Track Inspector - US Army (one of approximately 120 certified inspectors)

EXPERIENCE

Baudette, Minnesota

Dixie headed a team who sited, designed, and inspected construction of a railroad spur for a large propane terminal in Baudette, Minnesota. The Canadian Railroad required an extra six inches of ballast thickness under the track because of the potential hazard of a propane railroad car overturning, leaking, and catching fire.

Portage, Wisconsin

Dixie headed a team who sited and designed a railroad spur for a large propane terminal in Portage, Wisconsin. This site is on the Canadian Pacific Railroad. Dixie was able to obtain a \$1.2 million low interest Department of Transportation Railroad Section loan for this facility.

Blair, Wisconsin

Dixie headed a team who sited and designed a railroad spur to serve a grain elevator and frac sand loading facility. She was able to obtain more than \$2 million low interest Department of Transportation Railroad Section loan for this facility.

Fort McCoy, Wisconsin

Dixie performed the inspections for the U.S. Army railroad tracks, turnouts, and railroad crossings serving Fort McCoy between 2015 and 2022. The Army required special training to become certified as an inspector of their tracks. Dixie attended and passed the Army course in 2015 and again in 2020. There are three tracks that cross Highway 21 (a heavily trafficked highway) that has crossing guard gates and lights. Also, there are many urban type railroad crossings on the base that need to be inspected. The railroad needed to be inspected at least once every 90 days and before any large deployments.

45+

» years «
experience



CORY L. HORTON, P.E., CFM, CPESC, ENVSP

PROJECT ENGINEER

Cory is the municipal team leader and office manager for the Madison office. With more than 25 years in the industry, Cory has extensive experience with municipal engineering, infrastructure design, parks, water and natural resources, and development projects. His diverse background includes working as a regulatory engineer, serving as a Director of Public Works, and even holding an elected office. One of Cory's primary skill sets is to identify and secure funding for clients. Throughout his career, Cory has secured nearly \$100 million in grant funding.

CONTACT

- 608.819.2600
- chorton@ruekert-mielke.com
- Madison

EDUCATION

- Master of Science, Civil and Environmental Engineering - University of Wisconsin, Madison
- Bachelor of Science, Civil Engineering - University of Wisconsin, Madison
- Associate of Science, Engineering Science - College of DuPage

REGISTRATIONS & AFFILIATIONS

- Professional Engineer- WI, IL
- Certified Floodplain Manager
- Certified Professional in Erosion and Sediment Control
- Envision Sustainability Professional
- American Society of Civil Engineers
- American Public Works Association
- Southwestern Wisconsin Association of Public Works Supervisors

EXPERIENCE

Director of Public Works*

City of Fitchburg

Cory was previously the Director of Public Works and City Engineer for the City of Fitchburg. Responsible for oversight of the engineering, building inspection, parks, utility, streets, and building maintenance divisions. Cory reviewed numerous developments from the land division process through construction. Cory was responsible for implementation of capital projects and budgets for the City's Public Works Department. He worked with Wisconsin Southern Railroad on: establishment of a quiet zone, abandonment of an existing road crossing, establishing a new road crossing of the rail, and several major utility projects under and within the rail corridor.

Crossman Road Reconstruction*

Town of Lake Mills

As a consultant, Cory serves as the Town of Lake Mills Engineer. Cory prepared a successful Multimodal Local Supplement (MLS) grant application for the 1.8-mile-long roadway reconstruction project, which provided \$435,000 in grant funding for the work. Cory was then the Engineer of Record for the design, permitting, and construction of the road, intersection improvements, stormwater improvements, and roadway and shoulder widening. Cory also assisted with the bidding process, construction administration and grant documentation for reimbursement.

Lacy Road*

City of Fitchburg

Cory was responsible for this Transportation Alternatives Program (TAP) grant funded roadway reconstruction project in the City of Fitchburg. The reconstruction added a 1.5-mile-long 10-foot-wide multi-use path, buffered on street bike lanes, water and sanitary sewer extensions, the construction of a new roundabout, retaining walls, and the reconstruction of the roadway from a rural to urban cross section. Cory was involved with the TAP grant application, public involvement, design, property acquisition, permitting, public bidding through the WisDOT process, and construction observation for the project.

Wisconsin Department of Transportation*

Transportation Economic Assistance

Cory assisted the City of Fitchburg with grant writing, construction administration, and grant administration for the construction of a new road, Sub-Zero Parkway. The grant award was \$1,000,000.

*Experience prior to working at R/M



KEVIN J. WAGNER, P.E.

PROJECT ENGINEER

Kevin has worked as a design engineer on civil and municipal projects with a focus on road and storm water design, infrastructure management, and planning. Kevin also integrates municipal technology with his work, including asset management software, needs assessments, and GIS master planning.

EXPERIENCE

Village Engineer

Village of Bondeul

Kevin is the Village Engineer for Bondeul, and works with the Village to address their infrastructure needs while maintaining their focus on fiscal responsibility. Kevin is in the process of finalizing an update to the Village's 20-year Capital Improvement Plan.

City Engineer

City of Tomahawk

R/M serves as City Engineer for the City of Tomahawk. Kevin conducted a city-wide storm water analysis study and works with the City on the design and construction of their annual road projects. Kevin's expertise in road design, pedestrian access, and storm water improvements have aided the City in addressing their infrastructure needs.

East Park Commerce Center

City of Stevens Point

Kevin has been one of the project managers for the design of the East Park Commerce Center projects. This includes roadway and utility extensions, water system planning, agency coordination, and conceptual railroad planning coordination.

Municipal Engineering Experience

- Village of Bondeul - Road, Water, and Storm Water Systems, Development Review, Erosion Control, Capital Planning
- City of Tomahawk - Road, Water, Sewer, and Storm Water Systems, Capital Planning, TID Development, Railroad Coordination
- Village of Mishicot - Road Reconstruction, Flood Plain Modeling
- City of Peshtigo - Road, Water, Sewer, and Storm Water, Railroad Permitting and Coordination
- City of Shawano - GIS Assessment, Water, and Sewer Rates
- Village of Ashwaubenon - Water Rates, Capital Planning, Construction Review
- Village of Mukwonago - Railroad Quiet Zones
- City of Menasha - Road, Water, Sewer, and Storm Water Systems and Review
- City of Stevens Point - Road, Water, Sewer, and Storm Water Systems; Railroad Conceptual Planning Coordination
- City of Green Bay - Storm Water Management
- City of Oconomowoc - Railroad Permitting and Coordination
- Town of Gibraltar – Transportation Utility Implementation

CONTACT

- 920.876.6382
- kwagner@ruekert-mielke.com
- Green Bay

EDUCATION

- B.S. - Civil Engineering - University of Wisconsin, Milwaukee

REGISTRATIONS & AFFILIATIONS

- Professional Engineer - WI
- American Society of Professional Engineers
- Wisconsin Society of Professional Engineers
- American Council of Engineering Companies of Wisconsin
- Institute of Asset Management



» professional «
engineer

PROJECT EXPERIENCE

RAILROAD PROJECT DESIGN

Fort McCoy

Key Project Staff: Doug Weinkauff, Dixie Weinkauff, P.E.

This project required the inspection of the U.S. Army railroad tracks, turnouts, and road crossings serving Fort McCoy. The Army required special training to become certified as an inspector of their railroad. Dixie Weinkauff attended and passed the Army course in 2015 and again in 2020. Doug Weinkauff attended and passed the Army course in 2015. The inspections were carried out between 2015 and 2022.

There are approximately nine miles of railroad tracks on the base that needed to be inspected. The base has 20 turnouts (switches) that were also inspected. Three railroad tracks cross Highway 21 (a busy highway). The crossings are concrete and have crossing guard gates and lights. This busy crossing was given special attention during each inspection. Also, there are 10 urban-type road crossings on the base that needed to be inspected.

The Army railroad needed to be inspected at least once every 90 days and before any large deployment.

Wausau Papers Chlorine Unloading Facility

Key Project Staff: Doug Weinkauff, Dixie Weinkauff, P.E.

This project required the filling of an area approximately 500 feet long by 50 feet wide using sheet piling to separate the unloading fill area from an employee parking lot. The facility had approximately 700 feet of railroad tracks, one turnout (switch), and two chlorine gas unloading towers. Safety was a great concern because if a railroad car containing chlorine overturned and leaked, the entire Willage of Brokaw and the mill (with 1,200 employees) would have to be evacuated. This project was completed in 1986 and the facility served the mill until the mill shut down in 2012. No spills, leaks, or problems were encountered during the life of this facility.

Manitowoc Propane and Railroad Car Storage Project

Key Project Staff: Doug Weinkauff, Dixie Weinkauff, P.E.

This project is still in the design phase. It will serve a propane unloading terminal that is projected to have four turnouts, 1,500 feet of track, a propane unloading tower, and over one million gallons of propane storage. The project is also projected to have five miles of railroad car storage tracks, four road crossings, three railroad bridges over streams, and two railroad car cleaning buildings each approximately 250 feet long.

Baudette Propane Terminal

Key Project Staff: Doug Weinkauff, Dixie Weinkauff, P.E.

This project consisted of approximately 1,700 feet of 115-pound rail, three turnouts, one propane unloading tower, two road crossings, 700 feet of propane transport pipeline, 1,000 feet of new access road, and 500,000 gallons of propane storage. The Canadian National Railroad required that the new track have an additional six inches of ballast beneath the railroad ties because of the potential hazard of an overturned propane car leaking and catching fire.

ADDITIONAL RAILROAD COORDINATION AND PERMITTING

Railroad Crossings with Utilities and Roadways

Key Project Staff: Kevin Wagner, P.E., Cory Horton, P.E., CFM, CPESC, ENVSP

Railroad Quiet Zone Updates and Adjustments

Key Project Staff: Kevin Wagner, P.E., Cory Horton, P.E., CFM, CPESC, ENVSP

FUNDING

WisDOT - Transportation Economic Assistance

Key Project Staff: Cory Horton, P.E., CFM, CPESC, ENVSP

This project involved assisting the City of Fitchburg with grant writing, construction administration, and grant administration for the construction of a new road, Sub-Zero Parkway. The grant award was \$1,000,000.

USDA Climate Smart Commodities Grant

Key Project Staff: Cory Horton, P.E., CFM, CPESC, ENVSP

This project involved working with a private agricultural company to identify and secure a \$40 million grant to implement conservation farming practices aimed at climate resilience.

ASSESSMENT AND STUDIES

Our project team has experience with a variety of studies, including utility service area studies, conceptual analysis studies, and conceptual planning for regional development.

Key Project Staff: Kevin Wagner, P.E., Cory Horton, P.E., CFM, CPESC, ENVSP

As part of our capital planning and asset management work, our staff considers comprehensive and strategic plans, future growth and development forecasts, and potential impacts on emergency management services.

Key Project Staff: Kevin Wagner, P.E.





PROJECT APPROACH

PROJECT OBJECTIVE

The goal of this study is to determine what the best approach is to mitigate the risk for residents and business owners west of the railroad. The Village will need to be provided with appropriate and effective alternatives for evaluation and will need thorough evaluation of the applicability and feasibility of these options. Identification of grant funding will be essential to make some of the most effective solutions possible for consideration. Coordination with Canadian National Railroad (CN) will be critical to determining the best solution(s), and the involvement of the WisDOT Railroad Section will be instrumental in that coordination. Our project team has the experience and expertise needed to help the Village determine the best mitigation strategy for this railroad corridor.

Existing Conditions

The existing railroad tracks running through the Village in the study area are owned by CN, with the railroad track to the north being owned by Fox Valley and Lake Superior Railroad (FVLS). The existing road crossings are at Gardner Park Road, Cedar Road, Wianecki Road, Happy Hollow Road, Nelson Road, and Flanner Road. Approximately 400 properties within the Village have the potential to be impacted by an incident in the study area.

The railroad tracks in the study area are continuously welded rail with an approximate weight of 136 pounds per three feet. The road crossings at Nelson Road, Happy Hollow Road, and Cedar Road consist of transverse wood blocks over wooden ties with asphalt between the transverse wood blocks, and none of the crossings have guard gates. For the section of railroad extending from the north end of

the project study area to the Wisconsin Public Service (WPS) Weston Power Plant, all crossings are concrete, as opposed to transverse wood blocks over wooden ties, and guard gates are in place for each of these crossings as well.

There is a paved bike path on the west side of the railroad tracks that runs through the study area. This bike path could potentially be used in an emergency if a small derailment occurred, for emergency vehicle access, but some potential incidents (such as a hazardous material spill) could make this path impassable.

KEY CONSIDERATIONS

Railroad Track Turnout

There is a railroad track turnout (switch) just north of the study area, that serves the WPS Weston Power Plant. Due to nature of a switch, and the mechanical equipment and movement served by a switch, a turnout naturally increases the potential of derailments. Unit trains use this turnout and if a locomotive(s) derails on this turnout the track would be blocked for approximately 1.25 miles south of that point. This derailment would close many or possibly all of the study area road crossings. Moving those cars, even if the cars were not derailed, would be a significant undertaking. Multiple locomotives would likely be required, and would likely be brought from Stevens Point, and the existing cars would need to be decoupled from the derailed locomotive(s). This turnout is a key factor in potential derailments, and we would anticipate inspections of this turnout by CN would be a part of the solutions to potential derailments on the track in the study area.

PHASE 1

Preliminary Research

Our preliminary research on this project would include site visits, with inspections of the railroad track, crossing and road characteristics for each road crossing, as well as an assessment of the existing road conditions and characteristics for the key roadways that provide connectivity west of the railroad (Grant Road, Cedar Road, Helke Road, etc.). We would collect and review relevant emergency access and management data, as provided by the Village, and available through other agencies. We would identify the existing concerns and issues, defining the parameters for which we would proceed with the future phases of the study, and identify opportunities to work with other agencies during this project. Our team would develop a list of potential alternatives to address the existing issues, and provide a comparison of alternatives, with potential benefits and drawbacks, and initial high level cost estimates, for scope comparison consideration.

Agency Coordination

Agency Coordination would be a key aspect of this study. We would use our staff connections with the Railroad Section at WisDOT to obtain their support in the negotiations with CN. We would also identify grant money and low interest loan opportunities for the potential crossing improvements, and other recommended improvements that may be identified as part of this study for CN to undertake. We would also reach out to Marathon County, and the Fox Valley and Lake Superior Railroad as part of our coordination efforts, as well as any other agencies that may be identified, or recommended by Village, County or WisDOT staff.

PHASE 2

Qualifications of Preliminary Recommendations

The first step of qualifying recommendations would be an evaluation of the Village’s 2019 Comprehensive Plan, as well as the 2019-2024 Village Strategic Plan, to determine how the potential recommendations would align with or be affected by the Village’s plans. Our evaluation of the current and future railroad activity would include discussions with both CN and FVLS, to obtain current usage data, and any future usage forecasts. We would work with the WisDOT Railroad Section to assist us with our railroad coordination and help verify the future activity forecasts.

Based on our preliminary research, Village planning efforts, and anticipated railroad usage, we would determine the best alternative to focus on as a primary solution, as well as two alternate scenarios, and a do-nothing scenario. We anticipate alternatives to range from options such as grade separation at a crossing, and establishment of an alternate access route, to changes in train operations or speed, to minor upgrades at crossings and increased inspections.

Railroad Coordination

Coordination with and acceptance of alternatives by CN will be critical component to successful implementation of recommended improvements. Our team plans to coordinate with Village staff as well as WisDOT staff prior to negotiation efforts with CN, to ensure that we are strategic and intentional in these efforts with CN.

PHASE 3

Funding Evaluation

Cost will be a key consideration for the comparison of the proposed alternatives, and in the current construction environment, project costs have ranged significantly depending on when projects are bid, and what current constraints and limitations are present in the construction industry and their supply chains. Our cost estimates would be provided with a potential cost range, to try and limit the possibility of project bids coming in above the funding amount available. Grant funding will be a key component in the financing of proposed improvements, and our team will work to identify opportunities from WisDOT, the WisDOT Railroad Section, the EPA, and from other state and federal sources. Lastly, we will lay out what improvements would be recommended if other alternatives are not feasible or fundable.

PHASE 4

Finalize Report

The last phase of the study will be the finalization of the report for the study. We would solicit public feedback through a public comment process or through a public meeting. We would then account this feedback as appropriate and submit the draft report to the Village for review. We would then incorporate the Village staff’s comments and adjustments to finalize the Accessibility Study Report. We would complete the project with presentations to the CLIPP Committee, and then to the Village Board.

ESTIMATED FEE

Section 9, Item Y.

Railroad Accessibility Assessment Study	
Phase 1	\$8,000
Phase 2	\$8,000
Phase 3	\$4,500
Phase 4	\$4,000
Total Project Cost	\$24,500



PROPOSAL TO PROVIDE ENGINEERING SERVICES FOR

RAILROAD ACCESSIBILITY ASSESSMENT STUDY

Kronenwetter, WI March 11, 2024



Presented to:
Leonard Ludi
Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Presented by:
Kurt Farrenkopf, PE
Central Office Project Manager
Kapur & Associates, Inc.
7711 North Port Washington Road
Milwaukee, WI 53217

March 11, 2024

Leonard Ludi
Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

RE: RFP for Railroad Accessibility Assessment Study

Dear Mr. Ludi,

As a firm deeply invested in the communities and individuals our work impacts, **Kapur & Associates, Inc. (Kapur)** not only admires the Village of Kronenwetter for exploring alternatives to address vehicle delays, but the impacts to emergency services and evacuation routes should a Canadian National Railroad train west of Old Highway 51 restrict traffic.

Having spent the past 40 years mastering the comprehensive skillset needed to deliver award-winning work, we are confident in our ability to evaluate the Village's emergency access management strategy and provide alternatives that optimally and appropriately balance the safety and operating efficiency of the surrounding area's roadways. Our team of professionals, located nearby and renowned for their ability to respond quickly to critical schedules and peak workloads, is immediately available and ready to assist you with this undertaking.

As demonstrated by our execution of previous projects, Kapur strives to exceed expectations in everything we do, and we will commit the necessary company resources to complete the scope of services outlined in the RFP successfully. Each person serving you has been selected with consideration for their prior experience and proven ability to perform at the highest level, and our strong local connections and geographical familiarity will no doubt lead us to exceed your expectations.

By partnering with Kapur, a firm known for its successful collaborations with local municipalities and state and federal agencies, you can be certain our work together will be something we can look back on with pride.

The following proposal has been prepared in accordance with the requirements outlined in the RFP, and we appreciate having the opportunity to submit it.

We eagerly await your review and feedback – please feel free to contact me with any questions.

Sincerely,



Kurt Farrenkopf, PE
Central Office Project Manager
7711 North Port Washington Road
Milwaukee, WI 53217



Richard Schneider, PE
Local Project Manager
700 Eagle Nest Boulevard
Rothschild, WI 54474



TAB 2 – GENERAL BACKGROUND OF FIRM AND ORGANIZATIONAL CHART



Kapur & Associates, Inc. (Kapur) is a multi-discipline consulting engineering firm with branch offices in Wausau, Madison, Burlington, Appleton, and downtown Milwaukee, and a corporate office in Milwaukee. Established in 1981, Kapur employs more than 425 professionals and provides services to cities, counties, state agencies, sewerage districts, and developers.

We've been fortunate to become the trusted business partner to so many through a demonstrated history of providing exceptional and economical technical knowledge across every phase of our client's projects. The collective efforts and expertise of our personnel provide timely, cost-effective, and sustainable solutions to those we work with, many of whom we're also fortunate enough to call neighbors and friends.

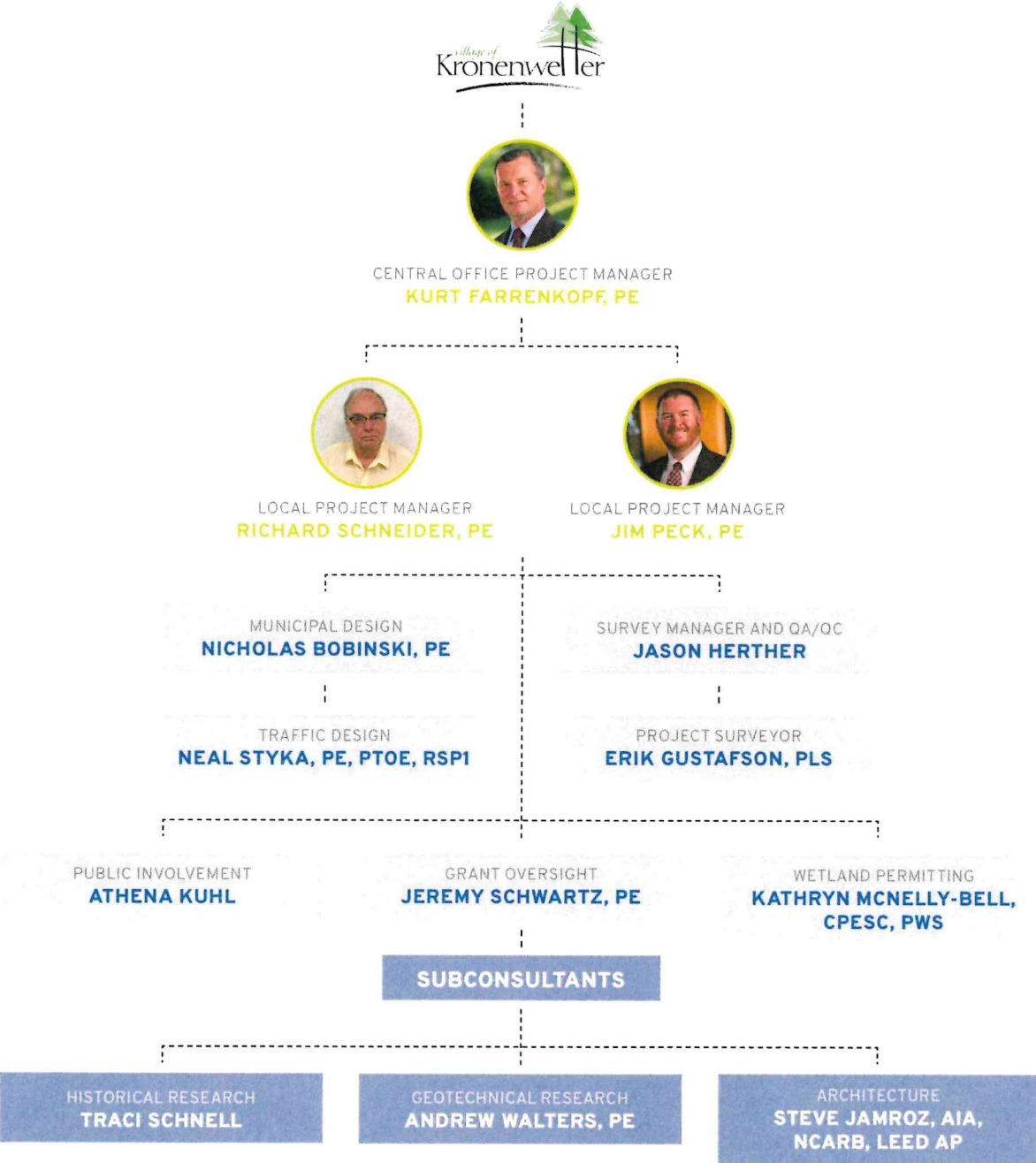
In addition to being driven by having our work make an impact locally, Kapur rewards employees by making them an owner under our Employee Stock Ownership Program. This encourages every individual to take ownership and pride in our company and projects, resulting in personalized service and allowing us to forge long-term relationships with clients. We nurture an atmosphere of teamwork and innovation, and our forward-thinking has allowed us to become associated with some of Wisconsin's most memorable projects.

Our mission is to develop the close, professional, and honest relationships needed to understand the expectations of our clients so that we can provide the quality services required to exceed their definition of success. We're passionately committed to delivering infrastructure, protecting the environment, cultivating relationships, and connecting with the community.

Kapur's overall firm services include:

- Transportation engineering
- Structural engineering
- Land survey/platting
- Municipal engineering
- Site development
- Landscape architecture
- Environmental
- Natural resources
- Wastewater/water
- Stormwater management
- 3D modeling & scanning
- Construction management
- GIS & asset management
- Power & energy
- Economic development
- Public involvement

ENGINEERING SERVICES - RAILROAD ACCESSIBILITY ASSESSMENT STUDY TAB 2 - GENERAL BACKGROUND OF FIRM AND ORGANIZATIONAL CHART





TAB 3 – OVERALL MUNICIPAL EXPERIENCE

MUNICIPAL ENGINEERING

Kapur has provided municipal engineering services for more than 25 years and has completed hundreds of projects, such as solving surface water and drainage issues related to stormwater management and performing storm sewer infrastructure improvements. We offer a full range of technical disciplines to help each community achieve its goals. Our expertise in hydrology and hydraulics ranges from area-wide comprehensive watershed and citywide stormwater management to individual site drainage and erosion control plans. Our staff is highly qualified to serve your community, and we are readily available on short notice to provide virtually any engineering service you require.



SOUTH 68TH STREET
CONCRETE REPLACEMENT
GREENFIELD, WI

Municipal services offered:

- Full-service survey
- Street design
- Retaining wall, culvert, & bridge design
- Well, water treatment, & pump house design
- Storm sewer design
- Stormwater management plans
- Sanitary sewer design/rehab
- Water studies/elevated tank & reservoir design
- Hydraulic modeling
- Park & recreation facilities
- Bike path planning
- GIS databases & mapping
- Capital improvement planning
- Create & manage TIF districts
- Manage grants & loans
- Smart City technologies

TRANSPORTATION

From planning through construction, our roadway specialists provide the most economical, long-term solutions for projects of any size. We find unique solutions that blend safety for the traveling public with sustainable facilities that your community can rely on for years to come. Our staff of more than 25 transportation design professionals is divided into five project teams that can respond quickly to critical schedules and peak workloads. The transportation team’s design experience includes freeways and interchanges, urban expansion, rural highways, and local street program planning and implementation. From two-lane roads to multiple-lane interstate highways, Kapur offers a full range of services to provide our clients with the best solutions to address their needs.



