



# SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA

April 09, 2025 at 5:30 PM

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

**All Agenda Items Listed Are for Discussion and Possible Action**

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

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

**3. APPROVAL OF MINUTES**

- C. Administrative Policy Committee Minutes March 27, 2025

**4. OLD BUSINESS**

- D. Village Employee Handbook Review
- E. TDS 2025 Sponsorship Contract

**5. NEW BUSINESS**

- F. 2025 Farmers Market Manager Contract
- G. New Garbage Contract Starting in 2026
- H. Budget Amendment #1- New Fund for EMS Grants
- I. Correction to Debt Service Tax Levy

**6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

**7. NEXT MEETING: April 17, 2025**

**8. 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: 04/04/2025 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

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



# SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

March 27, 2025 at 5:30 PM

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

## 1. CALL MEETING TO ORDER

Meeting convened at 5:46 PM due to lack of quorum

A. Pledge of Allegiance

B. Roll Call

PRESENT

Kelly Coyle

Chris Voll

Mary Solheim

ABSENT

Jordyn Wadle-Leff

Terry Lewis-Birkett

## 2. PUBLIC COMMENT

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

Bernie Kramer 2150 E ST HWY 153 discusses concerns with the code of conduct being back on the APC agenda. He also discussed that it is difficult at times to get information from the Village.

## 3. APPROVAL OF MINUTES

C. APC March 20, 2025

Motion by Coyle/Solheim to approve minutes as presented. Motion carried 3:0 by voice vote.

## 4. REPORTS AND DISCUSSIONS

D. Interim Finance Director Report

Joh Jacobs-Interim Finance Director discusses what the progress has been with Village financials. He discusses that the Village just wrapped up taxes for 2024 and that the financial team has shifted to the Audit. He plans to have the first set of financials the second Board meeting in April.

## 5. OLD BUSINESS

E. Revision of Ordinance 180-3; Village Board Meetings

Motion by Coyle/Voll to recommend the Village Board approve Ordinance 180-3 as presented. Motion carried 3:0 by voice vote.

F. Addition of Decorum guidelines: Code of Conduct

APC directing staff (Jennifer Poyer-Clerk) to add decorum items with exception of number seven to the Code of Conduct under item "F". Motion by Voll/Coyle to recommend Village Board approve the Code of conduct as amended. Motion carried 3:0 by voice vote.

G. Village Employee Handbook Review

Coyle discusses the creation of the "new" employee handbook how it incorporates ALL village employees/ staff/ and elected officials. The new document will reach all aspects of employment. Coyle will continue to integrate the old employee handbook into the new document. A special meeting was suggested to push the new document along so it can be incorporated and put into action.

H. TDS 2025 Sponsorship Contract

Voll to discuss that contract further with the Village Attorney then bring back to the next meeting.

**6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

**7. NEXT MEETING: April 17, 2025**

**8. ADJOURNMENT**

Motion by Voll/Solheim to adjourn. Motion carried 3:0 by voice vote.

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

**Posted: 03/24/2025 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

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

Minutes prepared by : Sarah Fisher- Account Clerk

# Village of Kronenwetter

## EMPLOYEE POLICY AND PROCEDURE HANDBOOK

*6th Edition*

*Created May 26, 2015 || Revised November 24, 2015 || Revised February 13, 2018 || Revised November 26, 2019  
|| Revised December 27, 2022 || Revised April 14, 2025*



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## Welcome to our team!

You have joined a dedicated staff that looks to make the Village a better place to live, work, and play. We recognize that our most valuable assets are our people, and we like to think of ourselves as a family, working together to help the Village grow.

Whatever your job, by doing it well, you are making an important contribution to the Village Government and to the Citizens of this Community. To help you do a good job, the Village has established these resource policies, procedures, and wage and benefits program described in the Handbook. Please take the time to read the contents and familiarize yourself with your responsibilities and privileges as an employee of the Village.

We want you to keep these things in mind as you go about serving the citizens of Kronenwetter.

**We Serve Citizens.** The public interest needs to be the result of a dialogue about shared values rather than the aggregation of individual self-interests. Therefore, public servants do not merely respond to the demands of “citizens,” but rather focus on building relationships of trust and collaboration with and among citizens. The goal is not to find quick solutions driven by individual choices. Rather, it is the creation of shared interests and shared responsibility.

**We Are Accountable to More Than Citizens.** Accountability and responsibility in public service is extremely complex. We are and should be held accountable to a constellation of institutions and standards, including the public interest; statutory and constitutional law; other agencies; other levels of government; the media; professional standards; community values and standards; situational factors; democratic norms; and of course, citizens.

**We Seek the Public Interest Within Certain Parameters:** While we are resolved to seek out public input we must consider all factors. Public servants remain responsible for assuring that solutions to public problems are consistent with laws, democratic norms, and other constraints, it is not a matter of their simply judging the appropriateness of community-generated ideas and proposals after the fact. Rather, it is the role of public servants to make these conflicts and parameters known to citizens so that these realities become a part of the process of discourse. Doing so not only makes for realistic solutions, it also builds citizenship and accountability.

## CODE OF CONDUCT

An employee code of conduct defines acceptable behavior observed by the village. Employee code of conduct consists of values that the village believes are necessary for successful employment of our employees as well as ethical code of conduct as defined in the General Rules section 5

## OUR VALUES

Our village identified nine core values that we believe are essential to successful employment.

- **Accountability:** We value promoting responsibility, the drive for continuous education and improvement. We believe in the efficient use of time by completing work tasks yielding meaningful content, and by meeting deadlines.
- **Adherence to Village Policies & Procedures:** Our employees should follow the policies and procedures established in the Employee Handbook. The employees should also follow any department specific rules and regulations (whether written or verbal) and any rules established by the state and federal law.
- **Collaboration & Transparency:** We value teamwork and collaboration. We recognize that at times decisions must be made on the spot, but when appropriate, we encourage employees and the department heads to work together to achieve the desired goal.
- **Communication:** We value open communication between internal and external customers. Internal customers are the Village Board, the employees, and their supervisors. Our external customers are the vendors, village residents, taxpayers or any citizens who interact with the village staff. We encourage the use of any form of communication that yields the best results of contact with the interested party to achieve the desired response in a timely manner (including but not limited to phone calls, emails, in person communication, texts, fax, etc.)
- **Critical Thinking & Problem Solving:** We value an environment where critical thinking and innovation allows employees to make critical decisions on the spot, can spark new ideas or lead to improved processes.
- **Customer Service:** We value relationships established with our internal and external customers. We welcome feedback to provide continued excellence in customer focus.
- **Professionalism & Integrity:** We value the way our employees conduct themselves on the job as well as outside the job through ethical behavior, proper written and verbal communication, proper appearance (based on the departmental guidelines) and their public presence outside work. We believe that our employees should represent the Village of Kronenwetter in the best light, including but not limited to their social media presence, and interactions with the public outside their scheduled work hours.
- **Punctuality & Attendance:** We believe that punctuality and regular attendance is key to success of the team. We value our employees respecting the scheduled start times and end times as well as their scheduled shifts as any absences related to tardiness or inability to perform tasks negatively affect the team as well as the village residents.

# 1. GENERAL INFORMATION

## 1.01 OUR MISSION AS PUBLIC EMPLOYEES

As with any labor-intensive service organization, employees are the most important asset the organization has to offer its clients. Municipal governments are no different. Municipal government organizations provide a wide array of services to its clients, the "citizens" who reside within the community. Employees in the public service arena are at the heart of providing quality service to its citizens. The treatment of citizens has a direct affect upon the municipal government's perceived effectiveness. The support from citizens served is equally important. After all, the citizens provide their public employees with support through a paycheck and benefit package. Obviously, citizens should be treated with respect, and offered service that is prompt and courteous.

Our mission, therefore, as Kronenwetter employees, is to work together in coordinating and leading the efforts of all Village employees to serve the residents of Kronenwetter effectively and efficiently. This "Team Management" approach is necessary with everyone working together, in a trustworthy and loyal manner, to provide the best service possible to our residents.

With this mission, we are confident Kronenwetter citizens will continue to view us as their most important asset in the services we offer.

## 1.02 ABOUT THIS HANDBOOK

The purpose of this document is to provide all employees with policies and guidelines that have been approved by the Administrative Policy Committee and the Board of Trustees. The policies and guidelines in this Employee Handbook are to be administered consistently and uniformly throughout the entire organization.

In addition, this document has been designed to be used by Department Heads and other supervisors to respond to specific questions posed by employees. This handbook has also been designed with the intent of providing open communication to its employees and is not intended to supersede any contractual relationship presently in existence, or in the future. Those supervisors who manage employees covered under collective bargaining agreements should become familiar with the provisions of those agreements.

## 1.03 DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the Village's non-represented employees are employed "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Kronenwetter ordinances or policies, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the Village with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. The Village of Kronenwetter will always adhere to governing laws even if the handbook has not been updated to reflect changes.

## 1.04 RELATIONSHIP WITH COLLECTIVE BARGAINING AGREEMENTS

The provisions of this Handbook shall apply to all employees, to the extent they do not conflict with a collective bargaining agreement. In the event of a conflict, the collective bargaining agreement shall prevail.

## 1.05 COMMUNICATIONS AND SUGGESTIONS

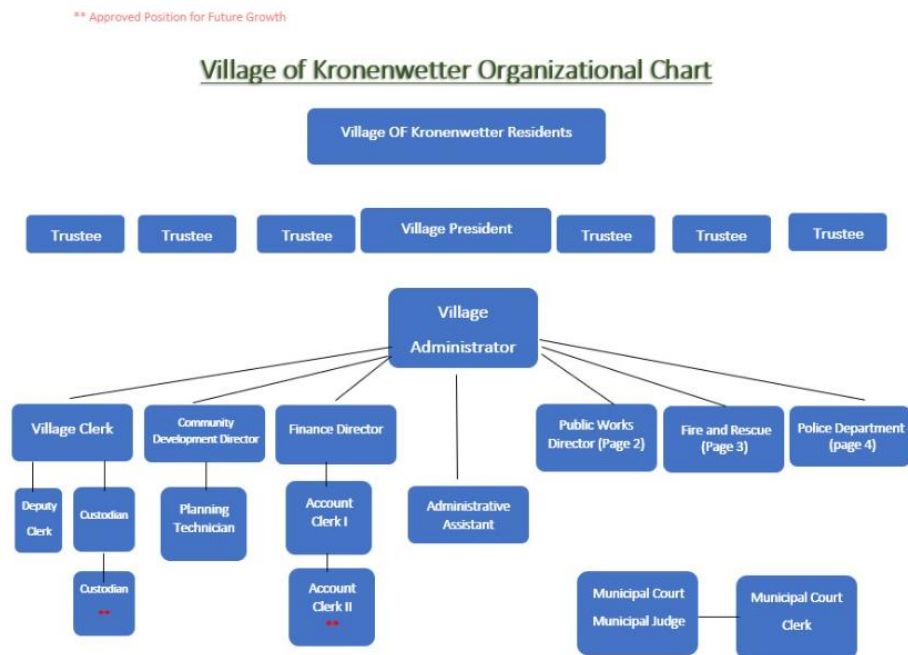
The Village encourages all employees to express their views on matters concerning their jobs and interests. The Village values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and to seek advice on any matter which is of concern to them. If possible, employee suggestions should be submitted in writing to their supervisor or Village Manager and should explain the present rule or method of operation, the proposed change, the reason for the proposed change, and the benefit that the employee believes will result from that change.

The Village believes that the future goals of the Village and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

## 1.06 OPEN DOOR POLICY

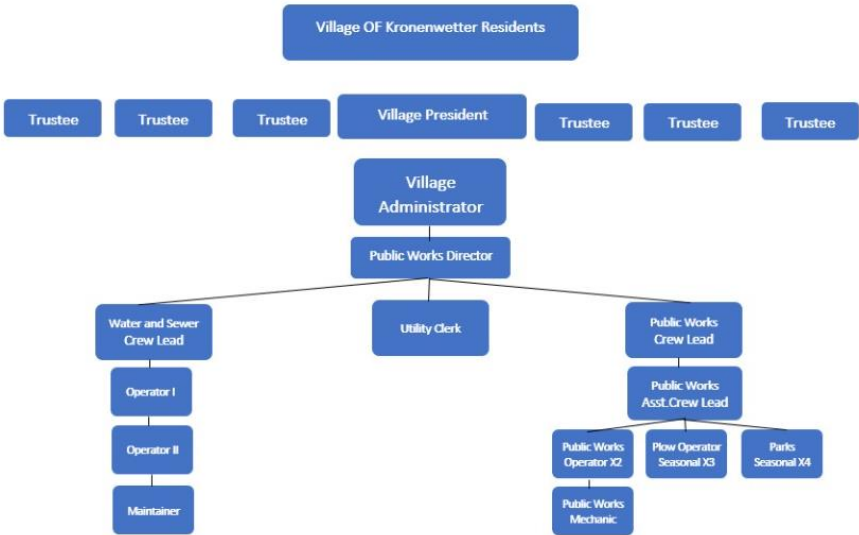
Employee concerns regarding working conditions or employment status are to be handled by supervisors promptly and effectively. Immediate supervisors have the primary responsibility for preventing the causes of complaints and developing reasonable solutions if possible. All employees shall be free to present complaints or grievances to their supervisors and shall be assured freedom from discrimination, coercion, restraint or reprisal in presenting complaints or grievances. In the event an employee does not feel comfortable approaching their supervisor, they should contact any other manager and/or the Village Administrator.

## 1.07 ORGANIZATIONAL CHART



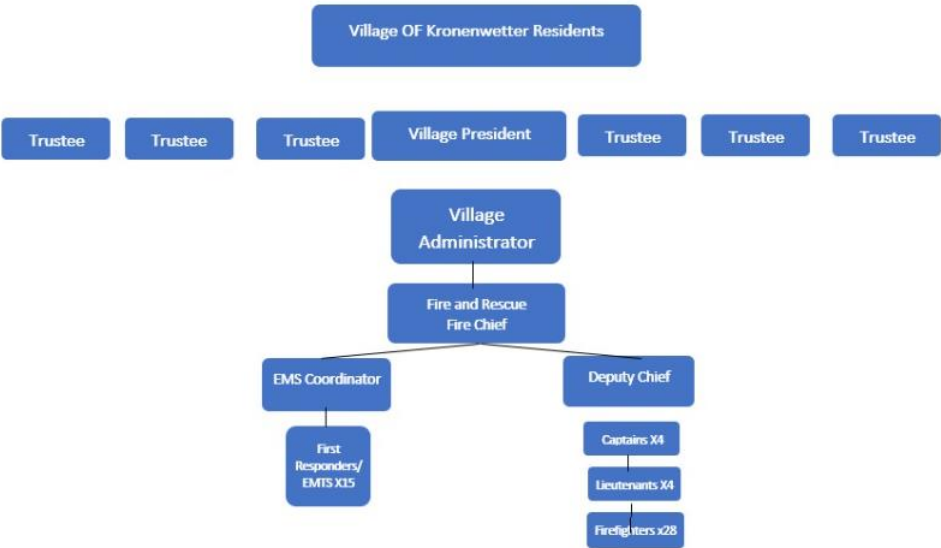
\*\* Approved Position for Future Growth

Village of Kronenwetter Organizational Chart (Page 2)



\*\* Approved Position for Future Growth

Village of Kronenwetter Organizational Chart (Page 3)





## 2. EMPLOYMENT POLICIES AND PRACTICES

### 2.01 RIGHTS AND RESPONSIBILITIES OF THE VILLAGE

Certain rights and responsibilities are imposed upon the Village by state and federal laws, rules, legislation, and court decisions. Many of these have implications upon the policies and procedures which govern our employees. For this reason, a summary of the basic rights and responsibilities of the Village might be helpful. These rights and responsibilities include, but are not limited to, the following:

...to manage the employees of the Village including the hiring, promotion, scheduling, transfer, assignment or retention of employees in positions with the Village; to establish work rules; to establish and alter employment policies and procedures, including those set forth in this Handbook; to suspend, discharge or take other appropriate disciplinary action when necessary; to schedule overtime work as required consistent with the requirements of the Village; to develop job descriptions to serve as a guideline and not a rigid limitation; to assign employees to specific duties; to introduce new or improved methods or facilities or to change existing methods or facilities; to fulfill the Village's obligation in contracting out for matters relating to its operation; and any other right or responsibility the Village may have by law or otherwise.

### 2.02 EQUAL EMPLOYMENT OPPORTUNITY POLICY / AFFIRMATIVE ACTION

The Board of Trustees has established an Equal Opportunity Employment Policy Statement, and has committed to monitoring its Affirmative Action Program. The Village is committed to equal employment for all qualified persons without regard to race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force, or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, pregnancy, use or non-use of lawful products, or on the basis of any other status or characteristic prohibited by state, federal or local law. This policy applies to the Village policies and practices concerning recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, returns from layoff, training and the accessibility of facilities, as well as the practices and policies of the Village that are contained within this document.

In addition, to assist in monitoring the Affirmative Action program, applicants for vacant positions will be asked to voluntarily complete a form which must be kept separate from the application. This method of monitoring will help determine the percentage of women, men and minorities that apply for vacant positions. A copy of this Equal Employment Opportunity/Affirmative Action Questionnaire is included as Attachment "A". Again, please be sure to consult the Village Administrator when contemplating recruitment efforts to monitor the Affirmative Action Program.

All hiring decisions will be based on the qualifications of individuals applying for the vacant positions based upon the essential functions of the position listed in each position description.

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate supervisor or the Village Administrator.

### 2.03 PREVENTION OF SEXUAL AND OTHER FORMS OF HARASSMENT

It is the policy of the Village that all employees have the right to work in an environment free of all forms of harassment. The Village will not tolerate, condone, or allow harassment by any employee, or other non-employees who conduct business with the Village. Below is the Village's Harassment and Discrimination in the Workplace Policy, which includes definitions and procedures relating to prohibited activities, employee responsibilities, and complaint procedures. All current and new employees shall be provided with and trained on a regular basis the Village's Harassment and Discrimination in the Workplace Policy.

## 2.04 RECRUITING THE MOST QUALIFIED

It is the goal of the Village to recruit and employ the most qualified and capable individuals. The following recruitment procedure has been established and will be followed unless an unusual situation occurs. In these cases, the Village Administrator will take action as deemed necessary.

### A. Job Announcements/Application Forms

When an employment vacancy exists, a job announcement will be posted for employees within the organization who may be interested in the position. Concurrently, a job advertisement may be published with the appropriate local media. Depending upon the nature of the vacancy, job advertisements may also be published with regional or national media and/or professional publications. Those employees from within the organization who may be interested in the vacant position will be considered on an equal basis with applicants from outside the organization.

The Department Heads and/or Supervisors will be responsible for preparing Job Announcement Notices, with assistance of the Village Administrator. The Employment Application can be filled out on our website at: [https://www.kronenwetter.org/employment\\_opportunities/index.php](https://www.kronenwetter.org/employment_opportunities/index.php)

### B. Job Descriptions

Job descriptions are maintained for each position in the Village. Job descriptions are to be reviewed at the time a position becomes vacant or as needed for clarity in defining each employee's scope of work and revised accordingly. Recommended changes are to be reviewed and approved by the Village Administrator. Employees are expected to perform their duties as defined in the job description efficiently and effectively, as well as any additional duties that may be assigned by the immediate supervisor.

## 2.05 RECORDS

The Village maintains records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the Village with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits.

All employees must promptly notify the Village of any change in address, marital status for benefit plan purposes, beneficiary or dependents indicated in your insurance policy, number of dependents for withholding purposes, and party to be notified in case of emergency.

If you will be getting married or are expecting a child, please notify the Village prior to the event so we can make the appropriate arrangements for your spouse or child with regard to the benefit plans. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have designated as beneficiaries. In the event of your death, your listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person you intend to receive benefits.

It is also the Village's policy to protect the privacy of each employee and therefore the Village is committed to the confidential handling of every employee's information.

Consistent with applicable law, the Village will allow employees to inspect their records twice a year and within seven (7) working days after the employee makes the request for inspection.

## 2.06 EMPLOYMENT CLASSIFICATIONS

An employee is defined as a person who works for the Village for compensation in the form of wages and excludes elected officials and independent contractors. Each employee is classified as full-time, part-time, limited part-time or seasonal. This classification is maintained in an employee's record and determines his or her eligibility for employee benefits. A temporary change of hours, normally of less than one-month duration, does not affect an employee's classification. Any permanent changes to employees' classification status or change of hours / schedule or any new hires should be requested by filling out the Personnel Action Form (PAF). Worked hours will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified. Please see the Village Administrator regarding questions as to classification. The classifications are defined as follows:

**Full-Time:** Any employee who is not a seasonal worker, and who works on average 30 hours or more per week (or 1,560 hours per year) and eligible for benefits as defined by the handbook (benefits will be prorated for anyone working less than 40 hours).

**Part-Time:** Any employee who is not a seasonal worker, and who is scheduled to work between 20 – 30 hours per week on a continuous basis (eligible for certain benefits as defined by the handbook)

**Limited Part-Time:** Any employee who is not a seasonal worker, and who works fewer than 20 hours per week (or less than 1,040 hours per year). Limited part time employees are not eligible for the employee benefits set forth in this Handbook, unless specifically stated or required by law.

**Limited Full-Time:** Any employee who is not a seasonal worker, who is hired with a limited contract term. Such employee is eligible for any benefits as applicable by law (ACA / WRS) but is not eligible for any other benefits as defined in this handbook for full time employees.

**Seasonal:** A seasonal employee is "an employee who is hired into a position for which the customary annual employment is six months or less and for which the period of employment begins each calendar year in approximately the same part of the year, such as summer or winter." (example: election workers, DPW Summer Help, etc.). These employees are not eligible for benefits even if they maintain a full-time schedule during their seasonal employment.

**Non-Exempt:** Under the Fair Labor Standards Act (FLSA) certain employees are guaranteed minimum wage and overtime rights. Employees governed by this act will be afforded, at least, all minimum requirements of the FLSA.

**Exempt:** Exempt employees are those who meet the definition of exempt employees per the FLSA. Exempt employees are compensated by salary level and are expected to work full-time and often additional hours as necessary to accomplish the assignment or to meet deadlines without additional compensation.

## 2.07 PROBATIONARY PERIOD

The probationary period is intended to give new employees and those who have received promotions the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The probationary period provides a period of intensive observation to determine the adequacy of the job performance, but the completion of the probationary period does not add any additional protections for the termination of such employees who continue as at-will employees.

A probationary period applies to all newly hired and rehired employees and employees seeking promotional vacancies, as applicable. The length of the probation period is six months, unless extended.

## 2.08 EMPLOYMENT OF RELATIVES

The Village will not employ persons within a designated department in an immediate family relationship, as defined within, when there is an immediate supervisor-subordinate relationship. An immediate family relationship is: brother, sister, husband, wife, son, daughter, mother, father and in-laws, or espoused relationships.

In striving to maintain a workplace that is free from harassment, the Village prohibits an individual who is employed in a supervisory position from engaging in any intimate and/or other romantic relationship with any subordinate employee. This prohibition extends to relationships both at and away from the workplace.

This policy shall apply to all full-time and part-time employees considered for promotion, transfer, or all newly hired employees effective with the adoption of this Employee Handbook. In the event an immediate family relationship develops consistent with this section, subsequent to the effective date listed, the Village may make reasonable efforts to accommodate the employee(s). However, the Village is not obligated to create positions within other Departments to accommodate requests in response to this section, and termination of one of the employees may be necessary to implement the policy established here.

## 2.09 EMPLOYEE DISCIPLINE AND DISCIPLINARY PROCEDURES

When employee misconduct occurs, the Village is required to take measures to correct the situation and to curtail further occurrences for the good of all concerned. Normally, the Village will employ a progressive discipline process which includes: Verbal Warning; Written Warning; Suspension; and Discharge. The progressive discipline process shall not impact the at-will employment status.

The Village is not required to use all four (4) steps, nor use them in any particular order, and will proceed with the appropriate step depending upon the severity of the offense. The Village will not discipline its employees for arbitrary or capricious reasons. The following list constitutes some, but not necessarily all, of the types of conduct that will result in disciplinary action, up to and including discharge. An employee who violates any Village policy, procedure, rule or regulation, whether written or unwritten, shall be subject to disciplinary action which may, but need not, include verbal warnings, written warnings, suspension without pay, demotions, work restrictions or any other discipline determined by the Village, including immediate discharge. It should be noted that the following list is not complete, but will serve as examples of employee misconduct:

- Sexual, racial or other harassment of a fellow employee, or anyone an employee may come into contact with while working for the Village, as defined by the Village's Harassment and Discrimination in the Workplace Policy;
- Failure of the employee to perform his/her duties as listed in the job description with competence and integrity;
- Neglect of duty, contractual obligations or other rules and regulations;
- Refusal or failure to obey legitimate instructions from a supervisor;
- Failure to respect confidentiality of records;
- Frequent tardiness and/or absenteeism;
- Falsification of records;
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or possessing and or distribution of such items;
- Deliberate misuse, unauthorized use, or theft of Village property or abuse of keys;
- Acceptance of gifts or gratuities in violation of the Village's policy on Gifts or Tips;
- Failure to comply with the Village's policies, work rules, or safety program;
- Offensive conduct, language, or violence toward the public, Village Officers, or employees while on duty;
- Conviction of a crime, which because of job-related factors, renders the employee unsuitable to continue job performance;
- Theft

Any employee misconduct which may eventually lead to disciplinary action must be reported by the Supervisor or observing party to the Village Manager immediately, who will provide guidance and direction in dealing with the misconduct. It is important that the Department Head or Supervisor

document any and all information that is related to the offense, conduct, behavior, or problem with the particular employee. This information will become necessary if discipline is to occur. Documentation will be in memorandum format and include: dates, times, detailed explanation of the misconduct, and perhaps number of occurrences in which the violation has occurred. This documentation will be shared with the Village Administrator and will be kept confidential from all other employees. The documentation of incidents is critical as it may be needed as evidence before a hearing examiner at a later date. In addition, documentation will allow the Village Administrator and the appropriate Department Head to assess the situation and to ensure that the discipline process and resultant outcome is consistent, fair and equitable in the Village's treatment of its employees.