MILWAUKEE AVENUE, BURLINGTON, WI

Transportation services offered:

- Field survey & GIS mapping
- Location & corridor planning studies
- Environmental documents (EIS/EA/ER)
- Public involvement
- Phase I through IV Hazardous material investigation/remediation
- Transportation project plat
- Local streets repair & reconstruct
- Rural/urban highways
- Freeways & interchanges
- Roundabout analysis/design
- Roadway lighting
- Drainage analysis/design
- Erosion control
- Traffic control/staging
- Marking & signing
- Stormwater management reports (PDR, ESR, DSR, & SSR)
- Sidewalk/multiuse trails - CMAQ Grant Applications
- Agency coordination/permitting
- Utility coordination



TAB 3 – OVERALL MUNICIPAL EXPERIENCE

SURVEY

Kapur is a national leader in the collection and use of survey data through emerging technology, and utilizing cutting-edge equipment and software is nothing new to our team. We implement and advance the application of data from BIM modeling, Automated Machine Guidance, and HDS scanning, and we find efficiencies from start to finish within projects to uncover cost savings for our customers – every day on every project. Accuracy is critical to the success of any engineering project, and our field crews have extensive experience performing control surveys using the most modern equipment available, and we employ experts across many fields on some of the largest projects in the country.

Our survey services are provided as follows:

- Parcel mapping
- Property boundary surveys
- Construction layout
- AMG survey
- Monumentation
- ALTA/ACSM Land Title Surveys
- Construction staking
- Building information modeling
- Right-of-way platting
- Land records research
- Transportation design surveys
- As-built surveys
- Topographic survey with in-field base mapping
- Zoning maps/descriptions
- Hydrographic survey
- HDS scanning
- Tunnel alignment survey
- Geographic Information Systems
- Custom GIS web mapping

NATURAL RESOURCES

Kapur specializes in natural resource issues related to development and construction projects. Our team’s experience includes wetland delineation as well as the design and permitting of lakeshore and stream bank improvements. We expertly serve as our client’s liaison to relevant agencies, including the DNR, USACE, and EPA, and as a coordinator of permitting and compliance issues related to the Clean Water Act, NR216, NR151, NR103, and Chapter 30. Kapur develops designs and provides environmental compliance inspections that protect our waterways and wetlands by ensuring minimal impacts on these natural resources.

Kapur’s natural resources services include:

- Wetland delineation, mitigation, & enhancement
- Ordinary high water mark (OHWM)
- Point of navigability determinations
- Stream corridor restoration
- Lakeshore improvements
- Stormwater, wetland, & waterway permitting
- Endangered resources certified reviewer
- Grant writing
- Construction site erosion & sediment control compliance inspection, management, & education

PUBLIC INVOLVEMENT

Involving the community in two-way dialogue is critical to the successful completion of any project, and throughout the course of the project, Kapur will share clear and consistent information with project stakeholders – when they receive understandable information, they can provide meaningful input and help achieve a successful project. We have strong local connections, allowing us to work efficiently and accomplish as much behind the scenes as necessary so all you do is approve our work and attend meetings.

Our public involvement tools and services include:

- Newspaper inserts/ads
- Fact sheets
- Newsletters
- Direct mail
- Website information
- Issue papers
- Briefings for elected officials
- Focus groups
- Public information meetings
- Public hearings
- Advisory groups
- Meeting facilitation/strategy
- Exhibits
- Renderings/Google Earth imagery



LISBON ROAD REHABILITATION & RECREATIONAL PATH
FIRM DESCRIPTION

TAB 4 – EXPERIENCE OF PROJECT MANAGER



KURT FARRENKOPF, PE

Central Office Project Manager

PROFILE

A project manager with 37 years of experience, Kurt is responsible for all aspects of the development process required for the construction of public infrastructure projects. He specializes in highway and street construction and reconstruction, multi-use bicycle and pedestrian facilities, and municipal street and utility public works projects. He has successfully completed dozens of WisDOT, WDNR, Division of State Facilities, private development, and public works projects for numerous clients throughout his career. Kurt is highly competent in all agency and utility coordination requirements, public involvement, cost estimating, budgeting, and design.

PUBLIC WORKS PROJECT EXPERIENCE

Village of Elkhart Lake, WI

Since 1987, Kurt has served as the project manager and designer for the construction of numerous utilities and street improvement projects for this community in Sheboygan County.

Village of Fredonia, WI

Since 1997, Kurt has served as the project manager and designer for the construction of numerous sewer and water utilities, storm sewer, and street reconstruction projects for this community in Ozaukee County

Village of Random Lake, WI

Project manager and designer for the construction of new sewer and water utilities, storm sewer, and street reconstruction, in conjunction with the development of a new industrial park.

ADDITIONAL PROJECT EXPERIENCE

Old Highway 51, Knowlton, WI

Project manager overseeing design and construction management for the project, which consisted of pavement replacement of 3.3 miles of existing roadway by undercutting the existing base and adding breaker run through the road core, EBS where necessary, curb and gutter at isolated locations, base course, and HMA pavement. Several deteriorated cross culverts were also replaced, and a drainage analysis was conducted to determine the adequate pipe size. The project also required coordination between an adjacent WisDOT reconstruction project at Old Highway 51 and STH 34.

Business Campus Multi-Use Trail, Wausau, Marathon County, WI

Project manager for a 1.5-mile multi-use recreational trail on 72nd Avenue. The project was a TAP-funded project and included the design for construction of a 10-foot-wide recreational trail, 1,400 feet of new boardwalk, retaining walls, drainage design, wetland delineation, DNR and ACOE permits, right-of-way-plat, and bid package for a local let.

EDUCATION

BS, Civil Engineering
University of Wisconsin-Platteville, 1986

PROFESSIONAL EXPERIENCE

1987-Present
Kapur, Milwaukee, WI

REGISTRATION
Professional Engineer
WI (#27600)



TAB 4 – EXPERIENCE OF PROJECT MANAGER

Teutonia Avenue, Milwaukee, WI

Project manager for the reconstruction of 2.1 miles of a two-lane urban roadway with on-street parking. It included traffic calming devices, design for eight signalized intersections, on-street bike facilities, survey, storm sewer, erosion control, reports, multi-staged traffic control, and utility coordination.

STH 181 (Wauwatosa Road), Ozaukee County, WI

Project manager for the resurfacing of 2 miles of a two-lane rural and urban roadway. It included traffic calming devices, reconstruction of 20 pedestrian ramps to meet ADA compliance, survey, culvert pipe replacements, erosion control, reports, a combination of detoured traffic and multi-staged traffic control, utility coordination, and right-of-way-plat.

STH 100/STH 57, Milwaukee & Ozaukee Counties, WI

Project manager for the reconstruction and resurfacing of 4 miles of a two-lane rural and 4-lane urban roadway. The project included drainage design, erosion control, reports, multi-staged traffic control, and the rehabilitation of the STH 100 structure.

Coffee Road, New Berlin, WI

Project manager and designer for 1.3 miles of roadway reconstruction, including geometric improvements, three signalized intersections, stormwater management, bicycle and pedestrian accommodations, right-of-way plat, and multi-stage traffic control plan. Included 0.5 miles of two-lane rural to four-lane urban capacity improvement, and 0.7 miles of two-lane rural reconstruction.

CTH N, Hartford, WI

Project manager for preliminary and final design of 2 miles of two-lane rural reconstruction. Kapur provided a full range of design services, including roadway design, stormwater management, erosion control, signing and marking, right-of-way plat, reports, agency coordination, and utility coordination. This project also included the reconstruction of 0.5 miles to a two-lane urban facility with curb and gutter, sidewalk, storm sewer, and a retaining wall to avoid impacts to an adjacent cemetery.

Meadowbrook Road, Waukesha, WI

Project manager for final design of the 0.6-mile portion of the West Waukesha Bypass. Design

included expansion from a two-lane roadway to a four-lane divided facility. Services included roadway plans, storm sewer, erosion control, multi-stage traffic control, and utility coordination.

CTH X, Waukesha County, WI

Project manager for preliminary and final design of the 2-mile capacity improvement and reconstruction of a two-lane rural to a four-lane divided urban facility. Included coordination with structure designers on the replacement of one bridge and the widening of an existing bridge. Services included survey, roadway plans, stormwater management, erosion control, and utility coordination.

I-94 East-West Study, Milwaukee County, WI

Technical services lead for 2.5 miles of corridor study for a freeway expansion. Services included survey, utility coordination, GIS database creation, hazardous materials investigation, and right-of-way plat.

CTH ES, Waukesha County, WI

Project manager for the recondition of 3.5 miles of rural roadway. Design also included incorporating a three-lane TWLTL portion. Services included survey, roadway plans, erosion control, signing and marking, utility coordination, and right-of-way plat.

CTH W, Waukesha County, WI

Project manager for the recondition of 2.3 miles of rural roadway. Services included survey, roadway plans, erosion control, signing and marking, utility coordination, and right-of-way plat.

STH 40, Rusk & Sawyer Counties, WI

Project manager for the reconstruction of 18 miles of rural roadway. Services included survey, roadway plans, erosion control, signing and marking, utility coordination, and right-of-way plat.

Keefe Avenue, Milwaukee, WI

Project manager for the WisDOT Local Program ARRA reconstruction project consisting of 1.1 miles of urban roadway, including geometric improvement, street lighting, utility coordination, storm sewer, landscaping, and multi-stage traffic control.

Winnebago Street, Milwaukee, WI

Project manager for the WisDOT Local Program ARRA reconstruction project.

TAB 5 – MAIN PROJECT TEAM AND RESUMES



RICHARD SCHNEIDER, PE

Local Project Manager

PROFILE

With 50+ years of industry experience, Richard served as the Contract Public Works Director for the Village of Kronenwetter from 1995-2009 for Schneider Consultants before it was bought by Kapur in 2009. He has since been responsible for municipal engineering design, transportation engineering, and construction oversight, including water main, sanitary sewer and storm sewer design and analysis. Richard is proficient in the use of Civil 3D, WaterGEMS, SewerGEMS, and Civil GeoHECRAS.

VILLAGE OF KRONENWETTER PROJECT EXPERIENCE

General Infrastructure

Modeling, design, plans, specification, and bidding documents for 15,000 lineal feet of water main, 13,000 lineal feet of sanitary sewer, 9,000 lineal feet of storm sewer, and 30 miles of road reconstruction.

Software Utilized: Civil 3D, WaterGEMS, SewerGEMS, and Civil GeoHECRAS

Lift Stations

Modeling, design, plans, specification, and bidding documents for seven lift stations, including approximately 1.5 square miles of a sewer service area, sanitary sewer utilizing real-time flows (unsteady) to establish deficiencies in the existing main lift station (LS1), and design new 650 GPM lift station.

Software Utilized: SewerGEMS and Civil 3D

Old Highway 51

Modeling, design, plans, specification, and bidding documents for 3.5 miles from the south municipal border to the north border. Included coordination with CN Railroad for six crossroads.

Old Highway 51/Kowalski Road/Gardner Park Drive Relocation

Modeling, design, plans, specification, and bidding documents for relocated new railroad crossing including approval from CN Railroad.

Kronenwetter Drive Bridge & Approaches

Modeling, design, plans, specification, and bidding documents for the new bridge carrying Kronenwetter Drive over Bull Junior Creek.

Plaza Road Bridge & Approaches

Modeling, design, plans, specification, and bidding documents for Plaza Road over Bull Junior Creek.

Watershed Drainage & Design

Modeling, design, plans, specification, and bidding documents for multiple storm water detention ponds and related storm sewer.

Grant Writing

Grant writing for DNR and DOT LTRIP Grants. Also negotiated on behalf of the Village with DOT to upgrade I-94/Kowalski Road overpass project from two-lane to four-lane “Interchange ready” bridge at no cost to the Village.

EDUCATION

BS, Civil Engineering
Marquette University, 1966

PROFESSIONAL EXPERIENCE

2009-Present
Kapur, Wausau, WI

PROFESSIONAL AFFILIATIONS

- National Society of Professional Engineers
- American Society of Civil Engineers
- Wisconsin Rural Water Association
- American Water Works Association
- American Public Works Association

REGISTRATION

Professional Engineer
MI, WI (#13654)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



JIM PECK, PE
Local Project Manager

PROFILE

Having served as project engineer, assistant project engineer, structures lead, roadway lead, office engineer, and inspector on 25+ construction projects totaling over \$200 million, Jim has become extremely familiar with WisDOT’s expectations regarding reporting and documentation protocols, ensuring that inspection, documentation, and reporting are performed to these high standards. Jim also excels at coordinating with the project manager to maintain the flow of information for issues, cost, and schedule, and he has exceptional construction knowledge and problem-solving skills that can be utilized to resolve project issues should they arise.

PROJECT EXPERIENCE

CTH A, STH 107 to CTH K, WisDOT NC Region, Marathon County, WI

Jim served as the project engineer for this 7-mile rural highway recondition project, which involved beam guard replacements and paving and testing of hot mix asphalt. Kapur provided overall administration of the contract along with inspection, material testing, erosion control compliance, traffic control compliance, public involvement, utility coordination, measurements, contract change orders, record keeping, and estimates.

Bull Junior Creek Bridge, Kronenwetter, WI

With Jim serving as project engineer/design project manager for this construction of a new two-span bridge and approaches, the project included grading, base course, sanitary sewer, water main, and landscaping.

Cedar Creek Bridge, Marathon County, WI

With Jim serving as project engineer/design project manager for the construction of a new two-span bridge and approaches, this Marathon County Highway Department project included grading, base course, storm sewer, curb and gutter, asphaltic pavement, beam guard, and landscaping.

CTH S, WisDOT NC Region, Vilas County, WI

Jim served as the project engineer for this 3.3-mile rural highway reconstruction project, which included 2 miles of realigned roadway, grubbing, grading, base, installation of a 14-foot structural plate pipe arch, pulverizing and relay of existing asphalt, and HMA paving. Kapur provided administration of the contract along with inspection, material testing, erosion control compliance, traffic control compliance, utility coordination, measurements, contract change orders, record keeping, and estimates.

STH 13, WisDOT NC Region, Price County, WI

Jim served as the project engineer for this 14.1-mile rural highway recondition project, which included surface milling, PWL paving, and testing of over 26,000 tons of HMA. This project also involved 55,000 lineal feet of rumble strips, two culvert pipe replacements, beam guard adjustments, snowmobile crossings, and pavement marking. Kapur provided overall administration of the contract along with inspection, material testing, erosion control compliance, traffic control compliance, utility coordination, measurements, contract change orders, record keeping, and estimates.

EDUCATION

BS, Civil Engineering
University of Wisconsin-
Platteville, 2004

PROFESSIONAL EXPERIENCE

2009-Present
Kapur, Wausau, WI

2004-2009
Schneider Consultants,
Rothschild, WI

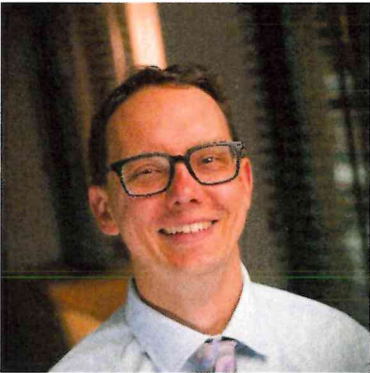
CERTIFICATIONS

- Highway Technician Certification Program:**
- Aggregate Technician I
- Hot Mix Asphalt Technician IPT
- Materials Coordinator Training
- Nuclear Density Technician I
- Portland Cement Concrete Technician I
- Transportation Materials Sampling Technician I

REGISTRATION

Professional Engineer
WI (#40102)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



NEAL STYKA, PE, PTOE, RSP1

Traffic Design

PROFILE

Neal is a project engineer with nearly 16 years of experience specializing in 3D modeling, traffic safety analyses, traffic signal design, pedestrian safety, and traffic simulation modeling. He has worked on numerous award-winning projects, large and small. His experience and knowledge of substantive safety initiatives have helped improve safety and reduce crash severity.

PROJECT EXPERIENCE

I-39/90/94 Corridor Study, Sauk & Columbia Counties, WI

Analyzed existing and future operations of traffic during peak periods along I-39/90/94 using the Highway Capacity Software. Additionally, he conducted a travel time reliability analysis to measure the extent of the consistency of travel times along the corridor from day to day.

39th Avenue, Kenosha, WI

Conducted traffic counts and prepared a traffic memo using Highway Capacity Manual methodology for 39th Avenue that analyzed a potential road diet, reducing the number of driving lanes from two lanes to one lane in each direction with parking and bike lanes. Additionally led a parking study to determine parking occupancy and demand. This removal of parking allowed for a bike lane.

I-43 North-South Freeway, Transit Study, Milwaukee County, WI

Traffic simulation modeler for developing mid- and long-range alternatives for the I-43 freeway corridor between Keefe Avenue and Hampton Avenue, which included replacing the I-43 freeway structure that spans the URT rail lines. Alternatives developed required complex interchanges and expansion and included options for collector-distributor roads, single-point urban interchanges, and diverging diamond interchanges. Neil used current and traffic projections to develop traffic simulations to determine the geometric configuration of each alternative and the level of service of each intersection.

I-43 North-South Freeway, Ozaukee County, WI

Designed and modeled two roadways that cross I-43. He evaluated the existing speed limit to determine if the roadway geometrics matched, designed an improved guardrail system, and completed other improvements to modernize the roadways and improve safety.

Moorland Road, Muskego, WI

Project engineer for the 1-mile urban reconstruction between Woods Road and Janesville Road, addressing the substandard roadway geometry and unsafe traffic operations. The reconfiguring included converting the rural section into a two-lane urban section and adding a roundabout to help relieve congestion and improve safety.

EDUCATION

BS, Civil Engineering
Marquette University, 2008

PROFESSIONAL EXPERIENCE

2008-Present
Kapur, Milwaukee, WI

2006-2007
Co-Op Technician, City of Waukesha Public Works, Waukesha, WI

PROFESSIONAL AFFILIATIONS

Director at Large for Education, American Society of Civil Engineers (ASCE)
Institute of Transportation Engineers (ITE)

CERTIFICATIONS

Road Safety Professional Level 1 (RSP1)
Professional Traffic Operations Engineer (PTOE)

REGISTRATION

Professional Engineer
IN, KY, MN, IL (#062069884), WI (#42700)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



NICHOLAS BOBINSKI, PE

Municipal Design

PROFILE

Nick is a senior project engineer with 15 years of experience, specializing in designing highway and roadway construction and reconstruction projects. He is responsible for all aspects of roadway design, including alternative analysis, pavement design, geometric layout, vertical alignment, and traffic control.

PROJECT EXPERIENCE

West Waukesha Bypass, Waukesha County, WI

For this study, conceptual, and preliminary design project, Nick led the development and analysis of numerous alternatives during the preparation of the Environmental Impact Statement. He was responsible for the preliminary design of the southern portion of the project and completed the Design Study Report for the entire 5.2-mile corridor. The preferred alternative included construction on a new alignment as well as reconstruction/expansion of the existing roadway.

I-39/90/94 Corridor Study, Columbia, Juneau, & Sauk Counties, WI

Project engineer for the 40-mile freeway corridor study. Primary tasks include alternative development and analysis, development of horizontal and vertical geometry, 3D corridor modeling, and conceptual staging analysis.

CTH N, Washington County, WI

Project engineer for the preliminary and final design of 2 miles of CTH N in Hartford. Design included converting a portion of the rural roadway to an urban section with sidewalk and curb ramps. Two minor retaining walls were designed to minimize impacts. Prepared Design Study Report, Exception to Standards Report, and Encroachment Report.

STH 32 (Lake Drive), Fox Point, WI

Project engineer for the 2.6-mile resurfacing project, which also includes roadway widening for on-street bicycle accommodations and the addition of six crosswalks to improve pedestrian connectivity. Developed horizontal and vertical geometry to minimize impacts on surrounding residential properties and oversaw the design of curb ramps to meet ADA requirements. Lead plan development including pavement marking and construction staging.

STH 32 (Lake Drive), Shorewood, WI

Project engineer for the 1.2-mile urban pavement replacement project. The project evaluated numerous typical section alternatives and ultimately resulted in the addition of on-street bicycle lanes. Using a 3D corridor model, designed the horizontal and vertical geometry to meet design criteria while minimizing impacts within a fully developed and high-profile residential corridor.

EDUCATION

BS, Civil Engineering
University of Wisconsin-Madison, 2008

PROFESSIONAL EXPERIENCE

2008-Present
Kapur, Milwaukee, WI

2007
Public Works Intern,
Fitchburg, WI

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)
ASCE, Wisconsin Southeast Branch: Board of Directors Member 2015-2018, President-Elect 2019, President 2020, Past President 2021

REGISTRATION

Professional Engineer
MI (#62011070623), WI (#42700)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



JASON HERTHER

Survey Manager and QA/QC

PROFILE

Jason is a project manager with 22 years of experience in surveying using LiDAR and UAV (drone) data to draft for right-of-way design and convert control and field data to drawings. He is responsible for base mapping topographic data, easement exhibits, parcel mapping, final deliverables, project management, and survey fieldwork coordination and oversight. He routinely provides quality control of topography and utility survey.

PROJECT EXPERIENCE

We Energies Lakeshore Lateral, Racine, Kenosha, & Walworth Counties, WI

Led field and office efforts to survey the 95-mile route and coordinated office staff and the design process for the 24-inch high-pressure steel gas main. Coordinated more than eight crews to stake and as-built survey the entire project during installation.

STH 59 (Greenfield Avenue), Waukesha County, WI

Managed base mapping from STH 164 to Calhoun Road.

STH 32, Kenosha County, WI

Managed base mapping from 35th Street to CTH KR and assembled plat submittal.

Wisconn Valley Development Roads, Mount Pleasant, WI

Led field and office efforts to survey, layout, and QA/QC the site for design conflicts. Coordinated four crews to stake and as-built survey the entire project during installation.

Burlington Bypass, Walworth & Racine Counties, WI

Managed base mapping and assembled plat submittal for approximately four miles of side roads for the STH 36/83 bypass.

Rhine Street, Sheboygan County, WI

Managed base mapping and survey fieldwork.

Calhoun Road, Waukesha County, WI

Managed base mapping and plat assembly from Wisconsin Avenue to Gebhardt Road.

Fiserv Forum, Milwaukee, WI

Provided construction stakeout and verification for all site needs, building steel support layout, and positional accuracy. Also performed final as-built survey of site upon completion.

Zoo Interchange, Milwaukee, WI

Led storm sewer conflict surveys and soil borings, monitored well layout and as-built surveying, and addressed survey requests for surface digital terrain models throughout the project.

EDUCATION

Civil Engineering Technician
Moraine Park Technical College, 2001

PROFESSIONAL EXPERIENCE

2001-Present
Kapur, Milwaukee, WI

ENGINEERING SERVICES – RAILROAD ACCESSIBILITY ASSESSMENT STUDY
TAB 5 – MAIN PROJECT TEAM AND RESUMES



ERIK GUSTAFSON, PLS

Project Surveyor

PROFILE

Erik is a professionally licensed surveyor who oversees the operation and supervision of company survey crews. His responsibilities include data coordination, ALTA/NSPS land title surveys, right-of-way plats, transportation project plats, certified survey maps, subdivision plats, condominium plats, survey plats, annexation exhibits, easement exhibits, and legal descriptions. Erik routinely assists our survey team and completes survey tasks as deemed necessary.

PROJECT EXPERIENCE

2023 Street Construction Projects, Greenfield, WI

Coordination and oversight of the construction staking for street construction projects, including the staking of storm sewer, sanitary sewer, water main, curb and gutter, and sidewalk.

Lakeshore Commons Development, Oak Creek, WI

Performed the survey work for the Lakeshore Commons Condominium Development. The tasks included the creation of multiple ALTA/NSPS land title surveys, a certified survey map, a subdivision plat, two condominium plats, and easement exhibits.

Survey Reviewer

Reviews plats of survey, certified survey maps, subdivision plats, and legal descriptions for the Villages of Howards Grove, Elkhart Lake, and Grafton.

Stoughton Hospital, Stoughton, WI

Created a plat of survey for the improvements at Stoughton Hospital and created the certified survey map used to conjoin existing parcels in the expansion of the hospital campus.

CTH D Right-of-Way Plat, Sheboygan County, WI

Right-of-way plat creation for road improvements, including field investigation, courthouse research, and deed interpretation.

STH 23 Monumentation Plat, Plymouth, WI

Created the existing right-of-way monumentation plat for approximately 8.5 miles extending from the west side of Plymouth west to the Sheboygan County line. This project included extensive research within the Sheboygan County courthouse, highway department, real property lister, and WisDOT. The project presented a unique challenge that required incorporating data such as measurements, maps, plats, field notes, and deeds over the span of 100-plus years from multiple highway projects into a single cohesive and accurate monumentation plat.

STH 42 Right-of-Way, Door County, WI

Created the transportation project plat for roadway improvements, including field investigation, courthouse research, and deed interpretation.

EDUCATION

AD, Civil Engineering Technology

Northeast Wisconsin Technical College, 1988

Supplemental courses taken in surveying and AutoCAD

PROFESSIONAL EXPERIENCE

1988-Present

Kapur, Appleton, WI

PROFESSIONAL AFFILIATIONS

Wisconsin Society of Land Surveyors

REGISTRATION

Professional Land Surveyor
WI (#2329)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



ATHENA KUHL

Public Involvement

PROFILE

A graphic communications and public involvement professional within Kapur’s communications department, Athena has five years of experience and is responsible for design and construction project communications, including stakeholder issues, document development, and public meeting planning and execution.

PROJECT EXPERIENCE

County K (60th Street), Kenosha County, WI

Athena was involved in the public involvement efforts for the reconstruction of County K, between 94th Court to the Union Pacific Railroad. The project included reconstructing 2 miles of rural roadway to a four-lane urban roadway with a raised median. Athena’s role included attending and coordinating a public involvement meeting, fabrication and dissemination of construction impacts, coordination with impacted stakeholders on access and delivery services, providing temporary business signage, coordination with local municipalities, project photos, and emailing project updates.

WIS 32 (Sheridan Road), 91st Street to Illinois State Line, Kenosha County, WI

Athena was the public involvement lead for all public outreach materials for this resurfacing project. In addition to meeting with impacted residents and businesses, Athena’s responsibilities included attending and coordinating a public involvement meeting, preparing and distributing informational brochures, working with the project team to provide weekly updates, and coordinating with impacted residents.

Moorland Road, Waukesha County, WI

Waukesha County, in partnership with the Wisconsin Department of Transportation, reconstructed 1 mile of urban roadway between I-94 and US 18 (Bluemound Road). Athena assisted the project team with public involvement efforts that included providing project updates to local and elected officials, assisting and attending the public involvement meeting, quarterly project business meetings, one-on-one communications, and issue management with impacted businesses, construction updates, email blasts, directional sheets, and local businesses signage.

WIS 31 (Green Bay Road), County S to WIS 50, Kenosha County, WI

Athena was the public involvement lead for all public outreach materials of the STH 31 Green Bay Road improvements project. In addition to meeting with impacted residents and businesses, her responsibilities included attending and coordinating a public involvement meeting, preparing and distributing informational brochures, working directly with the project team to provide weekly updates and project photos, and providing temporary business signage.

EDUCATION

AD, Graphic Communications

Gateway Technical College, 2018

AD, Marketing Communications

Gateway Technical College, 2018

PROFESSIONAL EXPERIENCE

2022-Present

Kapur, Milwaukee, WI

2018-2022

De Vor Communications, Germantown, WI

TAB 5 – MAIN PROJECT TEAM AND RESUMES



**KATHRYN MCNELLY-BELL, CPESC, PWS,
DNR ASSURED WETLAND DELINEATOR**

Wetland and Permitting

PROFILE

As Kapur’s Natural Resources Department manager, Kathryn began her career as a scientist in 1999, specializing in natural resource policy and permitting, grant writing, wetland delineation and mitigation, rare species survey, ecological restoration, water quality, geomorphic and flow evaluation, and construction inspection oversight for environmental compliance. She has built equitable partnerships with regulators at state DNRs, the US Army Corps of Engineers, and local municipalities.

PROJECT EXPERIENCE

Good Hope Road, Sussex, WI

This project included the reconstruction and rehabilitation of rural and urban roadway sections. Serving as the natural resource project manager, services included wetland delineation, invasive species mapping, rare species survey, permitting, wetland functional value and mitigation assessment, floodplain impacts, and agency coordination.

CTH D, Sheboygan County, WI

As the natural resource project manager for the reconstruction of 5.5 miles of rural highway, including five intersections, services included wetland delineation, invasive species mapping, rare species survey, wetland mitigation, permitting, and dewatering and stream bypass plans.

CTH DE Silver Creek Bridge Replacement & Creek Relocation, Sheboygan County, WI

As natural resource project manager, services included wetland delineation, waterway evaluation, invasive species mapping, rare species survey, wetland restoration planning, high-capacity dewatering and stream bypass plans, permitting, and agency coordination.

STH 23 Improvements, Princeton to Green Lake, WI

As an environmental reviewer for DAAR Corporation, services provided across the 8.2-mile corridor included wetland mitigation site search, site inventory, and report in accordance to TRANS 400. She assessed approximately 50 acres of prior converted wetlands, provided wetland classification, and evaluated associated waterways, soils, hydrology, vegetative plant communities, construction feasibility and site constraints, rare species habitat, floodplains, and upland habitat.

Martin Drive Extension, Fredonia, WI

Provided natural resource project management services for the construction of the Village’s second east-west roadway corridor, which spanned a wetland and a trout stream. Kathryn provided wetland delineation, geomorphic assessment, rare species review, restoration plans, and bypass/dewatering plans, and applied for all DNR and ACOE permits.

EDUCATION

BS, Biological Sciences
University of Wisconsin-Whitewater, 2001

PROFESSIONAL EXPERIENCE

2006-Present

Kapur, Burlington, WI

2002-2006

Bonestroo, Mequon, WI

2001-2002

Wisconsin DNR, Milwaukee and Sturtevant, WI

1999-2001

SEWRPC, Waukesha, WI

CERTIFICATIONS

WDNR Assured Wetland Delineator

Society of Wetland Scientists, Professional Wetland Scientist

ACOE Wetland Delineation

WDNR Wetland Compensatory Mitigation

DNR NR40 Invasive Species Right-of-Way

Natural Heritage Conservation – Endangered Resources Reviewer

Envirocert International, Professional in Erosion and Sediment Control (CPESC)

National Environmental Policy Act Certified



TAB 5 – MAIN PROJECT TEAM AND RESUMES



JEREMY SCHWARTZ, PE

Grant Oversight

PROFILE

A professional engineer and project manager with 23 years of experience, Jeremy is responsible for the design, permitting, stormwater management, erosion control, and grant writing assistance for municipal and site development projects.

PROJECT EXPERIENCE

STH 57/Valley Road Intersection, Plymouth, WI

With Jeremy creating the submission materials needed, WisDOT awarded the City \$280,000 from the Transportation Economic Assistance Program.

Public Utilities Infrastructure Upgrades, Plymouth, WI

With Jeremy creating the submission materials needed, the City was awarded \$220,000 from the Wisconsin Department of Commerce Community Development Block Grant Planning Program.

Root River Streambank Stabilization, New Berlin, WI

With Jeremy creating the submission materials needed, the City was awarded \$125,000 from the WDNR Urban Nonpoint Source and Storm Water Grant Program.

Stormwater Management Planning Project, Grafton, WI

With Jeremy creating the submission materials needed, the City was awarded \$72,700 from the WDNR Urban Nonpoint Source and Storm Water Grant Program.

City Rain Garden, Pewaukee, WI

With Jeremy creating the submission materials needed, the City was awarded \$50,000 from the WDNR Urban Nonpoint Source and Storm Water Grant Program.

Meyer Park Mullet River Channel Restoration, Plymouth, WI

With Jeremy creating the submission materials needed, the City was awarded \$95,000 from the Sheboygan County Stewardship Fund Grant Program.

Pro-Health Care Park Development, New Berlin, WI

With Jeremy creating the submission materials needed, the City was awarded a \$100,000 WDNR Knowles Nelson Stewardship Grant.

Washington Avenue West Boulevard Redevelopment Area, Racine, WI

With Jeremy creating the submission materials needed, the City was awarded a \$40,070 WDNR Brownfields Green Space and Public Facilities Grant.

EDUCATION

BS, Civil Engineering
University of Wisconsin-Milwaukee, 2000

PROFESSIONAL EXPERIENCE

2006-Present
Kapur, Milwaukee, WI

2003-2006
Key Engineering Group, Milwaukee, WI

2001-2003
HNTB, Milwaukee, WI

PROFESSIONAL AFFILIATIONS

American Society of Engineers (ASCE)

REGISTRATION

Professional Engineer
IN, WI (#40478)

TAB 5 – MAIN PROJECT TEAM AND RESUMES



TRACI SCHNELL

Historical Research

PROFILE

As a longtime Kapur subconsultant and employee of TES Historical Consulting, LLC, Traci’s areas of expertise include historical resource surveys/evaluations, determinations of eligibility, assessment of effects documentation, community resource surveys, national register nominations and questionnaires, and tax credit rehabilitation applications. She has worked as a historical consultant since 1995, establishing her own firm in 2018. As a result, she has completed countless Historic Resource Surveys and Determinations of Eligibility, as well as numerous National Register nominations.

PROJECT EXPERIENCE

North Teutonia Avenue, Ozaukee County, WI

Historic Resource Survey, one DOE and AOE Documentation (No Adverse Effect)

North Calhoun Road to North 124th Street, Brookfield, WI

Survey, two DOEs and AOE, including Memorandum of Agreement

South 82nd to South 76th Streets, West Allis, WI

Survey, three DOEs and AOE (No Adverse Effect)

West Groeling Avenue to West Capitol Drive, Milwaukee, WI

Survey, one DOE and AOE (No Adverse Effect)

West Garfield Street to West Groeling Avenue, Milwaukee, WI

Survey, three DOEs and AOE (No Adverse Effect)

South 76th to South 70th Streets, West Allis, WI

Survey, two DOEs and AOE (No Adverse Effect)

Other Related Research Activities and Positions

- Active researcher for Frank Lloyd Wright Wisconsin (FLLW WI)
- Immediate past president of the Brown Deer Historical Society and former newsletter editor
- Board member and former president, Wauwatosa Historical Society, led research committee for their annual home tour
- Former presenter/teacher for the House History Program at the Milwaukee Public Library
- Past board member and former president of Historic Milwaukee, Inc., led research committee for over 12 years

EDUCATION

MA, Art History & Criticism

University of Wisconsin-Milwaukee, 1995

BA, Art History & Criticism

University of Wisconsin-Milwaukee, 1990

PROFESSIONAL EXPERIENCE

2018-Present

Historical Consulting, LLC, Milwaukee, WI

1995-2018

Heritage Research, Ltd., Menomonee Falls, WI

PROFESSIONAL AFFILIATIONS

Society of Architectural Historians

National Trust for Historic Preservation

TAB 5 – MAIN PROJECT TEAM AND RESUMES



ANDREW WALTERS, PE

Geotechnical Research

PROFILE

As a Kapur subconsultant and department manager for the Wausau and Green Bay offices of American Engineering Testing, Inc., Andrew specializes in geotechnical engineering project management, coordinating subsurface explorations and geotechnical testing, preparing geotechnical engineering recommendations and reports, construction materials testing project management, proposal preparation, scheduling, report review, personnel training and supervision, and concrete imaging.

PROJECT EXPERIENCE

Ryan Street River Utility Crossing, Weston, WI

Responsible for coordination and planning the subsurface exploration and laboratory testing program. Prepared the geotechnical report. The project consisted of expanding the sewer and water utility beneath the Eau Claire River and reconstruction for Trotzer and Apache Lane.

The Home Depot Store #4915 & #4925, Green Bay & West Bend, WI

Project manager of ITC responsibilities, including coordination of field and laboratory testing, report review, and transmittal for parking lot, driveway, sidewalks, and loading dock pavement rehabilitation.

Sanitary Sewer Upgrades, Menominee Indian Tribe, Neopit, WI

Responsible for coordination and planning the subsurface exploration and laboratory testing program and preparing the geotechnical report. The project consisted of utility replacement and partial pavement reconstruction totaling approximately 2.8 miles of roadway.

South Maple Avenue Reconstruction, Green Bay, WI

Responsible for coordination and planning the subsurface exploration and laboratory testing program. Prepared the geotechnical report. The project consisted of utility and pavement reconstruction for 0.25 miles of urban roadway.

Wisconsin Public Service Evaluations, Various Locations, WI & MI

Performed geotechnical evaluations and coordinated construction materials testing services for WPS substations, service centers, and facility projects.

EDUCATION

BS, Civil Engineering
University of Wisconsin-
Platteville, 2005

PROFESSIONAL EXPERIENCE

2012-Present

American Engineering
Testing, Inc., Wausau, WI

2005-2012

Tetra Tech, Inc., Wausau, WI

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers

American Council of
Engineering Companies

North American Railway
Maintenance Club

REGISTRATION

Professional Engineer
WI

CERTIFICATIONS

40-Hour HAZWOPER

TAB 5 – MAIN PROJECT TEAM AND RESUMES



STEVE JAMROZ, AIA, NCARB, LEED AP

Architecture

PROFILE

As a Kapur subconsultant and co-owner of Blue Design Group, LLC., Steve has designed, detailed, and managed award winning projects ranging in scope. Focused on delivering a collaborative design approach, he solicits input from all stakeholders in the design process to achieve a successful result. Steve personally completes and oversees every project detail and prides himself on his ability to work with either a few decision-makers or multiple decision-makers. His work experience includes projects ranging from small additions and alterations to new construction.

PROJECT EXPERIENCE

Kronenwetter Municipal Center, Kronenwetter, WI

As a part of a remodeling project to the existing Kronenwetter Municipal Center, space was set aside for the construction of a new 15,000-square-foot fire department and space for an emergency response command center, staff offices, training room, fitness room, equipment/apparatus storage, locker rooms, break room, conference room, tool storage, hose drying/training tower, turnout/locker area, air room, wash/maintenance bay, and six vehicle storage spaces. Sustainable features included natural daylighting, recyclable materials, stormwater management, and natural landscaping as an integral part of the design.

Boulder Junction Community Center, Boulder Junction, WI

The design for this project included the design of a new 15,000-square-foot community center and the demolition of an existing 9,500-square-foot community center. The design goal was to incorporate the themes of the local history into the design of the facility, including the lumber industry and the town depot using materials on both the exterior and the interior of the building. Logs were incorporated into the structural support of the exterior canopies as well as decorative roof brackets around the perimeter of the building. Large overhangs and exterior siding indicative of train depots were utilized to recreate the railroad theme.

Hortonville Municipal Center, Hortonville, WI

The design for this project included the construction of a new 15,000-square-foot wood frame building to provide space for municipal services like a Police Department, Village Offices, Library, Court Room, Judge Offices, and Community Space. Steve also completed successful pre-referendum services for the Village of Hortonville.

PAST & CURRENT MUNICIPAL CLIENTS

- Village of Kronenwetter
- Village of Hortonville
- Town of Boulder Junction
- City of Menasha
- City of Mosinee
- Brownsville Fire Department

EDUCATION

MA, Architecture

University of Washington-Seattle, 1996

MA, Urban Design & Planning

University of Washington-Seattle, 1996

BS, Architecture

University of Wisconsin-Milwaukee, 1988

PROFESSIONAL EXPERIENCE

2012-Present

Blue Design Group LLC, Hortonville, WI

PROFESSIONAL AFFILIATIONS

American Institute of Architects

National Council of Architectural Registration

Fox Cities Visitors & Convention Bureau

REGISTRATION

Professional Architect
WI, MI, IN

ENGINEERING SERVICES – RAILROAD ACCESSIBILITY ASSESSMENT STUDY

TAB 6 – SPECIAL PROJECT EXPERIENCE FOR PROJECT SCOPE

OLD HIGHWAY 51

Kronenwetter, WI

PROJECT DETAILS

Completing this project in 2008, Richard Schneider and Jim Peck completed the preliminary and final design for the 3.6-mile reconstruction of this rural roadway.

SERVICES PROVIDED

- Field Survey
- Public Involvement Plan
- Agency Coordination (DNR, SHPO, & USACE)
- Railroad Coordination
- Hazardous Waste Investigation (Phase I)
- Utility Coordination
- Archaeological Study (Phase 1, 2, & 3)
- Five Public Informational Meetings
- Type II Environmental Document/FONSI
- Pavement Design Report
- Design Study Report
- Drainage/Storm Sewer
- Erosion Control
- Right-of-Way Plat
- Right-of-Way Appraisal & Acquisition
- Pavement Marking
- Signing Plan
- Lighting Plan
- Traffic Signal Plans
- Traffic Control Plan/Staging
- PS&E



KOWALSKI ROAD & MULTI-USE TRAIL

Kronenwetter, WI

PROJECT DETAILS

Completing this project in 2009, Richard Schneider and Jim Peck completed the preliminary and final design for construction of Kowalski Road and multi-use trail, amounting to 3,100 linear feet.

SERVICES PROVIDED

- Field Surveys
- Alternative Analyses
- Environmental Document
- Drainage/StormWater Management
- Preliminary/Final Design
- PS&E
- Construction Surveying
- Construction Inspection
- Construction Grant Administration
- Bidding Documents
- Used the *Sponsors Guide to Non-Traditional Transportation Project Implementation* manual



TAB 6 – SPECIAL PROJECT EXPERIENCE FOR PROJECT SCOPE

ADDITIONAL EXPERIENCE – KRONENWETTER

General Infrastructure

Modeling, design, plans, specification, and bidding documents for 15,000 lineal feet of water main, 13,000 lineal feet of sanitary sewer, 9,000 lineal feet of storm sewer, and 30 miles of road reconstruction.

Software Utilized: Civil 3D, WaterGEMS, SewerGEMS, and Civil GeoHECRAS

Lift Stations

Modeling, design, plans, specification, and bidding documents for seven lift stations, including analyzing approximately 1.5 miles of a sewer service area, sanitary sewer utilizing real-time flows (unsteady) to establish deficiencies in the existing main lift station (LS1), and design new 650 GPM lift station.

Software Utilized: SewerGEMS and Civil 3D

Old Highway 51

Modeling, design, plans, specification, and bidding documents for Old Highway 51 from south municipal border to north border (3.5 miles) Included coordination with CN Railroad for six crossroads.

Old Highway 51/Kowalski Road/Gardner Park Drive Relocation

Modeling, design, plans, specification, and bidding documents for relocated new railroad crossing, including approval from CN Railroad.

Kronenwetter Drive Bridge & Approaches

Modeling, design, plans, specification, and bidding documents for a new bridge carrying Kronenwetter Drive over Bull Junior Creek.

Plaza Road Bridge & Approaches

Modeling, design, plans, specification, and bidding documents for Plaza Road over Bull Junior Creek.

Watershed Drainage & Design

Modeling, design, plans, specification, and bidding documents for multiple storm water detention ponds and related storm sewer.

Grant Writing

Grant writing for DNR and WisDOT LTRIP Grants. Also negotiated on behalf of the Village with WisDOT to upgrade I-94/Kowalski Road overpass project from two-lane to four-lane "Interchange ready" bridge at no cost to the Village.



PLAZA ROAD BRIDGE OVER BULL JUNIOR CREEK
KRONENWETTER, WI

ADDITIONAL EXPERIENCE – WISCONSIN

Water Main Plan Update, Sheboygan Falls, WI

Modeling of the City's water system to analyze all elements of the system. Modeling was performed using WaterGEMS for Autodesk. The final product was a report on the condition of the existing system and required improvements to the year 2040.

Software Utilized: WaterGEMS and Civil 3D

Good Hope Road, Sussex, WI

Hydraulics, hydrology, and HECRAS modeling for the preliminary and final design services for the 2-mile reconstruction and rehabilitation of Good Hope Road. This \$6.3 million dollar project included reconstruction and rehabilitation of both rural and urban cross sections. Services provided include topographic survey, drainage evaluation and design, utility design, vertical and horizontal alignment refinement, comprehensive stormwater management, and natural resources protections.

TID #1, Rothschild, WI

Modeling, design, plans, specification, and bidding documents for 11,000 lineal feet of water main, 8,000 lineal feet of sanitary sewer, and 8,000 lineal feet of storm sewer.

Software Utilized: Civil 3D, WaterGEMS, SewerGEMS, and Civil GeoHECRAS

TAB 7 – PROJECT APPROACH

The following project approach was developed from our field review of the study area (See Exhibit 1 below), conversations with Village staff, and in accordance with the tasks identified in the **Scope of Services** in the RFP. Kapur staff is available to begin the **Railroad Accessibility Assessment Study** immediately upon award.

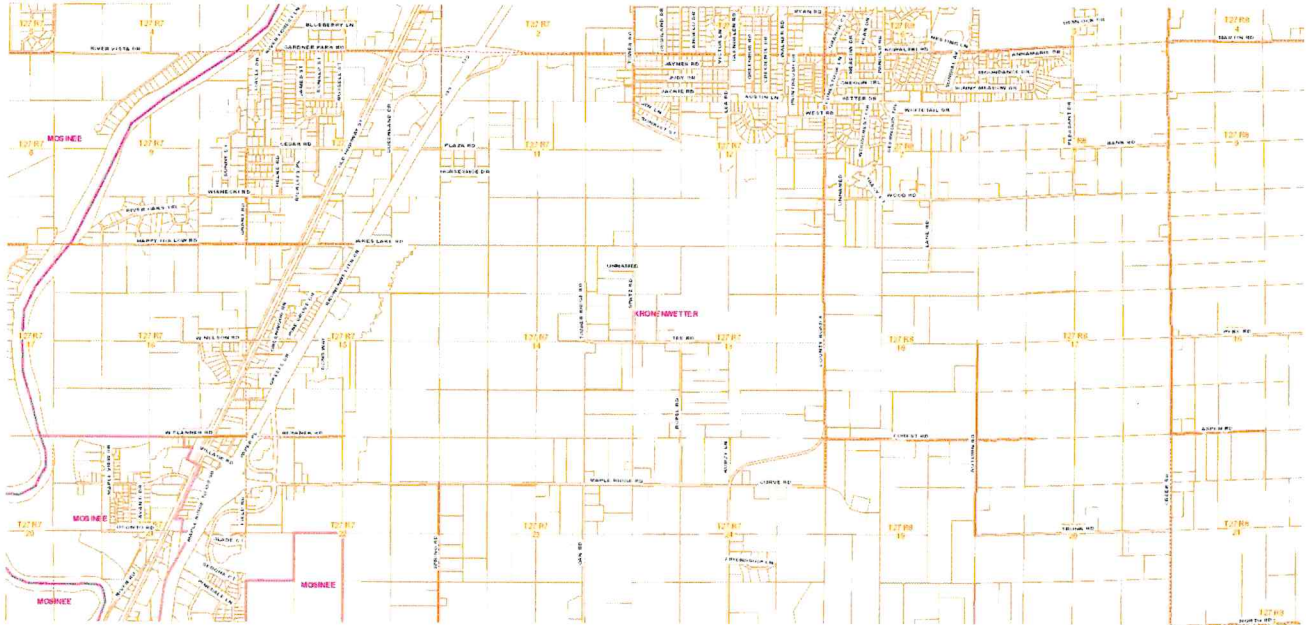


EXHIBIT 1

PHASE 1A: PROJECT INITIATION & SERVICES

The Kapur team will meet with Village staff to:

- Review the proposed scope of services for the project
- Review the schedule for the project
- Review data requests by the Kapur team and the source of data
- Review the Kapur team’s key personnel
- Discuss key project issues to be addressed
- Discuss various missing elements in Village-provided documents, i.e., as-builts, etc.



HAPPY HOLLOW ROAD CROSSING

The Kapur team will provide Village staff with agenda/data requests prior to meetings.

TAB 7 - PROJECT APPROACH

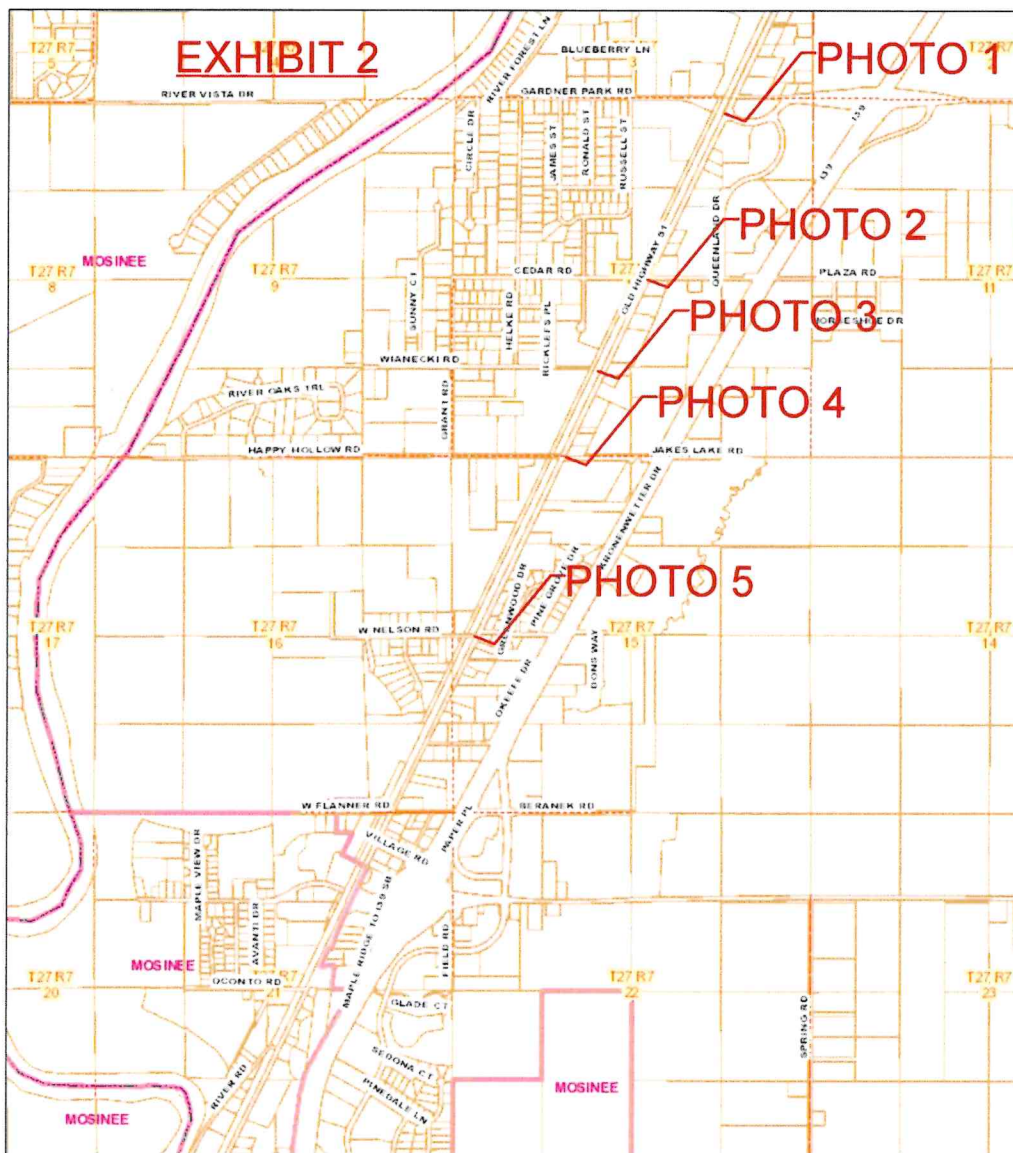


PHOTO 1
Gardner Park Rd. Designed by SCI 20C



PHOTO 2
Cedar Rd. Designed by SCI 2002



PHOTO 3
Wianecki Rd. Extended Private Entrance



PHOTO 4
Happy Hollow Rd. Designed by SCI 20C



PHOTO 5
W Nelson Rd. Designed by SCI 2002

EXHIBIT 2

PHASE 1B: PRELIMINARY RESEARCH

The Kapur team will review existing data and facilities, which will enable an assessment to be made. Kapur staff will meet with public works staff to discuss data and reports. Review will include:

- Investigating, reviewing, and inventorying at-grade railroad crossings and associated characteristics (See Exhibit 2, above). This will include establishing a connection and discussion with CN Railroad personnel to establish railroad timetables and frequency.
- Collecting all pertinent data regarding emergency accessibility and evacuations. This will include discussion with police/fire personnel and a review of any pertinent records they possess.
- Defining concerns, issues, and opportunities to work with other agencies. This will include but is not limited to Village departments, CN Railroad, WisDOT, Wisconsin Public Service Corporation, and Marathon County.
- Identifying and compare alternatives to address concerns and solutions.