The employee must receive a written notice of corrective action. The original copy of the written notice of corrective action must be given directly to the employee or mailed to the employee by certified mail with return receipt requested. A copy of the written notice must be filed simultaneously with the Village Administrator.

## 2.10 GRIEVANCE AND APPEAL PROCEDURES

This policy is intended to comply with Section 66.0509(1m)c-d, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

### A. Employee Discipline

Employee discipline includes all levels of progressive discipline, but shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meeting or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Demotion, transfer or change in job assignment; or
- Other actions taken by the employer that are not a form of progressive discipline.

### B. Employee Discharge

Employee discharge shall include action taken by the employer to terminate an individual's employment for misconduct, performance reasons, or job abandonment, but shall not include the following actions:

- Voluntary resignation;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;

### C. Workplace Safety

Workplace safety is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it;
- A statement of the issue involved;

- A statement of the relief sought;
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

### **Steps of the Grievance Proceedings**

Employees should first discuss complaints of questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

#### **Step 1 – Written Grievance Filed with the Department Head**

The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator.,

#### **Step 2 – Review by the Village Administrator**

If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

#### **Step 3 – Impartial Hearing Officer**

If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village Personnel Committee Chair, in consultation with the Village Administrator, shall select the impartial hearing officer. The decision of the Personnel Committee Chair is final and binding. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

#### **Step 4 – Review by the Governing Body**

If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Village Board. For the Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the

hearing officer. The matter will be scheduled for the Village Board's next regular

meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting time. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

## **2.11 RESIGNATION / TERMINATION / RETIREMENT NOTIFICATION**

An employee who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued vacation, as well as any other benefits afforded to them within, on a prorated basis. An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his or her right to payout of any accrued vacation, sick leave and any other unused time off. Employees shall provide the Village Administrator a 60-day notice of their intent to retire from employment with the Village. Employees who fail to provide a 60-day notice shall not be eligible for any of the separation benefits provided in Section 3.20 of this Handbook. An exit interview will be given to all employees within the last 14 days of their employment to allow for the village to gather feedback regarding their employment experience. The answers from the exit interview will be used to analyze and evaluate any needs for change and process improvements.

## **3. EMPLOYEE BENEFITS –**

Fringe benefits in the Village consist of health, dental and life insurance options, deferred compensation, participation in the Wisconsin Retirement System, liability protection, and provisions for time off of work. Each of these benefits is outlined in further detail below.

During the orientation process, the manager will meet with newly hired employees for the purpose of providing detailed information on each of the benefits the Village has to offer. Plan documentation for health benefits, dental insurance, life insurance, the Wisconsin Retirement System, and other fringe benefit options, are available to employees at any time. The following is a summary of the benefits that are provided to our employees.

### **3.01 VACATIONS**

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

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

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

### **VACATION LEAVE ACCURAL RATES**

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

#### **A. 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.

#### **B. "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.

#### **C. 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.



#### **D. Use of Vacation Leave**

The Village Administrator will review and authorize Department Head vacation requests. Department Heads and/or Supervisors must authorize their employees' vacation leave in order that the normal business operations of the Village are adequately covered.

#### **E. Additional Years of Service for the purpose of Vacation Accrual**

In certain circumstance, during a competitive job market, or when a newly hired candidate comes in with an extensive work experience, the village Administrator reserves the right to grant credit for additional years of service for the sole purpose of vacation accruals as a bargaining tool during the new employment offer negotiations.

#### **F. Benefit accruals while on UNPAID LEAVE**

- **During unpaid (non FMLA) leave of absence, an employee shall not accrue any additional paid time off (vacation or sick time).**
- **During the unpaid (non FMLA) leave of absence, an employee shall be responsible for reimbursing the Village for the full cost of health, dental and life benefits.**

#### **G. Illness, Holiday or Funeral Leave During Vacation**

Any period of illness or disability which falls within an approved vacation after that vacation time has commenced will be treated and paid as vacation time and shall not be treated or paid as other benefit time. If a paid holiday falls during an employee's vacation, the day will be treated and paid as a holiday instead of vacation time (or paid FMLA holiday, if employee is on paid FMLA leave) If a death occurs in an employee's family during an approved vacation the employee qualifies for bereavement leave, the time off will be treated and paid as bereavement leave time instead of paid vacation time.

#### **H. EXTENDED VACATION REQUESTS**

Any vacation requests that last over 10 consecutive working days must be approved by the supervisor and the Village Administrator.

### **3.02 FLOATING HOLIDAYS**

In addition to the official Village holidays listed above, all full-time regular employees of the Village will receive twenty-four (24) paid hours off for each continuous twelve (12) month period worked. Floating holidays will not carry over or be eligible for cash out. While floating holiday hours may be used for any purpose, the employee's scheduling of these hours must be approved by the employee's Supervisor.

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

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

### **3.03 SICK LEAVE**

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.

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.

#### **A. Use of Sick Leave**

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

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.

#### **B. No-fault Sick Leave Policy**

If an employee is ill and is unable to perform their duties in an efficient manner, the Village encourages them to stay home on sick leave; however, excessive use of sick leave may result in disciplinary action up to and including termination. For any absence lasting longer than 3 consecutive days, employees will be required to provide a medical statement indicating that they can return to regular duties (or that their family member has recovered or has alternate care). Departments heads, or the village Administrator can request employee to provide documentation to verify sick leave at any time, if there is a suspicion the sick leave isn't being utilized properly, or the sick leave is being used excessively or showing a pattern of call-ins.

#### **C. Advance of Sick Leave**

The Village Administrator shall have the authority to advance sick leave to any employee, up to a maximum of ten (10) days. Sick leave may only be advanced to an employee who has no accumulated sick leave credit. Sick leave may not be advanced to any employee who has a record of sick leave abuse or excessive sick leave use. All advanced sick leave must be paid back to the Village as the employee accrues it, or at the time of the employee's separation from Village service, whichever is first.

**D. Payment for Unused Sick Leave for employees who were employed prior to January 1, 2008**

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

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

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

In the event of termination due to the death of the employee, the payment shall be made to the employee's designee. See Appendix EE in this book.

**E. Post-Retirement Healthcare Reimbursement Plan for all employees**

The Village will fund 2 days (at the employee's rate of pay as of 12/31) each year into the Post-Retirement Healthcare Plan of any FT employee. In addition, any balance in excess of 70 days as of December 31, will also be placed into the Post-Retirement Healthcare Plan. Employees in the calendar year of hire will receive a prorated amount deposited into their HRA account on 12/31. Employee must be actively employed on 12/31/XX to receive the HRA credit into their account.

All funds in a participant's HRA can ONLY be used after termination of employment for any qualified medical purpose. All funds in the employee's individual HRA account are fully vested as of the day of the deposit.

**F. Sick Leave Donation Program**

Please refer to appendices M & N

**3.04 MEDICAL LEAVE**

Both state and federal law govern family and medical leave. It is the policy of the Village to comply with all applicable state and federal laws including the Wisconsin Family or Medical Leave Act, Wis. Stat. sec. 103.10, and the federal Family and Medical Leave Act of 1993, PL 103-3. A copy of the FMLA Policy is included as Attachment "C".

**3.05 MATERNITY / PATERNITY LEAVE**

The village follows the Federal and State Law under the FMLA for maternity and paternity leave. When Federal and State Law applies concurrently, the law more favorable to the employee prevails. Employees may utilize all eligible paid time off accruals for the purpose of maternity / paternity leave while on FMLA related to this event.

**3.06 BEREAVEMENT LEAVE**

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.

### 3.07 JURY DUTY AND COURT APPEARANCE

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

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

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

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

### 3.08 MILITARY LEAVE

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

### 3.09 EMERGENCY LEAVE

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

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

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

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

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

### **3.10 DUTY INJURY LEAVE / WORKERS' COMPENSATION**

Any injury or illness that an employee believes has been caused by their working environment has to be reported immediately to a manager or supervisor. An employee who is suffering from a Village work related illness or disability which renders the employee unable to perform the duties of their position shall be eligible for Duty Injury Leave, in accordance with Chapter 102 of the Wisconsin Statutes. This paid duty injury leave shall not be charged against the employee's accumulated sick leave, although may be charged against the employee's entitlement to federal Family or Medical Leave Act leave, when applicable.

Any employee requesting paid injury leave shall be required to furnish a statement from the attending physician confirming the nature and extent of the Village work related illness or disability and certifying that the employee's absence from work is required because of the Village work related illness or disability. The Village maintains the right to verify the report of the employee's attending physician and to require the employee to be examined by a physician selected by the Village or its worker's compensation insurance carrier. All costs for such an examination shall be borne by the Village or its worker's compensation carrier.

All employees who are absent from work by reason of a disability sustained in the course of their employment by the Village shall receive 80% of their regular, straight time wages during such absence for a maximum period of one (1) year for any one (1) occurrence.

On rare occasions, If the Internal Revenue Service determines that injury pay benefits provided above are taxable as wages, then beginning with the effective date of such determination, the Village shall pay 100% of the employee's regular, straight time wages in accordance with the conditions set forth above.

Pursuant to the federal Family or Medical Leave Act, a qualifying employee may substitute, for portions of medical leave, certain paid or unpaid leave provided by the Village and accrued to the employee.

Upon returning to work after a work-related injury, the employee may be required to provide certification from the treating physician verifying that the employee is able to safely perform the essential job functions. In the event that the treating physician identifies restrictions and/or limitations on the employee's ability to perform job duties, the Village will attempt to provide a temporary restricted duty position. In providing such a position, it is the Village's intent to facilitate recovery and reduce the time away from work. The Village's making any restricted duty position available may trigger a reduction or discontinuance of worker's compensation benefit payments.

### **3.11 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Village offers an Employee Assistance Program (EAP) to afford employees counseling should there be a need. This program is offered through a third party medical vendor. It provides confidential services to employees and their families to aid in coping with difficulties that may arise either at work or at home. Examples of such difficulties include alcohol and drug abuse, stress, anxiety, depression, marital or family discord, child or adolescent behavioral problems, domestic violence, elderly care, and financial or legal problems. Employees, their dependents, family members and significant others, regardless of place of residence, are eligible to take advantage of

the program. Please contact your HR Representative for more information, or call EAP directly 800-236-3231.

### 3.12 HEALTH INSURANCE

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

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

**Last updated: 06/10/2020**

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, listed in Appendix N.

### 3.13 HEALTH SAVINGS ACCOUNT (HSA)

The HSA program is defined in Appendix L of this book.

Health Savings Account (HSA) is an individually owned trust account that employees can put money into to save for future medical expenses.

### 3.14 DENTAL INSURANCE

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

### 3.15 COBRA

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.

### 3.16 LIFE INSURANCE

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

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

### 3.17 LONG-TERM DISABILITY ELECTIVE INSURANCE

The Village will offer optional Long-Term Disability Insurance to interested full-time and part-time employees (who work at least 20 hours per week). Additional information, benefit details and current rates will be provided during the employees orientation, open enrollment or a qualifying event.

Long-Term Disability (LTD) Insurance coverage gets updated once a year (in January). The premiums are based on employees' annual salary rounded up to the nearest 1,000. If an employee receives a pay adjustment mid-year, their LTD coverage won't be adjusted until the following January. The STD contribution rates will be deducted on semi-monthly basis.

### 3.18 SHORT-TERM DISABILITY INSURANCE (ELECTIVE)

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.

3.19 RETIREMENT CONTRIBUTION

The Village participates in the Wisconsin State Retirement System (WRS).

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

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

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 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 WISCONSIN RETIREMENT SYSTEM

Additional details pertaining to this benefit are provided to employees during the orientation.

WRS coverage is immediate and mandatory for those eligible. Employees have no choice unless the employee is a WRS annuitant upon hire. Annuitants are required to fil out a "Rehired annuitant form" at the time of hire. You must meet the following requirements in order to be eligible for coverage under the WRS:

**New Employee Has WRS Creditable Service Prior to July 1, 2011:**

In order for these rules to apply, the employee must not have taken a WRS benefit. If a benefit was taken, they no longer retain their earlier rights under these rules.

To qualify for participation in the WRS, newly hired employees must meet both of the following WRS eligibility criteria:

- 1. Employee is expected to work at least one-third of what is considered full-time employment, as defined: 600 hours for all general and protected employment categories.
- 2. Employee is expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee's date of hire.

**New Employee Has WRS Creditable Service Only On or After July 1, 2011:**

To qualify for participation in the WRS, newly hired employees must meet both of the following eligibility criteria:

- 1. Employee is expected to work at least two-thirds of what is considered full-time employment, as defined: 1,200 hours for all general and protected employment categories



2. Employee is expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee’s date of hire.

Please refer to [WRS ADMINISTRATION MANUAL for further information on eligibility.](#)

**NOT ELIGIBLE AT THE TIME OF HIRE**

If employee does not initially meet the WRS eligibility requirements, they can become eligible if their expectation of hours worked or a duration of employment changes. At the time of the expectation change, employee will be enrolled in the WRS. Employee’s eligibility also will be re-evaluated for WRS eligibility on a one-year anniversary, and will be evaluated for any rolling pay cycle thereafter.

**RETURNING TO WRS EMPLOYMENT WITHIN 12 MONTHS**

Per Chapter 3, section 310 of the WI WRS Manual, If a WRS covered employee terminates their employment and subsequently is rehired within 12 months by the same employer, unless employee has taken a WRS benefit or became a rehired annuitant, such employee will be automatically re-enrolled in WRS immediately regardless of number of hours scheduled to work.

**3.21 LIABILITY PROTECTION**

The Village provides Public Official's Errors and Omissions Liability Insurance for all employees, elected officials and appointed officials. This insurance protection includes coverage for any actual or alleged misstatement or misleading statement or act or omission or neglect or breach of duty including misfeasance, malfeasance or nonfeasance by individuals individually or collectively in the discharge of their duties with the Village, or any matter claimed against them solely by reason of their being or having been public officials. The amount of such coverage, and the manner in which it is provided will be determined by the Village Board in consultation with the Village's liability insurance carriers.

In the event of any civil suit against any Village employee, elected official or appointed official, arising from the performance of the employee's or official's duties, and provided that such duties were performed in conformance with applicable laws, Village policies and departmental procedures, the Village shall designate an attorney to represent the employee or the official, with the cost of such legal assistance to be paid by the Village.

**3.22 INFLUENZA IMMUNIZATIONS**

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.

**3.23 EMPLOYEE TRAINING, EDUCATION AND CONFERENCE ATTENDANCE**

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 C at the back of this book.

**3.24 CLOTHING ALLOWANCE AND SAFETY EQUIPMENT**

Sworn police officers who are assigned to the following positions in the Police Department shall be eligible to receive a clothing allowance equal to the collective bargaining agreement. The eligible employees include:

- |                      |                    |
|----------------------|--------------------|
| Police Chief         | Police Captain(s)  |
| Police Lieutenant(s) | Police Sergeant(s) |

Non-sworn officers who are required to wear a uniform are eligible to receive a clothing allowance of \$325 per calendar year for assigned work clothing.

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 BB** 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 BB** 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.

### 3.25 BENEFITS FOR PART-TIME

Wage proration for Part-time employees will be established by the hourly rate as determined by the Village Board annually, times the number of actual hours worked in a pay period.

For purposes of assigning benefits, all part-time employees who are regularly scheduled to work 20 hours or more each week shall be eligible, where possible by law, to receive a straight prorated share of the fringe benefits included in this Handbook except for health, dental, floating holidays and regular holidays. If a Part - Time employee, as part of their regular schedule, works on a Holiday Observance as outlined in Section 4.06, they will be paid their regular pay. The proration of benefits shall be calculated on the basis of the number of hours worked during the previous calendar year divided by 2,080.

All part time employees, who are regularly scheduled to work less than 20 hours each week, unless otherwise required by State law, will not be granted a straight prorated share of the fringe benefits included in this Handbook. The eligibility for any benefits and the manner in which the proration is calculated shall be at the discretion of the Village Administrator.

Seasonal or limited term employee shall be entitled only to those benefits required by law.

### 3.26 SEPARATION BENEFITS

#### A. Separation Benefits for Retirement or Death

Upon separation from employment with the Village, by retirement under the provisions of the Wisconsin

Retirement Plan, or upon the death of the employee, the following benefits shall accrue to the separated employee or his/her spouse or estate:

Vacation: All vacation earned but not used may, at the employee's option, be included in a single payment at the time of such separation; or be paid out in succeeding normal pay periods, until such funds are exhausted. The schedule of vacation accrual is provided under 3.01 of this Handbook, and the amount paid will be a portion of the vacation earned within that year. If employee chooses to use vacation leave time to extend the termination date, such employee will not earn any vacation accruals during that time. Vacation after the last day of employment, specifically used to extend the termination date will be considered "pensionable" in accordance with the WRS provisions.

Comp time:

- Non-exempt employees: comp time will be paid out at the time of termination (and will be treated as pensionable earnings)

- Exempt employees – unused comp time will be lost at the time of termination

Sick Leave: Provisions for the payment of unused sick leave are provided for in section 3.03.D of this Handbook.

Deferred Compensation: Upon termination of an employee, all deferred compensation accrued by that employee under the provisions of Section 3.15 of this Handbook, if requested, will be provided to the employee under the requirements of the deferred compensation plan. Employees may elect to remain under the deferred compensation plan even if terminated; however, no additional employee contributions are permitted.

Health Insurance: Retired employees shall be permitted to retain health insurance at their sole expense after retirement, and until eligible for Medicare, or until they secure comparable coverage from a successor employer, if the insurer permits. The retired employee shall make monthly payments of the premium due to the Village Treasurer. The premium cost for this coverage is determined annually.

- 1) If, however, a retired employee is 55 years of age or more and has fifteen (15) years of service or more with the Village, the Village shall pay \$125.00 per month toward the single premium and \$250.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.
- 2) If, however, a retired employee is 58 years of age or more and has eighteen (18) years of service or more with the Village, the Village shall pay \$150.00 per month toward the single premium and \$300.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.

The balance of the premium for health insurance after retirement shall be borne by the retiree.

#### **Starting October 2016**

If, however, a retired employee is 55 years of age or more (age 50 or more for the protective service category as defined by WRS) and has twenty (20) years of service or more with the Village, the Village shall pay \$150.00 per month toward the single premium and \$300.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.

Employees who are currently retired as of October 2016, will remain under the past benefit.

Upon retirement, an employee may continue to participate in group health insurance coverage provided by the Village of Kronenwetter, subject to contractual provisions, however, the fact that the employee has a spouse whose employment makes that employee eligible for group health insurance coverage provided by the other employer, shall under no circumstances disqualify an employee who has retired from continuing in his or her participation in group health insurance coverage provided by the Village.

Retiree must be actively enrolled in the insurance plans, for his/her dependents to be eligible to continue the insurance plan (unless COBRA rules apply).

For employees retired prior to 01/01/2023:

If a retiree ceases being a participant in the Village's health insurance program after retirement and, prior to becoming eligible for Medicare, the retiree is eligible to return to the Village's health insurance plan they were eligible prior to cancellation only if a qualifying event arose, or during the open enrollment period. It is retirees' responsibility to

contact HR during the month of November if they would like to return to the village's health insurance plan during the open enrollment period.

If retiree ceases being a participant in the Village's vision or dental program after retirement, the retiree is NOT eligible to return to the village dental and vision insurance plans.

For any employees retired after 01/01/2023:  
If a retiree ceases being a participant in the Village's health insurance program after retirement and, prior to becoming eligible for Medicare, the retiree is NOT eligible to return to the Village's health insurance plan they once were eligible prior to the cancellation.

Use of Benefits for Payment of Health Premiums: At the election of the employee, any vacation or sick leave due the employee may be applied to the payment of health, dental or vision insurance premiums until all such funds are exhausted. Upon such election, these funds shall be retained in a Post-Retirement Healthcare Plan (PRHP) by the Village until paid out and any interest earned shall accrue to the Village. Any amount unexpended for this purpose shall be paid to the employee, his/her spouse, or estate.

**B. Separation Benefits Other Than Retirement or Death**

When separation from employment occurs with the Village, other than by death or retirement under the provisions of the Wisconsin Retirement Plan, the vacation, sick leave and deferred compensation benefits outlined in chapter 3. Above shall accrue to the separated employee who has completed their probationary period. Except for employees who were hired and quit during the same calendar year will be asked to repay all vacation paid (even if earned). Vacation and sick leave pay will be included in a single payment at the time of separation under this section.

Health Insurance coverage for employees under this separation category will only be afforded as required by Federal or State Law. The monthly premiums for participation will be the sole expense of the departing employee.

**4. HOURS OF WORK AND PAY POLICIES**

**4.01 ATTENDANCE AND TARDINESS**

It is expected that all employees will report to work on their scheduled work days. Any employee who must be absent from work for any reasons must notify his/her Supervisor or Department Head prior to the start of the employee's work day, in accordance with the reporting guidelines as set by individual department heads. Frequent and/or excessive absence is grounds for discipline, up to and including discharge. Any employee who does not report to work for three consecutive scheduled days and fails to notify his/her Supervisor, Department Head or the Village Administrator of the reason for such absence will be considered as having voluntarily terminated employment with the Village.

Employees are also expected to report to work on time as scheduled. If an employee realizes that he/she will be late for work, the employee must notify his/her Supervisor, Department Head or Village Administrator as soon as possible. If an employee is habitually tardy, he/she will be subject to discipline, up to and in including discharge.

More than six (6) absence "periods" in 12 months may be considered excessive. An absence "period" is any non-Family or Medical Leave Act qualifying sick period or other absence. For example, two (2) days of one non-Family or Medical Leave Act qualifying illness or absence is one period. If a person has more than six (6) periods of absence in 12 months, the situation may be examined and corrective action may be recommended. The Village may require medical verification for any sick leave request in excess of six (6) periods of absence in 12 months. Continued abuse of the sick leave privilege may constitute just cause for disciplinary action.

All instances of tardiness or absence should be noted on an employee's timesheet.

## 4.02 NORMAL WORKING HOURS

Non represented village employees who are considered full time with 100% FTE (full time equivalency) are required to work 40-hour work weeks on a schedule maintained by the individual Department Heads. All work schedules and all changes in work schedules must be approved by the Village Administrator before such schedules or changes are implemented.

All employees are expected to report for work on their assigned work day or shift on time and to remain at their place of work until the end of the assigned work day or shift. It is the responsibility of each Supervisor to ensure that their employees report to work on time and work for the assigned period.

Employees who are considered to be on an hourly wage are expected to report to work no sooner than 10 minutes prior to, or leave work no later than 10 minutes after their scheduled work hours. Scheduled work hours for hourly wage employees are to be determined by the employee's immediate supervisor or department head, and reviewed and approved by the Village Administrator.

Bi-weekly time sheets are to be kept for each employee, and Department Heads or Supervisors should familiarize their employees in the use of paper or electronic time sheets in the BSA Software/Police time sheet software, Aladtec. Employees must submit their bi-weekly time sheet to their Department Head and Supervisor for approval (through a paper form or electronic (BSA Software/Police software) form as established through the departmental processes at the conclusion of the work period. Department Heads must submit their bi-weekly time sheet to the Village Administrator for approval at the conclusion of the work period. Under all circumstances, time sheets must be submitted to the HR Representative for processing no later than 10:00 A.M. on the first work day following the conclusion of the work period.

Due to the changing nature of a municipal service organization and the demands placed upon it, the Village reserves the right to alter work schedules at any time, in accordance with any applicable labor contract provisions, to improve the quality of services provided by the Village. Please contact the Village Administrator to request temporary changes to work schedules.

## 4.03 OVERTIME AND COMPENSATORY TIME

Certain positions in the Village may require overtime work from time to time and as authorized by the Village Administrator or their designee. All full-time employees, except those classified as either professional or management employees ("exempt" classification), shall be eligible for overtime pay or compensatory time off, as set forth herein. Employees governed by collective bargaining agreements will be provided overtime pay or compensatory time off in accordance with each employee's respective collective bargaining agreement. Professional or management employees ("exempt" classification) shall not be eligible for overtime but shall be eligible for compensatory time off as provided below.

### 4.03.1 OVERTIME

Department Heads and Supervisors are encouraged to keep overtime in their departments to a minimum and use only when necessary. Overtime pay will be granted to eligible, non-exempt employees who work in excess of forty (40) hours worked per week. When calculating overtime wages, each week of employment “stands alone” and may not be “averaged” or combined with any other week. Only hours that have been “actually worked” may be included in overtime calculations. Vacation days, comp time, and sick leave are not considered as being “actually worked” when calculating overtime. Holiday’s will be considered “actually worked” when calculating overtime. For DPW employees (during the period of November 1<sup>st</sup> – March 30<sup>th</sup>), overtime will be calculated after 8 hours of work if the extra work resulted from the snow removal. If the employee is called in on their off day for snow removal but used paid time off during the same week, the paid time off will not count against the calculation of overtime. All overtime must be approved prior to working. Overtime worked, but not approved before, may result in disciplinary action.

When a full-time, non-exempt employee works for more than ten (10) minutes beyond his/her regularly scheduled work day, all extra time worked shall be considered as paid time and should be properly recorded on the employee’s weekly time sheet.

Eligible non-exempt employees recalled to duty on off days or after release from regular duty shall be recorded for a minimum of two (2) hours, unless otherwise directed by the Village Administrator and agreed to by the employee.