TAB 7 – PROJECT APPROACH

PHASE 2: EXAMINATION OF PRELIMINARY RECOMMENDATIONS LISTED IN PHASE 1

The Kapur team will assemble pertinent data available from Village records as they may relate to proposed alternatives. This phase will include:

- Evaluating the existing 2019 Village Comprehensive Plan and 2019-2024 Village Strategic Plan as it relates to this project.
- Evaluating current and future railroad activity impacting community ingress and egress. This will include discussions with CN Railroad and WPS.
- Establishing three alternate solutions showing associated positive and negative data. The alternates will be ranked as the most positive solution being the primary solution. The ranking will be aided by discussions with Village staff.
 - One alternative will be a “do nothing” scenario. This will include discussion of impacts on the affected area.



WIANECKI ROAD PRIVATE CROSSING

PHASE 3: FUNDING EVALUATION

The Kapur team will prepare a preliminary cost estimate of all alternates. This phase will include:

- Preparing a detailed cost estimate of each alternative, which will include engineering and construction costs.
- Identifying possible grants. Possible grants may exist with WisDOT and Marathon County. Another possible source of funding may be the creation of a Tax Incremental Finance District.
- Defining any alternatives if no improvements were to take place.



GARDNER PARK CROSSING

PHASE 4: FINALIZE REPORT

Kapur will finalize the study and present findings to the Committee and Village Board, as well as prepare a final report, considering the following:

- Public input. This will be derived from a public presentation of the preliminary study. Kapur will host two public presentations, if required.
- Input from review by Village staff. Kapur will meet with Village staff twice, if required.



TAB 8 – COST

COMPENSATION

Consultant shall provide professional services through each phase of the project as authorized by the Village. These services are to be compensated on a lump sum fee for each phase.

Phase 1A – Project Initiation and Services

\$2,603.00

Phase 1B – Preliminary Research

\$5,067.00

Phase 2 – Examination of Preliminary Recommendations in Phase 1B

\$5,644.00

Phase 3 – Funding Evaluation

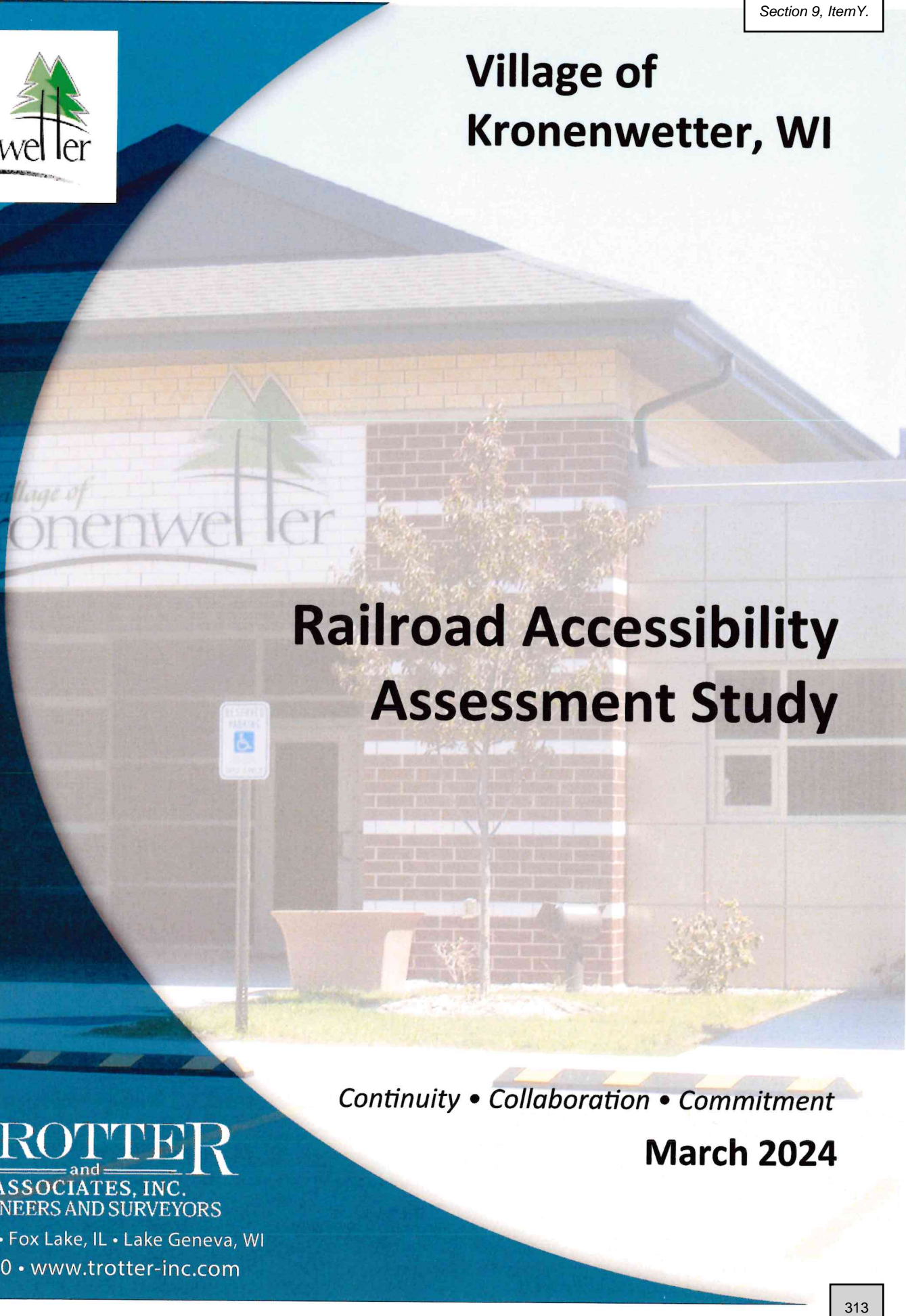
\$3,401.00

Phase 4 – Finalize Report

\$5,508.00



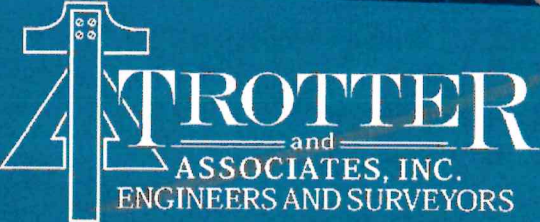
Village of Kronenwetter, WI



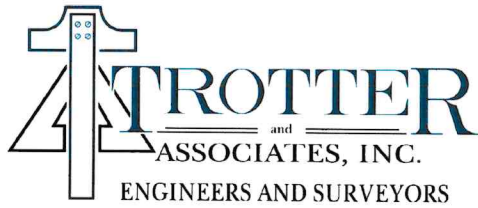
Railroad Accessibility Assessment Study

Continuity • Collaboration • Commitment

March 2024



St. Charles, IL • Fox Lake, IL • Lake Geneva, WI
630.587.0470 • www.trotter-inc.com



March 11, 2024

Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Attn: Mr. Leonard Ludi
Village Administrator

Re: Railroad Accessibility Assessment Study

Dear Mr. Ludi,

First allow me to take this occasion to thank you for the opportunity to present our qualifications to the Village of Kronenwetter. It was great visiting with you during my site visit and I appreciate you taking the time out of your day to meet. I gained insight into the current operations, the challenges presented by the existing infrastructure, and was able to start seeing the opportunity to come alongside the Village to find successful solutions for your stakeholders and residents.

Our team has performed site visits and aerial reconnaissance of the area experiencing growing pains outlined within your RFP. The Village being dissected in half by Interstate 39 and the railroad tracks certainly makes for a challenging environment for delivering services, stakeholders, traveling public, and emergency response / evacuation activities. We understand the goal of this project is to propose, provide probable costs for improvements, and show the possible impacts for solutions to these challenges. We see the chance for a multi-teared approach to the solutions of these challenges including short-term and long-term opportunities for impact. Obviously, there are solutions which can be engineered. This isn't always the most fiscally responsible or most cost-effective solution. TAI will partner with the Village and its residents, traveling public, and stakeholders to offer realistic solutions. These challenges are not just unique to Kronenwetter and this project offers the Village the chance to be an example to Wisconsin and the Midwest on successfully handling difficult infrastructure challenges, coming out successful on the other side, despite existing infrastructure inherited through generations.

TAI is presenting a hand selected team for this project. Gary Randle will lead this team as our Wisconsin Region Lead and Senior Project Manager. He will be your point of contact for this project. This response will demonstrate his ability to successfully deliver this project for you and the Village. His leadership and experience coupled with the other TAI team members' experience gives the Village the ability to feel secure in all aspects of this study. This project only starts with a study, the true success comes from having the necessary funding vehicles, out of the box thinking, and the entrepreneurial skills and network to drive this project from a study to an impactful reality. TAI's team has these attributes and will partner with your team to establish a strong working relationship with the Village. Please contact me with any questions.

Sincerely,
Trotter and Associates, Inc.

Gary P. Randle II
Wisconsin Region Lead / Senior Project Manager
700 Geneva Parkway North, Suite B
Lake Geneva, WI 53147
O: 262.729.4350
M: 414.308.0024

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TAB II – GENERAL BACKGROUND OF FIRM & ORGANIZATIONAL CHART

TROTTER AND ASSOCIATES, INC. – EXPERIENCED PROFESSIONALS. BETTER SOLUTIONS.

Trotter and Associates, Inc. (TAI) is a licensed engineering consultant and design firm with offices in Illinois and Wisconsin. The firm is licensed in both states and many staff members hold licensure in Wisconsin and Illinois. The personnel assigned to this project will be licensed to perform services in the State of Wisconsin. TAI is a full-service civil engineering firm with a team of professionals that are experienced, proficient, and dedicated to a common cause – the satisfaction of our clients. The team is focused on developing strong client relationships and with an end goal of earning each client’s confidence, respect, and trust through exceptional service. Our drawings and specifications are thorough, accurate, and detailed. You can rest assured that the project team is dedicated to delivering an award-winning project for Kronenwetter!

OFFICE LOCATIONS

Lake Geneva, WI Office

Trotter & Associates, Inc.
700 Geneva Parkway, Suite B
Lake Geneva, WI 53147



St. Charles, IL Office

Trotter & Associates, Inc.
40W201 Wasco Road, Suite D
St. Charles, IL 60175



Fox Lake, IL Office

Trotter & Associates, Inc.
38 W. Grand Avenue, Suite 300
Fox Lake, IL 60020



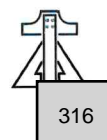
FIRM SIZE AND STRUCTURE

TAI is structured to meet the growing needs of our municipal clients. TAI’s principals have hand-picked each member of the team based on their skills, experience, and expertise, and how those attributes are able to further assist our clients in achieving their goals. With over 50 professionals, TAI’s staff includes an assortment of licensed professional engineers, engineer’s in training (EIT), Geographical Information System (GIS) professionals, construction and CAD technicians, and administrative staff.

The firm is organized by discipline, including environmental (water and wastewater) services, municipal and civil engineering services, construction-related services, engineering support services (survey, CAD), marketing and administration.

TAI PRACTICAL APPROACH

Trotter and Associates staff is most recognized for our “boots on the ground” approach to working with clients, understanding the needs and maintaining continuity from concept through construction. Each of member of TAI’s team is required to spend a significant amount of time in the field, overseeing construction and working with operational personnel to gain a stronger understanding of how our services integrate with the other stake holders and the end user. It is this practical “hands-on” experience that separates TAI’s team from other engineers. TAI’s professionals excel in planning, designing, and implementing improvements that are dependable, operator-friendly, low-maintenance, and within budget. As evidence to this fact, the TAI team has a proven record of accomplishments, and a series of marquis projects which demonstrate TAI’s ingenuity and ability to successfully implement new processes to fit our clients’ particular needs.





THE TROTTER DIFFERENCE – OUR TEAM

- Has practical experience in both design and construction
- Possesses expertise with a broad range of technologies
- Is actively involved in shaping the water and wastewater industry
- Collaborates with and educates our clients, resulting in informed decisions
- Identifies and incorporates the strengths of the existing infrastructure
- Produces highly detailed plans and specifications
- Maintains continuity from concept through construction

Through superior design and continuity in the project team, we have successfully kept our Owner change order rate below 1.0% compared to the industry average of 9%.

Source: McGraw-Hill Construction – “Mitigation of Risk in Infrastructure Construction,” 2011

The doors are never closed in our office. All team members are in constant contact – from the Review Engineer to the Project Manager – throughout any phase of the work. At TAI, collaboration is key including partnering with Village staff to ensure open communication is encouraged, as much as possible, to achieve the best possible results.

TAI QA/QC APPROACH

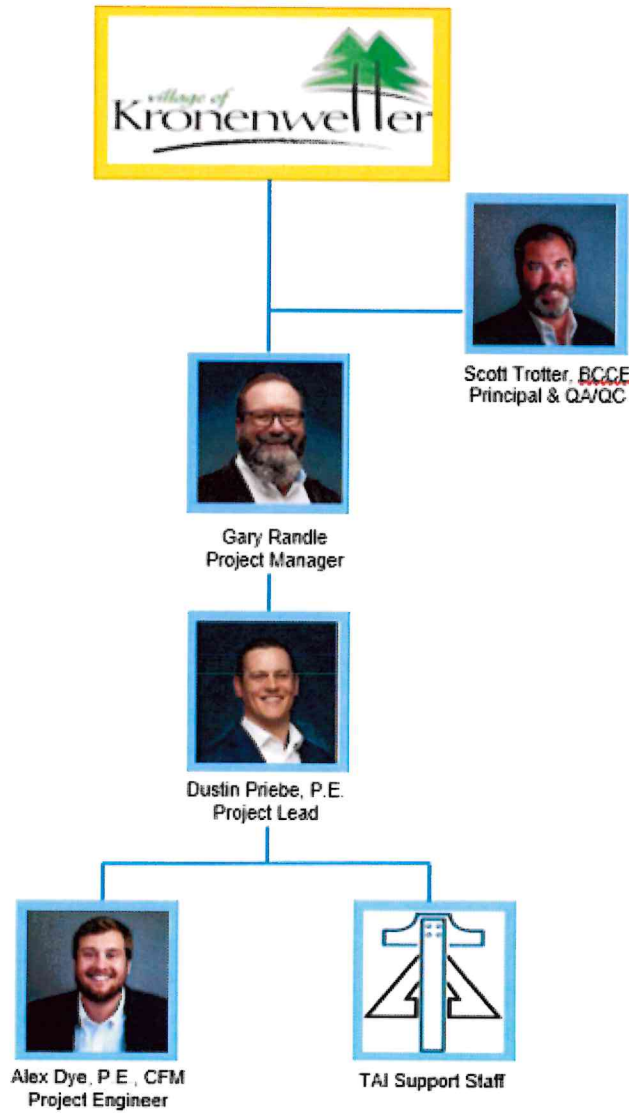
At TAI, we believe that an effective QA/QC procedure must include the following critical components:

- Development of a thorough and accurate Scope of Services
- Negotiation of a level of effort with associated fees sufficient to perform proper QA/QC reviews
- Assignment of an experienced and qualified QA/QC Manager
- Performance of QA/QC review at each critical milestone
- Routine and realistic evaluation of progress against the Project Plan
- Ensuring that nothing “goes out the door” without a second, unbiased set of eyes review the work

An experienced QA/QC manager often can provide the most valuable input before the designs have progressed too far down any path to make a change in direction unpractical, or too costly. For this reason, we will begin the QA/QC review process during the conceptual design stage, including review of the Preliminary Design Report. Review of the basis of design ensures that sound engineering practice and principles are adopted for the project that will “assure” quality. Subsequent QA/QC reviews performed at the 60 percent and 95 percent complete milestones “control” the quality of the engineering work.

ORGANIZATION CHART

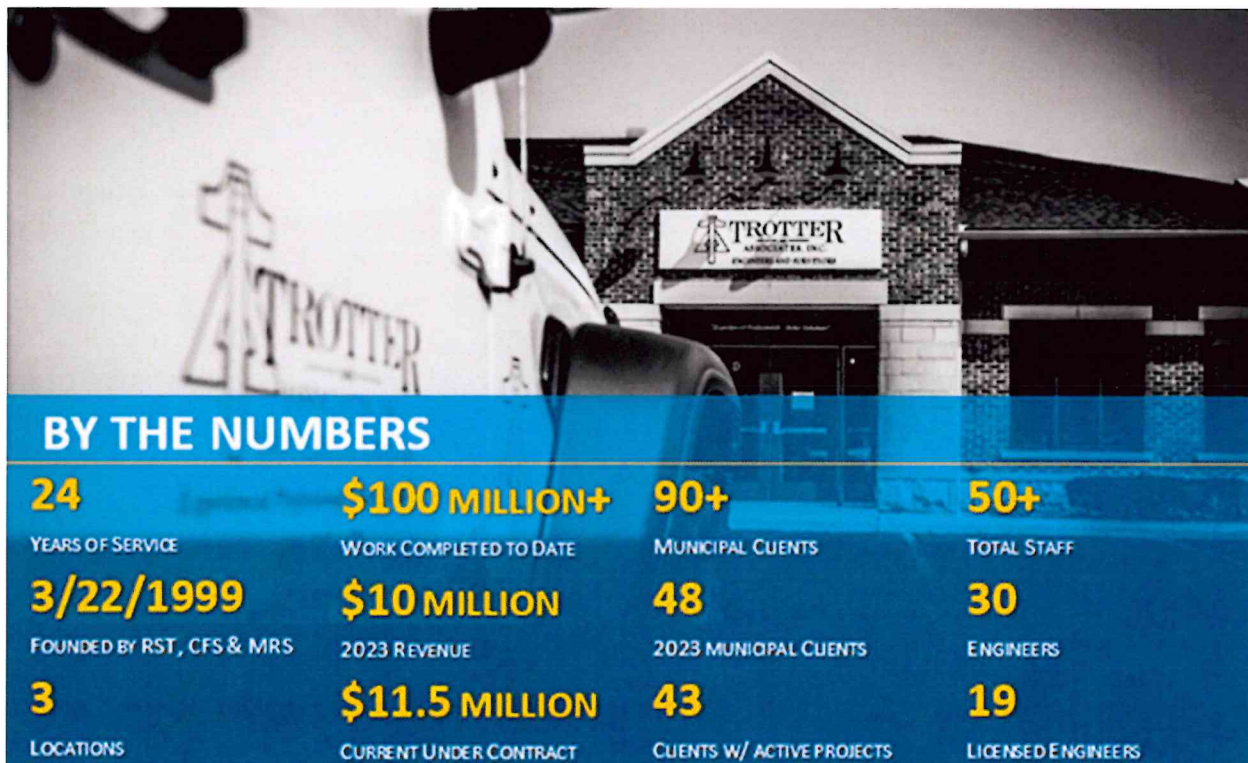
The organizational structure of the firm has evolved over the last 20 years. Scott is still highly involved in all projects completed by the firm and will provide QA/QC support. Gary Randle, Dustin Priebe, and Alex Dye will be the Trotter team for the Village of Kronenwetter with technical assistance of the support staff. A description of the proposed Project Team can be found further in this submittal, along with resumes of core team members.



TAB III – OVERALL MUNICIPAL EXPERIENCE

TAI CLIENT BASE

Trotter and Associates, Inc. is a municipal engineering firm dedicated to finding solutions that best serve the public interest. Trotter and Associates, Inc. began as a firm with only two clients - St. Charles and Batavia, Illinois. TAI quickly earned a reputation for a strong work ethic and collaborative style. The number of municipalities that seek TAI’s expertise has increased dramatically. The majority of this growth has been through referrals from existing clients. TAI’s clients know that our professionals not only possess the technical expertise to address their immediate needs but can also see the bigger picture and develop solutions that are consistent with the community’s long-term goals. TAI has completed over \$100 Million in engineering services over the last 24 years, of which more than 90% was provided to public sector clients. TAI’s private sector work is completed for private utilities and rail companies such as Illinois American Water, Utilities Inc, Aqua Illinois, the CN and Union Pacific Railroads.



BY THE NUMBERS			
24 YEARS OF SERVICE	\$100 MILLION+ WORK COMPLETED TO DATE	90+ MUNICIPAL CLIENTS	50+ TOTAL STAFF
3/22/1999 FOUNDED BY RST, CFS & MRS	\$10 MILLION 2023 REVENUE	48 2023 MUNIOPAL CLIENTS	30 ENGINEERS
3 LOCATIONS	\$11.5 MILLION CURRENT UNDER CONTRACT	43 CLIENTS W/ ACTIVE PROJECTS	19 LICENSED ENGINEERS

TAI provides municipal engineering services to various Northern Illinois and southern Wisconsin communities as the Village or City Engineer. These services include: grant writing, municipal review (subdivision and site improvement plans); conducting feasibility studies; rate studies; short and long-term planning for capital improvement projects; surveying; GIS mapping & data base assistance; design and construction engineering services for capital improvement projects. Specifically, wastewater treatment and collection; water supply, treatment and distribution; roadways; drainage projects; parks and public facilities; and other infrastructure.

We assist municipal staff with the overall management of the subdivision and site improvement projects by reviewing engineering plans, specifications, and plats from concept stage through final design for compliance with municipal codes, engineering standards, and applicable development agreement and annexation agreements. We



**VILLAGE OF KRONENWETTER
RAILROAD ACCESSIBILITY ASSESSMENT STUDY
PROFESSIONAL ENGINEERING SERVICES**

also attend meetings with developers to discuss review comments; coordinate projects, schedules and other related issues with Community Development, Police, Fire, Public Works and Engineering Departments; attending weekly development meetings with the managers and staff. TAI will attend the Planning and Zoning Commission and Board meetings as requested and preparing monthly activity reports for all ongoing projects.

We provide construction observation services for development projects and assist in the preparation of comprehensive punchlists with public works staff, as-built plan reviews, and securing required paperwork prior to granting building occupancies or acceptance of subdivisions. Our construction staff averages over 20 years of experience and specialize in overseeing/managing the rehabilitation of municipal infrastructure.

In addition to municipal review, TAI provides preliminary design and final design services for individual Capital Improvement Projects such as MFT Road Programs, wastewater treatment plant rehabilitation projects, WTP upgrades, sewer/water main replacement projects, sewer lining and spot repair programs, hydrographic and hydraulic studies. These services include preparation of detailed engineering plans, specifications, and contract documents. As a municipal engineering firm, we are very well versed in permitting requirements (EPA, DOTs, County stormwater, wastewater agencies, ACOE, etc.) for infrastructure projects.

Below is a summarized list of municipal services Trotter and Associates provides:

- Transportation & Road Maintenance Engineering
- Development Review
- Development Permit Reviews
- Floodplain and Wetlands Management
- Concept and Preliminary Plat
- Final Plat
- Construction Phase
- Stormwater and Drainage Management
- Grant/Loan Applications
- Geographical Information Systems (GIS)

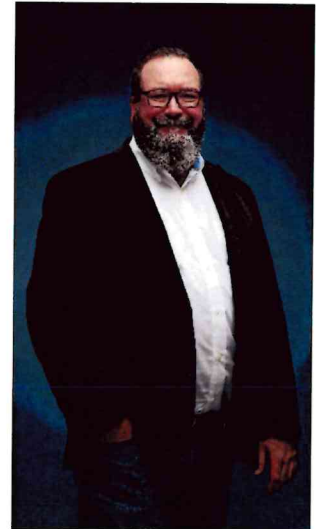
REFERENCES

CLIENT	CONTACT	PHONE
Village of Barrington Hills	Anna Paul, Director of Administration	(847) 551-3003
Village of Campton Hills	Barbara Wojnicki, Village President	(630) 524-6253
Village of Fox Lake	Susan Novak, PE, CFM, Director of Public Works	(847) 587-8570
City of North Chicago	Bob Miller, Director of Public Works	(847) 596-8870

TAB IV – EXPERIENCE OF PROJECT MANAGER

GARY RANDLE – WISCONSIN REGION LEAD / SENIOR PROJECT MANAGER

Mr. Randle brings 31+ years of experience from across the United State in all aspects of Planning and Civil Design. Gary specializes in community development, water, wastewater, municipal, and transportation design as well as construction management. He uses his expertise to lead and ensure the highest quality deliverables to public and private clients. His diverse background includes project management of transportation and municipal design projects, community development planning and design, major downtown master planning including emergency services and evacuation routing, railroad coordination, DOT design and construction, telecommunication planning and installations, and large sewer and water plant construction throughout the United States. Gary is experienced in all phases of a project from preliminary studies through observation of construction. He also provides detailed project management on projects involving coordination of public and private utilities, governmental agencies, railroads, emergency services, and has connections with various funding sources throughout Wisconsin which he uses to help his clients take their projects from planning to reality. He is also a proud wartime veteran of the U.S. Armed Forces.



“Positive experiences within communities allow individuals to feel more connected to their environment and the people in it. Further, the connection that comes with being in a community can act as a support system for members when they require encouragement or help.”

Excerpt from positivepsychology.com/10-traits-positive-community.

This statement rings true whether discussing social interactions, physical infrastructure, or any combination thereof within a community. A disconnect in this key principle leads to community challenges. Throughout his career, he has used this principle to lead communities through difficult challenges. Whether it be in planning for a downtown expansion, dealing with railroad delays, or handling homelessness downtown, this guiding principle can lead communities to success through intentional problem solving, and when appropriate applying engineering solutions.

A specific example of Mr. Randle leading communities through this process with like challenges identified within the Villages RFP:

Village of Elm Grove, WI – Downtown Masterplan (While employed as Senior Project Manager and Community Development Practice Leader at SEH, Inc.)

The Village has been in search of a major upgrade to its downtown for many years. The process continually met roadblocks as consultants would be hired to come in a look at pieces of the infrastructure and community to try to create a vibrant downtown area. Mr. Randle and his team started working with the Village on the “Big Picture” in 2019 using the principle shared above to navigate the process.

Three main challenges for the Village of Elm Grove:

1. The downtown was bisected by an active railroad crossing and a creek which caused a disconnect for the community (there were obviously other challenges to deal with during the project, but this was one of the major connectivity issues).



2. The downtowns water supply was also distributed from Village wells which could not meet the demand of a revitalized downtown initiative.
3. The Village of Elm Grove is cash strapped as are many Villages in Wisconsin.