The overtime rate shall be determined by multiplying the hourly rate of pay times one and one-half (1.5). All overtime must be approved prior to working by the Supervisor. The overtime rate for the holidays listed in Section 4.06 of this Handbook shall be compensated at two times (2.0) the hourly rate, if the employee was not scheduled to work prior to the holiday. Holidays, for the purpose of recognizing OT paid at double time, are considered the actual company recognized holidays as well as the actual Holiday. For example, if Christmas Day Falls on Sunday, Holiday would be considered Sunday (actual date) as well as Monday (company observed holiday day).

#### **4.03.2 Compensatory Time**

##### **General Guidelines for Compensatory Time off:**

WRS rules will apply to any comp time payout. If comp time paid out was earned in the prior year, the comp time will be reported to the year it was earned per WRS statute. Any late fees or interest associated with this payout will be passed down to the employee (if still actively employed)

- Use of compensatory time off cannot be disruptive to the delivery of services to the public or to the smooth functioning of the organization. Compensatory time off should not be used in those instances where the employee's absence would pose an additional work load burden on fellow employees.
- Accounting Clerk will provide monthly report to the Village
- Administrator summarizing comp time usage.
- The abuse of compensatory time off privilege will result in the loss of this benefit. The decision of the Village Administrator in such cases shall be final, unless otherwise directed by the Village Board of Trustees.

##### **Non-exempt Employees**

Compensatory time off may be used by non-exempt employees as an alternate form of compensation for overtime hours worked. Employees will not earn compensatory time off until after they have worked more than 40 hours in a work week for full-time employees. The following provisions for the use of compensatory time off shall apply:

- Compensatory time off shall be granted in the same manner as overtime pay; one hour of overtime work will accumulate one and one half (1.5) hours of compensatory time off.
- Use of compensatory time off shall be approved by the employee's Supervisor.
- Any overtime worked following the accumulation of 56 hours of compensatory time must be compensated with the time and one-half pay.

### **Management and Professional Employees**

Compensatory time off may be used by management and professional employees ("exempt" classification) in order to provide some measure of compensation for those hours worked in excess of forty (40) hours per week. Some overtime work is expected to be performed by management and professional employees, without the expectation of additional compensation.

- Compensatory time off for management and professional employees shall be granted at a straight time, one for one rate to a maximum of 60 hours per year unless authorized by the Village Administrator.
- Use of compensatory time off by management or professional employees must be approved by either the Department Head or Village Administrator.
- Exempt employees are not eligible for comp time payout at the time of separation of employment.

## **4.04 MEAL AND BREAK PERIODS**

### **4.04.1 Paid Meal Periods**

Police Department employees in general, other than Management and Supervisory staff, are required to remain at or in close proximity to their work site and/or be readily available for return to work during their meal period. In accordance with this regular work assignment, those police department employees shall be granted a paid meal period or meal periods during each work day as follows:

- Employees considered on a 40-hour work week schedule shall be granted one (1) paid thirty (30) minute meal period.
- The manner and location in which these paid meal periods are to be taken shall be determined by the Supervisor.

### **4.04.2 Unpaid Meal Periods**

Employees who are allowed to leave their work site during the meal period and who are not required to be readily available to return to work shall be granted one (1), 30 minute, unpaid meal period during the work day. Any request for changes in the length of meal periods must be made and evaluated in the same manner as alternate work schedules.

The Village Administrator will determine which employees are required to remain at or in close proximity to their work site and/or to be readily available to return to work during their meal period. The time at which meal periods are to be taken shall be determined by the Department Head or Supervisor. Meal periods shall be scheduled so as not to interrupt services as needed.

### **4.04.3 Break Periods**

Unless otherwise specified by contractual agreement, full-time employees shall be granted two paid rest periods during each work day, with each such rest period occurring, whenever possible, approximately in the middle of each half of the work day. Each paid rest period shall be fifteen (15) minutes long. The time at which these rest periods are to be taken shall be determined by the Department Head or Supervisor.

Paid rest periods are not to be considered or used as a meal period.

Part-time employees shall also be granted a paid rest period, provided that they are scheduled to work at least a four (4) hour block of time during the work day. Rest Periods for part-time employees shall be governed and administered in the same manner as rest periods for full-time employees.

4.05 SALARY AND PAY DAYS

Salary ranges are determined annually by the Village Board or through contractual agreement. Pay day in the Village occurs every other Thursday. If a pay day happens to fall on a holiday, employees are paid on the last regularly scheduled work day prior to the holiday. Employees are encouraged to review their pay and benefit information carefully. If you find a discrepancy or have any questions, report it to the their supervisor and accounting clerk immediately.

4.06 WORK WEEK AND PREMIUM PAY

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.

4.07 PAYROLL DEDUCTIONS

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.

4.08 OUT OF CLASSIFICATION WORK

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

4.09 HOLIDAY OBSERVANCE AND PAY

In observance of traditional holidays, all full-time employees will have time off and be paid for the following:

- 1. New Year's Day
- 2. Good Friday
- 3. Memorial Day
- 4. Independence Day
- 5. Labor Day
- 6. Thanksgiving Day
- 7. Day after Thanksgiving
- 8. Christmas Eve Day
- 9. Christmas Day
- 10. New Year's Eve Day



If any of the above holidays fall on a Saturday or Sunday, the Village Administrator will determine whether the holiday will be observed on the preceding or following workday. For Community events, such as the 4<sup>th</sup> of July celebration, to accommodate the Library weekend schedule and /or other occasions, employees may be required to work on holidays. If the request is planned and scheduled, the employee will be granted an alternative day off in lieu of the holiday.

All full-time employees are also provided two (2) paid personal holidays, to be taken at the leisure of the employee as described in section 3.02. Employees are to schedule and request to use their personal holidays the same way in which vacation leave is requested, as per section 3.01.A of this Handbook. Personal holidays must be used during the calendar year in which they are granted and cannot be rolled over into the next year

#### **4.10 NON-REPRESENTATIVE SALARY PLAN**

The Non-Representative Salary Plan covers all classified permanent positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the Plan are to provide for a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force, and to provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

##### **4.08.1 Policy**

The Village of Kronenwetter Board of Trustees, based upon the recommendation of the Village Administrator, shall establish the general policy governing the administration of the Plan and shall establish annually a pool of funds to be used for salary adjustment purposes.

##### **4.08.2 Administration**

The Village Administrator shall establish specific rules and procedures governing the overall administration of the Plan. The Village Administrator shall determine the specific amounts of salary adjustments to be provided individual employees consistent with the rules and procedures established by the Village Board.

The Village Administrator shall oversee the day-to-day administration of the Plan, shall implement the salary adjustments approved by the Village Board, and shall certify the compliance of any such adjustments with the established rules and procedures. He shall also be responsible for preparing recommendations and cost analysis relative to any revisions to the Plan, and shall report at least annually to the Village Board regarding the status of the Plan and the salaries of all covered employees.

##### **4.08.3 Pay Grade Assignment**

Pay grade ranges shall be assigned to individual positions, on an annual basis, by the Village Board based upon the results of a comparative salary analysis prepared by the Village Administrator and reviewed by the Village Board.

##### **4.08.4 Pay Grade Adjustments**

On an annual basis, the pay grades will be reviewed to match market conditions. Any adjustment in the range will also adjust the individual's rate within the range.

##### **4.08.5 Re-Evaluations**

The Village Administrator shall be responsible for keeping the job descriptions current and will recommend same to the Village Board when appropriate. Re-evaluation of job descriptions may be requested by position incumbents, their department heads, or the Village Administrator. The Village Board shall meet at least annually to consider such requests. Following Village Board action, the Village Administrator shall advise the requesting party.

#### 4.08.6 Initial Salary Assignment

Upon hire, an employee shall be advised, in writing, as to his/her beginning salary. The beginning salary shall be within the salary range established for the position and shall normally be the rate in the range that doesn't exceed the mid-point. A department head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Village Administrator, and will be in recognition of exceptional qualifications. The Village Administrator will have the authority to assign an initial salary that does not exceed the maximum of the approved pay range.

#### 4.08.7 Performance Review and Adjustment

Following the performance review, the Village Administrator may grant salary adjustments to employees in accordance with the performance review.

#### 4.08.8 Special Adjustments

On an exceptional basis, the Village Board, based upon the recommendations of the Village Administrator, may authorize special salary adjustments for individual employees for the purposes of enhancing internal equity or effectively responding to current labor market conditions requiring immediate action.

#### 4.08.9 Bonus and Merit Awards

The Village Board, based upon the recommendation of the Village Administrator, may authorize a bonus or merit award. Eligible employees are considered based on one or more of the following criteria: Development of cost saving work procedure; Outstanding work performance; Exceptional improvement in work performance; Performing in a temporary work assignment at a higher level of responsibility; and, An unusually high workload. Salary adjustments will be made when the Village Board authorizes merit pay.

#### 4.08.10 Other Adjustments

The following actions may require a salary adjustment for an affected employee:

**Transfer:** When an employee is transferred from one department to another having the same job content, the salary rate in effect for the employee prior to the transfer shall remain in effect.

**Promotion:** When an employee is promoted to a position having a higher job content, he/she shall be eligible for a salary adjustment upon promotion. The usual salary adjustment is an increase to either the minimum of the pay range for the new classification or by 5% of the previous salary, whichever is greater. However, the increase will not exceed the midpoint of the pay grade.

**Demotion:** When an employee is demoted to a position having a lower job content, they shall continue to receive their current salary rate in effect prior to the date of demotion provided that such rate does not exceed the maximum rate in the new job classification. In the event the salary rate prior to the date of demotion exceeds the maximum rate in the new salary range, he/she shall receive the maximum rate in the new salary range.

**Reinstatement:** When an employee is reinstated to his/her former position, he/she shall normally be paid at the level in the salary range that corresponds with the rate that was in effect at the time that he/she left the position. When he/she is reinstated to a job with a lower pay range, the Village Administrator shall determine a new pay rate in accordance with the employee's experience and qualifications.

**Compensation During Temporary Assignment:** An employee who is temporarily assigned a high classified position may be paid at a higher rate if deemed appropriate by the Village Administrator. The approval from the Village Board for compensation for a temporary assignment is only necessary if it exceeds budgeted wages and / or the Village Administrator is unable to approve the compensation due to leave or vacancy.

#### **4.08.11 Professional Service Agreements**

Upon approval of the Village Board, the Village Administrator shall have authority to execute Professional Services Agreements with individuals who provide services of a professional nature to the Village or any of its operating departments. Such agreements may differ in terms of salary practices and benefit levels from those provided to individuals covered under the Non-Representative Salary Plan.

### **4.11 PERFORMANCE REVIEWS AND WAGE CONSIDERATIONS**

Unless otherwise specified in contractual agreement, newly hired employees will be placed on probation for a period of 6 months. After the first six (6) months of employment, the employee will have a performance review conducted by his/her Department Head or Supervisor and may be eligible for a salary adjustment. It is important for everyone to recognize that these salary adjustments are not automatic, but are based upon performance of the employee.

Performance evaluations should be completed on annual basis by the 2<sup>nd</sup> Friday of December, or upon completion of employee's probation period. Evaluations shall be signed by both parties and all evaluation materials provided to the Village Administrator.

Each employee of the Village will be evaluated at least once in each calendar year, or more frequently when deemed necessary by management. The purpose of the performance evaluation is to provide direct communication to the employee on their past performance, and to offer constructive suggestions for future improvement. This should also be an opportunity for feedback from the employee. The performance evaluation form, along with evaluation instructions, is attached as Attachment "D" and should assist Supervisors or Department Heads in evaluating employees. The evaluation process will generally begin toward the latter part of the calendar year, in September or October, and under all circumstances, evaluations will be completed at least by the end of each calendar year, unless permission to extend is granted by the Village Administrator.

Following the employee's successful completion of the Probationary Period, he/she will be evaluated at least once in each calendar year. The same performance evaluation form in Attachment " D" should be used. Sworn employees of the Police Department will be evaluated using a form authorized by the Chief of Police.

### **4.12 FLEX-TIME / WORK FROM HOME POLICY**

Flexible Work Schedules are an arrangement whereby an employee may, under certain circumstances, be authorized to develop a work schedule which varies from that otherwise established above. A flexible work schedule must be considered by the Village Administrator upon the recommendation of the employee's Supervisor. A flexible work schedule will be approved only when it can be shown that the proposed hours of work will benefit the Department or the business operations of the Village. The personal convenience of the employee alone will not be considered sufficient justification for approving a flexible work schedule. In the case of managerial employees, it must be satisfactorily shown that the employee's proposed schedule will not interfere with carrying out assigned supervisory duties.

Any required meal periods and rest periods must continue to be included in the flexible work schedule. An employee who is allowed a flexible work schedule is required to work eight (8) hours

per day, 40 hours per week, and the flexible work schedule will be that employee's set hours unless further notification by the Department Head or immediate supervisor.

Any employee wishing to use a flexible work schedule must submit a written request to his/her Supervisor showing the proposed hours of work and explaining the benefit to the Department, the business operations of the Village and the employee. All requests will be evaluated by the Supervisor based upon considerations such as:

- Will the proposed work schedule interfere with the orderly conduct of Village business, especially with regard to work performed by fellow employees?
- Will the proposed work schedule cause any inconvenience to the public, especially during peak service demands?
- Does the proposed work schedule have any impact on the security of Village facilities?

After such evaluation by the Supervisor, the request, with the appropriate Department Head recommendation for approval or denial, shall be forwarded to the Village Administrator. The Village Administrator shall determine whether or not the schedule is acceptable and may stipulate certain conditions as deemed necessary.

If the Village Administrator or Department Head at any time determines that an approved flexible work schedule is no longer in the best interest of the Village or the employee involved, the flexible work schedule will be discontinued, with proper advanced notification to the affected employee.

The village designed a work from home policy to address the need for such policy and to assure the coverage of services when the situation doesn't allow for the employee to perform their essential tasks from the office.

The village's work from home policy applies to the employees who cannot perform their essential task on premises due to conditions that arose beyond their control (such as inclement weather, care for their dependents during school closings, pandemic, etc) and whose tasks (when not performed) can cause undue hardship to the village. The Village remote work policy is outlined in HR-016, located in Appendix P, of this handbook.

The approval or denial of such a request will be made based on the following factors:

- whether being unable to work on premises will cause undue hardship to the village's operations
- whether it is necessary for the employee to be on the premises to perform the essential job tasks
- whether there is anyone else who can perform these tasks on temporary basis

The request should be sent to the Village Administrator stating:

- the requested duration
- days / times the remote work is requested
- projects & tasks that need to be completed remotely (that can't be completed in person)
- reason for the remote work need

#### 4.13 LAYOFFS

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 discipline 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.

## 5. GENERAL POLICIES, RULES AND REGULATIONS

### 5.01 WORK RULES ESTABLISHED

The Village Administrator is hereby granted the authority to establish work rules and other regulations consistent with this Article. The authority to establish regulations for specific Departments may be delegated to Department Heads, provided that the regulations are approved by the Village Administrator. No work rules may be established that constitute an extension of compensation, benefits or which conflict with the Employee Handbook.

From time to time, it becomes necessary for the Village to adopt policies for the benefit of employees and the entire organization. These policies are intended to clearly set forth rules and regulations in the work place that will provide information to all. The Village cannot predict the future and therefore, differing situations may arise that will require additional rules and regulations. In this event, please see the Village Administrator for requesting additions to this document.

### 5.02 TRAVEL AND TRAINING EXPENSE POLICY

Employees traveling at Village expense are expected to exercise good judgement when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions provided within HR-007, **Business Mileage and Travel Policy** is located in Appendix G, in this handbook.

The Village encourages all employees, whenever possible, to plan and conduct business maximizing the use of the telephone, postal services and/or electronic technologies. Whenever this is not possible, employees are encouraged to plan all travel utilizing sound fiscal practices. Out of state travel must receive pre-approval by the employee's supervisor. Department Head out of state travel must receive pre-approval of the Village Administrator.

The Village will not authorize or reimburse travel expenses for spouses of employees. With respect to lodging, the amount reimbursable will be equal to the rate for a single room.

Deviations from standards and procedures contained herein can only be allowed when prior authorization by the Village Administrator is obtained and supported with evidence that such deviation is necessary, unavoidable, and in the best interests of the Village.

#### A. Travel Expense Reimbursement - Air Travel

Reimbursement for commercial air travel shall be limited to the fare for the lowest class available. No reimbursement will be made for first class travel. Employees are encouraged to seek competitive air fares, including the purchase of the airline ticket in advance for maximum discount.

#### B. Travel Expense Reimbursement - Ground Transportation

Village Owned Vehicles: Employees are encouraged to use Village owned vehicles whenever the conduct of official Village business requires travel by automobile. Emergency repairs to Village vehicles while out of town will be reimbursed upon presentation of receipts. All attempts should be made, however, to return the Village vehicle to the Village for repairs. Costs incurred for traffic citations and parking tickets are the responsibility of the vehicle operator.

**Privately Owned Vehicles:** Privately owned vehicles may be used when Village vehicles are not available. Employees shall be reimbursed at the prevailing IRS rate. Charges for repairs, tow services, maintenance, traffic citations, parking tickets are not reimbursable. Information on the prevailing IRS rate is available from the Finance Director.

**Rental Vehicles:** The rental of motor vehicles will only be authorized when demonstrated that it is the only means of transportation or the most efficient alternative when attending a national conference.

Employees are encouraged to use airport shuttles, complimentary conference shuttles, or mass transportation as means of ground travel when attending national conferences. Only when it is demonstrated that these transportation facilities do not exist will rental of motor vehicles be approved.

**Reimbursable Limits:** For travel between points convenient to be reached by railroad, bus or commercial airline without reasonable loss of time, the allowance for the use of a personal automobile shall not exceed the lowest cost of the most practical means of mass transportation between such points.

#### **C. Meals Expense**

All claims for reimbursement for meals must represent actual, reasonable and necessary expenses. No reimbursement will be made for alcoholic beverages. Receipts are required for all meal expenses for which the employee claims reimbursement. Meals will be reimbursed at actual cost, but not exceeding the IRS Per Diem Rate (as printed in IRS Publication 1542, table 2) or reasonable proportions thereof if less than three meals are involved. Information on the current IRS Per Diem Rate is available from the Finance Director.

#### **D. Lodging Expense**

The original machine printed receipt, furnished by most hotels or motels, must support all lodging expenses. When registering in hotels or motels, Village employees shall use their business address and identification and request the available government discount and tax exemption. Lodging will be reimbursed at actual cost for the prevailing single occupancy rate at the conference hotel/motel or alternate location not to exceed the prevailing conference rate. Conference hotel rates must be substantiated in writing and on conference brochures.

### **5.03 PURCHASING CARD USE**

Some employees will be issued Village purchasing cards, at the discretion of the Village Administrator and Finance Director, in order to provide a more rapid turnaround of requisitions for low dollar value goods, emergency purchases, and travel/training expenditures, and to reduce paperwork and handling costs. Employees who have been issued purchasing cards will also receive the Village Issued Purchasing Cards Policy, which contains additional guidelines and procedures for coordinating and controlling the use of the purchasing cards. Under no circumstances shall Purchasing Cards be used for personal use. FIN-001, **Business Credit Card Policy and Agreement** is located in Appendix S, of this handbook.

### **5.04 INCLEMENT WEATHER**

The Village will attempt to maintain regular business hours during all inclement weather; however, due to the severity of weather employees may be sent home, and the Village Hall closed. Employees may still be asked to do work from home during the inclement weather depending on business needs.

In most instances the Village Hall and Library will remain open for business to those employees who can make it to work. On days that have been declared as inclement weather, employees, other than essential, shall report to work at their discretion.

The following employees of the Village are designated as essential to the Village's emergency response capability and must report to duty during normal business hours or during their assigned times or shift, or when called upon by their supervisor: Police Officers; Public Works Employees; Building Maintenance; and, other employees designated by the Village Administrator from time to time.

Essential employees are workers who are essential to maintain critical infrastructure and continue critical services and functions of the village. (Example: police staff, DPW workers during the snow storm, healthcare workers during a health crisis, payroll staff during the payroll processing week on the snow storm, etc.)

Employees who are unable to report to work on days declared as "inclement weather", other than those defined as essential, will not be penalized for not reporting to work. The missed hours of work will be considered worked when an employee has reported to work the day previous to, and the day after the occurrence of inclement weather day. If an employee is not in attendance on the day before or after, they may use either vacation, compensatory or unpaid leave for the inclement weather day.

The essential employees that report for work on a declared inclement weather day will be granted additional compensatory time off for those hours worked. For example, if an employee reports to work for six (6) hours on a declared inclement weather day, then the employee will accrue an additional six (6) hours of compensatory time off to be utilized in the year accrued

Employees will receive pay due to inclement weather only if the offices of Village of Kronenwetter or Library have been officially closed for business. Other times, when the manager allows employees to leave early (but the facility continuous to be open for business), those employees who choose to go home will have an option of using accrued "paid time off" if they would like to get compensated for the time missed.

## 5.05 VEHICLE USE AND REFUELING

All Village vehicles will be refueled at a designated local service station. The following procedures shall be adhered to when refueling a Village vehicle:

- A vehicle fueling card will be assigned to a specific Village vehicle and the card will remain in the assigned vehicle. Report all losses of vehicle fueling cards to your immediate supervisor, who in turn, must immediately notify the Finance Director.
  - Fueling will be from self-service pumps only.
  - Pump only the fuel required by the owner's Handbook for the vehicle. If adding oil to the vehicle, use only the grade of oil identified by the owner's Handbook.
  - Only fuel and motor oil are to be purchased with the vehicle fueling cards.
  - When presenting the vehicle fueling card for payment, the mileage must be recorded on the charge receipt and the receipt must be signed upon request from the supervisor. The Village will refuse to pay for any product purchased as a result of incomplete or insufficient information.
  - Any deviation from the above policy shall be immediately reported to the Department Head, with subsequent notification to the Finance Director and/or Village Administrator.
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- Any deviation from the above policy may result in disciplinary action.

## 5.06 SMOKE-FREE WORK ENVIRONMENT

In an effort to provide a safe and healthy work environment for all Village employees and citizens, there shall be no use or smoking of tobacco products in the Village Hall or Village-owned vehicles, unless otherwise authorized by the Village Administrator. Employees who violate this policy will be subject to disciplinary action.

## 5.07 SERIOUS ILLNESS & ACCOMMODATION OF DISABILITIES

The Village is committed to maintaining a safe and healthy work environment for all employees and the public they serve.

The Village recognizes that employees with serious illness may wish to continue to work. Whenever possible, the Village will attempt to accommodate those that wish to continue to work under these circumstances as long as the performance of duties remain at an acceptable level.

The Village recognizes that employees who have or may have certain illnesses are covered by laws and regulations protecting people with disabilities against discrimination. The Village will not exclude disabled individuals from employment or services, and will make reasonable accommodations for handicapped employees, as indicated by laws and regulations.

The Village will also observe the following guidelines for the handling of employees and others with serious illnesses:

- The Village, in accordance with Wisconsin Statutes Chapter 103, will not require HIV testing of employees or prospective employees.
- The Village will diligently strive to ensure that discrimination against people with any serious illness, including AIDS and HIV infections in general, does not occur.
- The Village recognizes that health conditions and records are personal and confidential. Precautions will be taken to protect such information from unauthorized access.
- The Village will not grant special transfer requests to employees who feel threatened by a coworker's illness, when medical information indicates such requests are unreasonable and unjustified.
- If and when medically necessary, the Village will take precautions to protect employees with illnesses and other employees from infectious or contagious conditions. Precautions will be taken as indicated by the Centers for Disease Control, the Occupational Safety and Health Administration, and other reasonable parties.
- The Village will make information on serious illnesses available through the Health Department.

## 5.08 PARKING

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.

## 5.09 VISITORS



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

## 5.10 WORKPLACE VIOLENCE AND THREATS PREVENTION

The Village is committed to providing a safe and secure working environment for our employees and citizens. Therefore, the Village will not tolerate any harassment, intimidation, violent act, or threat of violence against any employee or visitor. This includes any direct, conditional or implied threat, intentional act, or other conduct, which reasonably arouses fear, hostility, intimidation, or the apprehension of harm.

All employees have a responsibility for fostering and maintaining a safe and secure workplace. All employees are also expected to adhere to specific security and safety procedures as prescribed by their division or worksite management. All employees have a duty to report any knowledge of such acts or threats to their supervisors. When notified that an employee has been assaulted, threatened with bodily harm or has threatened to harm themselves, supervisors have a responsibility to respond in a timely and appropriate manner.

Employees (except for sworn police officers) will not be allowed to carry concealed weapons into the buildings and Village owned vehicles.

## 5.11 ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS

To better serve our citizens and give our workforce the best tools to do their jobs, the Village of Kronenwetter continues to adopt and make use of new means of communication and information exchange. This means that many Village employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

The Village encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the Village should remember that electronic media and services provided by the Village are Village property and their purpose is to facilitate and support Village business. No expectation of privacy regarding the use of the Village's electronic communication systems should be expected.

Use of the telephone is perhaps the most frequent and direct contact that many employees have with the public. Projecting a positive image over the telephone is just as important as meeting the public face-to-face. Being prompt, courteous, and attentive in dealing with Village citizens over the telephone will go a long way in building a positive rapport.

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

The Village 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 T 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.

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

5.12.1 ELECTRONIC TECHNOLOGIES OPERATING POLICIES

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

- All Village electronic resources, hardware, software, data storage and all files are Village property. These resources are intended to be used for Village business purposes and in a manner consistent with the Village’s standards of conduct. Village employees using electronic data technologies are discouraged from their use for nonessential and/or non-work-related purposes. Incidental and infrequent personal use is not prohibited but shall be limited and subject to Department Head approval.
- The cost of personal use of telephones and fax machines for permitted personal uses shall be paid by the employee.
- Use of electronic technologies shall NOT:
  - Result in interference with regular work duties, or reduction in productivity.
  - Include personal use for business, profit, or political endeavors. Include retrieval or downloading of information that is sexually explicit or pornographic, sexist, harassing, or illegally discriminatory in nature unless by a sworn officer of the law in the conduct of official business.
  - Include use for entertainment purposes at any time during the regular working day or on any paid time.
  - Include use by anyone other than a full or part-time employee of the Village, except for telecommunications by others in pursuit of Village-related business or bona fide emergency.
- Electronically generated information is exclusively the property of the Village and, as such, no person shall have the expectation of privacy with files, e-mail, or internet uses.
- Employees shall, at all times, take every necessary step to preserve all electronic data in order to comply with all potential public records requests as allowed by State law. No employee shall transmit any sensitive Village information such as financial account numbers over an unsecured internet connection, especially via e-mail. The Village may monitor online traffic, examine files, or read e-mail at any time without notice.
- The Village may further restrict or discontinue access to some or all electronic technology resources at any time.

5.12.2 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.

### **5.12.3 DISCIPLINARY ACTION**

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

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

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

### **5.13 PERSONAL APPEARANCE, DRESS CODE AND Demeanor**

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, or sandals.

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

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

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

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

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

Our appearance has a direct bearing on how the public views its Village employees and officials. Professional and proper attire should be worn by the management staff of the Village. It is equally important for the entire Village staff to be properly and neatly dressed while on the job, obviously in accordance with job duties and responsibilities. Common sense should dictate the importance of good personal hygiene, clean and pressed clothing, and comfortable shoes.

Employees are relied upon heavily to convey a positive image and provide correct information to the residents of Kronenwetter and the citizens that we serve. Employees should treat citizens in a manner in which they themselves would want to be treated. This includes listening carefully, patiently, and treating people with courtesy.

The Village strives to create an environment that is free from any type of offensive or inappropriate conduct. Thus, the use of profanity in the presence of, or directed towards, other employees or citizens is inappropriate conduct while on the Village's premises or time.

### 5.13 SOLICITATION / DISTRIBUTION

Employees may not engage in solicitation of any kind during their working time or during the working time of the employee being solicited. Employees may not engage in the distribution of literature of any kind during their working time or during the working time of the employee receiving the literature. "Working time" does not include the time before the employee's scheduled workday

begins, the time after the employee's scheduled work day ends, or the employee's breaks or lunch period.

Persons who are not employees of the Village may not solicit or distribute literature for any purpose anywhere on Village property, unless prior approval is provided by the Village Administrator.

#### **5.14 GENERAL HOUSEKEEPING**

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.

#### **5.15 USE OF VILLAGE PROPERTY AND EQUIPMENT**

The Village relies heavily upon the copier, printers, computer system and facsimile machine for everyday operations. These pieces of equipment are available for the purpose of completing Village business and are not intended for personal use.

#### **5.16 GIFTS AND TIPS**

Employees may not accept cash, gift cards, tips, or any form of payment from anyone at any time. Occasionally, a citizen or businessperson may be particularly satisfied with the service received from the Village and offer some form of payment to an employee. The employee must courteously decline to accept such a gift and explain that it is against Village policy to accept such gifts, and that the service rendered is a normal activity of the Village.

It is important to note that no Village employee, while performing duties as required by their position, shall intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, gift card, or service, given for the purpose of influencing them in the discharge of their official duties.

#### **5.17 SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE**

The Village, in a positive effort to provide a healthy and safe working environment for all its employees and citizens of the community, has adopted a substance abuse and drug-free workplace policy. No alcohol or other drugs may be kept or used at or in any Village owned building or facility at any time. Nor shall any employee come to or be at work with alcohol or another drug in his or her system, except as otherwise provided by this policy. Medications prescribed by a physician may be possessed and used on premises during working hours by the employee for whom they were prescribed, as long as they have been legally prescribed for the using employee, are kept in their original container and are used in strict accordance with the prescription. In the event an employee is prescribed a medication that might adversely impact his or her behavior, attitude or performance, the employee must give notice of that possibility to his or her supervisor prior to reporting for work or working with the medication in his or her system.

#### **5.18 OUTSIDE EMPLOYMENT**

Full-time employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the employee's efficiency or effectiveness as a Village employee may be impaired; if the

nature of the outside employment is such that it will reflect adversely on the Village; or if there is potential for a conflict of interest. Full-time employees contemplating outside employment must secure the approval of the Village Administrator.

For the purpose of preventing employee burnout, the village discourages full-time employees from holding more than two jobs at the time (outside of the village).

## **5.19 POLITICAL ACTIVITY**

Employees are to refrain from political activities while on duty. No employee is eligible to be elected as Village Trustee or President in the Village of Kronenwetter while employed by the Village.

## **5.20 MEDIA**

To ensure that accurate and proper information is disseminated to the public via the media, all media contacts concerning municipal affairs are the responsibility of the Village Administrator or his/her designee. Staff shall refrain from making public media announcements without the permission of the Village Administrator or designee.

Requests from outside parties as filed under the "Open Records Request" state statute will, under all circumstances, be discussed with the Village Administrator. In many instances, common sense should dictate information that is confidential and that which is not confidential. The Village Administrator must be consulted with any questions pertaining to confidential information.

## **5.21 EMPLOYEE CONDUCT GUIDELINES**

We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and to present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination. • Failure to follow and/or adhere to Village of Kronenwetter policies and procedures as described in written documentation or as described and directed by employee's supervisor.

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

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

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

## 5.22 RETURN OF PROPERTY

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 necessary legal actions to recover or protect its property.

## 5.23 EMPLOYMENT TERMINATION

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

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

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

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

## 6. SAFETY

### 6.1 SAFETY AND SECURITY

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

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

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

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

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

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

### 6.2 Village Vehicles

The majority of municipal vehicles are highly visible and often subject to public observation and scrutiny. As a result, criticism is frequently received from the general public concerning perceived or unethical use of municipal vehicles. With the adoption of a policy on municipal vehicle use, accountability surrounding vehicles will increase, therefore, placing Village officials in a strong position to justify and defend usage of municipal vehicles on a uniform basis.

Some Village personnel may be assigned a Village vehicle. A Department Director may recommend that an employee take a vehicle home overnight on a temporary basis if the needs of the Village so dictate. Determination to authorize a vehicle for overnight use will be made by the Department Director and Employee Resources Manager. Vehicles assigned may be used by the employee for transportation to and from work, for non-recurring personal errands on the way to and from work (provided these errands are within a reasonable distance on a reasonably direct route between home and work) and may transport other Village employees and family members as long as a reasonably direct route between home and work is maintained.

Below is a list of Safety Rules and Regulations for safe operation of Village vehicles:

Village employees who need or are required to use Village vehicles must hold a valid State of Wisconsin driver's license.



Anyone who fails to maintain their driver license or Commercial Driver's License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.

Village vehicles are to be used for Village business only and must not be used for personal use.

Only authorized passengers or drivers will be allowed to either operate or ride as a passenger in a Village vehicle.

All State of Wisconsin Motor Vehicle laws must be adhered to.

While driving a Village vehicle, employees should not exceed the posted speed limits. Seat belts will be worn at all time while either operating or riding as a passenger in Village vehicles.

Village vehicles are to be operated only when in a safe operating condition. Each employee driving a vehicle shall inspect the vehicle to assure that the vehicle is in a safe operating condition.

All accidents must be reported to the local police department and your Department Head immediately.

Drivers must notify their Department Head of any traffic or parking citations, including warnings, received while operating a Village vehicle.

Drivers are personally responsible for paying any traffic or parking fines incurred while they are operating a Village vehicle.

Whenever possible use a spotter when backing up a Village vehicle.

Maintain a safe cushion of space while operating a Village vehicle. For every 10 miles per hour, maintain one car/truck length of space.

Drivers will not operate a Village vehicle under the influence of drugs and or with an alcohol concentration of 0.02 or greater, while on duty for the Village of Kronenwetter as indicated by an alcohol breath test or blood alcohol test. Doing so may result in disciplinary action up to and including termination or employment.

Anyone who fails to maintain their driver license or Commercial Driver's License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.

On occasion, you may be asked to use your personal vehicle for Village of Kronenwetter's business. The Village requires you have adequate automobile insurance before driving any vehicle on Village business.

The Village requires that you carry liability insurance for your vehicle.

If you are in an accident with your vehicle while on the Village's business, your insurance is primary. As with any accident, report it to your immediate Department Director immediately.

### 6.3 Weapons and Firearms

#### Definitions:

**Employee** - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of The Village.

**Weapon** - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

**Workplace** - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village Employees in an official capacity for the Village. State law allows employees

to have weapons/firearms in their vehicles if parked on Village property. The Village will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.

Employees who have been granted permission under Sec. 54.102.(b) Firearms and Weapons Restricted Where Prohibited. Article I. In General. Chapter 54. Offenses and Miscellaneous Provisions are exempt from Sec. 10.21 Weapons and Firearms (3). of this Chapter 10 Employee Conduct and Behavior.

Village employees are prohibited from carrying weapons when conducting Village business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees.

Village employees are prohibited from being in possession of dangerous or unauthorized materials, such as explosives on the premises, weapons, or firearms, in the workplace and possession of weapons or firearms on the premises without a permit.

## 7. Employee Handbook Receipt & Acknowledgement



## Employee Acknowledgement Form

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

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

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

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

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

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

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name (printed) \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDICES

1. Appendix A – HR-001 **Exempt Employees – Work Hour & Schedules**
2. Appendix B – HR-002 **Problem Resolution**

3. Appendix C – HR-003 **Employee Training, Education & Conferences**
4. Appendix D – HR-004 **Personnel Requisition-Procedure**
5. Appendix E – HR-005 **Employee Performance Program**
6. Appendix F – HR-006 **Progressive Discipline Policy**
7. Appendix G – HR-007 **Business Mileage and Travel Policy**
8. Appendix H – HR-008 **Employee Use of Municipal Facilities-Fitness Center**
9. Appendix I – HR-009 **Grievance Procedure Policy**
10. Appendix J – HR-010 **Catastrophic Illness/Injury Account**
11. Appendix K – HR-011 **Internal Promotion Policy**
12. Appendix L – HR-012 **Health Saving Account Policy**
13. Appendix M – HR-013 **Insurance Contribution Rates**
14. Appendix N – HR-014 **Insurance “Opt Out” Policy**
15. Appendix O – HR-015 **Village Administrator Evaluation**
16. Appendix P – HR-016 **Remote Work Policy**
17. Appendix Q – HR-017 **Exit Interview Policy**
18. Appendix R – HR-018 **Wage Tracking Policy**
19. Appendix S – FIN-001 **Business Credit Cardholder Policy and Agreement**
20. Appendix T – FIN-002 **Employee Cellular Telephone Policy**
21. Appendix U – FIN-003 **Accounts Payable Policy**
22. Appendix V – FIN-004 **Purchasing Policy**
23. Appendix W – FIN-005 **Investment Policy**
24. Appendix X – FIN-006 **Disposal of Surplus Property**
25. Appendix Y – FIN-007 **Post-Issuance Compliance Policy for Tax Exempt and Tax Advantaged Obligations and Continuing Disclosure**
26. Appendix Z – FIN-008 **Credit Card Rewards Point Plan 2014**
27. Appendix AA – FIN-009 **Capital Projects Fund**
28. Appendix BB – **Reimbursement Pay Schedule**
29. Appendix CC – **Health Insurance List of Coverages**
30. Appendix DD - **Vacation Time Pay Out Request Form**
31. Appendix EE – **Unused Sick Leave Designee Appointment**
32. Appendix FF - **Ordinance 115-15 Code of Conduct for Elected Officials**
33. Appendix GG- **Revisions Record**

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

**\*\*\*Recommend Increasing Safety Related Reimbursement to \$200/year beginning January 1, 2026.\*\*\***

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



**Village of Kronenwetter**  
**Unused Sick Leave**  
**Designee Appointment**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_

In the event of termination due to the death of the employee, the payment of unused accumulated sick leave shall be made to the employee's designee.

Designated Individual's Name: \_\_\_\_\_  
Designated Individual's Address: \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Village's *Earned Unused Sick Leave Policy* on in Section 3.20.2 of the Employee Handout.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Village of Kronenwetter**  
**Vacation Time Pay Out**  
**Request Form**

Employee Name:\_\_\_\_\_Date:\_\_\_\_\_

Department:\_\_\_\_\_Position:\_\_\_\_\_

Date of Hire:\_\_\_\_\_

Hours of Vacation Time Requesting for Payout:\_\_\_\_\_

Payout Amount:\_\_\_\_\_

I have read and understand the Village's vacation time pay out policy on in Section 3.7 of the Employee Handout.

Signature of Employee:\_\_\_\_\_Date:\_\_\_\_\_

Signature of Supervisor:\_\_\_\_\_Date:\_\_\_\_\_

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



VILLAGE OF KRONENWETTER  
 Marathon County, Wisconsin  
 An Ordinance Amending the Code of the Village of Kronenwetter  
 Part I: Administrative Legislation  
 Chapter 115 Village Board  
 Creating Section 115-13 entitled "Code of Conduct"

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

Section 1: Part I: Administrative Legislation, Chapter 115 Officers and Employees, Section 115-13 entitled "Code of Conduct" of the Code of the Village of Kronenwetter is hereby created to provide as follows:

§ 115-13 Code of Conduct.

A. Application.

- (1) This Code of Conduct Ordinance is applicable to those persons holding an elected office of the Village. See Wis. Stat. §§ 61.32 & 61.34(1).
- (2) Statutes cited herein are incorporated into this Ordinance by reference and as from time to time they are amended.

B. Complaint Procedure.

- (1) Any elected official, appointed official, resident, or employee of the Village may file a sworn written complaint regarding a person holding an elected office of the Village at the office of the Village Clerk alleging one or more violations of this Code of Conduct Ordinance.
  - (a) "Resident" means a person who is an eligible elector of the Village under the Wisconsin statutes.
- (2) The office of the Village Clerk shall determine whether a complaint is in order.
- (3) The office of the Village Clerk shall notify the Village Board of a submitted complaint that is found to be in order.
- (4) A complaint may be taken up by the Village Board in the sole discretion of the Village Board, subject to the following:

- (a) The written assent of at least four (4) Village Board members is required for a complaint to be taken up.
- (b) A complaint expires if the Village Board fails to take it up within 60 days of its notice having been made to the Village Board by the office of the Village Clerk.

C. Violations may be any of the following:

- (1) For "cause," which means inefficiency, neglect of duty, official misconduct, or malfeasance in office under Wis. Stat. § 17.001.
- (2) Continued physical inability to perform the duties of office or gross neglect of duty under Wis. Stat. § 17.13.
- (3) Failure to maintain a fiduciary responsibility to the Village.
- (4) Violations of the open meetings law under Wis. Stat. ch. 19 Subch. II.
- (5) Violation of the statutory ethics code for local officials under Wis. Stat. ch. 19 Subch. III.
- (6) Violations of the public records law under Wis. Stat. ch. 19 Subch. V.
- (7) Refusal to keep order at a meeting as directed by the person authorized to conduct the meeting.
- (8) The unauthorized disclosure of information discussed at a closed session or from records that are not subject to disclosure under the public records law under Wis. Stat. ch. 19 Subch. V.
- (9) Electioneering prohibited by Wis. Stat. § 12.03.
- (10) Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law. Wis. Stat. § 946.12(1).
- (11) In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity. Wis. Stat. § 946.12(2).

- (12) Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another. Wis. Stat. § 946.12(3).
- (13) In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies. Wis. Stat. § 946.12(4).
- (14) Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law. Wis. Stat. § 946.12(5).
- (15) Misuse of this Ordinance.

D. Violation Procedures:

- (1) For removal from office because of continued physical inability to perform the duties of office or gross neglect of duty, by a majority vote of all the members of the Village Board under Wis. Stat. § 17.13.
- (2) For removal from office due to cause under Wis. Stat. § 17.16.
- (3) For all other matters, in the manner that the Village Board determines to proceed.

E. Penalties to be selected in the sole discretion of the Village Board:

- (1) No action.
- (2) A public censure.
- (3) A citation for a forfeiture in an amount to be determined by the Village Board of not less than \$25 nor more than \$200.
- (4) Removal from Village committees, commissions, or other bodies under Village Code § 14-6.
- (5) Removal from elected office of the Village under Wis. Stat. §§ 17.13 and/or 17.16.

- (6) Referral of a matter to the office of the District Attorney and/or other law enforcement as appropriate.

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

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

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

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

Adopted this 26<sup>TH</sup> day of August, 2024.

VILLAGE OF KRONENWETTER

By:   
Chris Voll, President

ATTEST:

By:   
Bobbi Jo Birk-LaBarge, Clerk

Noticed to the public on: Aug. 28, 2024.

- **REVISION 1-**
  - Village Board approved May 26, 2015-Numerous sections revised.
- **REVISION 2-**
  - Village Board approved November 24, 2015-Section 5.8 & 5.9 Revised, adding in language to allow for two people that are related to supervise one another, but the time sheet to be signed by the Village Administrator instead of the supervisor.
- **REVISION 3-**
  - Village Board Approved February 13, 2018-Section 4.83 Revised changing time from 8:01pm to 3:01pm.
- **REVISION 4-**
  - Village Board approved September 25, 2018-Revision to HR-005 Employee Evaluation policy
  - Village Board approved November 26, 2019-Revision to section 3.20.2 Earned Unused Sick Leave
  - Appendix 6.0- Updated-HR-004 new edition approved-11/24/15
  - Updated-HR-005 new edition approved 09/25/18
    - Updated-HR-006 new policy adopted-01/10/15
    - Updated HR-007 new edition approved 01/12/16
    - Updated FIN-001 new edition approved 07/23/13
    - Updated FIN-002 new edition approved 01/12/17
    - Updated FIN-003 policy added to list
    - Updated FIN-004 new edition approved 03/25/14
    - Updated FIN-005 policy added to list
    - Removed 8.0 Appendix Three-Ethics Code-Ordinance removed by the Village Board 05/26/20
    -
- **REVISION 5 -**
  - Village Board approved December 27, 2022 - Revision to HR-012 Health Savings Account
- **REVISION 6 -**
  - Village Board approved April 14, 2025 – Update to Section 4.5 Out of Classification Work, Update to Section 3.22 Uniforms – Reimbursement for required safety related items, Complete overhaul of the layout of the Village of Kronenwetter Employee Handbook to incorporate many items of a pertinent and informational nature:



# REPORT TO VB

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<b>ITEM NAME:</b>	TDS 2025 Sponsorship Contract
<b>MEETING DATE:</b>	March 24, 2025
<b>PRESENTING COMMITTEE:</b>	APC
<b>COMMITTEE CONTACT:</b>	Chris Voll
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	

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**ISSUE:** Approval of the TDS 2025 Sponsorship Contract

**OBJECTIVES:**

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** TDS wants to sponsor Bike and Walk for the Health of It and National Night Out. They need the Village to sign their contract to proceed. The contract outlines the marketing opportunities afforded their sponsorship of each event, cancellation practices, etc.

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

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

**RECOMMENDED ACTION:**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

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

**ATTACHMENTS (describe briefly):**  
TDS Contract

## Event Sponsorship Agreement

Section 4, Item E.

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 Village of Kronenwetter (“**Organizer**”), whose primary office is located at 1582 Kronenwetter Dr, Kronenwetter, WI 54455-7268 .

### 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 6 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](mailto: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, en  
host liquor liability, liquor liability, and so-called “dram shop” liability coverage with a combined sing  
\$3,000,000 or the minimum amount required by state law, whichever is higher.

Section 4, ItemE.

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

Signature

Jennifer Poyer

Print Full Name & Title

Date

TDS

Signature

Malibu Springer

Print Full Name & Title

Date



EXHIBIT A: EVENT DETAILS, SPONSORSHIP BENEFITS, AND SPONSORSHIP

Section 4, ItemE.

EVENT DETAILS

TDS will sponsor the Event(s) described below:

Event Name and/or Description	Event Date(s)	Event Venue Address	City	State
Bike and Walk for the Health of It	May 15, 2025	Towering Pines Park, 2355 Tower Rd	Kronenwetter	WI
National Night Out	August 5, 2025	Towering Pines Park, 2355 Tower Rd	Kronenwetter	WI

SPONSORSHIP BENEFITS

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

**Bike and Walk for the Health of It – Main Sponsor (\$600):**  
TDS Telecommunications name on social media posts, event pages, website event pages, printed posters (As the Main Sponsor, TDS will be printed on the 2025 Village of Kronenwetter Event card (printed), printed newsletters, emailed newsletters, press releases and post event video.  
Booth/Tent Space at the event  
Physical signs at the event identifying TDS as the Main Sponsor.

**National Night Out – Main Sponsor (\$400):**  
TDS Telecommunications name on social media posts, event pages, website event pages, printed posters (As the Main Sponsor, TDS will be printed on the 2025 Village of Kronenwetter Event card (printed), printed newsletters, emailed newsletters, press releases and post event video.  
Booth/Tent Space at the event  
Physical signs at the event identifying TDS as the Main Sponsor.

SPONSORSHIP FEE

TDS will pay the following sponsorship fee(s): **\$600 for Bike & Walk for Health of It and \$400 for National Night Out Main Sponsorships for a total of \$1,000.**

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): \$ \$1000*

OTHER OBLIGATIONS

TDS agrees to:

**Not applicable**

Organizer agrees to: use sponsorship \$ to purchase bikes for the kids

Submit proofs of all materials that contain TDS Marks to [malibu.springer@tdstelecom.com](mailto:malibu.springer@tdstelecom.com) for review and approval before production.

Section 4, Item E.

**Certificate Of Completion**

Envelope Id: CBFBD685-6F3D-4F86-BE58-728C26CBDE77

Status: Sent

Subject: Complete with DocuSign: Kronenwetter Event Sponsorship Agreement Walk and Bike for the Health o...

SFA Opportunity ID:

Source Envelope:

Document Pages: 4

Signatures: 0

Envelope Originator:

Certificate Pages: 2

Initials: 0

Malibu Springer

AutoNav: Enabled

30 N Lasalle St Ste 4000

Envelopeld Stamping: Enabled

Chicago, IL 60602

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Malibu.Springer@tdstelecom.com

IP Address: 163.116.249.76

**Record Tracking**

Status: Original

Holder: Malibu Springer

Location: DocuSign

1/29/2025 10:16:14 AM

Malibu.Springer@tdstelecom.com

**Signer Events****Signature****Timestamp**

Jennifer Poyer

Sent: 1/29/2025 10:20:36 AM

jpoyer@kronenwetter.org

Viewed: 1/29/2025 10:34:27 AM

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Malibu Springer

malibu.springer@tdstelecom.com

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Kimberly Snow

kimberly.snow@tdstelecom.com

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Dawn Nowakowski

Dawn.nowakowski@tdstelecom.com

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp**

Notary Events	Signature	Timestamp
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Section 4, ItemE.

Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/29/2025 10:20:36 AM
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Payment Events	Status	Timestamps
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## Village of Kronenwetter Farmers Market

Sundays 9:00 am to 2:00 pm

June 8– October 19, 2025

# 2025 Market Manager Agreement

The Market Manager operates under the supervision of the Community Development Department but will not be considered an employee of the Village. The Market Manager will report to the Community Development Department. Duties and responsibilities of the Market Manager can be found below.

### General Market Manager Responsibilities

- Attend 20 market days as the Market Manager.
- Be onsite from 8:30 a.m. until 2 p.m. (or until a majority of the vendors have left the market).
- Ensure the market is operated safely and in an efficient manner.
- Ensure that all facilities, equipment and utilities are in working order.
- Ensure that all vendors have secured the required vendor number to participate in the market.
- Ensure all vendors follow market rules and regulations as outlined in the Village of Kronenwetter Farmers Market Rules and Regulations document. Provide vendors a document if necessary.
- Maintain the assigned market layout and vendor booth assignments. Vendors should be asked to move if needed.
- Handle all emergencies that arise. If assistance is needed, the Market Manager should call Marathon County Dispatch and ask for a Kronenwetter police officer, or call 911, depending on the situation.
- Supervise and assist any events or entertainers, as needed.
- Ensure all park bathrooms have been unlocked and are clean. If the conditions of the bathrooms are undesirable, this should be reported to the Community Development Department to be addressed.
- Ensure that the necessary electricity is on and all outlets are safe and in working order. If any necessary electricity is not working, the breaker should be checked to ensure it is on. If damage to an outlet or lock is present, ensure that the breaker is switched off and notify the Community Development Department to address the issue.
- Unlock the trash cans and place one trash can at both ends of the market.
- Check in each vendor in accordance to their Farmers Market vendor number. Each vendor needs to display their number for the duration of the market.
- Provide updates to the Community Development Department, as needed.

I (Market Manager) agree to the following:

- To be compensated with a stipend of \$599 for the 2025 Season.
- To attend all 20 farmers market days as the Market Manager.
- To be onsite from 8:45 am until 1:30 pm (or until the majority of the Vendors have left) each required Market Day.
- To adhere to all other General Market Manager Responsibilities previously outlined.
- To use my own vehicle and fuel for the transportation of any needed market materials to or from the market without reimbursement.
- I agree to reserve the right for the Village to perform a background check if required.
- I agree to hold all market business in strict confidence and will not directly or indirectly disclose or use any confidential information, except as required in the performance of my duties as Market Manager.

KENNETH J. MACIAZ                      3-31-2025  
Market Manager Name (Print)                      Date

Kenneth J Maciaz  
Market Manager Name (Signature)

Rita A. Weg                      3/31/2025  
Community Development Director (Signature)                      Date

Date approved by VB:



### **Report to APC**

**Item Name:** Discussion and Possible Action: New Garbage Contract Starting in 2026

**Meeting Date:** April 7, 2025

**Referring Body:**

**Committee Contact:**

**Staff Contact:** Greg Ulman

**Report Prepared by:** Greg Ulman

**AGENDA ITEM:** Discussion and Possible Action: New Garbage Contract Starting in 2026

**OBJECTIVE(S):** To give APC information about the current contract and previous RFP.

**HISTORY/BACKGROUND:** In 2026 we will need a new contract for garbage and recycling. I want APC to have information now before we start changing items in the RFP and to come back next month to discuss pro and cons of the current contract.