Three big obstacles to overcome which would require a holistic approach to be successful. Where others tried to parse out the challenges, Gary and his team worked to convince the Village to tackle all three together, knowing this would be the key for all the other Village development and revitalization. The Village and team came on together and the outcome can be found in their adopted Village of Elm Grove Downtown Master Plan Guidelines, https://elmgrovewi.org/DocumentCenter/View/2930/FINAL-DRAFT-DTMP_20200508 and their Draft Redevelopment Program Map, https://elmgrovewi.org/DocumentCenter/View/2929/FINAL-DRAFT_Plan-Map_20200508.

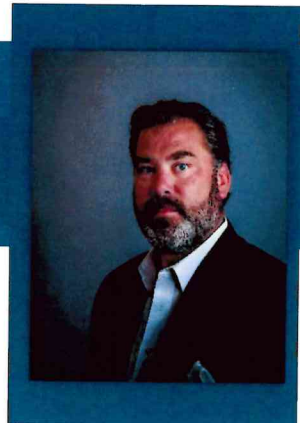
Proposed Solutions to 1-3 above:

1. The Village and Railroad began to meet regularly to discuss speed and timing of trains through downtown and allow the Village the opportunity to engage as a partner with the railroad as development activity picks up to try to find creative solutions. The Village has two at grade crossings a minimal distance apart making emergency service to the bisected area difficult during train crossing times. Creative efforts were made to try to make a more routine schedule for railroad impacts to the community allowing police, ambulance and fire the opportunity to strategically position assets during scheduled railroad activities. Communication with the public was essential to help aid in public and stakeholder buy-in so the board met with the public periodically through the project to keep the public informed as the process went forward.
2. The aging water infrastructure limited the ability for the Village to add customers, support new downtown growth, and revitalize the aging area. The plan encompasses the Village using creativity to eventually bring in water from a larger municipality in a shared use agreement and have new developers absorb the cost of the new infrastructure through negotiated developer agreements. Implementing these steps allows the Village to update their infrastructure, create ample water supply, and ready the downtown for growth and revitalization. In 2023 the Village of Elm Grove penned an agreement with a surrounding Village for shared use water supply and ultimately ended up coming to agreement with a developer in the downtown area to bring this water downtown.
3. The team worked together to bring the Village to the table with USDA-RD, Wisconsin Department of Natural Resources (WDNR), Clean Water Fund Grant personnel, and Community Development Block Grant (CDBG) program leaders (where appropriate) to help obtain grants and loans to further development. Coupling this with strategic partnerships with developers and Public Safety Funding agencies has allowed the Village to start making these improvements a reality.

This is one of many projects Mr. Randle has performed throughout his 31-year career and specifically shows success within challenges the Village of Kronenwetter is currently facing head on. Trotter and Associates, Inc. has similar projects to this as shown in this response to your request. Mr. Randle and the TAI team will be devoted to the Village of Kronenwetter to bring communication, creative problem solving, engineering solutions, and out of the box thinking to not just create a report outlining findings and showing great ideas, but to bring solutions and aid in creating relationships with the Village team to find ways to fund the successful connection of services, increase public safety, promote effective response times, ease the headaches of delays to pedestrian and vehicular traffic, and partner with the Village of Kronenwetter to create a Wisconsin model for connecting a bisected community.

TAB V – MAIN PROJECT TEAM AND RESUMES

R. Scott Trotter, P.E., BCEE



Qualifications

Mr. Scott Trotter is a professional engineer and a board-certified specialist in water/wastewater engineering by the American Academy of Environmental Engineers (AAEE). Scott has over 30 years of experience in planning, design; and implementation of infrastructure rehabilitation, expansion and process modification projects. Throughout his career, he has earned the respect of clients, regulatory officials, and contractors alike for his technical skills, work ethic, and ability to bring projects together. Scott has provided industry leadership through a number of organizations including serving as an officer of the Central States WEA, WEF Board of Trustees and University of Illinois CEE Alumni Board. Scott has been involved with national policy initiatives including the USEPA integrated planning, nutrient planning, and WIFIA financing program.

Education

B.S., Civil Engineering, University of Illinois- Urbana 1989

Registration

- Professional Engineer, P.E., IL & WI
- American Academy of Environmental Engineers (AAEE) Board-Certified - Water / Wastewater Specialist

Memberships

- Water Environment Federation – Illinois & Central States
- American Water Works Association (AWWA)
- American Public Works Association (APWA)
- Illinois Association of Water Pollution Control Operators

Accomplishments

- University of Illinois - 1999 Young Engineer Achievement Award
- WEF - Achievement Award for Outstanding Service, 2002, 2006, 2008, 2010
- WEF – Arthur Sidney Bedell Award
- CSWEA - Rudabaugh Award
- CSWEA - Award for Outstanding Service, 1994, 1997, 2002

Publications / Presentations

- WE&T Magazine – September 2002 - Illinois Experts Discuss Latest Water Quality Issues
- Keynote Speaker – Iowa WEA, Arkansas WEA, Alabama WEA, Texas WEA “Texas Water” and Canada WEA Annual Conference

- University of Illinois – “Back to Briefcase Series” – Guest Lecturer
- University of Illinois CEE 195 – Guest Lecturer
- Central States WEA – 2011 Leadership Academy – “Leadership, Knowledge & Networking”
- Central States WEA 2018 Annual Meeting – “Effects of Side Streams on Nutrient Removal Processes”

▼ Projects

Served as Village Engineer:

- Village of Fox Lake
- Village of Maple Park
- Village of Gilberts

Village of Addison – Church Street Watermain Improvements/Roadway Reconstruction

The project included the survey, design, permitting, and construction phase services for the replacement of an existing watermain serving both residential and industrial users as well as a post office. The existing main was being replaced due to the presence of corrosion and the high frequency of watermain breaks. During the design, TAI coordinated with the existing water system users to minimize service interruptions while providing a cost-effective design. The proposed improvements included the installation of over a half mile of water main and the coordination of the street department for restoration and rehabilitation of the existing street.

Village of Algonquin - Northern Basin Sanitary Sewer Evaluation

The study included a comprehensive evaluation of the existing collection system including survey and inspection of 258 sanitary sewer manholes and three lift stations. This information was used to develop a sanitary sewer model (XPSWMM) of the complete Northern Basin (including five sub-basins as shown right). The model was then calibrated using flow meter data and rainfall information to accurately reflect field conditions. Once calibrated the model was utilized to evaluate the existing collection system’s ability to convey dry and wet weather flows, analyze alternatives to improve the system’s performance and develop recommendations for improvements to the system as well as conveyance for future development.

Village of Algonquin - Eastern Basin Sanitary Sewer Evaluation

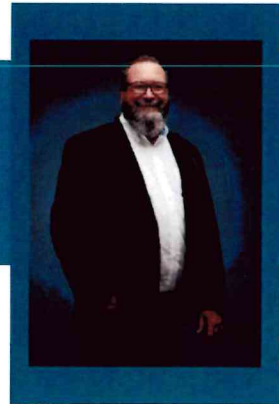
To determine the existing and future needs of the Eastern Basin, Trotter and Associates, Inc. completed an in-depth analysis of the entire system. This study included inspection of over six hundred and thirty sanitary sewer manholes. This data along with population information was utilized to construct the sanitary sewer model (XPSWMM). This model was calibrated using actual flow data provided by the Village of Algonquin. The same process was used for wet weather and ultimate build out conditions. The sanitary sewer model was used to determine deficiencies within the system and evaluate proposed improvements required to convey future flows and provide the Village with a sanitary sewer system that is capable of conveying sanitary sewer, peak infiltration and inflow for a ten-year storm event.

City of St. Charles - 4th Street Improvement Project

The project included design, bidding, and construction engineering services to the City of St. Charles for the Fourth Street Reconstruction from Main Street to Walnut Street. The old brick street was rehabilitated with new combination concrete curb and gutter, sidewalks, driveway aprons, utility improvements (as required) and parkway restoration. The City reused as many of the existing brick pavers as possible.

▼ Additional project write-ups available upon request

Gary P. Randle II



▼ Qualifications

Gary has over 30 years of experience in the Civil and Environmental engineering field of practice, specializing in Municipal Infrastructure, Construction Management, Design, and Client Management. Gary has managed hundreds of municipal infrastructure projects, including State DOT, County Highway, Parks, Trails, Bridges and Structures, Water, Wastewater, Stormwater Mitigation, Floodway Mitigation, and nearly all types of Civil Engineering projects across the United States. Mr. Randle also has performed work for WiDNR, WiDOA, WiDSPS and has many relationships within the Wisconsin Regulatory and Funding Community. He also has connections with private funding investors to help aid investment for Public / Private Partnerships.

▼ Education

- 2024 Projected B.S., Business Management University of Phoenix, on-line through University of Phoenix
- 2 years of Aerospace Engineering Credits

▼ Licensure & Certifications

- Wisconsin Certified Pump Installer #9097
- Harvard School of Business – Business Management
- PSMJ - Project and Client Management Graduate
- Carnegie Institute – Client Management
- USAF – Airman's Leadership School

▼ Awards & Accreditation

- 2021 Milwaukee Business Journal Veterans In Business Award Winner for Large Company Category
- 2017 I.Q. Innovation Quotient Award
- Recognized National Speaker (Civil Engineering, Construction Management, and Leadership and Motivation)
- Published Author (Linked-In, Milwaukee Business Journal, Gut Intelligence Forward)

▼ Memberships

- American Water Works Association
- Wisconsin Rural Water Association
- APWA

▼ Planning Projects

- Village of Elm Grove WI – Client / Project Manager – Downtown Master Plan (SEH)

- City of Milwaukee WI – Client / Project Manager - Homeless Veterans Tiny Home Village Planning, Preliminary Design, Real Estate Purchasing, Infrastructure Development, Connectivity and Public Transportation Logistics (SEH)
- Denver CO – Bureau of Land Management – Denver Trail Connectivity Study with Emergency Services Response Enhancements (SEH)
- Dodge County WI – Client / Project Manager - Goldstar Memorial Trail Connectivity Study, Design, and Construction (Lynch & Associates)
- Fort Wayne IN – Client / Project Manager - Citilink Transit Assessment Report Development & Composition (GAI Consultants, Inc.)
- Fort Wayne IN - Client / Project Manager - Citilink Baker – Calhoun Street Transit Facility Construction Services (GAI Consultants, Inc.)
- Denver CO – Bureau of Land Management – Denver Trail Connectivity Study with Emergency Services Response Enhancements (GAI Consultants, Inc.)

▼ Civil Engineering Projects

- Kenosha WI – Client / Project Manager/ Construction Manager - 6th Ave. Re-Development and Streetscape Project
- Marinette, WI – Client / Project Manager GIS System Creation
- Waukesha, WI – Client / Project Manager Waukesha Water Utility GIS System Integration and Field Collection
- Mount Pleasant, WI – Client / Project Manager - CTH V Sanitary Sewer and Road Design and Construction Services
- Dodge County, WI – Client / Project Manager - Goldstar Memorial Trail
- Pleasant Prairie, WI – Client / Project Manager -39th Street Fire Station and Road Construction Services
- Mount Pleasant, WI – Client / Project Manager - Corporate Park Storm, Sanitary and Site Development Construction Services
- Transportation Enhancement Project, Construction Services, Lebanon, IN
- First Street Recon. Phase I, Design, Gas City, IN
- Alber Street Recon., Design, Wabash, IN
- Diebold Road Phase 2 Fort Wayne, IN
- Project Supervisor for Broadway Improvement Project in Logansport, IN
- Project Supervisor for Market Street Phase I Improvement Project in Logansport, IN
- Project Supervisor/ Inspector for Washington Street Improvement Project in Frankfort, IN
- Project Supervisor/ for Center Street Improvement Project in Bourbon, IN
- Project Supervisor for Boundary Pike Improvement project in Portland, IN

▼ Additional project write-ups available upon request

Dustin D. Priebe, P.E.



▼ Qualifications

Mr. Dustin Priebe has over a decade of experience in planning, design, and permitting of various land development projects primarily in Illinois and throughout the Great Lakes region. The portfolio of development projects that Dustin was lead engineer on include the public, private, residential, industrial, and commercial sectors. His extensive experience has provided expertise in stormwater and floodplain management, utility design, ADA compliance, and earthwork analysis. Dustin is currently the Village Engineer for Fox Lake and handles site development reviews for new incoming projects.

▼ Education

B.S., Civil Engineering, University of Wisconsin – Platteville
Transportation and Construction emphasis

▼ Licensure & Certifications

Professional Engineer P.E., IL
No. 062-070611

Professional Engineer P.E., WI
E-100517

Certified Floodplain Manager
Anticipated in May 2024

▼ Projects

Village of Fox Lake – Nippersink Boulevard Development

TAI was engaged to design and oversee the construction of a new roadway within the Village of Fox Lake. The roadway design consisted of 530 LF of new roadway connecting Forest Avenue to the old Nippersink Road terminus. Performing construction observation duties involving inspection services for 535 LF of water main, 550 LF of storm sewer, subbase integrity, base construction, and pavement installation. The project's successful low bid was \$1.4 million, and it appears the project will be completed on schedule, and under budget.

Village of Fox Lake – Lakefront Park Redevelopment

TAI was engaged to value engineer the Lakefront Park design (by others) to lower construction costs from 15 million dollars to 12 million dollars. Design scope included: roadways, lighting, landscaping, material substitutions, swimming area and beach design, and dry utility coordination. Construction management included: cost analysis, material viability investigation, and scheduling. The hydrology and hydraulics were analyzed for the 100-year floodplain onsite along with lake water level interaction.

Town of Vernon, CT – 273 Talcottville Rd Development

Managed the investigation, design, permitting, and construction commencement of a 3 million dollar, 10,000-sf daycare facility. Site investigation included: environmental study and impact review due to contaminants onsite, geotechnical investigation and analysis for soil suitability of construction and infiltration, and CTDOT coordination of impacts (traffic signal, turning movements, peak hours). Site design consisted of stormwater management (infiltration and detention), vehicular turning movements, parking & site layout, wet and dry utility design, lighting, and landscaping. Along with the DOT, agencies involved were the parks dept., stormwater commission, wetland commission, private utility companies (power, gas, telecoms, and water), building department, and regional sanitary district.

St. Louis County, MO – 5711 S Lindbergh Blvd Development

Managed the investigation, design, permitting, and construction commencement of a 4 million dollar, 41,000-sf retrofit electric car dealership in St. Louis, MO. Site investigation included: environmental study and impact review due to contaminants onsite, geotechnical investigation and analysis for soil suitability of construction and infiltration, and MODOT & St Louis County DOT coordination of impacts (traffic signal, turning movements, peak hours). Site design consisted of stormwater management for BMP infiltration, vehicular turning movements, parking & site layout, wet and dry utility design, lighting, and landscaping. Along with the DOTs, agencies involved were the planning & zoning dept., building department, engineering department, private utility companies (power, gas, telecoms, and water), and sanitary district.

City of Findlay, OH – 508 W Trenton Avenue Development

Managed the investigation, design, permitting, and construction commencement of a 1 million dollar, 2,500-sf quick serve restaurant. Site investigation included: environmental study and remediation due to contaminants onsite, geotechnical investigation and remediation for high soil plasticity and elevated groundwater, and OHDOT coordination of impacts (turning movements and site access). Site design consisted of stormwater management, vehicular turning movements, parking & site layout, wet and dry utility design, lighting, and landscaping. Along with the DOT, agencies involved were the zoning dept., regional building department, engineering department, private utility companies (power, gas, and telecoms,).

Village of Kildeer - Kildeer Crossings Subdivision

Performed design engineering services for the development of 93 single family lots and 3 commercial outlots. Site design included: roadway profiles and sections, utilities (sanitary, water main, storm sewer), lighting, and landscaping. The project involved: IDOT right-of-way and drainage; Lake County SMC for wetlands and drainage, Park District; IDNR for bat habitat protection, and various utilities (electric, fiber, cable, and gas). Vehicle turning movements were reviewed with the roadway design. Stormwater modeling and hydraulics were completed due to existing wetlands onsite.

Village of Oak Brook – Oak Brook Center Mall Redevelopment

Performed design engineering services for multiple redevelopments within Oak Brook Center Mall totaling 6.5 acres. Design and permitting included: roadways, parking, utilities (sanitary, water main, storm sewer), lighting, and landscaping. The projects involved: local and state agencies for review and permits; and various utilities (electric, fiber, cable, and gas). Vehicle turning movements were reviewed with the roadway design. Stormwater modeling and hydraulics were completed for compliance with code requirements.

▼ **Additional project write-ups available upon request**

Alex Dye, P.E.



▼ Qualifications

Mr. Alex Dye has more than seven years' experience in design and construction of a variety engineering projects and has obtained his Wisconsin Professional Engineering License. During his time at Trotter and Associates, Inc., Alex, has worked with the Municipal team and has gained extensive experience in the design and construction of stormwater management and transportation projects that have been installed across Illinois and into Wisconsin.

▼ Education

B.S., Civil Engineering, University of Wisconsin – Madison

▼ Licensure & Certifications

Professional Engineer, IL

No. 062.075783

Certified Floodplain Manager

No. US-20-11746

IDOT Documentation Certification

No. 20-16379

▼ Memberships

Member of the American Public Works Association (APWA)

Member of the Illinois Association for Floodplain and Stormwater Management (IAFSM)

▼ Projects

City of North Chicago – Lewis Avenue Detention Basin Grant

TAI successfully secured funding for the construction of a large storm water detention basin to mitigate regional flooding concerns in the City of North Chicago. Alex provided the calculations and concept plan showing how the regional problem could be addressed and the project is now in preliminary design.

Medicoil, Inc. – Building Addition Site Design and Permitting

Alex was the lead designer for the building addition site which included design of site grading, paving, parking lot, and stormwater conveyance system. The project was in a Lake Geneva Business Park site and required the design to conform with the state and city's stormwater requirements that had been updated since the initial development of the business park. This included peak flow requirements, TSS removal standards, and infiltration requirements for the redevelopment of the site. Alex designed the site utilizing WISDOT standards and commonly implemented solutions to achieve stormwater management approvals.



City of North Chicago – IDOT Location Drainage Study

TAI was tasked with performing the IDOT Location Drainage Study for the intersection of Buckley Road (IL Route 137) and Lewis Avenue in North Chicago. Alex performed the drainage analysis of the site, compiled the results, and drafted the report for the proposed layout per IDOT BDE requirements.

Fox Waterway Agency – 2019 Site Improvements

Alex participated in the design and served as the resident engineer for the construction of the 2019 Fox Waterway Agency Site Improvements. The project included repairing the failing steel seawall under US Army Corp permits installing shoreline stabilization with fabric and RR 4 rip rap, removing and replacing a failing boat launch with a new PCC boat launch, and driving steel shell piles to support a new concrete wharf to allow for boat servicing and refueling.

Village of Barrington Hills - Plan Review and Construction Permitting

Alex provided plan review services to the Village of Barrington Hills. Plans reviewed ranged from residential site development, proposed septic systems, proposed commercial sites, As-built conditions of completed work and various other projects. TAI also provided guidance in updating Village code and adhering to Lake County Stormwater requirements throughout the Village.

Village of Barrington Hills – Chapel Road Drainage

TAI provided design, permitting, and construction observation services for the emergency drainage repair of Chapel Road. During the heavy rains of 2018 and 2019 Chapel Road had become inundated and was impassable. This project consisted of installing storm sewer outfalls, landscape restoration and significant coordination with property owners. Alex assisted with the design of the improvement by completing site analysis, ACOE/LC SMC storm water permitting, and provided construction observation services.

Canadian National Railroad - Railroad Drainage Analysis

TAI was contacted by Canadian National Railroad to perform analysis of an area with a drainage concern adjacent to their property. The site had been experiencing heavy ponding during rain events. Alex performed a delineation of the drainage area using site contours and assisted in identifying cost effective local drainage solutions.

▼ Projects – write-ups available upon request

City of North Chicago – Annual Sewer Maintenance Program

Village of Barrington Hills – Resurfacing Programs

City of North Chicago –Resurfacing Programs

Village of Barrington Hills – Resurfacing Program

City of North Chicago – 14th Street Sanitary Sewer Lining

City of North Chicago – MFT Resurfacing Program

Village of Barrington Hills – Resurfacing Program

City of North Chicago – MFT Resurfacing Program

City of North Chicago - Water Main Replacement

City of North Chicago – 14th Street Sanitary Sewer Spot Repairs

City of North Chicago – Brookstone and Regency at Coles Park



TAB VI – SPECIAL PROJECT EXPERIENCE FOR PROJECT SCOPE

Village of Barrington Hills

TAI provides day-to-day engineering consulting and is responsible for: planning/design/construction of capital projects (roads/sewers/water systems/etc.) and managing the development of new residential and commercial subdivisions, and site improvement projects in the Village. This work includes: organizing/coordinating the review of engineering plans and documents among the various Village departments and technical consultants; overseeing construction of the improvements and LOC/bond reductions; preparing punchlists once the improvements are substantially completed; accepting the improvements by the Village Board; attending board meetings and Village events.

TAI provided design and oversaw the Village’s annual road resurfacing program. This project consisted of resurfacing approximately 2.3 miles of roadways, rejuvenating more than 16.5 miles of roadways, and removing and replacing failing culverts. The work included pavement removal, HMA patching, installation of HMA binder and surface courses, culvert removal and replacement, grading and shaping of ditches to improve drainage, and landscape restoration.

Plan review services to the Village of Barrington Hills ranged from residential site development, proposed septic systems, proposed commercial sites, As-built conditions of completed work and various other projects. TAI also provided guidance in updating Village code and adhering to Lake County Stormwater requirements throughout the Village.

TAI provided design, permitting, and construction observation services for the emergency drainage repair of Chapel Road. During the heavy rains of 2018 and 2019 Chapel Road had become inundated and was impassable. This project consisted of installing storm sewer outfalls, landscape restoration and significant coordination with property owners. Alex assisted with the design of the improvement by completing site analysis, ACOE/LC SMC storm water permitting, and provided construction observation services.

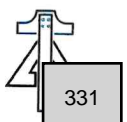
City of North Chicago

TAI provides day-to-day engineering consulting and is responsible for: planning/design/construction of capital projects (roads/sewers/water systems/etc.) and managing the development of new residential and commercial subdivisions, and site improvement projects in the City. This work included: organizing/coordinating the review of engineering plans and documents among the various City departments and technical consultants; overseeing construction of the improvements and LOC/bond reductions; preparing punchlists once the improvements are substantially completed; accepting the improvements by the City Council; attending council meetings and City functions.

TAI provides development review services to the City of North Chicago. All development plans are reviewed for compliance with the City’s subdivision and zoning ordinances, as well as the Lake County Watershed Development Ordinance (WDO) and North Shore Water Reclamation District (NSWRD) ordinances, as applicable.

TAI completed Plans, Specifications and Estimates (PS&E’s) and performed construction observation for the City of North Chicago’s 2017-2018 streets resurfacing program. TAI designed street rehabilitation for 8,900 feet of streets of varying lengths and widths and from residential to collector streets. Work included landscaped medians, ADA compliance, curb and gutter replacement and coordination with the Lake County DOT/ residents/businesses. Funding sources for the project are MFT. Construction cost for the project was \$1.7 million and it was successfully completed on time and within budget.

TAI completed Plans, Specifications and Estimates (PS&E’s) and performed construction observation for the City of North Chicago’s 2015-2016 streets rehabilitation and water main replacement program. TAI designed water main replacement for 6,100 feet of existing water main and designed street rehabilitation for 8,900 feet of streets





ranging from grind and overlay to rubblization of existing concrete bases of some streets. Work included landscaped medians, IDOT utility and IEPA permitting, ADA compliance, curb and gutter replacement and coordination with the residents/businesses. Funding sources for the project are CDBG and MFT. Construction cost for the project was \$3.1 million and it was successfully completed on time and within budget.

Village of Campton Hills

TAI provides day-to-day engineering consulting and is responsible for: planning/design/construction of capital projects (roads/sewers/water systems/etc.) and managing the development of new residential and commercial subdivisions, and site improvement projects in the Village. This work includes: organizing/coordinating the review of engineering plans and documents among the various Village departments and technical consultants; overseeing construction of the improvements and LOC/bond reductions; preparing punchlists once the improvements are substantially completed; accepting the improvements by the Village Board; attending board meetings and Village events.

TAI provides development review services to the Village of Campton Hills. All development plans are reviewed for compliance with the Village’s ordinances and current Kane County stormwater management ordinances. Our responsibilities also include part-time construction observation services to verify the construction is in substantial compliance with the approved plans and specifications. Additionally, as-built plans (or record drawings) are reviewed prior to the submittal of the request for the final occupancy permit to verify the project meets the approved plans, foundation spot survey, and specifications.

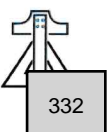
Old LaFox Road is a 1.14-mile-long rural 2-lane road and the work consisted of removing 2-inches of the existing pavement surface, pavement patching, installing HMA binder and surface courses, installing new aggregate shoulders, pavement markings and additional signage to improve pedestrian safety at the Great Western Trail crossing.

Village of Fox Lake

TAI provides day-to-day engineering consulting and is responsible for: planning/design/construction of capital projects (roads/sewers/water systems/etc.) and managing the development of new residential and commercial subdivisions, and site improvement projects in the Village. This work includes: organizing/coordinating the review of engineering plans and documents among the various Village departments and technical consultants; overseeing construction of the improvements and LOC/bond reductions; preparing punchlists once the improvements are substantially completed; accepting the improvements by the Village Board; attending board meetings and Village events.

TAI was engaged to design and oversee the construction of a new roadway within the Village of Fox Lake. The roadway design consisted of 530 LF of new roadway connecting Forest Avenue to the old Nippersink Road terminus. Performing construction observation duties involving inspection services for 535 LF of water main, 550 LF of storm sewer, subbase integrity, base construction, and pavement installation. The project’s successful low bid was \$1.4 million, and it appears the project will be completed on schedule, and under budget.

TAI was engaged to value engineer the Lakefront Park design (by others) to lower construction costs from 15 million dollars to 12 million dollars. Design scope included: roadways, lighting, landscaping, material substitutions, swimming area and beach design, and dry utility coordination. Construction management included: cost analysis, material viability investigation, and scheduling. The hydrology and hydraulics were analyzed for the 100-year floodplain onsite along with lake water level interaction.