**PROPOSAL:** To give APC information about the current contract and previous RFP.

**RECOMMENDED ACTION:** None needed, we will discuss in next month's APC meeting potential changes.



## **SANITATION AND RECYCLING CONTRACT**

**Village of Kronenwetter**

**January 1, 2021 – December 31, 2025**



## **SANITATION AND RECYCLING CONTRACT**

The Village of Kronenwetter, in Marathon County, Wisconsin, hereinafter called "Kronenwetter", acting and through its duly authorized agent, and Harter's Fox Valley Disposal, LLC, duly organized under the laws of the State of Wisconsin, hereinafter called "Harter's", do hereby covenant and agree as follows:

- 1) **GRANT**: For and in consideration of compliance by Harter's with the covenants and conditions herein set forth, and the ordinances and regulations of Kronenwetter and the laws of the State of Wisconsin governing the collecting and disposal of refuse and recyclables, Kronenwetter hereby grants to Harter's a permit to use the public roads, alleys, and thoroughfares within its corporate limits for the purposes of collecting garbage, trash and other refuse.
- 2) **TERM**: The term of this agreement shall commence on January 1, 2021 and shall terminate on December 31, 2025; (five) years.
- 3) **EXTENSION OF AGREEMENT**: This agreement shall automatically continue for like term unless either party notifies the other in writing at least sixty days before the end of the original or any extended term. All provisions of this agreement shall remain in force. At any time during the term of this contract, the parties may agree in writing, which may be by correspondence, to extend the term of this agreement.
- 4) **SCOPE AND NATURE OF OPERATION**: It is expressly understood and agreed that Harter's shall perform the services as set forth in Exhibit A and Exhibit B.
- 5) **VEHICLE MARKING AND INDEMNIFICATION**: All vehicles and equipment used by Harter's for the collection and transportation of garbage shall be utilized in the manner specified by the manufacturer of such equipment to minimize or to prevent the blowing or scattering of refuse onto the public streets or properties adjacent thereto, and such vehicles shall be clearly marked with Harter's name in letters not less than six inches in height.
- 6) **DISPOSAL OF REFUSE**: Harter's shall deliver all garbage, trash and other refuse collected from premises to the Marathon County Landfill located at 172900 WI-29, Ringle WI 54471. Kronenwetter will pay all garbage disposal fees.
- 7) **DISPOSAL OF RECYCLABLES**: Harter's shall at its own cost dispose of all recyclables in a manner consistent with law. Harter's will pay all recyclable disposal fees.

8) **NON-COLLECTION - NOTICE AND FOLLOW-UP:**

- a) Where the owner or occupant of any premises does not maintain proper or adequate refuse containers according to Kronenwetter’s ordinance, or is otherwise in violation of Kronenwetter’s ordinance with respect to the location of refuse containers or the nature, volume or weight of refuse to be removed from the premises, Harter’s shall refrain from collecting all or a portion of such refuse and will notify Kronenwetter and the owner or occupant thereof within 24 hours thereafter of the reason for such non-collection. If Kronenwetter feels Harter’s actions are not proper, Kronenwetter may order Harter’s to pick up the refuse by issuing a collection order. In such event, Harter’s shall pick up subject refuse within ten business days.
- b) Where Kronenwetter is notified by an owner or occupant that refuse has not been removed from a premises on the scheduled collection day, and where no notice of non-collection or a change in collection schedule has been received from Harter’s, Kronenwetter shall investigate the matter, and if the investigation discloses that Harter’s has failed to collect refuse from the subject premises without cause as supported by notice as described herein, Harter’s shall collect the same within 24 working hours after a collection order is issued by Kronenwetter.

- 9) **COMPLAINT HANDLING BY HARTER’S:** Harter’s shall, at its own expense, provide a manned telephone answering service from 7:00 a.m. until 5:00 p.m. central standard time, daily, Monday through Friday, excluding such holidays as may be approved by Kronenwetter, for the purpose of handling complaints and other calls regarding refuse collection service provided by Harter’s. Holidays to be taken are New Year’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. If collection falls on one of the aforesaid holidays, Harter’s, at its option, will either collect the refuse on the holiday or on the day after the holiday so that residential customers, specifically, are not left without a refuse pickup for over one week.

- 10) **CONSIDERATION:** Harter’s shall receive, in consideration of the performance of this agreement, the following fees for residential service under the rates described below:

a) Collection

Service	Year 1	Year 2	Year 3	Year 4	Year 5
Garbage – 96 Gallon Cart Weekly Per Month per residence	\$6.50	\$6.66	\$6.82	\$7.03	\$7.24
Recycling – 96 Gallon	\$3.36	\$3.44	\$3.53	\$3.63	\$3.74

Cart Biweekly per month per residence					
<b>Total per month per residence</b>	\$9.86	\$10.10	\$10.35	\$10.66	\$10.98

- b) Harter's will provide two 95-gallon containers for each resident. One to be used for garbage and one to be used for recycling. Harter's is responsible for maintaining any damaged carts caused by normal wear and tear. If carts are damaged from reasons other than normal wear and tear, are lost or are stolen, it is the responsibility of resident to pay the \$75.00 replacement fee. Additional fees for extra carts are the responsibility of the resident.
- c) If fuel exceeds \$4.00 per gallon, the fuel surcharge shall increase by 1% for every ten-cent increase in fuel prices.
- 11) **UPDATING HOUSE COUNTS:** Kronenwetter shall inform Harter's of all new construction, residential properties so they may be added to the collection route. Kronenwetter shall be responsible for updating collection house counts annually on the first day of year. Updated house counts are subject to verification from Harter's.
- 12) **BILLING PAYMENTS:** Harter's shall issue Kronenwetter a detailed monthly invoice for work satisfactorily performed by Harter's. Kronenwetter shall pay Harter's within 15 days following the receipt of a detailed monthly invoice.
- 13) **MANDATORY SERVICE:** It is understood that an ordinance of Kronenwetter mandates subscription to refuse service as prescribed therein under terms, conditions and special provisions as contained therein.
- 14) **INDEMNIFICATION INSURANCE:** Harter's assumes all risk of loss or injury to property or persons arising from any of its operations under this agreement, and agrees to hold Kronenwetter harmless from all claims, demands, suits, judgments, costs or expenses arising from any such loss or injury, unless such injury or loss is caused by the actionable negligence of Kronenwetter or its employees. Harter's agrees to carry insurance as follows:
- a) Workman's compensation insurance covering all employees of Harter's engaged in any operation covered by this agreement to the extent required by the laws of the State of Wisconsin;
- b) Automobile and public liability insurance - \$1,000,000 for personal injuries to any

one person and \$1,000,000 for personal injuries arising out of any one accident, casualty or event; and property damage insurance in the amount of \$1,000,000;

- c) General liability insurance in the amount of \$2,000,000; and
- d) Harter's shall furnish a Certificate of Insurance issued by companies authorized to conduct insurance business in the State of Wisconsin and naming Kronenwetter as an additional insured and shall name Kronenwetter in the same general terms and the same general effect as the foregoing Harter's requirements. Such policies shall indemnify and hold harmless Kronenwetter, and certificates evidencing such insurance contracts shall be deposited with Kronenwetter.

15) **NON-COMPLIANCE, PENALTIES:** In the event either party shall fail to perform any of the terms, conditions or covenants of this agreement, the non-defaulting party shall notify the other party in writing of the fact of such default and if the event or condition is not corrected or otherwise made to comply with the terms of this agreement within a period of time which is reasonable in relation to the nature of the event of non-compliance, but in no case more than 30 days, the same shall constitute an act of non-compliance. If, after notification in writing, the non-compliance is not corrected within 30 days, then the non-breaching party may terminate this contract, or may pursue any and all available legal remedies, at law or in equity effective immediately.

16) **REVOCATION, TERMINATION FOR CAUSE:** In addition to the specific right to terminate mentioned herein, if at any time Harter's shall file a petition in bankruptcy or petition to take advantage of any insolvency act; shall make an assignment for the benefit of creditors; or shall commence a proceeding for the appointment of a receiver, trustee, liquidator or conservator of itself or to the whole or any substantial part of its properties, then Kronenwetter may, after a hearing as described herein, revoke and cancel the permit hereby granted, and the agreement shall be null and void as of the date of said determination by Kronenwetter. The hearing prerequisite to such revocation shall not be held until notice of such hearing has been given to Harter's by certified mail, addressed to Harter's at the address shown herein, and a period of at least 30 working days has elapsed since the mailing of such notice. The notice shall specify the time and place of the hearing and shall include the reasons for Kronenwetter revocation of such permit and this agreement. The hearing shall be conducted in public by and Harter's shall be allowed to be present and given full opportunity to answer such charges and allegations as are set out against Harter's in the notice. If, after the hearing is concluded, Kronenwetter shall

determine that the charges and allegations set forth in the notice are affirmed by the facts presented at the hearing, it may revoke and cancel this agreement and the permit and the same shall be null and void. Kronenwetter's decision shall be final and Harter's shall be bound thereby.


- 17) **PERMITTED RATE CHARGE**: Harter's and Kronenwetter hereby agree that the aforesaid rate can be changed on if (1) Harter's can demonstrate the contract price requires modification as a result of national war or national disaster, or (2) changes in landfill or governmental regulations substantially affects solid waste collection. The contract rate will be modified to pass through all such costs to Kronenwetter by giving 15 days written notice to Kronenwetter. At its option, Kronenwetter will have the right to reject the services covered by this contract if Kronenwetter is unwilling to accept the rate modification described in the preceding sentence. The revised rate will automatically take effect unless Kronenwetter notifies Harter's prior to the effective date of the revised rate of Kronenwetter intent to exercise its option to reject the contract.
- 18) **DISPUTE RESOLUTION**: Any dispute arising with respect to this agreement, it's making or interpretation, or its breach shall be settled by arbitration in Marathon County, Wisconsin, pursuant to the then pertaining rules of the American Arbitration Association. Such arbitration shall be the sole and exclusive remedy for such dispute except as otherwise provided in this agreement. Any decision or award rendered shall be final and binding upon the parties and a judgment may be entered in any court having jurisdiction.
- 19) **NOTICES**: All notices or other communication to be given hereunder shall be in writing and shall be deemed given when mailed by Certified United States Postal Mail, addressed to: Andrew M. Gayhart, General Manager, Harter's Fox Valley Disposal LLC, 169901 Ringle Ave, Ringle, WI 54471.
- 20) **INDEPENDENT CONTRACTOR**: The parties hereto recognize and acknowledge that Harter's is an independent contractor and shall never be construed to be an agent, servant, or employee of The Village of Kronenwetter.
- 21) **GOVERNING LAW**: This contract shall be governed by the laws of the State of Wisconsin.

22) **AGREEMENT:** The parties agree that this contract may not be assigned by Harter's in the whole or in part without prior written approval of Kronenwetter. However, Harter's may assign or subcontract this agreement to:

- a) any corporation or entity which owns at least fifty-one percent (51%) of Harter's;
- b) any corporation or entity of which Harter's owns at least fifty-one percent (51%); or
- c) any corporation or entity that is under the common control of any corporation or entity that owns at least fifty-one percent (51%) of Harter's.

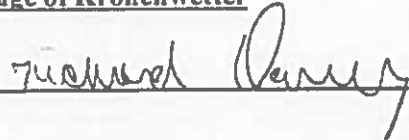
Dated this 1<sup>st</sup> day of Feb., 2021.

**Harter's Fox Valley Disposal, LLC**

By:   
Authorized Representative  
Andrew M. Gayhart

**MUNICIPALITY:**  
**Village of Kronenwetter**

Per Village  
Board action  
10/13/2020


By: 

Title: Richard Downey, Village Administrator

Attest:

Municipality Clerk:

2/1/2021



## EXHIBIT A

### SERVICES TO BE PROVIDED

Harter's shall perform at least services described in exhibit A and shall fulfill the additional requirements set forth on Exhibit B for disposal all garbage, trash and any and all other refuse accumulated on premises within the corporate limits of Kronenwetter where such collection is or may be required by the Kronenwetter.

Harter's shall, at its own expense, furnish personnel and equipment sufficient to accomplish work herein after described. Harter's will establish and maintain, in an efficient and business-like manner, such routes and special schedules as may be necessary to fulfill the refuse service requirements contained in the ordinances and regulations of Kronenwetter, and any future amendments and the further provisions of this agreement. Harter's shall provide not less than the following prescribed type and level of services to-wit:

- 1) Residential family dwellings (defined as single-family home, townhomes, or each unit of a duplex, or triplex) trash service to be provided weekly & recycling service will be provided every other week. Collection will be made between 6:30 a.m. and 5:00 p.m. central standard time. Customers are responsible for placing their carts by the end of the driveway by 6:00 a.m. on the date of pickup. Harter's shall not be obligated to pick-up any trash/recycling not located near the end of the driveway or any trash/recycling that is not out by 6:30 a.m. Kronenwetter has some residents with very long driveways. These residents may request Harter's to collect trash/recyclables at the place of the resident. Harter's may at their discretion collect trash/recyclables at these residences for an additional fee to be billed directly to the resident in question and collected by Harter's.
- 2) Residential carts are not to exceed 50 pounds. If carted, all waste must be bagged and fit property inside the cart with lid shut. Any refuse that is outside of the cart will not be collected. All recyclable material must be placed loosely in the cart not bagged and fit properly with the lid shut. Any recyclable that is outside of the cart will not be collected. Cardboard segments must not exceed 2 feet in length.
- 3) Village garbage and recyclable collection sites that are part of this contract under Section 9(a) with no additional fees are:

<u><b>Year - Round Locations</b></u>	<u><b>Units</b></u>
--------------------------------------	---------------------

Municipal Center 1582 Kronenwetter Dr	(1) 6-yard dumpster and (1) 95-gallon recycle carts
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Village Garage 1910 North Rd	(1) 2-yard dumpster
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Fire Department 1582 Kronenwetter Dr	(1) 95-gallon trash cart and (2) 95-gallon recycling carts
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- 4) Large household items will be collected every other Wednesday at the expense of the resident. Resident must call Harter's to schedule a pickup and for further pricing.
- 5) Collection of Christmas Trees – Harter's shall provide a special curbside collection of Christmas trees for a three (3) week period in January. Christmas trees will need to be placed curbside and cut into 3-foot sections.
- 6) Spring Cleanup – Harter's shall pick up bulk items deposited by Kronenwetter residents during the annual "Spring Cleanup" days. Harter's will collect and haul to the landfill the bulk items collected during Spring Cleanup from a central location on a daily basis. Harter's will work out a separate bill and payment arrangement with Kronenwetter for these services.
- 7) This contract does not include Harter's making any pickups at commercial sites. Any and all contracts for other commercial pickups shall be on an individual contract basis by and between the customer and Harter's.
- 8) The community and all residents/customers located in said community shall comply with the following rules and regulations under this contract. Harter's will not accept:
  - a) any liquid waste
  - b) building demo materials (lumber, metal, shingles, siding, etc.)
  - c) recycling materials mixed with other refuse
  - d) yard waste
  - e) asbestos, in any form
  - f) tires (these can be picked up on large item day)
  - g) used motor oil
  - h) hazardous or toxic wastes
  - i) chemicals
  - j) explosives, liquids
  - k) flammable liquids



- l) paint
- m) trees and stumps
- n) construction debris
- o) carcasses
- p) medical wastes (unless personal needles which shall be properly contained in sharps container)

Harter's reserves the right to expand the list of solid waste disposal policies as local, state and federal regulation change.

- 9) All recyclables must be in a secured container, no "loose" recycling will be picked up.  
Recycling may be mixed together; cardboard segments may not exceed 2 feet in length.
- 10) Clean-up of spillage caused by Harter's operation.
- 11) Disposal at state approved disposal site of all materials collected.

This service shall be exclusive between the Village of Kronenwetter and Harter's in regard to residential service.

## EXHIBIT B

### STATEMENT OF HARTER'S REQUIREMENTS

Harter's will meet the following levels of service, requirements, stipulations, terms, conditions, and provisions.

- 1) Appearance and Cleanliness of Equipment: The collection equipment used by Harter's must be approved by Kronenwetter, including approval of the equipment color and the design of all signs, logos, and graphics. Collection equipment must be kept in clean condition at all times.
- 2) Appearance of the Collection Crew: Harter's shall provide uniforms to each collection worker and require that they be used. The uniform shall consist of a jacket or coverall, shirt, trousers and cap. Harter's shall maintain the uniforms in a clean, neat and well mended appearance.
- 3) Equipment Maintenance: All equipment must be maintained to assure the safety of the collection crew and residents of Kronenwetter.
- 4) Cleanup on Route: Harter's shall pick up all blown; littered and broken material problems caused by Harter's. Each truck shall carry a broom and shovel all times.
- 5) Ownership of Materials: At the time of collections, ownership of the materials transfers from the resident to Harter's.
- 6) Collection Hours: Collection service by all trucks will start between 6:30 a.m. and 5:00 a.m. central standard time.
- 7) Route Collection Schedule: Regular curbside collection will be split out in three equal days of Tuesday, Wednesday, and Thursday pick-up. Recycling in the Village will have one-half on week "A" and one-half on week "B". Routing and notification to residents to be done at Harter's expense and approved by Kronenwetter.
- 8) Collection on Holidays: Harter's is not required to provide service on Sundays, and the following days:
  - a) New Year's Day
  - b) Memorial Day
  - c) Independence Day
  - d) Labor Day
  - e) Thanksgiving Day
  - f) Christmas Day

g) Days when the collection is canceled by Kronenwetter.

The Village of Kronenwetter shall inform residents of the lack of service on these days as part of the promotion element of the program and of the appropriate make-up day for the missed collection day.

**Village of Kronenwetter Request for Proposals**

**RESIDENTIAL  
GARBAGE AND RECYCLING  
COLLECTION**

**For Period January 1, 2021 through December  
31, 2025**

Mail out: Wednesday, August 12, 2020  
Proposal Due Date: Wednesday, August 26, 2020 at 1:30 PM  
Anticipated Award: Tuesday, September 8, 2020 Village Board  
Meeting

**SUBMITTED BY:**

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## Section I: OVERVIEW

**REQUEST FOR PROPOSALS** - The Village of Kronenwetter (hereinafter referred to as the Village) a municipal corporation of the State of Wisconsin, located in Marathon County is seeking proposals for the establishment of professional garbage collection services. The Village is investigating the possibility of entering into a five (5) year contract with the option of extending the contract by two (2) years twice (two separate two-year extensions) for a total of nine (9) years with a qualified and responsible firm and accordingly is furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit a sealed proposal according to the instructions and format of the attached Request for Proposal (RFP) documents.

**MUNICIPAL OVERVIEW** - The Village is located approximately 7 miles south of Wausau, WI and currently has a population of 7,210 which consists of approximately 2,538 single-family and two-family households. The Village has an area of approximately 52 square miles and 107 centerline miles of streets. One (1) residential garbage, recyclables, and white goods hauler currently serves the Village.

The Contractor shall service land annexed to the Village during the term of the contract as well as residential dwellings constructed during said term. Service to land annexed to the Village and future residential development shall be provided on the same terms as set forth herein. A new structure shall be considered a serviceable address upon the issuance of the Certificate of Occupancy. Changes to the corporate boundaries or service area resulting from annexations, zoning actions, site plan approvals, construction, etc. shall be communicated to the Contractor by the Village. The Village will notify the Contractor of such changes as they occur.

**SOLID WASTE DISPOSAL** – The Village has negotiated a tipping rate contract with the Marathon County Solid Waste Department. The Village shall pay all tipping fees directly to the county landfill. The hauler will not pay the tipping fees and shall not calculate tipping fees into the bided collection rate. Garbage collected in the Village must be deposited at the Marathon County landfill per the Village's contract with Marathon County.

**EXCLUSIVE CONTRACT** – It is the express intent of the Village to award an exclusive contract for a five (5) year period commencing January 1, 2016 and ending December 31, 2020 for curbside collection of residential garbage, white goods, and recyclable materials. The contract shall include all single-family and multifamily of two (2) or less units. The contract shall not include multi-family of greater than two (2) units, commercial,

industrial, or institutional properties unless specified. Upon award of the Contract, except for optional additional services, which might or might not be awarded as part of the overall contract, no other firm shall be awarded single-family or two-family refuse and recycling collection services.

**NEGOTIATION OF CONTRACT** -The proposals that are submitted in response to this request for proposals will form the basis for further negotiations with the Village. The proposal submittal form and the proposal specifications contained herein, as submitted and signed by the Contractor, shall constitute the basis for a final agreement to be mutually agreed upon by the Village and the Contractor.

**CONTRACT AWARD OR REJECTION** - The Village reserves the right to negotiate with all qualified sources and to cancel this Request for Proposal in part or in its entirety. The Village further reserves the right to amend or waive any or all requirements or specifications. A contract will be negotiated and then awarded to the most responsible Contractor complying with the conditions of the proposal documents only when it is in the best interest of the Village to do so. The Village shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all proposals or parts thereof and to waive any formalities and technicalities according to the best interests of the Village. Neither the Request for Proposals nor the receipt of any proposal constitutes an offer or acceptance and in no case, will either require the Village to award a contract or pay any costs incurred in preparation of a response nor to procure or contract any services or supplies whatsoever. The Village retains the right to assess whether the person, firm or corporation has sufficient ability and experience in this class of work and sufficient capital and plant to enable it to prosecute and complete the work successfully within the time named. The Villages decision or judgment on these matters will be final, conclusive, and binding.

**CRITERIA FOR CONTRACT AWARD** - The award of the contract will be to the Contractor whose proposal is determined by the Village to be in the best interest of the Village. Lowest monetary proposal is not necessarily the sole determining factor. The contract shall be awarded to the submitter whose proposal most closely satisfies the overall specifications as well as other factors. Such other factors include but are not limited to the following:

1. Cost - The price of the contract for the residential curbside collection of garage, white goods, and recyclable materials.
2. Experience and Finances of Company - Consideration will be given to those submitters who have performed similar types of work and have the financial means to meet the qualifications of the RFP and the contract.
3. Customer Service Record - Demonstration of low volume of complaints and fast resolution.

4. **Markets - Demonstration of availability of relatively stable markets for materials collected through letters of agreement or other communications with secondary material buyers.** This requirement can also be met by providing evidence that the Contractor will use a Wisconsin Department of Natural Resources self-certified materials recovery facility (MRF).
5. **Features Exceeding Minimum Specifications - Any features that the submitter can provide the Village that exceeds these specifications will be weighed as a benefit towards the award of the contract. The Village shall be the sole determinant if any feature is of benefit and to what degree.**

**CONTRACT CONTENTS** - The Village will require that any contract for garbage services include but not be limited to the following additional provisions as well as those within the balance of this RFP:

1. **COMPLIANCE WITH ALL LAWS** - All work under the contract must be executed in accordance with all applicable federal, state, county, and local laws, ordinances, rules and regulations. The costs of such compliance, if any, shall be included in the price quoted in the proposal.
2. **NOTICES** - All notices required by the contract shall be given in writing via certified mail to the Village Administrator or chief executive officer of the Contractor.
3. **NON-ASSIGNABILITY** - The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the Village President as authorized by the Village Board. Such assignment shall not relieve the Contractor from any obligations, or change the terms of the contract.
4. **INDEMNIFICATION** - The Contractor shall indemnify and hold harmless the Village, its officers and employees from any and all liability, losses or damages, including attorneys fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers compensation claims, in any way resulting from or arising out of the operations of Contractor under this contract, including operations of subcontractors; and the Contractor shall, at his/her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the Contractor shall, at his own expense, satisfy and discharge same. The Contractor expressly understands and agrees that any performance bond, letter of credit, or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless, and defend the Village

as herein provided.

Nothing in the above paragraph shall be considered to preclude the Village from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or destruction of, or damage to property in the custody and care of the Contractor where such loss, destruction or damage is to Village property. The Contractor shall do nothing to prejudice the Village’s right to recover against third parties for any loss, destruction of, or damage to the Village's property and upon the request of the Village, at the Village's expense, furnish to the Village all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Village in obtaining recovery).

5. INDEPENDENT CONTRACTOR - The Contractor acknowledges that it is an independent contractor and that none of its employees, agents, subcontractors, or assigns are employees of the Village. The Contractor shall be solely responsible for unemployment, social security, and other payroll tax payments required by law or union contract.
6. EQUAL EMPLOYMENT OPPORTUNITY - During the performance of the contract and/or supplying of materials, equipment and supplies, the Contractor must be in full compliance with all provisions of the Acts of the General Assembly of the State of Wisconsin relating to employment, including equal employment opportunity requirements.
7. INSURANCE - The Contractor to whom the contract is awarded must provide the Village with a certificate of insurance as proof of coverage. This certificate of insurance must also name the Village of Kronenwetter and its officers, employees and agents as additional insured for the period of the contract. The following minimum insurance coverages, unless otherwise approved by the Village (such as for the provision of a portion of the services requested herein) will be required:

Type of Insurance	Each Occurrence	Aggregate
GENERAL LIABILITY:		
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Contractual Insurance - Broad Form	\$1,000,000	\$2,000,000
AUTOMOBILE LIABILITY:		
Bodily Injury & Death	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000



The Contractor shall provide evidence of umbrella or excess liability coverage of \$5,000,000.

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

**WORKERS COMPENSATION & OCCUPATIONAL DISEASES:** Statutory for Wisconsin.

If subcontractors are employed, the same general guidelines are to apply to the subcontractor as the Contractor.

The Village shall receive written notice of cancellation or reduction in coverage of insurance policy within thirty (30) days prior to the effective date of cancellation or reduction.