TAB VII – PROJECT APPROACH

Our team has performed site visits and aerial reconnaissance of the area of impact the Village of Kronenwetter is experiencing the growing pains being outlined in within your Request for Proposal. Our ability to feel your pain through engagement of staff, stakeholders, and the traveling public, being on site to experience the activities leading to that pain, give us the attention Kronenwetter needs to diagnose, make recommendations (both immediate, often low cost and long-term, often requiring more monetary investment and funding assistance) equaling both short term and long-term impactful solutions.

Phase 1: Preliminary Research

1. Review and evaluate the available Village information:
 - 2019 Village Comprehensive Plan
 - 2019 to 2024 Village Strategic Plan
 - Planning, Land Use, and Road Data from the Community Development and Public Works Departments
 - Emergency Response data from the Village of Kronenwetter Police and Fire Department
 - Community input regarding concerns
2. Investigate, review, and inventory at-grade railroad crossings, road characteristics, etc.
3. Collect all pertinent data regarding emergency accessibility and evacuations.
4. Define concerns, issues, and opportunities to work with other agencies.
5. Identify and compare concept alternatives to address those concerns and solutions.
6. Prepare for, coordinate, and attend multiple Village staff meetings throughout this phase to present the findings, and address comments or concerns.

Phase 2: Qualifications of Preliminary Recommendations

1. Establish recommendations for one (1) primary solution & two (2) alternate scenarios showing associated opportunities and constraints
2. Final alternative will define any impacts if no improvements were to take place.
3. Prepare for, coordinate, and attend multiple Village staff meetings throughout this phase to present the findings, and address comments or concerns.

Phase 3: Funding Evaluation

1. Identify preliminary budgetary cost of primary and alternate scenarios.
2. Identify grant funding opportunities, to include Health & Safety funding opportunities.
3. Define any alternatives if no improvements were to take place.
4. Identify schedule impacts and project timelines of available options.
5. Prepare for, coordinate, and attend multiple Village staff meetings throughout this phase to present the findings, and address comments or concerns.

Phase 4: Finalize Report

1. Public input regard preliminary concepts
2. Village of Kronenwetter Staff review of final draft accessibility study report.
3. Finalize study and present findings to the committee and thereafter, Village Board.



DELIVERABLES

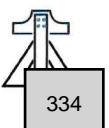
The following documents are anticipated to be prepared, sent electronically, and presented to staff:

1. Overview of the findings observed during the Preliminary Research phase.
2. Summary and exhibit of primary solution
 - Includes cost and time impacts
3. Summaries and exhibits of two alternate solutions
 - Includes cost and time impacts
4. Summary of impacts and alternative solutions for no improvements taking place
5. List of possible funding opportunities to explore
6. Meeting minutes for all staff meetings during each phase as well as public hearings and comments.
7. Draft study report with overview, graphics, and detailed findings.
 - Three printed hard copies accompanying the electronic file.
8. Finalized study report with overview, graphics, and detailed findings.
 - Three printed hard copies accompanying the electronic file.

SCHEDULE

Below is a list of the major milestones identified for the project. TAI has the staff and manpower necessary to begin the project immediately upon contract execution.

<u>Task Description</u>	<u>Target Completion</u>
Contract Execution/Kick-Off	April 30, 2024
Phase 1: Preliminary Research	May 15, 2024
Phase 2: Qualification of Preliminary Recommendations	June 14, 2024
Phase 3: Funding Evaluation	June 28, 2024
Phase 4: Finalize Report	July 31, 2024
Final Report Presentation to Committee & Board	August 16, 2024





TAB VIII – COST

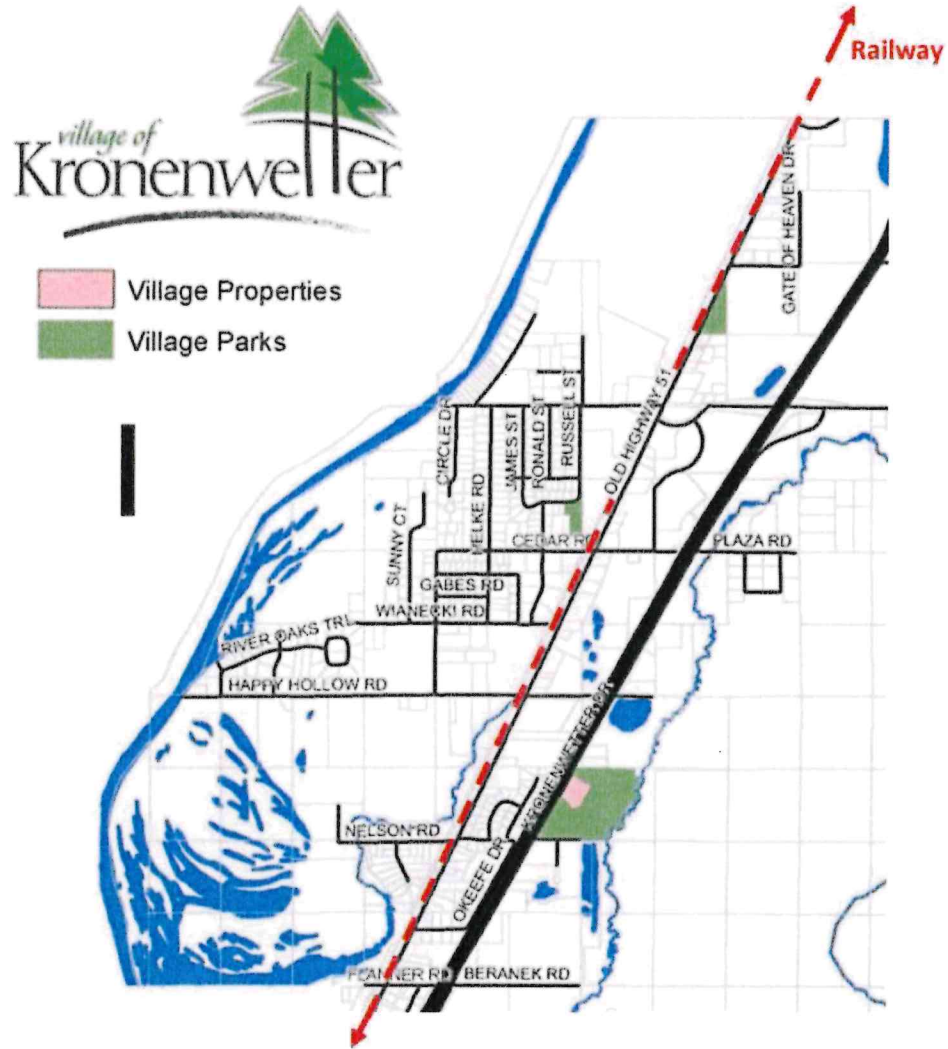
A **Lump Sum** amount of **\$ 29,900.00** based on the following assumed distribution of compensation:

Phase 1: Preliminary Research	\$ 6,900.00
Phase 2: Qualification of Preliminary Recommendations	\$ 9,800.00
Phase 3: Funding Evaluation	\$ 2,600.00
<u>Phase 4: Finalize Report</u>	<u>\$ 10,600.00</u>
Total Authorized for Project	\$ 29,900.00

ENGINEER may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the CLIENT. The Lump Sum includes compensation for ENGINEER’s services and services of ENGINEER’s Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses. The portion of the Lump Sum amount billed for ENGINEER’s services will be based upon ENGINEER’s estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

ENGINEER’s Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit B. Reimbursable Expenses included in the contract are limited to items listed in Exhibit B. All expenses that are not included in Exhibit B shall be considered outside the contract and shall be considered as extra and compensated for at cost. For example: title commitments, permit fees, architectural renderings, special public meetings, out of town travel expenses, consultant services beyond those identified in the scope, or items specifically requested by the owner.

VILLAGE OF KRONENWETTER, WI



03-11-2024

RAILROAD ACCESSIBILITY ASSESSMENT STUDY
REQUEST FOR PROPOSAL





ROTH
PROFESSIONAL SOLUTIONS

March 11, 2024

Village of Kronenwetter
Attn: Leonard Ludi, Village Administrator
1582 Kronenwetter Drive
Kronenwetter, WI 54455
lludi@kronenwetter.org

Dear Mr. Ludi:

RPS greatly appreciates the opportunity to provide this proposal for engineering services to the Village of Kronenwetter for the Railroad Accessibility Assessment Study. We have reviewed the Request for Proposal and feel we clearly understand the goals and objectives of the Village.

Key Contact:

Robert J. Roth, PE, President
608-571-3205

robert@rpsprofessionalsolutions.com

Associate Contact:

Erin Salmon, PWM, Municipal Consultant
608-617-2907

erin@rpsprofessionalsolutions.com

After a review of the proposal, we believe the Village will agree that the following factors make us the right choice to complete this scope of services:

- Vast municipal experience
- Provide innovative solutions to problematic situations
- Planning, policy & procedural expertise for this specific study
- Technical expertise in roadway, right-of-way, emergency services, and public works
- Expertise estimating, scoping and grant projects

We look forward to providing excellent service within the timelines stated. Our proposal is attached. If there are any questions regarding this information, please contact me.

Respectfully Submitted,

ROTH PROFESSIONAL SOLUTIONS



Robert J Roth, PE
President
Project Manager
Civil & Municipal Engineer

TAB 2 - GENERAL BACKGROUND OF FIRM

ROTH PROFESSIONAL SOLUTIONS, INC. – PORTAGE WI

Incorporated in 2014 in Portage, Wisconsin, Roth Professional Solutions was started with the core purpose of meeting and exceeding client standards in the civil & municipal engineering industry. RPS serves a diverse clientele such as local government, developers, nonprofit organizations, industrial, commercial, and the private sector. This helps the client in that full perspective on a particular project approach is available immediately to the client.

Robert J. Roth, E-34917, started the firm after having spent 18 years at General Engineering Company has a Vice President, Partner, Project Manager and Professional Engineer. Mr. Roth has continued to personally develop in all areas of professional service for himself, that being derived from a strong passion for client service and municipal best interests. We now have almost 10-years of history at RPS, with a current staff of 10 including 5 Professional Engineers, 1 PhD, 1 Municipal Consultant, 1 Land Surveyor, and support staff (over 180 combined years' experience).

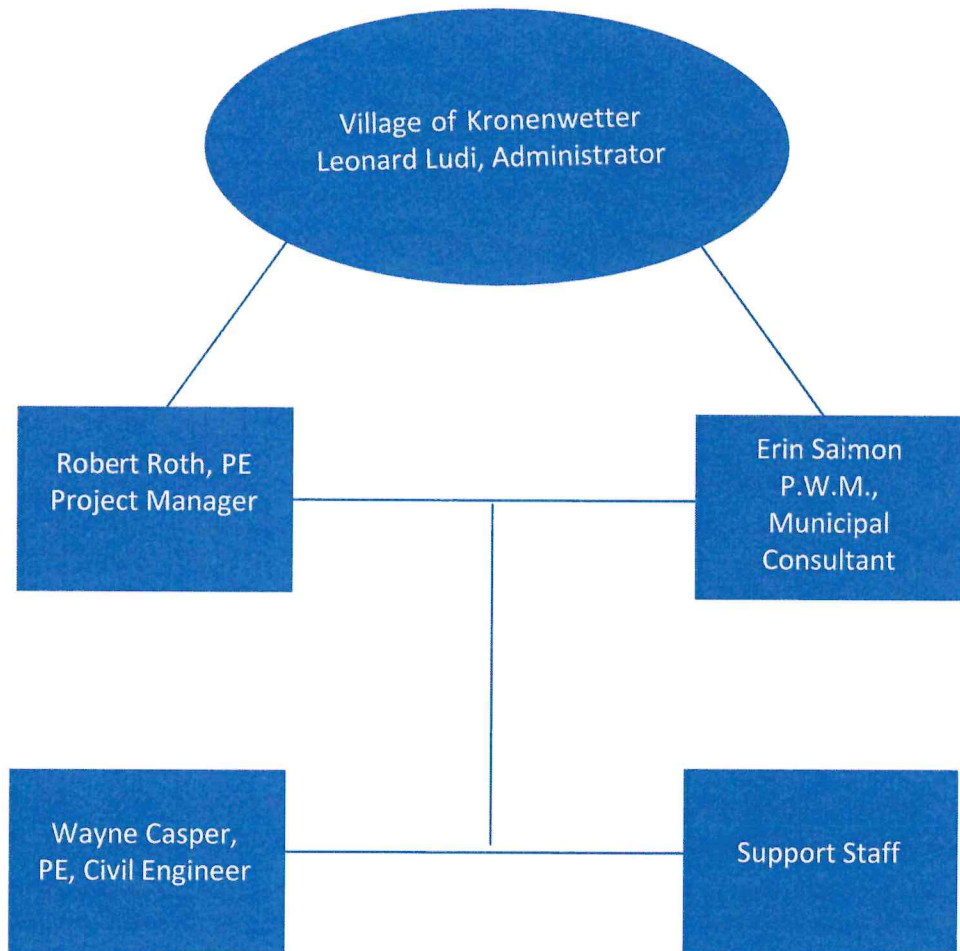
Within the public sector our wide range of consulting and engineering services include wastewater treatment, wells, hydrology and hydraulics, roads and infrastructure, intergovernmental agreements, RFP administration, planning and zoning, dam inspection & design, street and utility rehabilitation, grants, and lift stations. We have also recently completed a PS&E submittal for WisDOT, and we are working on several dam rehabilitation projects.

We currently provide contract Zoning Administration services to the Town of Delton, Village of Brooklyn, Town of Buffalo, and the Town of Strongs Prairie. We assist or have consulted with other municipalities state-wide, such as the Village of Pardeeville, Village of Vesper, Town of Fox Lake, Town of Arlington, Village of Kronenwetter, Village of Weston, City of Hartford, Village of Neosho, Village of Cambria and many more.

Examples of our private sector projects are commercial buildings, permit approvals, site development, structural engineering, representation, septic system design, regulatory compliance, residential development, and campground development. We also offer land surveying as a complement to our total menu of services.

We offer a wide range of expertise spanning the ever-diverse civil engineering industry. We truly provide the breadth of service with key staff providing direct personal experience to clients within Wisconsin and recently expanding to client relationships in Tennessee, Florida, Indiana, Minnesota, and South Carolina.

Organizational Chart



TAB 3 - OVERALL MUNICIPAL EXPERIENCE OF THE FIRM

RPS maintains a strong track record of municipal experience, including public participation, from its experienced staff and project history. The following recent projects have illustrated the firm's abilities in general municipal experience, public participation planning, administration and execution:

Lakeside Park – Road Rehabilitation – Town of Pacific, Columbia Co. (2022-2023)

- Prepared a Comprehensive Public Participation Plan
- Organized and Presented at 2 Public Information Meetings
- Coordinated a Website Posting of Project Information
- Directly Responded to Written Comments
- Met with Individual Property Owners with Specific Design Implications
- Maintained Communications with Regulatory Agencies
- Prepared Plans and Supporting Information to Communicate Work

Smokey Hollow Road – WisDOT 5652-00-01 – Town of Arlington, Columbia Co. (2022)

- Prepared a WisDOT-Approved Public Participation Plan
- Prepared a News-Release for the Media
- Coordinated a Website Posting
- Coordinated Direct Mailings
- Communicated with Property Owners, Stakeholders & Adjoining Municipalities
- Prepared Plans and Supporting Information to Communicate Work

Langdon Court – New Subdivision – Village of Cambria (2023)

- Prepared a Redevelopment Plan
- Directed the Completion of a New Subdivision Plat
- Recommended New Right-of-Way & Easements
- Completed Plans & Specifications
- Obtained WDNR Approvals
- Created Bid-Spec

Various Planning & Zoning, Public Representation Efforts (Ongoing)

- Coordinated and Completed Over 20 Public Participation Plans
- Organized and Conducted Dozens of Public Participation Meetings
- Completed 3 Projects with Right-of-Way Acquisition
- Excellent in Controversial or Special Project Issues
- Able to Facilitate Stagnate Issues or Communicate Alternative Concepts

TAB 4 – EXPERIENCE OF PROJECT MANAGER

ROBERT J. ROTH, PE, PRESIDENT, PROJECT MANAGER

RPS offers decades of municipal experience to the Village of Kronenwetter. All of our engineers have specific municipal experience, and in the case of Mr. Robert J. Roth, the depth of experience in all disciplines of civil & municipal engineering is strong. Refer to Mr. Roth's resume following this page.

Robert J. Roth, E-34917, started the firm after having spent 18 years at General Engineering Company as a Vice President, Partner, Project Manager and Professional Engineer. Mr. Roth has continued to personally develop in all areas of professional service for himself, that being derived from a strong passion for client service and municipal best interests.

Robert has been working with municipalities in an advisory role, typically as Town or Village Engineer, since 2001. He has personally attended over 1,000 municipal meetings and has accumulated a wealth of municipal experience by being available for clients and understanding their needs. This places RPS in a key position to offer services to Kronenwetter immediately, providing more than just the stated scope of work on a moment's notice.

Prior to RPS, Robert resurged the municipal engineering division at GEC in the acquisition of dozens of municipal accounts of varying size and complexity within 7 years. One such account, the Village of Weston, included the handling of RFP's and RFP Administration, which later continued with RPS. Other accounts included water projects, sewer and wastewater treatment projects, roads, rehabilitations, grants, planning, dam projects and zoning. This experience directly transferred as Robert started RPS in 2014.

Mr. Roth has started and advanced divisions of service within the municipal realm for decades, and also has developed a grant and funding role with many accounts. This, paired with a reasonable common-sense approach to obtaining funding, allows RPS to truly provide a full service to municipal clients for now and continuing into the future. Projects include wastewater treatment plant funding (\$3M), water well funding (\$3.3M), dam funding (\$2.0M), WisDOT BIL funding (\$400K) and others directly administered by Mr. Roth.

Robert has also completed numerous comprehensive plans for villages and towns, and is currently working on two different comprehensive planning objectives. Mr. Roth has organized and developed different focus groups, feasibility studies, master plans and has personally served multiple fire departments on various training facility plans, serviceability plans and various related endeavors.

We are confident these principals are exhibited by RPS' leadership in every endeavor and carried through all staff commitments for the benefit of the Village of Kronenwetter.

TAB 5 – MAIN PROJECT TEAM AND RESUMES

KEY STAFF:

ROBERT J. ROTH, PE (25+ YRS EXP.)

ERIN SALMON, PWM (23+ YRS EXP.)

Robert J. Roth, PE

President, Professional Civil Engineer

License#: E-34917

robert@rpsprofessionalsolutions.com

(608) 571-3205

315 DeWitt Street
Portage, WI 53901



Section 9, Item Y.



Highly experienced civil and municipal engineer with over 25 years of service. Trusted by countless municipal clients based on integrity, sound design, firm representation, and belief in serving clients. Holding the ultimate responsibility, as President of the Firm, for ensuring staff resources are aligned with client goals and budgets. Possessing a track record that includes project delivery, prompt response, out-of-the-box solutions, and maintaining clients' best interests.

EDUCATION

Bachelor of Science, Civil Engineering
UW Platteville

TRADEMARKS

- Relentless Pursuit of Clients' Goals & Objectives
- Always Cognizant of Clients' Best Interests
- Expedites Engineering Plans & Design Services On-Time
- Delivers Quality Documents Which Expedite Approvals and Construction
- Persistent Drive to Reduce Project Costs
- Motivated to Reduce or Eliminate Change Orders on Infrastructure Projects
- Committed to Providing Engineering Value on Every Task - Fully Accountable
- Submittal Packages are Organized, Comprehensive and Efficient
- Technical Writing Ability is Second-to-None
- Understands Both Sides of the Fence on Most Municipal Issues for Faster Conflict Resolution
- Strong Representation on Contract Documents
- Expertise in Multiple Disciplines:
 - Stormwater Management, Drainage, Permitting
 - Water Distribution & Treatment, Permitting

EXPERIENCE

- Maintained "municipal engineer" role for over 30 villages and towns across a 22-year timespan, consulting on various infrastructure, planning, zoning, and *procedural* issues
- Attended over 1,000 municipal and public meetings within a 22-year timespan
- Developed water well funding, well site investigation, design and permitting, construction administration
- Administered 2 WWTP facility plans and 3 chemical addition projects
- Involved on 2 well remediation projects & reports
- Retained 2022 BIL funding & met WisDOT PS&E requirements for a local road project
- Completed 28 dam inspections across Wisconsin
- Delivered over 75 hydrology studies and stormwater management plans, WDNR approved
- Completed dozens of municipal street improvement projects including water, sewer, and storm sewer rehabilitation
- Reviewed hundreds of plats and site plans on behalf of a municipality
- Created, updated, or amended 5 comprehensive plans
- Completed over 50 private development projects in multiple communities in Wisconsin
- Currently performing zoning administrator services in 3 accounts
- Firm representation in dealing with water, wastewater and intergovernmental agreements
- Completed hundreds of committee reports/recommendations
- Worked with dozens of public works directors and utility foremen
- Over 400 hours of continuing education

AFFILIATIONS

American Society of Civil Engineers

Wisconsin Rural Water Association

Association of State Dam Safety Officials

Wisconsin Wastewater Operators Association

Erin Salmon, PWM

Municipal Consultant

erin@rpsprofessionalsolutions.com

(608) 617-2907

315 De Witt St
Portage, WI 53901



Section 9, Item Y.



Former Village Administrator and Director of Public Works with 23 years experience in Municipal Public Works and engineering. Excels in problem solving, multi-tasking and sustaining a positive work environment while promoting economic wellbeing for the public and community.

EDUCATION

Associates in Applied Science, Civil Engineer Technology

Madison College

TRADEMARKS

- Clear and Effective Communicator in All Forms
- Able to Identify, Analyze, and Resolve Issues and Challenges
- Efficient at Identifying, Analyzing, and Resolving Issues
- Adept at Planning, Organizing, Delegating and Overseeing Projects and Resources
- Skilled in Organization of Information, Materials, Schedules, and Resources
- Proficient at Mastering Software, Computer Applications, and Devices

EXPERIENCE

Village Administrator / Village of Pardeeville
January 2019—October 2023

- Administration of Day-to-day Operations of Village Office, Public Works, and Public Utilities
- Emergency Management Coordination
- Prepare and Administer Annual Budget Agenda Planning
- Update, Maintain, and Enforce Village Ordinances and Policies

Civil Engineer Technician / City of Portage
May 2013—January 2019

- Team with Public Works Director, Wastewater, and Street Superintendents in Daily Operations
- Design, Estimate, and Write Contracts and Specifications for City Projects
- Inventory and Asset Management of City's Water, Storm, and Sanitary Sewer System via GIS
- Develop and Maintain City Assessment Rolls

Operations Manager / Davis Construction
August 2015—January 2016

- Project Scheduling and Assignment
- Project Estimating for Clients
- Assist in Field with Grading

Civil Engineer Technician / City of Sun Prairie
August 2001—May 2013

- Construction Layouts and Inspections
- Storm and Sanitary Sewer System Mapping
- Annual Reporting: WisDOT Transportation Aid
- Topographic Survey Work
- GIS Mapping

AFFILIATIONS

American Public Works Association, Education & Scholarship Committee
Executive Committee of the Municipal Electric Utilities of Wisconsin, District 7
Columbia County Local Emergency Planning Committee

American Legion Auxiliary, Pardeeville
Unit 215
American Legion, Pardeeville

TAB 6 - SPECIAL PROJECT EXPERIENCE FOR PROJECT SCOPE

→RPS has extensive experience covering the wide range of project scope within this RFP:

PROFESSIONAL FACILITATION: The vast municipal experience allows RPS to foster effective public communication and facilitate efficient and timely results.

COMPREHENSIVE PLANNING: Completed or consulted on dozens of comprehensive plans, economic development plans, strategic plans or other focus group activities.

MEETINGS: Attended over 1,000 municipal meetings. Able to represent the municipality, the public, the project and properly communicate issues including resolution on controversial matters.

FUNDING: Administered dozens of grant/funding projects from initial concept to final grant administration.

FIRE & EMERGENCY SERVICES: Completed 2 fire training facility projects, consulted on dozens of Fire/EMS serviceability plans, including completion of one public infrastructure improvement projects to address insufficient infrastructure (see next page).

PLANNING & ZONING: Worked with dozens of municipalities in the area of long-term planning, zoning administration and ordinance development.

WISDOT: Completed 1 BIL project for a local municipal under the STP-Rural program 80/20, in response to the newly appropriate BIL program, including PS&E in a 3-month timeframe.

STREET IMPROVEMENTS: Rehabed or designed dozens of streets in villages and towns with some projects including special assessment and public involvement.

MUNICIPAL BEST INTERESTS: Focused on betterment and maintaining the best interests of the municipality. This includes general municipal review of developer plats/agreements, extensions, right-of-way, and general public policy. Also, strong representation of intergovernmental agreements and local entity discharge or acceptance agreements.

→RPS also brings the following relative and recent project specific experience:

Village of Kronenwetter – Various Projects Related to Westside Planning, Funding

- Lift Station Assessment & Sewer Capacity Study
- Lift Station 8 & 4 Upgrade Project
- Knowledge of Westside Roads, Utilities, Right-of-way & Easements
- Understanding and prior involvement on Village financials & TID's

Lakeside Park – Road Rehabilitation – Town of Pacific, Columbia County

- Initial Municipal Guidance & Project Planning
- Conceptual Cost Estimates
- Coordination of Comprehensive Topographic Survey For R/W & Drainage
- Documentation of ALL Encroachments
- Drainage Study
- Preliminary Project Plans
- Funding Application
- Public Participation Plan
- Project Schedule & Presentation
- Coordinate, Plan & Conduct Public Information Meetings
- Curb Design
- Pavement Design
- Modified R/W Design
- PS&E (Plans, Specs & Estimate) Completion
- Coordination, Plan & Conduct Individual Property Owner Meetings
- Utility Coordination
- WDNR Approval

Smokey Hollow Road – WisDOT 5652-00-01 – Arlington, Columbia County

- Funding Review, WisDOT Coordination
- Initial Municipal Guidance & Project Planning
- Conceptual Cost Estimates
- Funding Application
- WisDOT Tribal Notification
- WisDOT Environmental CEC Report
- WisDOT USFWS Coordination & Forms
- WisDOT WDNR Coordination & Forms
- Public Participation Plan & Coordination
- Respond to Public Input
- Administer WisDOT SMA Agreement
- Pavement Design
- Coordination Legal Opinion on R/W
- Complete WisDOT Estimate and Estimate Documentation (BidExpress)
- PS&E (Plans, Specs & Estimate) Completion
- AASHTOWare, Bid Item & Bid Proposal Completion
- WisDOT Special Provisions
- WisDOT Design Study Report (DSR)

RPS FEELS IT IS FULLY QUALIFIED AND WILL DEMONSTRATE EXCELLENCE IN ALL OF THESE ASSETS IN PERFORMANCE OF THIS SCOPE OF SERVICES.

TAB 7 – PROJECT APPROACH

GENERAL

RPS sees this project as a focus break-out study that will be incorporated into other planning efforts of the Village. The area of work is clearly shown in the RFP, west of Old Highway 51 Road, south of the WPS Properties and north of Flanner Road.

We also see this as a step towards laying out a successful redevelopment plan as called for in the 2019-2024 Strategic Plan, with the possibility of identifying a TID within all or part of the study area depending on viability and the need for public facility improvements. In addition, one or more grant opportunities are envisioned, each depending on a variety of eligibility factors.

RPS will approach the study using traditional planning-based and public-oriented methods, in combination with technical skill available from the firm’s municipal experience. RPS has qualified and experienced staff including technical experience in municipal public works, emergency management and general municipal planning at a level that functional for the requested scope of work. We feel our expertise in planning for and obtaining local funding will be a key factor in this project’s success going forward.

As such, RPS proposes the following key areas of study:

- Identify and evaluate the existing conditions & key issues of the study area
- Establish methods for local and organizational input
- Develop planning alternatives to address key issues
- Include local and organizational input to possible alternatives
- Complete feasibility studies of possible alternatives, evaluation
- Complete funding assessment and opportunities
- Presentation and public input on possible alternatives

PHASE I – PRELIMINARY RESEARCH

RPS proposes to utilize current available parcel and aerial information already obtained from other study efforts of the Village. Mapping efforts on existing features will be relatively straightforward. We plan to assume that all existing right-of-way traces back to Village ownership as we feel that any surveying or legal work is not within the scope of this project. We will observe traffic conditions (from our prior site visits and proposed site visits at peak hours) and identify traffic flow patterns.

We propose to work with the Village to obtain historic traffic count data on Old Highway 51 as we feel this information may be necessary in evaluating current conditions as well as making recommendations for future access or improvements. We also propose to obtain historic railroad

usage, if available, and also obtain current railroad delivery or usage programming along with operational schedules.

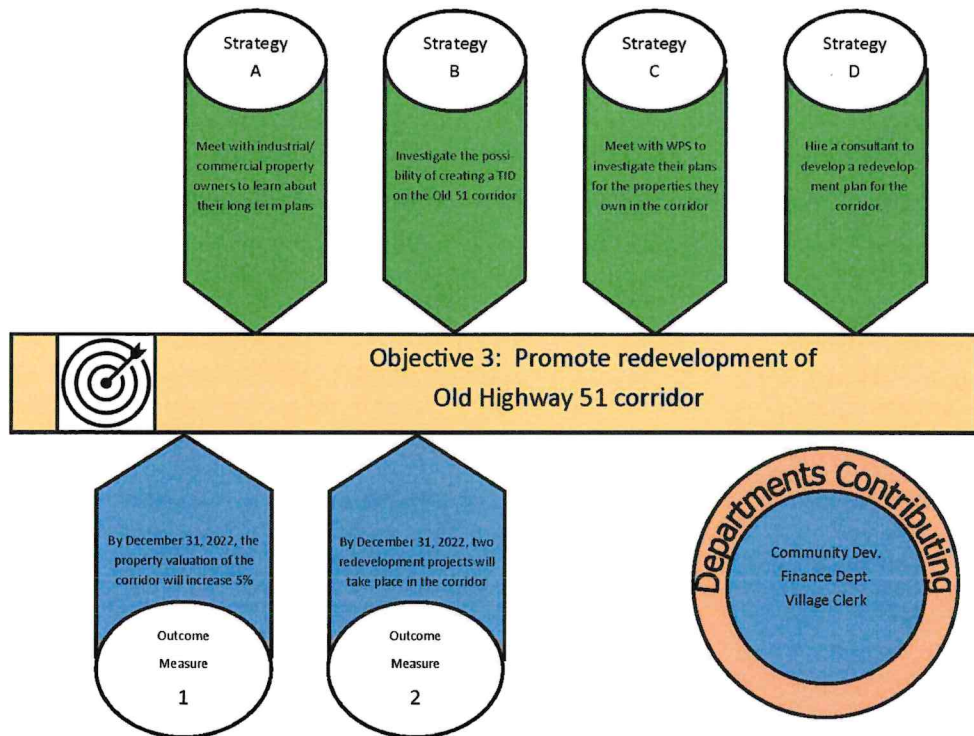
Perhaps the most important part of this phase is to identify local and organizational stakeholders and then organize/conduct a series of meetings or interviews with those entities to gain key stakeholder input towards defining the key issues, generating “on-the-table” alternatives. Although this list is not all-inclusive, the following key stakeholders are envisioned:

- Village Planning & Zoning, Economic Development
- Village Fire & EMS Departments
- WPS
- Local Area School District(s)
- Wisconsin Central LTD Canadian National Railroad
- Other Industrial and Commercial Property Owners

We feel this method of interaction will collect early input that will be used for complete evaluation of the issues, as well as improved solution identification, to improve efficiency for the study.

PHASE II – QUALIFICATIONS OF PRELIMINARY RECOMMENDATIONS

In the preparation of this proposal, RPS has reviewed the 2019 Comprehensive Plan and the 2019-2024 Strategic Plan. The Strategic Plan discusses one key objective (#3): Promote Re-development



of the Old Highway 51 Corridor. We anticipate that the assessment report that is requested by this RFP will be used as a key basis for a redevelopment plan.

RPS will evaluate and assess current railroad activity along with an assessment of community ingress and egress with all available input as described in earlier phases. With that input and our technical evaluation/assessment, we propose to generate 1-2 comprehensive and realistic solutions including an evaluation of the “no improvement” alternative.

PHASE III – FUNDING EVALUATION

Funding alternatives will be generated from preliminary or budgetary cost estimates. Cost estimates will be completed using high-level overview techniques without intense detail, as typical with budgetary-level estimating. The 1-2 alternatives described above will each be estimated as a capital cost basis.

Funding sources are likely generated from one or more of the following sources (preliminary and subject to change):

- A. Tax Incremental Finance depending on redevelopment potential and financial viability
- B. CDBG Public Facilities Grant depending on study-area income or key eligibility criteria
- C. FEMA Hazard Mitigation Grant depending on key threat eligibility
- D. FEMA Emergency Management Performance Grant depending on comprehensive preparedness and infrastructure eligibility
- E. CISA Emergency Communications Grants via SAFECOM depending on recommendations that include necessary communications or control systems with key stakeholders
- F. USDA Rural Utilities Service for Community Facilities addressing public safety projects

PHASE IV – FINALIZE REPORT

Public input will be obtained, as described above, throughout the process especially in the form of early input and problem identification. RPS does not propose this to be an internal study that is completed behind closed doors. Rather, it is a publicly-oriented and planning based study that largely includes open public meetings or individual interviews where open input is desired.

The final study report and presentation will be provided to the necessary Village Committee or Board presence. One (1) meeting is proposed for this effort. One (1) additional meeting is planned to present this to the public in a separate public information meeting.

Any recommended early directives will be presented to the Village for action. A capital improvements plan format will be presented if capital improvements are recommended.



TAB 8 – COST

We have developed costs for services as described in TAB – 7 Project Approach based on our understanding of the project scope and the associated level of effort for each task. The cost of services is provided with the following cost breakdown:

PHASE I – PRELIMINARY RESEARCH

Task	Estimated Hours		
	Principal \$175/hr	Associate \$130/hr	Tech \$110/hr
Initialization, Coordination, Management	6		
Data Collection & Recovery	1	1	16
Mapping – Base Maps	1	1	16
Presentation Maps	1	2	10
Site Visits (2)	4(2)	4(2)	
Railroad Data & Meeting	4	8	8
Traffic Count Information Recovery	6	6	
Crash Data	1	2	
Fire / EMS Data	2	2	
Stakeholder Meetings (3)	5(3)	5(3)	1(3)
Meeting Summaries / Notes	1(3)	4(3)	
Meeting Agendas	1(3)	2(3)	
Totals	51	62	53
Expenses	\$1,000		
Total Fees	\$23,815		

PHASE II – QUALIFICATIONS OF PRELIMINARY RECOMMENDATIONS

Task	Estimated Hours		
	Principal \$175/hr	Associate \$130/hr	Tech \$110/hr
Research, Refinements	10	10	
Compilation of Issues	2		
Summary of Goals/Objectives	3	1	
Evaluation of Alternatives	6	2	
Feasibility of Alternatives	6	2	
Recommendations	3	1	
Coordination	2		
Report	4	32	16
Totals	36	48	16
Expenses	\$0		
Total Fees	\$14,300		

PHASE III – FUNDING EVALUATION

Task	Estimated Hours		
	Principal \$175/hr	Associate \$130/hr	Tech \$110/hr
Estimate Preparation	4	6	6
Grant Research, Eligibility	2	16	
Memo on Grant Options	4	4	2
Totals	10	26	8
Expenses	\$0		
Total Fees	\$6,010		

PHASE IV – FINALIZE REPORT

Task	Estimated Hours		
	Principal \$175/hr	Associate \$130/hr	Tech \$110/hr
Modifications/Updates	4	8	2
Meetings (2)	4(2)	4(2)	
Presentation & Delivery	8	4	2
Totals	20	20	4
Expenses	\$600		
Total Fees	\$7,140		

SCHEDULE

RPS proposes the following timetable; be advised this is slightly different from the project timetable provided in the RFP. We recognize that it is likely a challenge to organize different representations to one common effort, and that will take some advance notice time to accomplish.

Kick-off	April 30, 2024
Due Diligence	May 30, 2024
Stakeholder Meetings	June – July, 2024
Evaluation	August 31, 2024
Funding	September 30, 2024
Finalize	October 31, 2024



Proposal

for Engineering Design Services

Railroad Accessibility Study

Village of Kronenwetter, Marathon County



Presented to:

Leonard Ludi
Village Administrator

Village of Kronenwetter

March 11, 2024



330 N. 4th Street
Wausau, WI 54403-5417
715-845-8000

becherhoppe.com



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March 11, 2024

Leonard Ludi
Village Administrator
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455

Subject: Proposal for Engineering Evaluation - Railroad Accessibility Assessment Study

Leonard,

Thank you for the invitation to assist the Village of Kronenwetter with an Engineering Evaluation regarding the RFP for the Railroad Accessibility Assessment Study. Becher Hoppe Associates, Inc. (BHA) and Traffic Analysis and Desing, Inc (TADI) have experience performing traffic analysis and evaluating alternatives. We have partnered together on other local street projects and have experience working with the local railroad companies.

Becher-Hoppe Associates, Inc. is pleased to submit this proposal for providing engineering design services. As you will see:

- ✓ Our team of Becher Hoppe and TADI recently completed local street reconstruction and traffic analysis.
- ✓ We have recently completed several street and intersection improvement projects for the City of Schofield, Village of Rothschild, City of Wausau, and Village of Weston.
- ✓ In teaming with Becher Hoppe and TADI, Kronenwetter will have the firsthand local street and railroad knowledge and practical approach to make your project a success.

We wish you the best in achieving all the goals for this project and please know that we are well suited to be a part of your team.

Respectfully,

Matthew Patterson, PE
Project Manager

Matthew T Graun
Vice President





Corporate Profile

Becher-Hoppe Associates, Inc.

Membership

American Council of Engineering Companies (ACEC)

American Public Works Association (APWA)

American Society of Civil Engineers (ASCE)

American Water Works Association (AWWA)

Institute of Transportation Engineers (ITE)

International Right of Way Association (IRWA)

National Society of Professional Engineers (NSPE)

National Society of Professional Surveyors (NSPS)

Wisconsin Airport Management Association (WAMA)

Wisconsin Society of Land Surveyors (WSLS)

Awards

2019 ACEC Engineering Excellence – Best in State for Special Project: Alexander Airport Park

2017 WisDOT Excellence in Highway Design – Best Rural Project: WIS 54 & CTH U Intersection

Engineering Excellence State Finalist Award (ACEC)

2023 – Central Wisconsin Airport Runway/Taxiway Improvements

2021 – City of Schofield Maryland/Radtke Roadways

2014 – Wausau Downtown Airport SRE Building

2013 – Wausau Wastewater Treatment Plant

2012 – City of Wausau - 400 Block

Excellence in Airport Engineering (WisDOT Bureau of Aeronautics)

2022 – Price County Airport

2021 – Central Wisconsin Airport

2014 – Price County Airport

2013 – Merrill Municipal Airport

2012 – Crandon-Steve Conway Municipal Airport

Project of the Year Award (APWA)

2012 – City of Wausau 400 Block

Our Mission

To improve communities through engineering excellence.

Becher Hoppe provides professional services to government, business, and individuals from our headquarters in Central Wisconsin. We offer planning, design, and construction services for civil engineering projects that involve airports, highways, roadways, trails, water and wastewater treatment systems, municipal utilities, stormwater management, dams, solid waste facilities, and agricultural site development. Other services include real estate appraisal and acquisition, mapping, land planning, and land surveying. We have been serving our clients since 1954.

Our Core Values

Service, Integrity, Excellence, Partnership

The Associates at Becher Hoppe carefully assess each client's project needs to create innovative solutions. Our employee group is diverse in education, expertise and experience. Employees with construction review responsibilities also have substantial field experience. Our knowledgeable team works hard and enjoys the collaborative effort with our clients to fulfill their project goals.

Company Information

Address: 330 N. 4th Street, Wausau, WI 54403-5417

Telephone Number: 715-845-8000

Website Address: www.becherhoppe.com



A Committed Team

Matt Patterson, PE, will manage the project and be the primary point of contact for the Village of Kronenwetter. Matt will utilize his extensive experience to lead the study and coordination. Matt Graun, Vice President, will be the secondary contact and will oversee the engineering and design of the project. Jed Mattmiller, PE, will lead field survey, base maps, Aaron Wallner, PE, will lead the intersection design and be lead contact for communication with the Railroad.

Our team has a close working relationship with Traffic Analysis & Design Inc. (TADI) will provide the traffic analysis required for the study. We have partnered with TADI on numerous occasions in the past and have had great results for our clients.



Becher Hoppe has a long and extensive background of providing design and analysis for local street projects for the Village of Kronenwetter and similar-sized communities. Some examples are as follows:

1. Village of Weston
 - a. Zinser Street Utility Extension and Street Reconstruction - Design and Construction Oversight
 - b. Birch Street Reconstruction and Multi-use Path – Design and Construction Oversight.
 - c. Ross Avenue – Metro Drive to Alderson Street - In Design
 - d. Ross Ave – Riverbend Rd to Kramer Ln – In Design
 - e. Fuller Street - Ross Avenue to Schofield Avenue - In Design
2. City of Schofield
 - a. Maryland Ave and Radtke Street Reconstruction – Design and Construction Oversight
 - b. Sternberg Street Reconstruction – Design and Construction Oversight
 - c. Grand Avenue Reconstruction – Design and Construction Oversight
 - d. Drott Street Reconstruction – Design and
 - e. Grossman Drive – Design and Construction Oversight
3. Village of Rothschild
 - a. Edgar and Hazel Street Reconstruction – Design and Construction Oversight
 - b. Schmidt Ave Reconstruction - Design and Construction Oversight
 - c. Military Avenue – Design and Construction Oversight
 - d. Military Avenue/ Business 51 Railroad Crossing – Design and Construction Oversight
4. Town of Weston
 - a. Gusman Road – In Design
5. Marathon County
 - a. Hwy J and Hwy N Intersection – In design
6. City of Wausau
 - a. Downtown Mall Redevelopment (2nd Street, 3rd Street, Jackson Street) – Design
 - b. West Business Campus – Design and Construction Oversight
 - c. East Riverfront – Construction Oversight
 - d. STH 52 – Lighting and Marking
7. Village of Kronenwetter –
 - a. Construction Inspection – Ponds Subdivision

As shown on the following project data sheets, Becher Hoppe and TADI have substantial experience in completing projects very similar to this RFP.

Becher Hoppe's Project Manager will be Matt Patterson. Matt's areas of specialization include planning and design for water supply, treatment, distribution, and storage facilities and project management of street reconstruction design, traffic analysis, and construction oversight. Matt's experience covers the gamut of work activities for water facilities including:



1. Project management from conception through start-up
2. Bench-scale laboratory water treatment testing
3. Pilot scale water treatment testing
4. Design including cost-effectiveness analyses
5. Project management of variety of projects, including intersection design, street reconstruction, water and wastewater treatment
6. Loan/grant funding applications
7. Bidding of projects
8. On site resident project representative
9. Construction administration
10. Construction performance testing
11. Loan/grant construction administration

Five examples of projects Matt has designed and managed:

Village of Weston

Management of street reconstruction traffic analysis, intersection design, design, bidding, and construction oversight.

City of Wausau Treatment Facility

Bench and pilot testing of iron and manganese oxidants, eventually selecting permanganate oxidation, followed by filtration and anion exchange treatment.

Village of Rothschild PFAS Treatment Facility

Engineering report for treatment alternatives and pilot testing including WNDR coordination, equipment selection, and pilot operation.

Marathon County – Parks Department

Project management, water main design, and restoration plan for water main replacement. Coordination with City of Wausau on watermain connections and street restorations.



Matthew R. Patterson, PE

Project Manager

Education

*Bachelor of Science
Chemical Engineering
Michigan Technological University*

Registration

Professional Engineer Wisconsin

Membership

*American Waterworks Association
(AWWA)*

*Central States Water Environment
Association
(CSWEA/WEF)*

*Wisconsin Rural Water Association
(WRWA)*

Community

*Muddy Waters Retriever Club –
Website Manager*



Mr. Patterson is a Project Engineer in the Water and Wastewater Group. He assists with the planning, design, and construction oversight for water supply and wastewater facilities.

Matt's diverse background in research and development enables him to use information used in prior tasks and apply it to current projects.

Experience

Matt joined Becher Hoppe in January of 2019, with a background in water and wastewater treatment, research and development of wastewater treatment technologies, and chemical applications for treatment systems. Previously a research and development engineer, he brings experience managing project teams while adhering to project budgets and schedules.

Reviewing customer equipment performance and recommending process improvements are other skills Matt brings to his work. He enjoys presenting technical information to stakeholders about new technologies and new solutions.

Projects

Village of Weston

- Harlyn Avenue Lift Station design, permitting, and construction oversight
- Tanya Street/Tricia Avenue Lift Station design, permitting, and construction oversight
- Zinser Street Utilities permitting and construction oversight
- Birch Street Reconstruction utilities design, permitting, project management and construction oversight
- In design street reconstruction - Ross Ave (Metro to Alderson), Ross Ave (River Bend to Pauls), Fuller (Ross to Schofield)

Rib Mountain Sanitary District

- Main Lift Station Evaluation, design, permitting, and construction oversight

City of Wausau

- Water Treatment Facility pilot design and operation.
- Waste Water Treatment Facility underground piping design, site work and construction oversight.
- Downtown mall redevelopment utility design and permitting

Central Wisconsin Airport

- Design, permitting, and construction oversight of water and sewer extension to Odyssey Aviation Hanger
- Design, permitting, and construction oversight of water and sewer extension to Productivity Advantage Hanger

Contact Information :
mpatterson@becherhoppe.com
715-845-0419

Education

Associate Degree
Architectural Residential Design
Northcentral Technical College
Wausau

Adjunct Instructor
Northcentral Technical College
Civil Engineering Program

Certification

Remote Pilot, Small Unmanned
Aircraft System Rating

Continuing Education

Autodesk Certified Professional
Civil 3D

ACEC Leadership Institute
Graduate 2019

Inside the Factory- International
Autodesk Software Development
Influencing Team

Wausau Flying Service –
Ground School (Pilot Training)

Membership

Autodesk User Group International
(AUGI)

ACEC Wisconsin
Civil 3D User Group Chair

Awards

Top Presenter at
Midwest University

Presentations

Autodesk University
Las Vegas, Nevada

Recognized Presenter
Midwest University

ACEC Wisconsin
Civil 3D Workshop

Contact Information :
mgraun@becherhoppe.com
715-845-0420



Mr. Graun is Vice President and one of the firm's owners. Matthew has 16 years of design and project leadership experience on various civil engineering projects.

His primary responsibilities include aiding in the civil design of projects and managing the firm's resources. Matthew manages all the resources it takes to complete a successful project and run a civil engineering firm. This includes everything from staffing needs to providing cutting edge software and hardware to the team at Becher Hoppe. He also brings a great deal of experience in designing projects from multiple disciplines within the firm.

In addition to Matthew being a leader within the firm, he is also a leader in the industry when it comes to software and technology development. Matthew co-chairs the ACEC Civil 3D User Group in Wisconsin, adjunct teaches at North Central Technical College in the Civil Engineering Program, worked with the software development team at Autodesk, and presented at local, regional, and international conferences on the design software driving the industry.

Projects

STH 54 and CTH U, J-Turn Intersection, Wisconsin Rapids to Plover

CAD 3D Design for a complex intersection focused on traffic safety. Over a 6-year study period, there were 11 crashes at the intersection of STH 54 and CTH U, resulting in 18 injuries. The team at Becher Hoppe recommended a J-Turn intersection for this location, which at the time was only the 2nd one in the state. Matthew was responsible for all CAD modeling and plan production associated with the intersection. This project was awarded Best Rural Project through ACECs WisDOT Excellence in Highway design criteria.

USH 8 and STH 46 Intersection, St. Croix Falls

CAD 3D Design for the intersection of USH 8 and STH 46. Over a 5-year study period, there were 8 crashes at the intersection of USH 8 and STH 46 north, resulting in 3 injuries. The intersection was in need of a safety enhancement and Becher Hoppe was contracted by WisDOT to make the necessary improvements. Matthew aided in the layout and 3D design of this intersection along with developing plans to meet WisDOT requirements.

CTH G, Forest County

CAD 3D Designer for a rural 2-lane major collector connecting the Town of Argonne and Cavour and provides a major trucking route between STH 32/STH 55 and USH 8. The project consisted of pavement improvements as a result of a deteriorated roadway from heavy logging truck traffic, a single span bridge structure, intersection improvements, and culvert replacements. Matt was responsible for all plans and design modeling to accomplish a successful project.

West Grand Avenue, City of Schofield, Marathon County

CAD 3D Designer of this utility replacement and street reconstruction project. The project featured approximately one mile of roadway and utility reconstruction, curb extensions for pedestrian crossing, improved stormwater drainage, and new signage and pavement markings. Responsibilities included intensive software modeling of the entire project including over 75 driveway accesses, multiple phase construction, sidewalk replacements, constricted right of way, and utility improvements. These models aided engineers in the design and construction of this project.

Education

*Bachelor of Science
Engineering
University of Wisconsin-Platteville*

Registration

*Professional Engineer
Wisconsin*

Certification

Highway Technician Certification
Program (WisDOT)

- *Transportation Materials
Sampling*
- *Portland Cement Concrete
Technician I*

Continuing Education

Federal Highway Administration

- *Intro to Highway Hydraulics*
- *Culvert Design*
- *Hybrid Roadside Design*
- *Urban Drainage Design – NHI
Course*

Membership

*American Council of Engineering
Companies, ACEC, WI*

*Wisconsin County Highways
Association*

Midwest Hydro Users Group

*Association of Dam Safety Officials,
Inc.*



Mr. Wallner is a Project Manager responsible for storm water analysis, environmental studies, river studies, and the design of highways, local roads or dams.

Aaron brings extensive experience and knowledge of WisDOT standard procedures and specifications for highway design and construction through his past tenure with the WisDOT Northeast and North Central Regions. He is well-versed in highway rehabilitation requirements set forth in the WisDOT FDM. His experience includes serving as lead designer and construction engineer for interchange, urban highway, and rural highway projects.

Projects

USH 141 and CTH E J-Turn, Oconto County (1490-28-01)*

**While employed at WisDOT*

Lead Designer responsible for all agency, utility, and environmental coordination on this rural 0.87-mile reconstruction project which was one of the earlier WisDOT projects fully developed in Civil 3D. This project required close coordination with the regional traffic safety engineer, which resulted in a basic template for J-turns used throughout the region. Extensive public outreach was also required for this project.

Maryland Ave And Radtke Street, City of Schofield (2017.056)

Operated as lead design engineer, standard Civil 3d design, utility coordination, storm sewer, waste water, and watermain design. The project was a full urban reconstruct, replacing all the watermain and a large portion of the storm and sanitary sewer system. This 0.670-mile project also included .239 miles of curb and gutter replacement as well as .431 miles of curb that was replaced with ditches and shoulders.

Oversaw all construction operation, drafted payment requests, reviewed and approved change orders. Coordinated in house survey operations as well as consulted testing procedures. Other operations included grading, block retaining wall construction, BAD placement, and HMA paving.

Tomahawk Bike Trail, City of Tomahawk (2012.054/9862-00-70)

Served as construction project manager while overseeing and inspecting construction operations. The project had a mix of new rural trail construction and urban roadway expansion to expand the paved shoulders. As a WisDOT local program project, coordination was required between the contractor, the City of Tomahawk, and WisDOT. Wet soil conditions required unique problem solving on a tight budget.

Drott Street, City of Schofield (2019.046)

While working as the lead designer, coordinated between the City of Schofield, and RAO Construction, LLC to put together roadway and utility improvement plans as well as site development plans for an adjacent set of parcels. The 0.303-mile-long project included roadway reconstruction, full replacement of watermain and sanitary systems, and earthwork balancing between sites. The project also had several unique features including high ground water, site contamination, and adjacent waterways which limited grading areas.

Education

*Bachelor of Science
Civil Engineering
Michigan Technological University*

Registration

Professional Engineer – Wisconsin

Memberships

ACEC Wisconsin

WSLS Wisconsin

Continuing Education

ACEC Civil 3D User Group

Autodesk Midwest University

Autodesk University

*Wausau Flying Service –
Ground School (Pilot Training)*

*St. Cloud State University
Land Surveying
Certificate Program*

Contact Information :

jmattmiller@becherhoppe.com

715-845-0427



Mr. Mattmiller began his engineering career as an intern on the BH survey crew and never lost touch with the surveying practice as he built his engineering expertise. Jed has gained experience on a wide variety of survey projects including topographic surveys for infrastructure design, underground mapping for utility projects, boundary surveys, flood plain and hydrologic surveys, bathymetric surveys, and construction staking. Jed has surveying experience working for clients such as WisDOT, Wisconsin BOA, Wisconsin DFD, many counties and municipalities, and countless private entities. His engineering fundamentals provide him great understanding and foresight as he plans and executes survey work.