Nothing contained in the insurance requirement shall be construed as limiting the extent of the Contractor's responsibilities for payment of damages resulting from his/her operations under this agreement.

8. **DEFAULT** - The Village may terminate a contract by written notice of default to the Contractor if:
  - a. The Contractor fails to perform the services as outlined in the specifications within the time specified in the proposal, or
  - b. Fails to make progress so as to endanger the performance of the contract, or
  - c. Fails to provide or maintain in full force and effect, the liability and indemnification coverages or letter of credit or performance bond as is required.

If the Village terminates the contract, the Village may procure supplies or services similar to those so terminated, and the Contractor shall be liable to the Village for any excess costs for similar supplies and services unless the Contractor provides acceptable evidence that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor. Failure to execute the Contract will, at the option of the Village, constitute a breach of the agreement made by acceptance of the Contract, and the Village will be entitled to forfeiture of the letter of credit accompanying the proposal that is required, not as a penalty, but as liquidated damages.

9. **PERMITS AND LICENSES** - The successful Contractor shall obtain, at its

own expense, all permits and licenses which may be required to complete the contract.

10. DUE DILIGENCE - Contractor shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the proposal. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village or the compensation to the Contractor.
11. CONTRACT EXTENSION OPTION – At the expiration of the initial five (5) year term the Village reserves the right to request that the Contractor renew and extend this contract for an additional two (2) years. At the expiration of the initial two (2) year extension term, the Village reserves the right to request that the Contractor renew and extend this contract for an additional two (2) years. If the Village desires such an extension, the Contractor will be notified no later than 120 days before the expiration of the current term.

Commencing not less than 120 days prior to the commencement of the extension of the contract for both extensions, the Village and the Contractor shall engage in good faith negotiations to develop rates attributable to the forthcoming years in question. Among the factors to be considered shall be increases or decreases in contractor productivity, disposal charges, material and equipment costs, labor costs, contractor's level of service, prices paid in comparable communities, and changes in the Consumer Price Index For All Urban Consumers-Midwest. In the event the Village and the Contractor are unable to agree upon a suitable price, either party may terminate this agreement by written notice to the other party 90 days prior to expiration of the current term.

Should the Village select a different contractor at the expiration of the contract or the Contractor is released from the Contract with the Village, the Contractor shall agree to refund, if applicable, to all residents the full purchase price of any refuse tag returned to the Contractor within sixty (60) days after such contract expiration or release from the Contract. The Contractor shall remove existing toters within sixty (60) days from the expiration date or release from the Contract.

12. PERFORMANCE BOND/LETTER OF CREDIT --The Contractor shall furnish to the Village an irrevocable performance bond or letter of credit in the amount of one hundred thousand dollars (\$100,000) from a reputable banking institution acceptable to the Village to guarantee the faithful performance of the contract. The performance bond or letter of credit shall be payable to the Village and prepared in a format approved by the Village

Attorney. It shall remain in effect for the full term of the contract, including extension periods, and be delivered to the Village within (10) days of the awarding of this contract. The contract shall not be signed until the bond or letter of credit is received and is reviewed for acceptability by the Village.

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## Section II: INSTRUCTIONS FOR SUBMITTING PROPOSALS

**SUBMITTAL OF PROPOSALS** - Two (2) copies of this Request for Proposals must be submitted intact in a sealed envelope for the proposal to be considered valid. Proposals must include those items listed below in **Contents** which must be properly completed and signed in ink.

All sealed proposals must be delivered to the Village Administrator, Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455, prior to the proposal opening date and time. Proposals must be identified as "Proposal: Village Of Kronenwetter Residential Garbage and Recycling Service" on the outside of the sealed envelope. Vendor's company name and address are to appear in the upper left corner.

**PROHIBITED CONTACTS WITH VILLAGE** – Any attempt to directly contact and influence any Village Board member, or any Village staff member associated with this project after receipt of this Request for Proposal and prior to the final selection decision as evidenced by a fully mutually executed exclusive garbage contract with the final selected firm will be grounds for disqualification. If the bidders have any questions on the RFP, the RFP process or the village's expectations, the bidders shall follow the question process as explained in the next paragraph.

**QUESTIONS** - All questions must be in written form and may be directed only to Ryan Wiesen, Finance Director, Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455 phone (715) 693-4200, fax (715) 693-4202 by Wednesday, April 22, 2015. No other staff will respond to any questions, written or verbal. The questions, and subsequent answers, will be documented and distributed to all RFP recipients. A written response will be provided to all questions by April 24, 2015.

**LATE PROPOSALS** - Proposals arriving after the specified time (Wednesday, April 29, 2015 at 1:30 PM), whether sent by mail, courier, or in person, will not be accepted. These proposals will be returned unopened. It is the Contractor's responsibility for timely delivery regardless of the methods used.

**PROPOSALS BY FAX** - Facsimile machine transmitted proposals **will not be accepted**, nor will the Village transmit proposal documents to prospective Contractors by way of a facsimile machine. Proposals should be submitted on the original forms provided by the Village, completely intact as issued.

**ERROR IN PROPOSALS** - When an error is made in extending total prices, the unit proposal price will govern. Otherwise, the Contractor is not relieved from errors in proposal preparation.

**WITHDRAWAL OF PROPOSALS** - A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received by the Finance Director prior to the specified due date. After the due date, a company cannot withdraw its proposal for a period of one hundred twenty (120) calendar days. Furthermore, the Contractor so agrees to the conditions and terms submitted.

**QUALIFICATIONS** - No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village or has failed to perform faithfully any previous contract with the Village.

The person, firm or corporation, if requested, shall present within 48 hours evidence satisfactory to the Village of its performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

**TAX-EXEMPT STATUS** -- Unit prices shall not include any local, state, or federal taxes. The Village is exempt, by law, from paying state or local tax. If needed, the Village shall supply the successful Contractor with the Village's tax exemption number.

**EXISTING CONDITIONS** -- Contractors are cautioned to carefully examine conditions affecting collection, separation, transportation, and other variables which may affect collection of garbage, recyclable, and white goods within the Village. The Village will not advise Contractors as to any conditions referred to. All figures found in this Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation. With submission of a proposal, the submitting Contractor understands and recognizes that the estimated figures located in the Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation and that any submitted proposals are final and will not be subject to negotiation during the contract term.

**CONTENTS** -- proposal must, at a minimum, include the following sheets from this RFP:

- 1. Cover Sheet
- 2. Location of Recycling Processing Facilities (Section V)
- 3. References & Competency -- Description of Firm (Section VI)
- 4. Contractor Proposed Cost Summary (Section VII)
- 5. Contractor Certification (Section VIII)
- 6. List of Subcontractors (See below)

**LISTING OF SUBCONTRACTORS** - In order that the Village may be assured that only qualified and competent subcontractors will be employed on the project, each Contractor shall submit with their proposal a list of any subcontractors they plan to use and the services the subcontractor(s) will perform. The list must include each subcontractor's name, address, phone, contact person, years of experience, and three references for similar work, as well as required insurance information

**Section III:**  
**SPECIFICATIONS AND SPECIAL PROVISIONS**

The calendar for the selection process is provided as follows. The Village reserves the right to modify the preliminary selection process calendar:

Release of RFP	April 15, 2015
Deadline – Consultant questions	April 22, 2015
Written response to questions	April 24, 2015
Deadline – submittal of proposals	April 29, 2015
Execute contract	After May 12, 2015

**DEFINITIONS & PREPARATION INSTRUCTIONS:**

**Bulk Materials** --Any items set forth as refuse which are too large to fit into an approved refuse container and which exceed, in total, fifty (50) pounds in weight. Examples include beds, sofas, large tables and chairs, dressers, bookcases, mattresses and box springs, other large household furniture, and large appliances that do not contain CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, or other hazardous components.

**Chipping** --The mechanical process of breaking up woody yard waste into smaller pieces to be used as landscape mulch or a bulking agent.

**Composting** -- The process by which aerobic microorganisms decompose organic matter into a humus-like product.

**Contract** -- The following attachments shall be incorporated herein and shall constitute the Contract documents: the Request for Proposal Documents, including all addenda issued, the signed proposal, and any other documents as may be deemed necessary by the Village.

**Curbside** -- A position located near the driveway between two and five feet from the edge of the street toward the residence is to be used for collection of garbage and recycling materials.

**Long Driveway Collection**-- Residents who have driveways longer than a typical residential home that wish to place garbage and recycling near their home and not at the curbside.

**Household Construction and Demolition Debris** -- Waste materials from “do-it-yourself” interior and exterior household construction, remodeling, and repair projects, including, but not limited to, drywall, plywood, paneling, lumber, and other building materials,

cabinets, carpeting, disassembled household fixtures. Must be cut into (4') lengths, bundled or placed in approved containers not to exceed 50 lbs.

Household -- All single-family and multi-family of two or less units that utilize curbside collection service.

Household Garbage -- All organic household or kitchen wastes, such as rejected or unused food and food residues, paper used in wrapping food, household rubbish, inorganic and incombustible household waste (i.e., cans, metalware, broken glass, crockery, stoneware, and similar waste resulting from the regular operation of the household), empty cartons and crates, discarded toys, discarded clothing and light furniture, and similar material. Household garbage shall not include waste from any manufacturing process, construction material, broken concrete, lumber, large rocks, and other similar material.

Garbage Container --

*Toter:* A two (2) wheeled plastic container with a tight-fitting top, not to exceed ninety-six (96) gallons in size, requiring a semi-automatic lifting mechanism for collection. All toters must be approved by the Village and supplied by the Contractor.

*Bundle:* Any material allowed under the definition of refuse, such as wood, boxes or other loose items, which do not exceed 5' in lengths or 50 lbs.

Recyclables (also referred to as recyclable materials) -- Materials that have a useful second life in the economic cycle if they are successfully collected, separated, processed and marketed for return to the economic mainstream. Recyclable materials shall include newspapers, wrapping paper, brown paper grocery bags, magazines, telephone books, catalogs, junk mail -- brochures, advertisements, flyers, post cards, greeting cards, window envelopes, file folders, and other similar correspondences; cardboard, chipboard/paperboard -- cereal boxes, clothing boxes, tissue boxes, shoe boxes, paper tubes, etc.; wet strength carrier stock -- paperboard containers with special coatings to prevent tearing of the packages or smearing of the ink from moisture when refrigerated or frozen; i.e. paper beverage cartons, and clean frozen food packages; soda and beer cases; mixed or miscellaneous paper products -- stationery, computer paper, notebook paper, typing paper, letterhead, index cards, computer cards, bond envelopes, post-it notes, and other similar paper products; tin, steel, and bi-metal beverage and food cans, aerosol cans, aluminum cans, aluminum foil and foil products; plastics #1-5, PET, PETE, HDPE, V, LPDE, PP, 6-12 pack plastic rings; clear, green, blue, and brown glass including bottles and jars; and any other items the Village and the Contractor agree to recycle in the future.

Recyclables Bin --12.5 gallon rectangular or similar durable plastic container, with or without a cover, for the collection of recyclables.

Residential -- Single-Family and multi-family units of two or less units.

Uncollectables -- Toxic, hazardous, radioactive, and bio-hazardous materials such as but not limited to automotive batteries, televisions, prohibited electronics, paint, insecticide, oil, gasoline, antifreeze, or their containers will not be collected.

White Goods -- Any domestic and/or commercial large appliance which contains CFC or HCFC refrigerants gas, PCB containing capacitors, mercury switches, or other hazardous components. Examples include, but are not limited to, refrigerators, freezers, air conditioners, ranges (both electric and gas), humidifiers, dehumidifiers, water heaters, furnaces, and other similar large appliances.

#### GENERAL REQUIREMENTS:

1. **Services Selected** – This proposal requests prices for various options and alternates for garbage and recycling collection. **The Village reserves the right to request the awarded Contractor to implement any one or combination of services and/or alternates outlined below.** The Contractor shall propose to furnish complete equipment, labor, materials and supplies to accomplish all work necessary to complete such contract as may be agreed upon by the Village of Kronenwetter and the Contractor.
2. **Contract Period, Rates, & Termination** - The Village intends to enter into an exclusive five (5) year contract for the curbside collection of residential (single-family and multi-family of two or less units) garbage, white goods, and recyclable materials within the Village of Kronenwetter. The contract period will commence on January 1, 2016, and end December 31, 2020. The contract shall not include multi-family over two-family, commercial, manufacturing, industrial, or institutional properties. It is the intention of the Village to secure a firm price contract for each of the first five years of the contract period and conduct good faith price negotiations commencing no later than August 1, 2020 for years 2021 and 2022 should the village decide to extend the contract by two years. If the village chooses to extend the contact for a second time for an additional two years, the village and contractor shall begin good faith price negotiations for 2023 and 2024 beginning no later than August 1, 2022. Price increases or decreases for the two extension terms shall be based on factors such as increases or decreases in contractor productivity, disposal charges, material and equipment costs, labor costs contractor's level of service, prices paid in comparable communities, and changes in the Consumer Price Index For All Urban Consumers-Midwest. If the parties are unable to agree upon a rate schedule, the current rate shall remain in effect until the agreement terminates and either party has the right to terminate this contract by giving the other party not less than 90 days prior written notice. All proposals shall



be considered on this basis unless specifically noted.

3. **Damage to Streets Prohibited** – The Contractor shall provide collection equipment that will not disfigure or damage Village streets and operators that will operate vehicles in a manner that will not damage streets, sidewalks, overhead trees, etc. The Village shall require the Contractor to repair, to the Village's satisfaction and at the Contractor's expense, all damage to Village property that is caused by spills, skidding vehicles, driving on edge of pavement, equipment malfunction, or operator negligence. Contractor shall pay any Village invoice for repair within thirty (30) days.
4. **Day of Collection** – Garbage and recycling pickup shall be performed weekly to all residential units within the Village's corporate limits. Should the Village go with Bid #2 (Alternate #1), recycling pickup shall be performed on a biweekly basis.
5. **Collection Hours** - Collection services by all vehicles will begin no earlier than 6:30 a.m. All collection for each scheduled day shall be completed by 5:00 p.m. Residents shall be required to set out garbage, recyclables, and white goods by 6:00 a.m. on the scheduled day of collection.
6. **Point of Collection** - Collection shall be made at the curbside.
7. **Missed Collection** - The Contractor shall establish and publicize a procedure for receiving and responding to resident complaints of missed collections. Complaints of missed collections received by the Contractor or the Village shall be remedied by the Contractor collecting the materials by 5:00 p.m. on the following business day. A representative of the Contractor shall contact a designated representative of the Village to resolve any issues.
8. **Quality of Service** - The Contractor shall undertake to perform the collection and disposal services rendered herein in a clean, orderly and efficient manner and to use due care and diligence in the performance of the contract. Neat, orderly, and courteous employees and collection crews shall also be provided. The Contractor shall, at each service address, neatly return the totes where they were found. The Contractor shall repair or replace at their expense totes damaged as a result of the handling thereof, reasonable wear and tear expected. Crews shall carry official company identification and shall present such identification upon request. The Contractor shall establish and maintain a method for accepting and responding within 24 hours to Village and resident calls and complaints from a timeframe at a minimum of 8 am to 6 pm. Contractor's staff shall be knowledgeable and courteous in answering Village and residents

information requests and resolving resident complaints regarding the collection service. The Contractor shall meet with the Village as often as needed to review Village and resident complaints and resolutions.

9. **Clean-Up on Route** - The Contractor shall pick up and clean all materials blown, littered, and broken as a result of handling by collection. In the event an area or areas would require the use of a street sweeper because of spillage or any other reason, the Contractor shall promptly dispatch all necessary equipment at the Contractor's expense. Materials not picked up within two (2) hours of verbal notification by the Village will be removed by the Village at the Contractor's expense. Contractor shall pay any Village invoice for clean-up within thirty (30) days.
10. **Collection on Holidays** - When the regularly scheduled collection day falls on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day, the Contractor shall collect the materials on the next regular weekday after the regular collection day. The collection "weekdays" for both garbage and recycling shall be from Monday through Saturday. Thus, if regular collection is Monday through Friday and if a holiday falls on Tuesday, the collections days will shift to Monday and Wednesday through Saturday.
11. **Improperly Prepared Materials** - When the Contractor encounters improperly prepared material, the following procedure shall be followed:
  - a. On the first occurrence, the Contractor shall pick up all garbage and recyclables and process it properly, except white goods or bulk materials. The Contractor shall complete a formal tag approved by the Village noting the problem and leave it with the resident. The Contractor shall submit with this proposal an example of the tagging system to be used. The address and date shall be documented. Each tag or label shall provide a brief explanation as to why the material was not collected. Example explanations include but are not limited to: improper recycling preparation; garbage not in toter, etc.
  - b. Upon the second and same ensuing occurrence by the same resident, the Contractor shall leave the improperly prepared material, collect any properly prepared material, complete a notice and leave it with the resident. The Contractor shall leave items only when the second offense is regarding the same occurrence and displays the same circumstances as the first offense of improperly prepared materials. The date and address shall be documented.
  - c. The Contractor shall submit with this proposal an example of the tagging system to be used. The Contractor shall supply via email or mail a log

of all notices, including address and error message, to the Village on a monthly basis.

**12. Equipment Requirements –**

- a. **Safety and Maintenance** - All of the Contractor's collection equipment must be maintained and operated in compliance with all federal, state and local statutes, ordinances and regulations to assure the safety of the collection crew and Village residents. All collection equipment shall be covered and secured to prevent material blowing, leaking or falling out during transit. Spilled materials, fluids, etc. shall be cleaned up within two (2) hours of verbal notification by the Village or will be removed by the Village at the Contractor's expense.
- b. **Identification** - All collecting equipment shall be clearly identified by affixing the Contractor's name and telephone number permanently and conspicuously to both sides of the equipment.

**13. Processing Requirements** - Processing of the collected garbage, recyclable, and white goods will be the responsibility of the Contractor.

**14. New Service –** Upon set up of a new service (service has never existed at this address) the contractor will within one week of the date of notification from the Village provide recycling and garbage toters to the address. Notification shall consist of either a fax or email listing of the address and the date the toters are to be supplied by. If collection is to take place prior to the toters being delivered to the new service, the contractor will accept garbage, recyclables and white goods in whatever manner the new service provides. If Village retains the 12.6 gallon recycling bin service, the bins shall be provided by the Village.

**15. Toter Exchange -**

- a. **Contract Set-up** –The Contractor shall finance and provide 96 gallon toters to residents for garbage and recycling (should the Village switch from the 12.6 gallon recycling bins to 96 gallon recycling toters). If the village retains the 12.6 gallon recycling bin service, the village will finance and provide the bins to residents. The contractor will be responsible for sending a mailing to all residences in the Village informing them of the process by which they will be receiving their new toters, if a new contractor is selected. This process must begin prior to the January 1<sup>st</sup> start date of the contract and must be completed by the 31<sup>st</sup> of January. If collection is to take place prior to a toter being delivered, the contractor will accept garbage, recyclables and white goods in whatever manner the residences provide. The mailing to the

residences shall be approved by the Village prior to being mailed.

**b. Repair** - Upon notification of the need to repair a toter, the contractor will within one week of the date of notification from the Village provide a new toter or repair the existing toter to the address. Notification shall consist of either a fax or email listing of the address and the date the toter is to be supplied by. If collection is to take place prior to a toter being delivered or repaired, the contractor will accept garbage, recyclables and white goods in whatever manner the residences provide.

- 16. Public Education** – Contractor shall on an annual basis work with the Village on a public education program on the benefits of recycling intended to increase recycling rates.
- 17. Long Driveway Collection** – Residents with driveways longer than a typical residential driveway who request to have garbage and recycling picked up near their residence rather than at the curb may be charged an additional fee to be billed and collected by the contractor. This service will be an agreement solely between the contractor and the resident. There are currently 14 customers with long driveway collection service.

## Section IV: BASE SERVICE Garbage and Recycling

1. **Program Summary** – Basic residential collection billed as a flat fee, shall include:
  - a. **Garbage and Recyclables** -- Garbage and recyclables that fit in their respective containers.
  - b. **Bulk Materials** --Unlimited items per residence per week. The contractor shall arrange with the resident any additional fee to be paid by the resident to the Contractor for use of this service. See White Goods and Special Collection below.
  - c. **Christmas Tree Collection** – The Contractor shall provide a special curbside collection for Christmas trees for a three (3) week period in late December to early January, the exact dates to be mutually determined by the Village and Contractor. This shall be included in the flat fee in the bid.
2. **Recycling Collection**

Primary Bid: The primary recycling collection service bid shall use a 96 gallon or similar recycling toter and collection shall be on a weekly period.

Bid# 2 Alternative #1: The proposal shall also include an alternative bid with a 96 gallon recycling toter with collection every week weeks (biweekly).

Bid #3 Alternative #2: The proposal shall also include an alternate bid for the use of a 12.6-gallon recycling bin that the village currently uses for recycling services. The recycling service shall be on a weekly basis. It will not be necessary for the Contractor to provide the 12.6 gallon recycling bins. The Village will be responsible for providing the 12.6 gallon recycling bins for replacement bins and new residents.

The Contractor shall leave the containers used at the point of collection. The Contractor shall be responsible for any damage caused to such containers by the Contractor, except from weather or normal wear and tear. Residents may use their own recycling bins under “Bid #3 Alternate #2”.

- a. **Ownership of Recyclable Materials** - All recyclable materials placed for collection shall be owned by and be the responsibility of the resident until the materials are collected by the Contractor. Once collected, the material then becomes the property and responsibility of the Contractor. The Contractor is responsible for transporting, processing, and marketing the collected recyclable materials. Any non-recyclable material collected shall be disposed of by and at the expense of the Contractor in accordance with federal, state, and local laws, rules, and regulations.
  - b. **Proceeds** - The Contractor shall retain 100% of the proceeds from the sale of recyclables, and the projected revenues from the sale of collected materials shall be taken into consideration when determining the flat rate for recycling collection.
  - c. **Most Favored Nation Clause** -- The Contractor may provide for weekly collection of recyclable materials in addition to those listed in the definition of recyclables. The Village reserves the right to require additional recyclable items to be collected should the Contractor provide this service for any other municipal customer within Marathon County. If Contractor plans to collect additional recyclable materials, please indicate below the type of material(s).
  - d. **Bins**. A 12.6 gallon, or similar, durable plastic container must be used by residents to place recyclable materials at the curbside if the Village should go with the bid #3 alternate #2 service using the bins. This does not preclude residents from using their own containers as long as the containers are properly marked. The Contractor shall leave the containers used at the point of collection. The Contractor shall be responsible for any damage caused to such containers by the Contractor, except from weather or normal wear and tear. Additional bins, are for sale by the Village.
- 3. Collection of White Goods** - The Contractor shall have a plan for the separate collection and proper recycling/disposal of white goods collected in compliance with all State and Federal legislation. The cost of collection and disposal of white goods containing CFC or HCFC refrigerant gas, PCB containing capacitors, mercury switches, and other hazardous components shall be at the rate specified in the enclosed price quotation sheet.

The Contractor shall advise the resident, when they call for collection, directly of the terms of such collection; i.e. how the materials should be prepared, the date of collection, and the like.

- 4. Special Collections** – The Contractor shall offer a special curbside

collection service for large quantities of garbage including, but not limited to: bulk items, household construction and demolition debris, and move-in or move-out clean-up rubbish. Such services shall be by advance arrangements with the Contractor at the resident's request.

The Contractor shall advise the resident directly of the terms of such collection; i.e. what materials will be collected, how the materials should be prepared, the date of collection, the policy on furnishing advance estimates of charges, and the like. The Contractor shall also, at the request of the Village, collect quantities of refuse or debris left at the curb in unusual circumstances, i.e. evictions or "skip-outs", and shall bill the property owner for such costs.

The Contractor shall also offer dumpster rental and pick-up service for residents with household remodeling and repair projects that generate large quantities of construction and demolition debris which cannot be easily picked up at the curbside. The terms of, as well as charges and payment for, this service shall be arranged solely between the Contractor and the resident.

Dumpsters or other special collection containers may not be placed on a public street or right-of-way.

**Spring Cleanup:** The Contractor shall pick up bulk items deposited by village residents during the annual "Spring Cleanup" days. Spring Cleanup days take place in the spring for three to seven days. Residents are able to drop off their bulk items, debris, etc. at a central location in the Village. The Contractor will collect and haul to the landfill the bulk items collected during Spring Cleanup days on a daily basis. This is collection from a central location. It is not curbside pickup. The Contractor will work out a separate bill and payment arrangement with the Village for these services. Collection of Spring Cleanup items will not be included in the bid(s).

5. **Toter** - The Contractor shall make available to residents participating in the curbside collection service use of a 96-gallon toter (except for recycling when bins are used in Bid #3). The Contractor shall provide the toters and any other related equipment necessary for collection to the resident. The Village is not requiring that name brand (trademarked) "Toters" be used by the Contractor. The fees, payment and collection process for any additional garbage or recycling beyond that which will fit in the toters will be arranged between the Contractor and resident.
6. **Services for Municipal and Civic Properties** – The Contractor shall provide, at no additional cost, the services described in **Exhibit A**. The fee

for services in Exhibit A shall be calculated into the bids.

The contractor shall collect from the Village public works garage all white goods and bulk items left on Village property. The fees for collection of white goods from the public works garage shall be charge to the Village at the same rates numerated in the bid for white goods to Village residents. The fee for collection charge to the Village for bulk items pickup from the public works garage shall be at equivalent rates as charged to village residents.

**7. Data Collection and Reporting** –The Contractor shall prepare and submit to the Village quarterly reports. The report shall include, but not be limited to the following information:

- a. Total pounds of garbage, recyclables (by type), and white goods collected each month;
- b. Monthly recycling participation rate divided by the number of residences included in the collection service (participation percentage)
- c. Complaint log

All reports, data, and information, once supplied to the Village, will become the property of the Village to be used as it will solely determine without obligation to any person, firm, or corporation, except for such information as stated in these specifications that will be considered exempt from Freedom of Information Act disclosure by the Village upon assertion as to its proprietary nature by the Contractor. The Village reserves the right to audit the financial and administrative records of the Contractor as they pertain to the garbage and recycling services in the Village.