Projects**USH 45, City of Eagle River, Vilas County**

Worked on the survey crew collecting topographic survey and as an engineer on the design team. Designed curb ramps to match existing drainage and produced construction plans for this 4.5-mile resurfacing, lane reconfiguration, and sidewalk improvements for ADA compliance project along STH 45 through Eagle River. Also worked with survey and engineering teams on right-of-way acquisition and associated plat work.

CTH H, Lake Duroy Bridge, City of Phillips, Price County (ID 9480-00-70)

Design engineer for the rehabilitation of the CTH H Lake Duroy Bridge in Phillips. Worked on gradings design on approaches to the bridge, giving attention to adjacent drives and pedestrian walks. Also performed plan production.

Grossman Drive-Industrial Park, City of Schofield, Marathon County

Design engineer for the extension of Grossman Drive serving a new industrial park. Designed intersection layouts using vehicle tracking software to accommodate large trucks, water and sewer mains to service the expansion, and a complex grading model to accommodate multiple industrial users in the challenging site. Assisted in the plan production process.

Marshfield Hangar Area - Marshfield Municipal Airport, Marshfield, WI

Worked as design engineer on the layout of airside and landside infrastructure including taxilanes, hangar sites, access roads, security fencing, and gates. Designed a detailed grading model to provide site drainage now, and in the future as development occurs. Performed earthwork calculations as part of a detailed Engineer's estimate.

West Grand Avenue, City of Schofield, Marathon County

Worked on the survey field crew assisting with topographic design survey. Performed data processing and base mapping within the design software.

Military Road, Village of Rothschild, Marathon County

Worked as the Survey Crew Chief coordinating construction staking services.

Lincoln Ave. Lift Station, City of Marshfield, WI

Worked on the survey field crew performing construction staking for utility installation.



JOHN BIEBERITZ, P.E., PTOE

Senior Traffic Engineer

Specialties:

Traffic Impact Studies
 Corridor Studies
 School Studies
 Parking Studies
 Traffic Signal Design & Timing Plans
 Traffic Calming
 Roundabout Analyses
 Teaching and Training

Education:

B.S. Civil Engineering, University of Wisconsin-Milwaukee, 1989
 M.S. Transportation Engineering, University of Wisconsin-Milwaukee, 1994

Certifications:

Professional Engineer: Wisconsin, 1992
 Professional Traffic Operations Engineer, 2003
 WisDOT SE Region Certified TIA Preparer

Professional Affiliations:

Institute of Transportation Engineers, Wisconsin Chapter
 Chairman of the ITE Traffic Engineering Workshop
 Tau Beta PI, National Engineering Honor Society

1.800.605.3091

Direct: 262.377.1845

jbieberitz@tadi-us.com

www.linkedin.com/in/jbieberitztraffic

Mr. Bieberitz is a Senior Traffic Engineer and also the President of Traffic Analysis & Design, Inc. (TADI). Mr. Bieberitz manages the staff of 30 traffic engineering professionals in addition to project management and traffic engineering tasks. Mr. Bieberitz is responsible for traffic engineering tasks including corridor studies, traffic impact studies, signalized intersection analyses, signal progression analyses, development of traffic signal timing plans, roundabout analyses, traffic calming and traffic simulation.

Mr. Bieberitz has over 35 years of traffic engineering experience ranging from traffic signal designs/timing to traffic impact studies. Mr. Bieberitz has conducted over several hundred traffic impact studies, designed over one hundred traffic signals, and has retimed several hundred traffic signals. Mr. Bieberitz serves as an "on-call" traffic engineer for several Wisconsin communities.

Mr. Bieberitz has presented and published several papers on traffic engineering for both the Institute of Transportation Engineers and the American Society of Civil Engineers. Mr. Bieberitz regularly teaches traffic engineering for the University of Wisconsin-Milwaukee on topics such as traffic impact analyses, access control and site design.



DANIEL BIEBERITZ, P.E., PTOE

Senior Traffic Engineer

Specialties:

Corridor Studies
 Traffic Impact Studies
 Traffic Signal Timings
 Traffic Safety Studies
 Comprehensive Safety Action Plans
 Pedestrian Safety Studies
 Federal and State Aid Applications

Education:

B.S. Civil Engineering,
 University of Wisconsin, Milwaukee, 1994

Certifications:

WI Professional Engineer
 Professional Traffic Operations Engineer (PTOE)

Mr. Bieberitz has 28 years of traffic engineering experience, which includes 23 years in private consulting and five years at WisDOT Northwest Region.

While at TADI, Dan has completed over 40 traffic studies, including traffic impact studies, operational studies and signal timing studies.

At WisDOT, Dan was the Region's Traffic Safety Engineer. His role at WisDOT included completing over 60 Highway Safety Improvement Program (HSIP) applications which included roundabouts, RCUT/J-Turns, correcting left-turn lane offsets, road diets, and many other intersection and roadway improvements.

Previous to WisDOT, Dan was Project Manager/Traffic Engineer in Ohio and managed/performed numerous traffic signal and interconnect designs, coordinated traffic signal retimings, signing plans, safety studies, corridor improvement projects, redevelopment projects, TIAs, and Safe Routes to School plans.

Employment History:

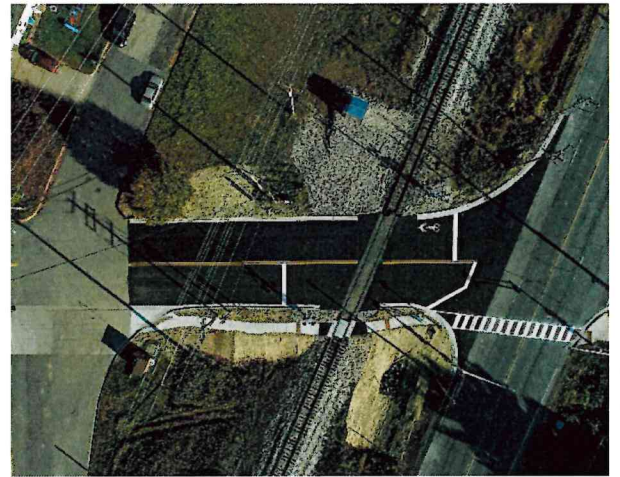
TADI: 2022 to present
 WisDOT: 2017 to 2022
 DLZ Ohio, Inc: 2004 to 2017
 Parsons: 1998 to 2004
 MSA Professional Services: 1995 to 1998

Presentations:

Roundabouts – Why They Work, February 2021 at UW-Eau Claire – Barron County

Tallmadge Circle Safety Study, April 2013 at ITE
 Great Lakes District Annual Meeting

Direct: 614.483.1297
dbieberitz@tadi-us.com



Project Description

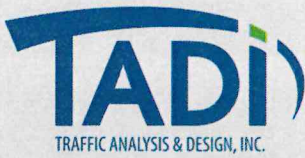
Military Rd in the Village of Rothschild is mostly an east-west urban collector connecting the middle of the Village for both pedestrians and motor vehicle traffic. Military Road provides access to the Marathon County Bike Route 7, which is a popular multi use path along the Wisconsin River, but it also intersects with Business 51, which is a busy roadway. Becher Hoppe was contracted by the Village of Rothschild to provide design engineering services to oversee a project that will provide safe access for pedestrians to access the recreational trail through the busy intersection.

Project Features

- New railroad crossing features
- New sidewalk installed on Military Road
- Installation of signage and Rapid Flashing Beacons to alert traffic of pedestrian crossings
- Additional Pavement Markings
- Enhanced pedestrian crossing with advanced signage and marking

Firm's Involvement

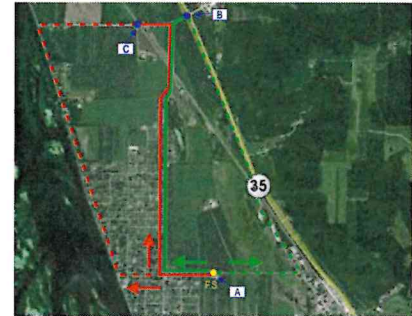
- Design alternatives
- Coordination with state and local agencies
- Public involvement
- Environmental documentation
- Stormwater management plan
- Preliminary and final design of roadway and utilities
- Completion of state applications and review process
- Preparation of project plans, specifications, and cost estimate



1.800.605.3091
www.tadi-us.com

Trans Modal Loading Facility Traffic Study & Public Grad Crossing Closures

Great River Road/STH 35, City of Cochrane, WI



Client: Superior Silica Sands and BNSF Railway

Year: 2014

Contact: Scot J. Balsavich, Vice President; Cooper Engineering (715) 234-7008

Project Description:

TADI performed a traffic study for a proposed rail line trans modal loading facility proposed to be located along the west side of STH 35 at the Foegen Road intersection. The project also included preparation of a Public Grade Crossing Closure Study for the removal of two at-grade rail crossings at Foegen Road and at Herman Street, located adjacent to the proposed facility. The traffic study investigated the amount of truck traffic expected with the new transload facility and analyzed the operation of the adjacent intersections along the transportation network. Peak hour as well as daily traffic volumes were investigated to determine the intersection and roadways cross section modifications necessary to provide for the proposed facility. The closure report looked at alternate routes for the road network including documenting travel distances for the remaining transportation network with the removal of two roadway connections (at-grade rail crossings) within the vicinity. The report also looked at the number of roadway vehicles, number of trains, types of railroad crossing infrastructure as well as location of emergency services and schools for each alternate route. Approaching and clearing sight distance was also documented.

The following elements were conducted as part of this project:

- Data Collection & Trip Generation/Distribution/Assignment
- SYNCHRO analysis and modeling
- Improvements to the roadway network
- At-grade rail crossing closure analysis including sight distance
- Existing and alternate routes distance and timing comparison
- Traffic Impact Analysis report
- Public Grade Crossing Closure report
- Coordination with the Superior Silica Sands and BNSF Railway

Providing Traffic Engineering Solutions

Project Understanding

Our team understands the Village of Kronenwetter's interest in conducting an engineering study to assess accessibility options west of the CN railroad tracks, spanning from West Nelson Road to Happy Hollow Road, with the area of access extending north to Gardner Park Road. The village aims to scrutinize the current access to these regions, encompassing traffic analysis, and explore alternative solutions to mitigate traffic delays and mitigate impacts on emergency services during instances where train activity restricts access.

Approach – Phase 1: Preliminary Research

During Phase 1, Becher Hoppe and TADI will conduct an examination of the current railroad crossings within the study area. Becher Hoppe will utilize a drone or to gather current imagery and planning grade survey data of the area. Additionally, traffic counts will be conducted at the railroad crossings along Garner Park Road, Cedar Road, Happy Hollow Road, and Nelson Road. This traffic data is crucial for understanding the volume of traffic in the vicinity and determining the crossing needs relative to the railroad. These assessments will furnish essential data for reviewing the crossings' current functionalities concerning emergency access and evacuation. The evaluation process will pinpoint any existing access issues and unveil opportunities for alternative solutions to better cater to the areas. Finally, the identified alternatives will be compared and ranked for review by the Village.

Approach – Phase 2: Qualifications of Preliminary Recommendations

Phase 2 will entail a comprehensive examination of the Village's 2019 Comprehensive Plan and 2019-2024 Strategic Plans. These plans will be analyzed in light of the alternatives identified during Phase 1. Additionally, peak traffic hours at the crossings will be identified based on the traffic counts to gauge the typical traffic flow that would need to be rerouted through alternative routes in the event of railroad crossing blockages.

Phase 2 involves contacting the railroad to gain deeper insight into both present and forthcoming operations within the study area, aiming to discern their impact on access to the area. Utilizing the acquired data, the previously identified alternatives will undergo reassessment, culminating in a recommendation for a primary solution and two additional alternatives. Each alternative will be accompanied by a thorough analysis of its advantages and drawbacks for Village staff review. Furthermore, in addition to the proposed alternatives, the repercussions of leaving the study area unaltered will be presented. Emergency response times will also be calculated based on the alternatives, particularly in scenarios where one or more railroad crossings are obstructed for each alternative.

Approach – Phase 3: Funding Evaluation

In Phase 3, a budgetary cost estimate will be compiled for all three alternatives. Furthermore, our team will conduct a thorough assessment of potential grant funding opportunities, focusing on health and safety funding, as prioritized by the Village of Kronenwetter. The findings will be reviewed and presented to the Village for their consideration.

Approach – Phase 4: Finalize Report

Phase 4 will involve hosting a public information meeting to present the alternatives and their respective budgets. Feedback collected during this meeting will be carefully reviewed with Village Staff, and any relevant suggestions will be integrated into the alternatives as appropriate. Subsequently, utilizing all gathered information, an engineering report will be compiled and presented to Village Staff for review. The report will undergo finalization based on staff input. Additionally, a presentation will be prepared and delivered to both the Village committee and the Village Board.

Additional Services

We can provide additional services as may be required and will provide a Proposal for such services upon request. Additional services may include:

- Land and easement acquisition. Becher Hoppe has a certified general appraiser on staff who specializes in assisting our clients with appraising, negotiating, and acquiring road right-of-way.
- Additional resident outreach/public information meetings.
- Environmental services (wetland delineation, etc.)
- Army Corp of Engineers Coordination
- Additional exhibits and additional preliminary design efforts
- Additional field survey work to support construction of a preferred alternative
- Plans, Specifications, and Estimates for preferred alternative
- Additional access studies outside of the project limits
- Construction services (Resident Engineer, Construction Administration, Construction Staking)

Project Costs – Design

Phase 1: Preliminary Research	
<ul style="list-style-type: none"> Existing railroad crossing review Collection of emergency accessibility and evacuations Define concerns and opportunities Compare alternatives 	\$24,100
Phase 2: Qualifications of Preliminary Recommendations	
<ul style="list-style-type: none"> Review of 2019 Village Comprehensive and 2019-2024 Village Strategic Plans Evaluate existing and future railroad activity Establish one primary and 2 secondary alternatives Define impacts if no improvements are made 	\$15,400
Phase 3: Funding Evaluation	
<ul style="list-style-type: none"> Prepare budgetary cost for alternatives Identify grant opportunities, to include health and safety funding opportunities 	\$10,500
Phase 4: Finalize Report	
<ul style="list-style-type: none"> Participate in public information meeting Prepare draft report for Village Staff review Finalize report, and present to Village Committee and Village Board. 	\$18,500
Total Design (Lump Sum)	\$68,500

Additional Services

Becher-Hoppe Associates, Inc. will provide additional services as may be required, and will provide a Proposal for such services upon your request. Please review the additional services section in our Project Understanding and Approach.





Report to Administrative Policy Committee (APC)

Agenda Item: Department Head Handbook Review - Village of Kronenwetter

Meeting Date: April 16, 2024

Referring Body: Administrative Policy Committee (APC)

Committee Contact: Chris Voll, Chair

Staff Contact: Leonard Ludi, Village Administrator

Report Prepared by: Leonard Ludi, Village Administrator

OBJECTIVE(S): The knowledge of the current Handbook review to be utilized for future modifications and additions discourse relative to the Village of Kronenwetter Employee Handbook.

HISTORY/BACKGROUND: On going review of past handbook versions and HR policies.

PROPOSAL: Village Administrator asks to continue current review and recommendations for change to the Village Employee Handbook, through legal review and final presentation to APC.

RECOMMENDED ACTION: Provide direction for Village Administrator to continue current review and recommendations for change to the village handbook, through legal review and final presentation to APC.

FINANCIAL

Financial Consideration/Action: NA

FUNDING SOURCE:

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

ATTACHMENTS:

- Department Head Review of Village of Kronenwetter Employee Hand Book
- Sample Handbook Additions

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03

WELCOME

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. Sincerely, Chris Voll President – Village of Kronenwetter

04

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 longterm, either you or the Village may terminate this relationship at any time, for any reason. **Police officers are not at will employees and fall under WI Statute 62.13 for just cause.** 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

C Chief McHugh
3:49 PM Mar 28

Add: “Police officers are not at will employees and fall under WI Statute 62.13 for just cause.”

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.

07

~~HARRASSMENT~~ 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

 Chief McHugh
3:47 PM Mar 28
Replace: "HARRASSMENT" with "HARRASSMENT"

Department Head Handbook Review 4-9-24

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.

08

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.

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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.

06

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

Department Head Handbook Review 4-9-24

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.

09

Any current or former employee who discloses trade secrets which is defined as information, including a formula, pattern, compilation, program, device, method,

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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

C Chief McHugh
4:31 PM Mar 28

Just a general observation: language to the effect of, "subject to discipline up to and including termination" appears constantly in this document and just keeps getting regurgitated over and over again. Can this just be stated once at the beginning of the handbook with something like, "Violations of this handbook could subject the employee to discipline up to and including termination."

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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 **Administrator 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



Lisa Kerstner
12:52 PM Mar 22

Replace: "Village" with "Administrator"

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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 timesheet. 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.



Lisa Kerstner

1:01PM Mar 22

Delete: "Regular full-time Village employees may not engage in outside employment without first providing wri..."

Department Head Handbook Review 4-9-24

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. Summer hours will run from Memorial Day to Labor Day. During this time period, the Municipal Center will be open from 7am to 4:30 p.m. Monday through Thursday and 8a.m. to noon on Friday. Except in unavoidable circumstances, at least one Department Head or the Administrator must be available present in the Municipal Center during normal business hours.

PERSONAL DATA CHANGES

2.11 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:

B Brad Jacobson
9:58 AM Apr 4

Hours of work for Public Works and Parks vary from this language. Our work day runs Monday thru Friday 7am-3pm with two 15 min breaks no 30 min unpaid lunch break. Public Works also run summer hours 6am-2pm typically start around Memorial day to mid September. If overtime occurs we also try to limit our overall hours to 40 so especially during the winter if weather permits we may not be working full days on Fridays.

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

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.

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

3.2 Our 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).

C Chief McHugh
3:55 PM Mar 28

Add: "Summer hours will run from Memorial Day to Labor Day. During this time period, the Municipal Center ..."

L Lisa Kerstner
1:05 PM Mar 22

Replace: "present in the Municipal Center" with "available"

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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

XXXXX3.3 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

increments.

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:

VACATION LEAVE ~~ACCRUAL~~ ACCRUAL RATES

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.



Lisa Kerstner
1:06 PM Mar 22

Replace: "ACCRUAL" with "ACCRUAL"



Brad Jacobson
10:06 AM Apr 4

Should say 15 min increments for vacation sick as that is the practice we have always followed

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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.

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.

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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

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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

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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.

3.12

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



Lisa Kerstner
1:08 PM Mar 22

Delete: "HEALTH SAVINGS ACCOUNT
3.14 The HSA program is defined in
Appendix One (page 70) at the back of
this..."

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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~~~~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



Lisa Kerstner
1:09 PM Mar 22

Replace: "non-publicsafety" with "non-public safety"

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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 **or credited towards health insurance.**

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 **or credited towards health insurance.:**

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

C Chief McHugh
3:54 PM Apr 2

Add: "or credited towards health insurance"

C Chief McHugh
3:55 PM Apr 2

Replace: "." with "or credited towards health insurance."

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 1 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 schedule defined in Appendix 2 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. Covid

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.

Light blue rounded rectangular area containing a comment bubble with a circular icon 'C', the name 'Chief McHugh', the time '3:57 PM Apr 2', and the text 'Add: "Covid"'. The bubble is positioned in the lower right quadrant of the page.

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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.)

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.

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.

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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 fortyfive 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

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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

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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

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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 **unless it's a last resort and no other options to defend themselves exist (run, hide, fight).**

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Violations of this policy by employees, visitors,



Chief McHugh

4:11 PM Mar 28

Add: "unless it's a last resort and no other options to defend themselves exist (run, hide, fight)"

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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

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 workplace 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

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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 coworkers 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

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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 EXPENSES

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



Lisa Kerstner

1:16 PM Mar 22

Delete: "It is Village policy that, whenever possible and practical, all employees will use a Village-owned ve..."

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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

personal use.

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.

5.16

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

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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

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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

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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.

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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.

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.

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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.

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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.

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.

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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.

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.

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 715693-4200.

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Last updated: 06/10/2020

APPENDIX FOUR

FORMS

9.0

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.

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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

Receipt of Employee Handbook

Employees must agree to follow the guidelines included in the employee handbook and are expected to understand and adhere to the policy statements below after receiving the handbook.

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; the Company or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures before termination.
3. Except for the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook or other expectations related to my behavior or performance, it is my responsibility to speak with my manager or Human Resources.

Handbook Purpose

This employee handbook is intended to inform employees about the Company’s philosophy, employment practices, policies, and benefits, as well as the conduct expected from employees. While this handbook is not intended to be a contract, it does include important guidelines that employees are expected to understand and follow.

Except for the at-will employment provision, the handbook can be amended at any time. No one other than authorized management may alter or modify a policy in the employee handbook. Should a statement from someone in management conflict with the employee handbook, that issue should be addressed with Human Resources immediately.

Should any provision in this employee handbook be found to be unenforceable or invalid, that will not invalidate the rest of the handbook. Nothing in this handbook is intended to infringe upon employee rights under the National Labor Relations Act.

We ask that employees read this guide carefully, become familiar with the policies, and refer to it whenever questions arise. Employees are encouraged to approach their manager or Human Resources should they have a question that is not answered by the handbook.

Employee Handbook Acknowledgment

I acknowledge having received a copy of the Village of Kronenwetter employee handbook, and I agree to become familiar with its contents. I understand that neither the handbook nor any other company policy, practice, or procedure is intended to provide any contractual obligations relating to continued employment, compensation, or employment in a particular position and should in no way be construed as creating any sort of employment contract. I further understand that my employment relationship may be terminated by **the Village of Kronenwetter** or by me at any time—with or without notice—and for any or no reason.

I also understand that all the policies, rules, and regulations in the handbook may be changed at any time at the sole discretion of **the Village of Kronenwetter**—with or without prior notice to employees.

Employee signature: _____

Name (print): _____

Date: _____

Employee Handbook

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Section 1. Introduction

1.1. Purpose of this Handbook

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

1.2 Changes of Policy

reserve the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook, and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

1.3 Employment Forms

All new employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others have been or will be provided separately.

*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook **

Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to re-hired employees whose I-9's are over three years old or otherwise invalid.

Section 2. Terms & Definitions

typically employs regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

2.1 Definition of "At-Will" Employment

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Company. The Company also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the President, CEO or CFO, and must be signed by the President or the CEO.

2.2 Types of Worker

This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.

Exempt vs Non-Exempt

The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

Regular vs. Temporary

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

Independent Contractors & Consultants

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

Section 3. Payroll

3.1 Payment Schedule

Employees are paid generally on . In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

3.2 Wages

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact to discuss.

In addition to regular pay, employees may have the option of earning overtime pay.

Overtime

A non-exempt employee may work overtime on the terms defined by law *pending prior authorization by his or her manager.*

3.3 Deductions & Garnishment

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

Wage Garnishment

Sometimes, the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

Section 4. Rights & Policies

The following section summarizes your legal rights as an employee of . Questions about any policy detailed in this section may be addressed with a Human Resources representative.

4.1 Equal Opportunity Employment Policy

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

4.2 Accommodation for Disabled Employees

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

4.3 Employment of Minors

Our policy on employment of minors adheres to all FLSA standards, including the following:

- Minimum employment age (14 for non-agricultural work)
- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Sub-minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

4.4 Employment of Relatives

The employment of relatives can prove problematic, particularly situations where relatives share a department or a hierarchical relationship. The Company will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she become a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation in order to remedy the situation.

4.5 Religion & Politics

is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

4.6 Private Information

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

4.7 Leaves of Absence

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that offers employees. Some, but not all, are governed by law.

Work-Related Sickness & Injury

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.

Maternity

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

Election Days

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

Section 5. Employment Benefits

The following is merely an overview of the Company's benefits package. It does not contain all relevant information. Please contact to obtain all details.

5.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

5.2 Workers' Compensation

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance in injured employees in returning to suitable employment.

5.3 Social Security Benefits (FICA)

Both employees and the Company contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

Section 6. Rules of Conduct

6.1 On the Job

Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor *before* the start of the work day if you will be absent or late, and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

Staying Safe

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

Meals & Breaks

Unless defined otherwise by state law, non-exempt employees are entitled to a paid 10-minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

Cell Phone Use

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

Employees who receive Company cell phones should strive to use them for Company business only. All phones must be shut off during meetings.

6.2 Rules & Policies

Confidentiality

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

Discrimination & Harassment

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behaviour among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Company will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

Drugs & Alcohol

Good performance on the part of our employees is crucial to 's success. For this reason, we strictly forbid employees to do the following while at work*:

- Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.
- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Company cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. The Company will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense. In some cases, completion of Company-approved rehabilitation program may serve as an alternative to termination.

**Any piece of Company property, including Company vehicles, as well as during work hours.*

6.3 Disciplinary Action

The Company takes disciplinary matters very seriously, and will exact discipline as it sees fit for any unacceptable action or behaviour. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Company information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination - of any kind
- Violation of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above, and make an effort to use good judgments at all time.

Workplace Inspections

At , we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment
- Company vehicles
- Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises.



Report to Administrative Policy Committee (APC)

Agenda Item: Lisa Kerstner Annual Evaluation Review
Meeting Date: April 16, 2024
Referring Body: Administrative Policy Committee (APC)
Committee Contact: Chris Voll, Chair
Staff Contact: Leonard Ludi, Village Administrator
Report Prepared by: Leonard Ludi, Village Administrator

OBJECTIVE(S): Employee Lisa Kerstner’ s Evaluation Review.

HISTORY/BACKGROUND: Annual Evaluation

PROPOSAL: Review and approve employee Lisa Kerstner’ s annual evaluation

RECOMMENDED ACTION: Approve employee Lisa Kerstner’ s annual evaluation and pay increase

FINANCIAL

Financial Consideration/Action: 2024 budget approved by Village Board.

FUNDING SOURCE:

Account Number/Title: #
Current Adopted Budget: \$
Spent to Date: \$
Remaining Budget: \$
Requested Amount: \$
Remainder of Budgeted Amount, if approved:

ATTACHMENTS:

Version 1 Evaluation
Version 2 Evaluation