**8 Informational Brochure** –Upon award of the contract and any changes in service, the Contractor is responsible for designing, printing, and distributing a written brochure to each residence describing the collection service as well as provide extra copies as needed for distribution at the Village Municipal Center. The brochure must include a description of collection times, contractor phone number for complaints or missed collections, specific guidelines of what types of materials will be accepted, and the manner in which they are to be prepared, per this proposal and Contract. The brochure must arrive at each residence at least two weeks prior to the date of the new contract. The brochure and its distribution method are subject to the Village’s approval. The cost of printing and distribution shall be included in the bided flat rate.

**9 Disasters** – The Contractor shall be responsible for collecting all garbage items normally collected in the event of flooding or other man-made or natural disasters regardless of the amount of material is generated.



Regular collection times may be waived by the Village in such cases, and the Contractor may have to supply additional equipment to handle the amount of refuse.

- 10 Mixing Prohibited** – The Contractor shall not at any time mix recycling and garbage collected within the Village. Garbage must be deposited at the Marathon County landfill. Recycling materials must be processed as recyclables by the Contractor.

DRAFT

**Section V:**  
**LOCATION OF RECYCLING FACILITY**

Please provide below information concerning the facility which is intended to be used for the processing of recyclable materials collected at curbside.

NAME   ADDRESS   OWNER   USAGE   DATES   PROPOSED MARKET OR MRF

DRAFT

Section VI

REFERENCES & COMPETENCY

In order to allow evaluation of Contractor’s capabilities, Contractors are required to supply the information requested below. Each Contractor shall list three municipalities where similar work has been conducted. For each reference, list the contact person’s name, address, and phone number, services provided, and the time period in which the work was completed. **The Contractor shall also attach a written description of the firm including: its history, ownership, services provided, facilities, fleet, clients, etc.**

1.

Municipality or Agency

Contact Name

Address

(Area Code) Phone Number

Services Provided

Date of Work

2.

Municipality or Agency

Contact Name

Address

(Area Code) Phone Number

Services Provided

Date of Work

3.

Municipality or Agency

Contact Name

Address

(Area Code) Phone Number

Services Provided

Date of Work

## Section VII CONTRACTOR COST SUMMARY

The bid shall follow the below format.

Note: The village is not requiring the use of name brand (trademarked) "Toters".

**Bid #1 (Primary): 96 gallon garbage toter and 96 gallon recycling toter. This bid shall include both weekly garbage and weekly recycling service.**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>BASE SERVICE</b>					
Garbage Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __
Recycling Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __

**Bid #2 (Alternate #1): 96 gallon garbage toter and 96 gallon recycling toter. This bid shall include weekly garbage and biweekly (every 2 weeks) recycling service.**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>BASE SERVICE</b>					
Garbage Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __
Recycling Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __

**Bid #3 (Alternate #2): 96 gallon garbage toter and 12.6 gallon recycling bin. This bid shall include weekly garbage and weekly recycling service.**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>BASE SERVICE</b>					
Garbage Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __
Recycling Monthly Rate/Household	\$ __. __	\$ __. __	\$ __. __	\$ __. __	\$ __. __

### White Goods Price Quotation Sheet:

Please provide a five-year price sheet for curbside pickup and disposal/recycling of white goods.

**Section VII**  
**CONTRACTOR CERTIFICATION**

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the Village of Kronenwetter the item(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

The estimated figures of service area and eligible households located in the Request for Proposal were gathered using the best data available at the time of the Request for Proposals creation. I further certify and understand that any submitted proposals are final and will not be subject to negotiation during the contract term. I further understand and agree that the prices listed above represent a fixed priced contract for the initial first four years of the term of the contract, commencing January 1, 2016 and ending December 31, 2020 for curbside collection of garbage and recyclable materials. Adjustments to net yearly contract amounts for the last two years of the contract are to be negotiated.

\_\_\_\_\_  
Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION:

Name of Authorized Representative

Title Date

Company Name

Street Address

Municipality, State Zip Code (Area Code) Phone Number, FAX

Exhibit A

Services for Municipal Properties

<u>Year Round Locations</u>	<u>Units</u>
Municipal Center 1582 Kronenwetter Drive	1- 2 yard dumpster and 2- 96 gallon recycling carts.
Village Garage North Road	1- 3 yard dumpster and 1-96 gallon recycling cart.
Fire Department 1582 Kronenwetter Dr	1-96 gallon garbage cart and 2-96 gallon recycling carts.
Village Wellhouse 1979 Lea Road	1-96 gallon garbage cart and 1-96 gallon recycling cart.
<u>Seasonal Locations*</u>	<u>Units</u>
Park Department Garage Farmers Market	1- 5 yard dumpster 1 96-gallon garbage cart and 1-96 gallon recycling cart
* Service for seasonal location to start and stop as specified by the Village on a yearly basis	



# REPORT TO APC

**AGENDA ITEM:** Budget Amendment #1 – Create New Fund for EMS Grants (Fund #265)

**MEETING DATE:** April 9, 2025

**PRESENTING COMMITTEE:** APC

**COMMITTEE CONTACT:**

**STAFF CONTACT:** Interim Finance Director-John Jacobs, and Fire Chief-Theresa O’Brien

**REPORT PREPARED BY:** Interim Finance Director-John Jacobs, and Fire Chief-Theresa O’Brien

**AGENDA ITEM:** Budget Amendment #1 – Create New Fund for EMS Grants (Fund #265)

**OBJECTIVES:** Create a 2025 budget for this new grant received from the State of Wisconsin-Department of Health Services

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** N/A

**PROPOSAL:** Amend the 2025 Budget to create a New Village Fund (Fund #265) for the receipt of EMS grant funds and the disbursement of EMS grant funds.

**ADVANTAGES:** This is a new State grant funding source which the Village would receive on an annual basis starting with the year of 2025. Funds do not have to be spent 100% in the fiscal year that the Village will receive the funds. This means that any unused funds can be expended in future years (carryforward), as needed. By creating a new fund for this program, this will ensure that any carryforward of unused funds does occur at year-end and would not “disappear” in the fund balance of the General Fund. Plus, a restricted use would apply for these funds held in a separate Special Revenue Fund.

**DISADVANTAGES:** None

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)** This funding source would be “annual” and ongoing each year.

**RECOMMENDED ACTION:** Approve the creation of the New EMS Grant Fund (Fund #265) for 2025 budget.

- Grant Revenue = + \$37,854.80
- EMS Expenditures = + \$37,854.80

**OTHER OPTIONS CONSIDERED:** N/A

**TIMING REQUIREMENTS/CONSTRAINTS:** The grant funds were received from the State on 3/11/2025, and need to be allocated to a specific fund before the Village’s March 2025 books are closed. Therefore, the creation of a new fund needs to be created to properly receipt these new EMS grant funds.

**ATTACHMENTS (describe briefly):**

Fire Chief O'Brien has attached the Grant Award letter from the State of Wisconsin-Department of Health Services for your reference. She has also attached the Funding Assistance Program Purchasing Guide as additional background on how the funds can or cannot be spent on EMS services for the Village. She will be in attendance at the APC meeting to provide additional information about this new grant that we have received.



Tony Evers  
Governor

Kirsten L. Johnson  
Secretary



State of Wisconsin  
Department of Health Services

DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET  
PO BOX 2659  
MADISON WI 53701-2659

Telephone: 608-266-1251  
Fax: 608-267-2832  
TTY: 711 or 800-947-3529

March 6, 2025

Kronenwetter Fire Department First Responders (6600138)  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455

**RE: Emergency Medical Services Funding Assistance Program Award**

Dear Service Director:

The Wisconsin Department of Health Services, Division of Public Health, Office of Preparedness and Emergency Health Care, EMS Section is pleased to notify you of your Emergency Medical Services Funding Assistance Program award based on your service's application for state fiscal year 2025 (July 1, 2024-June 30, 2025). Please retain this letter for your records as it contains the breakdown of your award. Payments will be going out via automated clearing house (ACH) payment transferred electronically to the designated account. If you receive this letter and do not see an ACH payment, please check with your municipality as the payment may have been sent directly to the designated municipal payee before being forwarded to your service.

According to Wis. Stat. §§ 256.12(4) and (5), funding is based on two separate calculations.

The first amount fulfills Wis. Stat. § 256.12(4) and includes the base amount of **\$10,000** plus **\$2.98** per capita. An additional **\$10.50** was equally distributed to services reporting population to expend remaining funds that could not be further divided per capita. Your emergency medical responder department or ambulance service may use support and improvement funds for the purchase of ambulance service vehicles or vehicle equipment, emergency medical service supplies or equipment, nondurable or disposable medical supplies or equipment, medications, or emergency medical training for personnel. With the recent statutory change allowing **up to 15%** of this award to purchase nondurable or disposable medical supplies or equipment and medications, a separate line listing 15% percent of your support and improvement award is provided for your reference. Per Wis. Stat. § 256.12(4), support and improvement funds shall supplement existing, budgeted moneys of, or provided to, an ambulance service and may not be used to replace, decrease, or release for alternative purposes the existing, budgeted moneys of, or provided to, the ambulance service provider.

The second amount fulfills Wis. Stat. § 256.12(5) and is determined by dividing \$1,000,000 equally among all qualified services applying for emergency medical services practitioner and emergency medical responder training and examination aid. This allotment can only be used to purchase the training and/or administration of the examination required for licensure and renewal of licensure as an emergency medical technician or for certification and renewal of certification as an emergency medical responder. Services that did not request or are ineligible (i.e. private-for-profit services) for training and examination funds will not have this amount listed.

**Support and improvement per § 256.12 (4)**

- 15% of Support and improvement award

**Training and examination aid per § 256.12 (5)**

**Amount: \$ 35,456.72**

**Amount: \$ 5,318.51**

**Amount: \$ 2,398.08**

Per Wis. Stat. § 256.12(4) and § 256.12(5), the department shall require that all recipients of funds submit a financial report on the expenditure of funds received to the department.

Please review the resources located on the [EMS Funding Assistance Program](#) web page and direct any questions regarding the program to [DHSFAP@dhs.wisconsin.gov](mailto:DHSFAP@dhs.wisconsin.gov).

Sincerely,

*M. Mandler*

**TOTAL GRANT AWARD = \$37,854.80**

Mark Mandler  
EMS Section Manager  
Office of Preparedness and Emergency Health Care  
Wisconsin Department of Health Services



# Funding Assistance Program Purchasing Guide

Per Wis. Stat. § 256.12(4)(c), funds distributed under the support and improvement portion of the Funding Assistance Program (FAP) shall supplement existing budgeted moneys of or provided to an ambulance service provider and may not be used to replace, decrease, or release for alternative purposes the existing budgeted moneys of or provided to an ambulance service. While a comprehensive list of all items that may be approved using FAP funds is not possible, the following list will assist services. If services have any doubt as to whether an item would qualify, please contact the FAP team for a determination before you complete a purchase. You will need to provide documentation of FAP team approval for the "Financial Report of Expenditures" application.

## Vehicles

- Emergency medical service vehicles
- Emergency vehicle repairs over \$500 (i.e., repairs not associated with regular vehicle maintenance)
- Non-routine safety upgrades to existing vehicles (NFPA 1919 safety standard upgrades, reflective chevrons)
- Vehicle remounts

## EMS Equipment

- Durable diagnostic medical equipment (examples include, but are not limited to, pulse oximetry devices, patient CO monitoring devices, glucometers, stethoscopes, capnography devices, thermometers, sphygmomanometers, electronic venous access assist aids, ultrasound devices, etc.)
- Durable medical tools (laryngoscopes, visual laryngoscopes, ring cutters, IO drills, surgical clippers for AEDs, penlights, etc.)
- Durable immobilization equipment (Kendrick Extrication Devices, short spine boards, non-disposal cervical immobilization devices, traction splints, vacuum splints, board splints, etc.)
- Durable patient transport equipment (ambulance cots, longboards, scoop stretchers, stair chairs, spider straps, blankets, patient linens, etc.)
- Medical bags, medical cases, tactical kits
- Cardiac monitoring equipment or automatic external defibrillators
- Mechanical CPR devices
- Non-disposable airway equipment (CPAP devices, ventilators, oxygen tanks, oxygen regulator, non-disposable suction devices, etc.)
- Replacement batteries for medical equipment (AEDs)
- Safety Devices (CO monitors, traffic vests, flashlights)
- Medication safe
- Nondurable or disposable medical supplies or equipment and medications (no more than 15% of Support & Improvement award can be used on this class of items)

## Communications

- Radios
- Radio accessories (charges, batteries, collar mic)
- Pagers
- Cellular telephones, or portable Wi-Fi hotspots, or both for ambulances (new/replacement devices)
- Computers, tablets, or other digital devices for patient care report use
- Electronic patient care reporting software
- Scanners for patient tracking

## Personal Protective Equipment

- Universal ballistic helmets or vests (i.e., not personalized items specific to TEMS operators)
- Universal extrication overalls or turnout gear (i.e., not structural firefighting turnout gear)
- Reusable coveralls or overalls
- Respirators
- Disposable personal protective equipment
- Covid-19 response personal protective equipment
- Decontamination devices (EMS Only)

## Training

- Initial training (tuition, fees, books, etc.)\*
- Seminars and training classes (tuition, fees, CAPCE approved educational courses, etc.)\*  
**\*Purchase of food or drinks for trainings and seminars is not an eligible purchase.**
- Mileage associated with travel for training opportunities based on the current state rate
- Training aids for EMS training (training manikins, AED trainers, airway trainers, anatomical training props, mass casualty training aids, moulage equipment, rhythm generators, EMS training videos, software, textbooks, electronic meeting platforms, etc.)
- Classroom aids (white boards, computers, projectors, internet or Wi-Fi access, web camera etc.)
- NREMT psychomotor and cognitive examinations
- Computer literacy training

## Wellness

- Mental health support services

## Items that Do Not Qualify under the Funding Assistance Program

- Wages, rent, utilities, etc.
- Medical Director fees
- Uniforms
- Professional association memberships

- Insurance premiums
- Regular vehicle maintenance or repairs (replacement tires, replacement lights, oil changes, etc.)
- Firefighting apparatus, equipment, or training
- Self-contained breathing apparatus used for firefighting
- Turnout gear intended for structural firefighting
- Vehicular extrication equipment
- Community EMS
- Food, beverages, party supplies
- Tactical gear intended for TEMS providers





## REPORT TO APC

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**AGENDA ITEM:** Correction to Debt Service Tax Levy  
**MEETING DATE:** April 9, 2025  
**PRESENTING COMMITTEE:** APC  
**COMMITTEE CONTACT:**  
**STAFF CONTACT:** Interim Finance Director-John Jacobs  
**REPORT PREPARED BY:** Interim Finance Director-John Jacobs

---

**AGENDA ITEM:** Correction to Debt Service Tax Levy

**OBJECTIVES:** Identify options to amend the 2025 Debt Service Fund budget for the revenue shortfall in the Debt Service Tax Levy for budget years 2024 and 2025.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

- 2024 adopted budget: The adopted 2024 budget amount for the Tax Levy in the Debt Service Fund was \$193,012, when the actual number should have been \$732,428. (short \$539,416)
- 2025 adopted budget: The adopted 2025 budget amount for the Tax Levy in the Debt Service Fund was \$110,636, when the actual number should have been \$794,578. (short \$683,942)

A 2-year error was made in the assembling of the Debt Service Fund budget for both 2024 and 2025. The amount of the tax levy portion allocated for Debt Service funding had been under-reported and presented to the Village Board for adoption incorrectly in both Nov 2023 and Nov 2024.

All TID (tax increment district) debt payments (for both principal and interest costs) are budgeted and expended in each individual TID fund. The property tax increments received from each TID does pay for the debt payment obligations each year. I verified this information with our financial auditors (CLA), and they confirmed that since 2006, each TID is paying for its own debt obligations. The TID tax increment revenue and the TID debt service costs have all been budgeted and recorded properly in past years, including 2024. The Village's Debt Service Fund only records non-TID and non-utility debt service payments.

The problem occurred when a line appeared that was called "DUE FROM TID'S" was inserted into the 2024 budget, and then reoccurred in the 2025 budget as a "revenue line item" in the Debt Service Fund. Since the TID Funds are funding each of their own debt service payments, there would have been no reason for the TID Funds to transfer monies to the Debt Service Fund at all.

Therefore, the Debt Service Fund has a 2024 budgetary revenue item of \$632,307.50 that was never going to materialize. Similarly, the Debt Service Fund has a 2025 budgetary revenue item of \$1,563,285.50 that was never going to materialize either.

In conclusion of the background information, the 2024 Tax Levy for the Debt Service Fund was "understated" by \$539,416 (and never placed on the Dec 2023 property tax bills properly). Similarly, the 2025 Tax Levy for the Debt Service Fund was "understated" by \$683,942 (an never placed on the Dec 2024 property tax bills properly).

When I reviewed the 2020 -2023 budget years, the Tax Levy for the Debt Service Fund was correctly shown and budgeted as \$700,000 - \$1,162,002 annually. It is an obvious error that was made in the assembling and presentation to the Village Board for the 2024 and 2025 budget years for the property tax levy necessary for the Debt Service Fund.

The Village has committed to a predetermined debt payment schedule, in which the proper amount of property taxes are to be levied to cover the annual debt service payments for preexisting debt.

**PROPOSAL:**

- **Solution for the 2024 budget (and 2024 fiscal year audit):** The Village's 12/31/2023 fund balance for the prior year was \$595,895, and could absorb the \$539,416 tax levy shortfall that occurred in 2024. No further action would be necessary. However, this will bring the Village's Debt Service Fund balance down to roughly a \$40,000 amount as of 12/31/2024.
- **Possible solutions for the 2025 budget:**
  - Utilize the uncommitted dollars from the 2024B General Obligation Notes that remain for 2025 CIP and TID projects. That uncommitted balance is slightly over \$1 million at this present time. We would not halt any of the Kronenwetter Drive or sewer lift station projects that are already on track to be completed during 2025.
  - Utilize some of the present unused budgetary dollars from the 2025 budget, due to staff vacancies and other cost savings or projects that could be delayed for the remainder of 2025; and instead, the deferred budgetary items would then reappear in the 2026 budget.
- Solutions that are not highly recommended at this time would be:
  - Refinance existing general obligation, to either stretch out the debt service payments to additional years (adding to interest costs) or raising the present interest rates to higher current interest rates
  - Transfer monies from the General Fund fund balance, because the General Fund is already advancing \$2.5 million to TID #2, and does not have the capacity to transfer any additional funds to another fund at this time.

**RECOMMENDED ACTION:** Recommend Village Staff to present a combination of options to the Village Board at the 4/14/2025 Board meeting in which to resolve the Debt Service budgetary shortfall of \$683,942 for the 2025 budget, which includes the following:

- General Fund 2025 budgetary savings
- Transfer a portion of the unutilized borrowing proceeds from the 2024B General Obligation Debt Issue

Since the original 2025 budget was adopted in November 2024 by the present Village Board, then the corrected action needed for the 2025 Debt Service Fund budget should be addressed and resolved by the outgoing Village Board, before the new incoming Village Board members have their first meeting on 4/28/2025.

**ATTACHMENTS (describe briefly):**

- 1) 2020-2025 adopted budgets for the Debt Service Fund and the (4) TID Funds.
- 2) Detailed Debt Payment Schedule – by Type of Issue & by Funding Source. We will focus on the “Debt Service Fund – Tax Levy” schedule of numbers at the meeting. The 2026-2028 budgets require a tax levy of \$778,000-\$800,000 annually. Then the debt payments will begin to decrease to \$551,000 in 2029, and continuing to decrease further in later years, unless future debt is added.
- 3) 2024 & 2025 Property Tax Levy for the Village (from Village's 2025 budget)
- 4) Historical Property Tax Levies for 2020-2025 Budget Years (excluding TID's)

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- 5) Historical and Future Property Tax Levies for 2011-2024 Budget Years. Please note that the 2021-2024 Debt Service Fund Tax Levies were already known at the time that the 2020 budget was adopted. These annual debt service tax levies were supposed to be in the \$668,665 - \$1,113,193 range for those years of 2021-2024.

PAGE M

- 6) 2012-2023 Quick Glance data for the Village of Kronenwetter, per the Wisconsin Department of Revenue's website/dashboard. I will briefly mention the historical trends for the total general obligation debt, total debt service, and general property tax levies from this chart.



# VILLAGE OF KRONENWETTER BUDGET 2025

## Debt Service Fund 350

### REVENUES

		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	Comments:
350-00-41112-000-000	Property Tax Revenue	\$ 1,162,002.00	\$ 1,110,000.00	\$ 750,000.00	\$ 700,000.00	\$ 193,012.00	\$ 193,012.00	\$ 193,012.00	\$ 110,636.12	
350-00-42000-300-000	Principal - Ph 2 Sewer & Water	\$ 58,408.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
350-00-42000-400-000	Principal - Cnty X Sewer & Water	\$ 1,003.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
350-00-42000-500-000	Principal - Golden Pond	\$ 11,289.10	\$ 9,841.85	\$ 8,245.24	\$ 7,665.17	\$ 9,200.00	\$ -	\$ 9,200.00	\$ -	
350-00-42000-600-000	Principal - Vanderwaal	\$ -	\$ 101,620.00	\$ -	\$ 17,579.20	\$ 11,652.00	\$ 17,254.30	\$ 11,652.00	\$ 8,464.70	
350-00-48000-001-000	Loan Proceeds	\$ -	\$ 2,760,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
350-00-48000-003-000	Interest Earned on Investments	\$ 3,635.95	\$ 1,150.89	\$ 5,632.49	\$ 19,026.99	\$ 19,000.00	\$ 4,708.43	\$ 19,952.66	\$ 19,000.00	
350-00-48000-103-000	Interest - Ph 2 Sewer & Water	\$ 3,212.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
350-00-48000-105-000	Interest - Cnty X Sewer & Water	\$ 55.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
350-00-48000-106-000	Interest - Golden Pond	\$ 1,137.15	\$ 786.14	\$ 186.03	\$ 9,800.56	\$ -	\$ -	\$ -	\$ -	
350-00-48000-107-000	Interest - Vanderwaal	\$ -	\$ -	\$ -	\$ -	\$ 3,146.00	\$ -	\$ 3,146.00	\$ 2,109.51	
350-00-48100-000-000	Bond Premium	\$ -	\$ 416,303.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500.00	
	<b>DUE FROM TID'S</b>	\$ -	\$ -	\$ -	\$ -	\$ 632,307.50	\$ 598,207.50	\$ 632,307.50	\$ 1,563,285.50	
		<b>\$ 1,240,743.28</b>	<b>\$ 4,399,702.53</b>	<b>\$ 764,063.76</b>	<b>\$ 754,071.92</b>	<b>\$ 868,317.50</b>	<b>\$ 813,182.23</b>	<b>\$ 869,270.16</b>	<b>\$ 1,745,995.83</b>	

### EXPENDITURES

		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:
350-00-58000-001-221	Bond Issuance Costs	\$ -	\$ 36,892.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-112-000	Principal - \$5.1M	\$ 250,000.00	\$ 3,100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-114-000	Principal \$2.38M	\$ 800,000.00	\$ 680,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-115-000	Principal - GOB 2021A \$4.685	\$ -	\$ -	\$ 315,000.00	\$ 345,000.00	\$ 395,000.00	\$ 395,000.00	\$ 395,000.00	\$ 415,000.00
350-00-58000-116-000	Principal - \$1.29M GOPN 2018	\$ -	\$ -	\$ 250,000.00	\$ 255,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 155,000.00
350-58000-120-000	Principal - CoVantage	\$ -	\$ -	\$ -	\$ -	\$ 61,178.77	\$ 61,178.77	\$ 61,178.77	\$ 61,178.77
350-58000-125-000	Due From TID #2 - Series 2024B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 690,000.00
	Principal - Ambulance & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-231-000	Interest - GOB 2021A \$4.685	\$ -	\$ 72,986.68	\$ 104,100.00	\$ 90,900.00	\$ 76,100.00	\$ 42,000.00	\$ 76,100.00	\$ 59,900.00
350-00-58000-232-000	Interest - \$5.1M	\$ 150,262.50	\$ (0.05)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-234-000	Interest \$2.38M	\$ 30,620.00	\$ 14,620.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-00-58000-235-000	Interest - \$1.29M GOPN 2018	\$ 38,700.00	\$ 38,700.00	\$ 34,950.00	\$ 27,375.00	\$ 21,300.00	\$ 21,300.00	\$ 21,300.00	\$ 27,375.00
350-58000-240-000	Interest - CoVantage	\$ -	\$ -	\$ -	\$ -	\$ 28,849.00	\$ 28,849.00	\$ 28,849.00	\$ 28,849.00
350-00-59600-000-000	Payment to Current Noteholder	\$ -	\$ 37,929.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
350-58000-245-000	Due From TID #2 - Series 2024B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,693.06
	Interest - Ambulance & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<b>\$ 1,269,582.50</b>	<b>\$ 3,981,128.83</b>	<b>\$ 704,050.00</b>	<b>\$ 718,275.00</b>	<b>\$ 732,427.77</b>	<b>\$ 698,327.77</b>	<b>\$ 732,427.77</b>	<b>\$ 1,745,995.83</b>
	<b>Fund Balance</b>	<b>\$ 81,509.78</b>	<b>\$ 500,083.48</b>	<b>\$ 560,097.24</b>	<b>\$ 595,894.16</b>	<b>\$ 731,783.89</b>	<b>\$ 710,748.62</b>	<b>\$ 732,736.55</b>	<b>\$ 731,783.89</b>

**VILLAGE OF KRONENWETTER  
BUDGET 2025**

**TAX INCREMENTAL FINANCING DISTRICT #1 - FUND #451**

REVENUES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change	COMMENTS:
451-41000-110	Property Tax Revenue	\$ 318,153.57	\$ 313,672.49	\$ 296,365.40	\$ 284,574.94	\$ 252,278.37	\$ 252,278.37	\$ 252,278.37	\$ 252,278.37	0.00%	
451-43000-550	State Exempt Computer Aid	\$ 567.52	\$ 567.52	\$ 567.52	\$ 567.51	\$ 568.00	\$ 567.51	\$ 567.51	\$ 567.51	-0.09%	
451-00-43670-000-000	Personal Property State Aid	\$ -	\$ (2,244.11)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,215.65	#DIV/0!	
451-47400-000	Tax Guarantee - Developers	\$ 43,535.67	\$ 47,535.14	\$ 51,175.25	\$ 49,415.26	\$ 49,415.26	\$ 56,463.88	\$ 56,463.88	\$ 56,463.88	14.26%	
451-48000-000	Interest on Investments	\$ 4,948.65	\$ 3,422.01	\$ 6,243.51	\$ 17,365.44	\$ 15,000.00	\$ 11,228.95	\$ 14,971.93	\$ 10,000.00	-33.33%	
451-00-49000-130-000	Loan Proceeds	\$ -	\$ 2,210,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-00-49000-140-000	Transfer from General Fund	\$ -	\$ -	\$ 67,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-00-49110-000-000	Premium on Debt	\$ -	\$ 299,233.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		<b>\$ 367,205.41</b>	<b>\$ 2,872,186.10</b>	<b>\$ 421,735.68</b>	<b>\$ 351,923.15</b>	<b>\$ 317,261.63</b>	<b>\$ 320,538.71</b>	<b>\$ 324,281.69</b>	<b>\$ 329,525.41</b>	<b>3.87%</b>	
EXPENDITURES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change	COMMENTS:
451-00-51300-300-001	Legal Fee	\$ 166.00	\$ 150.00	\$ 150.00	\$ 750.04	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-51400-450-000	Bank and Investment Fees	\$ 357.35	\$ 1,069.79	\$ 1,087.78	\$ 1,077.23	\$ 1,000.00	\$ 150.00	\$ 1,000.00	\$ 1,000.00	0.00%	
451-00-51400-460-000	Office Supplies	\$ 0.48	\$ 0.50	\$ 3.84	\$ (0.10)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-51400-463-000	TIF Auditing	\$ 690.00	\$ 720.00	\$ 1,905.00	\$ 990.00	\$ 1,000.00	\$ 725.00	\$ 1,000.00	\$ 1,000.00	0.00%	
451-51400-464-000	TIF Consulting	\$ -	\$ -	\$ -	\$ 406.11	\$ 388.00	\$ -	\$ 388.00	\$ 400.00	3.09%	
<b>ADMINISTRATIVE STAFF</b>										#DIV/0!	
451-51410-302-110	Salaries & Wages	\$ 4,407.97	\$ 4,299.74	\$ 3,309.12	\$ 5,900.67	\$ 2,935.50	\$ 1,816.46	\$ 2,935.50	\$ 3,003.39	2.31%	Administrator, Finance Director & Community Development Director
451-51410-302-151	FICA Taxes	\$ 326.01	\$ 311.23	\$ 226.77	\$ 293.27	\$ 224.57	\$ 138.94	\$ 224.57	\$ 229.76	2.31%	
451-51410-302-154	Health Insurance	\$ 740.64	\$ 771.67	\$ 398.99	\$ 362.82	\$ 600.63	\$ 354.70	\$ 600.63	\$ 633.77	5.52%	
451-51410-302-152	Retirement (WRS)	\$ 316.38	\$ 294.48	\$ 216.25	\$ 223.73	\$ 202.55	\$ 122.89	\$ 202.55	\$ 207.23	2.31%	
451-51410-302-330	Mileage	\$ 66.24	\$ -	\$ -	\$ 32.75	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-51500-560-110	RDA Committee Wages	\$ 225.63	\$ -	\$ 457.50	\$ 611.49	\$ 550.00	\$ -	\$ 550.00	\$ 600.00	9.09%	
451-51500-560-151	RDA Committee FICA	\$ -	\$ -	\$ -	\$ 32.51	\$ 50.00	\$ -	\$ 50.00	\$ -	-100.00%	
<b>DEBT PAYMENTS DUE</b>										#DIV/0!	
451-58000-001-100	Debt Service - Principal	\$ 125,000.00	\$ 3,182,000.00	\$ 310,000.00	\$ 315,000.00	\$ 330,000.00	\$ 330,000.00	\$ 330,000.00	\$ 330,000.00	0.00%	
451-58000-001-220	Debt Service - Interest	\$ 201,122.79	\$ 116,004.72	\$ 115,911.25	\$ 108,763.75	\$ 101,107.50	\$ 76,307.75	\$ 101,107.50	\$ 93,017.50	-8.00%	
451-58000-001-221	Bond Issuance Costs	\$ 612.00	\$ 39,155.07	\$ 612.00	\$ 612.00	\$ 612.00	\$ 612.00	\$ 612.00	\$ -	-100.00%	
<b>TRANSFERS OUT</b>										#DIV/0!	
451-59000-240-000	Transfer to Other Funds	\$ -	\$ 20,644.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
451-59000-250-000	Transfers To General Fund	\$ -	\$ 2,442,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		<b>\$ 334,031.49</b>	<b>\$ 5,808,261.34</b>	<b>\$ 434,278.50</b>	<b>\$ 435,056.27</b>	<b>\$ 438,670.75</b>	<b>\$ 410,227.74</b>	<b>\$ 438,670.75</b>	<b>\$ 430,091.65</b>	<b>-1.96%</b>	
Fund Balance		\$ 528,031.92	\$ (2,408,043.32)	\$ (2,420,586.14)	\$ (2,491,176.44)	\$ (2,612,585.56)	\$ (2,580,865.47)	\$ (2,605,565.50)	\$ (2,706,131.74)		

423,017.50

**VILLAGE OF KRONENWETTER  
BUDGET 2025**

**TAX INCREMENTAL FINANCING DISTRICT #2 - Fund #452**

REVENUES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change
452-41000-110	Property Tax Revenue	\$ 727,515.52	\$ 864,178.34	\$ 739,897.04	\$ 951,012.83	\$ 844,012.52	\$ 844,012.52	\$ 844,012.52	\$ 844,012.52	0.00%
452-43000-550	State Exempt Computer Aid	\$ 41,799.91	\$ 41,799.91	\$ 41,799.91	\$ 41,799.91	\$ 41,800.00	\$ 41,799.94	\$ 41,799.94	\$ 41,799.91	0.00%
452-43670-000	Personal Property State Aid	\$ 2,495.22	\$ 1,965.87	\$ 2,495.22	\$ 2,495.22	\$ 2,500.00	\$ 2,495.22	\$ 2,495.22	\$ 3,301.15	32.05%
452-00-47400-000-000	Tax Guarantee- Developers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
452-48000-000	Miscellaneous Revenue	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2.55	\$ -	\$ -	\$ 11.56	\$ -	#DIV/0!
452-48000-001	Interest Earned Investments	\$ 15,818.67	\$ 6,616.10	\$ 6,919.52	\$ 30,219.61	\$ 24,000.00	\$ 25,069.14	\$ 33,425.52	\$ 310,401.00	1193.34%
452-49000-000	Proceeds; Loans/Financing	\$ -	\$ -	\$ -	\$ -	\$ 4,795,712.86	\$ -	\$ 6,313,074.82	\$ -	-100.00%
452-00-49210-000-000	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Debt Premium Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,768.00	
		<b>\$ 788,629.32</b>	<b>\$ 915,560.22</b>	<b>\$ 792,111.69</b>	<b>\$ 1,025,530.12</b>	<b>\$ 5,708,025.38</b>	<b>\$ 913,388.38</b>	<b>\$ 7,234,819.58</b>	<b>\$ 1,450,282.58</b>	-74.59%

							ACTIVITY					
EXPENDITURES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED	THROUGH	ESTIMATED	PROPOSED			
						BUDGET 2024:	09/30/2024:	YEAR END 2024:	BUDGET 2025:	% Change		
452-51100-300-001	Prfl Services; Engineering	\$ 33,502.35	\$ 3,729.10	\$ 3,500.00	\$ 59,309.20	\$ 269,530.00	\$ 191,923.41	\$ 269,530.00	\$ -	-100.00%		
452-51200-300-001	Prfl Services; Marketing	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	-100.00%		
452-51300-300-001	Prfl Services; Legal	\$ 930.00	\$ 1,001,336.00	\$ 7,596.00	\$ 2,275.50	\$ 10,000.00	\$ 665.00	\$ 10,000.00	\$ -	-100.00%		
452-51350-300-001	Construction	\$ 916,744.73	\$ 11,500.00	\$ -	\$ -	\$ 3,417,000.00	\$ -	\$ -	\$ -	-100.00%		
452-51375-300-001	TIF Incentives	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	-100.00%		
452-51400-450-000	Bank and Investment Fees	\$ 674.54	\$ 2,044.34	\$ 2,053.59	\$ 1,900.24	\$ 2,500.00	\$ 150.00	\$ 2,500.00	\$ 1,000.00	-60.00%		
452-51400-460-000	Office Supplies	\$ 0.96	\$ 1.00	\$ 1.27	\$ 140.09	\$ 100.00	\$ 80.42	\$ 100.00	\$ 100.00	0.00%		
452-51400-463-000	TIF Auditing	\$ 1,380.00	\$ 1,440.00	\$ 1,920.00	\$ 1,980.00	\$ 4,000.00	\$ 1,499.20	\$ 4,000.00	\$ 4,000.00	0.00%		
452-51400-464-000	TIF Consulting	\$ -	\$ -	\$ -	\$ 9,032.12	\$ 20,000.00	\$ 209.62	\$ 20,000.00	\$ 10,000.00	-50.00%	#DIV/0!	
											#DIV/0!	
ADMINISTRATIVE STAFF												
452-51410-302-110	Salaries & Wages	\$ 8,815.06	\$ 8,599.60	\$ 6,631.82	\$ 13,879.69	\$ 33,427.06	\$ 12,791.67	\$ 25,583.34	\$ 7,767.14	-76.76%	#DIV/0!	
452-51410-302-151	FICA Taxes	\$ 652.33	\$ 622.48	\$ 474.96	\$ 656.65	\$ 2,557.17	\$ 980.01	\$ 1,960.02	\$ 594.19	-76.76%		
452-51410-302-154	Health Insurance	\$ 1,449.38	\$ 1,539.85	\$ 804.88	\$ 883.46	\$ 8,008.42	\$ 2,354.97	\$ 4,709.94	\$ 633.77	-92.09%		
452-51410-302-152	Retirement (WRS)	\$ 632.91	\$ 589.13	\$ 432.24	\$ 511.16	\$ 2,306.47	\$ 854.47	\$ 1,708.94	\$ 535.93	-76.76%		
452-51410-302-330	Mileage	\$ 417.69	\$ 13.44	\$ -	\$ 19.65	\$ 500.00	\$ -	\$ 500.00	\$ -	-100.00%		
452-51500-560-110	RDA Committee Wages	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ 600.00	100.00%		
452-57000-100-203	Land Purchase	\$ -	\$ -	\$ -	\$ -	\$ 1,830,470.00	\$ -	\$ -	\$ -	-100.00%		
452-00-58000-001-100	Debt Service - Principal	\$ 110,000.00	\$ 2,608,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 690,000.00		#DIV/0!	
452-00-58000-001-220	Debt Service - Interest	\$ 73,287.00	\$ 40,413.25	\$ 1,553.88	\$ 1,561.64	\$ -	\$ -	\$ -	\$ 250,768.00		#DIV/0!	
452-58000-001-221	Bond Issuance Costs	\$ -	\$ 750.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%		
452-00-59000-240-000	Transfers to Other Funds	\$ 236,000.00	\$ -	\$ -	\$ 0.56	\$ -	\$ -	\$ -	\$ -		#DIV/0!	
		\$ 1,384,486.95	\$ 3,680,578.19	\$ 24,968.64	\$ 92,149.96	\$ 5,711,699.12	\$ 211,508.77	\$ 450,892.24	\$ 966,999.03	-83.07%		

Fund Balance	\$ 1,574,062.37	\$ (1,190,955.60)	\$ (423,812.55)	\$ 509,567.61	\$ 505,893.87	\$ 1,211,447.22	\$ 7,293,494.95	\$ 989,177.42
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- 940,768.00

**VILLAGE OF KRONENWETTER  
BUDGET 2025**

**TAX INCREMENTAL FINANCING DISTRICT #3 - Fund #453**

REVENUES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change	COMMENTS:
453-41000-110	Property Tax Revenue	\$ 13,636.75	\$ 14,001.63	\$ 11,454.38	\$ 12,991.82	\$ 34,130.78	\$ 34,130.78	\$ 34,130.78	\$ 34,130.78	0.00%	
453-43670-000	Personal Property State Aid	\$ 533.91	\$ 981.92	\$ 533.91	\$ 533.91	\$ 533.91	\$ 533.91	\$ 533.91	\$ 583.00	9.19%	
453-48000-000	Interest on Investments	\$ 257.40	\$ 207.80	\$ 119.54	\$ 4,281.48	\$ 5,250.00	\$ 2,076.25	\$ 2,768.33	\$ 2,500.00	-52.38%	
		<b>\$ 14,428.06</b>	<b>\$ 15,191.35</b>	<b>\$ 12,107.83</b>	<b>\$ 17,807.21</b>	<b>\$ 39,914.69</b>	<b>\$ 36,740.94</b>	<b>\$ 37,433.02</b>	<b>\$ 37,213.78</b>	<b>-6.77%</b>	
EXPENDITURES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change	COMMENTS:
453-51300-300-001	Legal	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	\$ 150.00	0.00%	State Fee
453-51400-450-000	TID #3; Fees & Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	-100.00%	
453-51400-460-000	Office Supplies	\$ 0.08	\$ 0.10	\$ 0.93	\$ 0.56	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	0.00%	
453-51400-463-000	TIF Auditing	\$ 115.00	\$ 120.00	\$ 160.00	\$ 165.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	0.00%	
453-51400-464-000	TIF Consulting	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 450.00	\$ -	\$ 450.00	\$ 450.00	0.00%	
ADMINISTRATIVE STAFF										#DIV/0!	
453-51410-302-110	Salaries & Wages	\$ 734.85	\$ 716.54	\$ 552.66	\$ 1,663.60	\$ 2,935.50	\$ 1,803.64	\$ 2,404.85	\$ 3,003.39	2.31%	Administrator, Finance Director & Community Development Director
453-51410-302-151	FICA Taxes	\$ 54.29	\$ 51.86	\$ 39.62	\$ 58.84	\$ 224.57	\$ 137.53	\$ 183.37	\$ 229.76	2.31%	
453-51410-302-154	Health Insurance	\$ 122.37	\$ 129.10	\$ (185.89)	\$ 84.42	\$ 600.63	\$ 349.21	\$ 465.61	\$ 633.77	5.52%	
453-51410-302-152	Retirement (WRS)	\$ 52.87	\$ 49.17	\$ 35.89	\$ 46.23	\$ 202.55	\$ 122.00	\$ 162.67	\$ 207.23	2.31%	
453-00-51410-302-330	Mileage	\$ 9.90	\$ 19.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
453-00-51500-560-000	RDA Committee Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	#DIV/0!	
453-00-59000-240-000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ 1.12	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		<b>\$ 1,239.36</b>	<b>\$ 1,236.37</b>	<b>\$ 753.21</b>	<b>\$ 4,419.77</b>	<b>\$ 5,323.25</b>	<b>\$ 3,162.38</b>	<b>\$ 4,576.51</b>	<b>\$ 5,884.15</b>	<b>10.54%</b>	
Fund Balance		\$ 60,013.70	\$ 73,968.68	\$ 85,323.30	\$ 98,710.74	\$ 133,302.18	\$ 132,289.30	\$ 131,567.26	\$ 164,631.81		



**VILLAGE OF KRONENWETTER  
BUDGET 2025**

**TAX INCREMENTAL FINANCING DISTRICT #4 - Fund #454**

REVENUES							ADOPTED	ACTIVITY	ESTIMATED	PROPOSED	% Change	COMMENTS:
		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	BUDGET 2024:	THROUGH 09/30/2024:	YEAR END 2024:	BUDGET 2025:			
Based on TID Increment Worksheet												
454-41000-110	Property Tax Revenue	\$ 93,846.75	\$ 109,216.79	\$ 102,234.76	\$ 159,216.65	\$ 129,408.91	\$ 129,408.91	\$ 129,408.91	\$ 129,408.91		0.00%	from State
454-43000-550	State Exempt Computer Aid	\$ 674.82	\$ 674.82	\$ 674.81	\$ 674.82	\$ 675.00	\$ 674.82	\$ 674.82	\$ 674.82		-0.03%	
454-43670-000	Personal Property State Aid	\$ 361.75	\$ 141.95	\$ 361.75	\$ 361.75	\$ 362.00	\$ 361.75	\$ 361.75	\$ 3,527.85		874.54%	
454-47400-000	Tax Guarantee - Developers	\$ 16,488.90	\$ 13,821.68	\$ 21,538.84	\$ 26,845.14	\$ 26,840.00	\$ 26,895.82	\$ 26,895.82	\$ 26,895.82		0.21%	
454-48000-000	Interest on Investments	\$ 694.54	\$ 141.19	\$ 1,131.89	\$ 5,213.00	\$ 3,500.00	\$ 2,176.64	\$ 2,902.19	\$ 2,500.00		-28.57%	
454-00-48300-000-000	Land Sales	\$ 1,000.00	\$ 69,025.00					\$ -	\$ -		#DIV/0!	
454-00-49000-130-000	Loan Proceeds	\$ -	\$ 1,585,000.00	\$ -		\$ -	\$ -	\$ -	\$ -		#DIV/0!	
454-00-49110-000-000	Premium on Debt		\$ 164,051.25					\$ -	\$ -		#DIV/0!	
		\$ 113,066.76	\$ 1,942,072.68	\$ 125,942.05	\$ 192,311.36	\$ 160,785.91	\$ 159,517.94	\$ 160,243.49	\$ 163,007.40		1.38%	

EXPENDITURES		2020 Actual:	2021 Actual:	2022 Actual:	2023 Actual:	ADOPTED BUDGET 2024:	ACTIVITY THROUGH 09/30/2024:	ESTIMATED YEAR END 2024:	PROPOSED BUDGET 2025:	% Change	COMMENTS:
454-00-51300-300-001	Legal	\$ 150.00	\$ 167.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
454-51400-450-000	TID #4; Fees & Bank Charges	\$ -	\$ 0.10	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	0.00%	State TID Fee
454-51400-460-000	Office Supplies	\$ 0.08		\$ 0.18	\$ 0.03	\$ 10.00	\$ 0.02	\$ 10.00	\$ 10.00	0.00%	
454-51400-463-000	TIF Auditing	\$ 115.00	\$ 120.00	\$ 160.00	\$ 165.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	0.00%	
454-51400-464-000	TIF Consulting	\$ -	\$ -	\$ -	\$ 2,250.00	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	0.00%	
ADMINISTRATIVE STAFF										#DIV/0!	
454-51410-302-110	Salaries & Wages	\$ 734.62	\$ 716.54	\$ 552.66	\$ 1,663.60	\$ 2,935.50	\$ 1,803.64	\$ 2,404.85	\$ 3,003.39	2.31%	Administrator, Finance Director & Community Development Director
454-51410-302-151	FICA Taxes	\$ 54.29	\$ 51.86	\$ 39.62	\$ 58.88	\$ 224.57	\$ 137.55	\$ 183.40	\$ 229.76	2.31%	
454-51410-302-154	Health Insurance	\$ 121.40	\$ 128.29	\$ 66.75	\$ 84.35	\$ 600.63	\$ 349.26	\$ 465.68	\$ 633.77	5.52%	
454-51410-302-152	Retirement (WRS)	\$ 52.87	\$ 49.17	\$ 35.89	\$ 46.22	\$ 202.55	\$ 122.00	\$ 162.67	\$ 207.23	2.31%	
454-00-51410-302-330	Mileage	\$ 38.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
454-00-51500-560-000	RDA Committee Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	#DIV/0!	
454-58000-001-100	Debt Service - Principal	\$ 50,000.00	\$ 50,000.00	\$ 150,000.00	\$ 155,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00	\$ 170,000.00	3.03%	
454-58000-001-220	Debt Service - Interest	\$ 44,283.96	\$ 32,946.11	\$ 47,200.00	\$ 42,600.00	\$ 36,200.00	\$ 19,750.00	\$ 36,200.00	\$ 29,500.00	-18.51%	
454-00-58000-001-221	Bond Issuance Costs	\$ -	\$ 27,475.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
454-00-58000-001-222	Payment to Refunding Bond Agen	\$ -	\$ 13,922.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
454-00-58000-002-100	Debt Service - Principal Refin	\$ -	\$ 1,707,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
454-00-59000-240-000	Transfer to Other Funds	\$ -	\$ -	\$ -	\$ 0.08	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
		<b>\$ 95,550.29</b>	<b>\$ 1,832,736.65</b>	<b>\$ 198,205.10</b>	<b>\$ 202,018.16</b>	<b>\$ 206,523.25</b>	<b>\$ 187,912.47</b>	<b>\$ 205,776.60</b>	<b>\$ 205,534.15</b>	<b>-0.48%</b>	

Fund Balance \$ 105,441.47 \$ 214,777.50 \$ 142,514.45 \$ 132,807.65 \$ 87,070.31 \$ 104,413.12 \$ 87,274.54 \$ 44,543.56

**VILLAGE OF KRONENWETTER**  
**Detailed Debt Payment Schedule - by Type of Issue & by Funding Source**  
**Prepared as of 4/02/2025**

Section 5, Item1.

**PRINCIPAL PAYMENTS:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2016 Lease Rev Bonds	\$ 1,810,000.00	\$ 120,000.00	\$ 1,690,000.00	\$ 120,000.00	\$ 1,570,000.00	\$ 125,000.00	\$ 125,000.00	\$ 130,000.00	\$ 135,000.00	\$ 140,000.00	\$ 140,000.00	\$ 145,000.00	\$ 150,000.00
2018 G.O. Notes	\$ 785,000.00	\$ 150,000.00	\$ 635,000.00	\$ 155,000.00	\$ 480,000.00	\$ 155,000.00	\$ 160,000.00	\$ 165,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2021A G.O. Bonds	\$ 3,740,000.00	\$ 630,000.00	\$ 3,110,000.00	\$ 655,000.00	\$ 2,455,000.00	\$ 685,000.00	\$ 695,000.00	\$ 505,000.00	\$ 90,000.00	\$ 90,000.00	\$ 95,000.00	\$ 95,000.00	\$ 100,000.00
2021B G.O. Bonds	\$ 1,455,000.00	\$ 140,000.00	\$ 1,315,000.00	\$ 140,000.00	\$ 1,175,000.00	\$ 145,000.00	\$ 145,000.00	\$ 340,000.00	\$ 345,000.00	\$ 200,000.00	\$ -	\$ -	\$ -
2023 Fire Truck Note	\$ 732,208.00	\$ 61,178.77	\$ 671,029.23	\$ 64,530.87	\$ 606,498.36	\$ 66,131.73	\$ 68,737.32	\$ 71,445.58	\$ 74,260.53	\$ 77,186.40	\$ 80,227.54	\$ 83,388.51	\$ 85,120.75
2024 Safe Water Drinking Loan	\$ -	\$ -	\$ 2,282,472.90	\$ 136,412.93	\$ 3,249,087.07	\$ 149,348.91	\$ 152,552.44	\$ 155,824.69	\$ 159,167.13	\$ 162,581.26	\$ 166,068.63	\$ 169,630.80	\$ 173,269.39
2024B G.O. Notes	\$ -	\$ -	\$ 7,855,000.00	\$ 690,000.00	\$ 7,165,000.00	\$ 690,000.00	\$ 710,000.00	\$ 750,000.00	\$ 1,190,000.00	\$ 1,040,000.00	\$ 1,065,000.00	\$ 1,075,000.00	\$ 645,000.00
	<b>\$ 8,522,208.00</b>	<b>\$ 1,101,178.77</b>	<b>\$ 17,558,502.13</b>	<b>\$ 1,960,943.80</b>	<b>\$ 16,700,585.43</b>	<b>\$ 2,015,480.64</b>	<b>\$ 2,056,289.76</b>	<b>\$ 2,117,270.27</b>	<b>\$ 1,993,427.66</b>	<b>\$ 1,709,767.66</b>	<b>\$ 1,546,296.17</b>	<b>\$ 1,568,019.31</b>	<b>\$ 1,153,390.14</b>

**INTEREST PAYMENTS:**

Name of Debt Obligation	2024 Payment	2025 Payment	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2016 Lease Rev Bonds	\$ 48,707.50	\$ 46,217.50	\$ 43,490.00	\$ 40,521.25	\$ 37,332.50	\$ 33,852.50	\$ 30,070.00	\$ 26,080.00	\$ 21,875.00	\$ 17,412.50
2018 G.O. Notes	\$ 21,300.00	\$ 16,725.00	\$ 12,075.00	\$ 7,350.00	\$ 2,475.00	\$ -	\$ -	\$ -	\$ -	\$ -
2021A G.O. Bonds	\$ 137,000.00	\$ 111,300.00	\$ 84,500.00	\$ 56,900.00	\$ 32,900.00	\$ 21,000.00	\$ 17,400.00	\$ 13,700.00	\$ 9,900.00	\$ 6,000.00
2021B G.O. Bonds	\$ 27,700.00	\$ 24,900.00	\$ 22,050.00	\$ 19,150.00	\$ 14,300.00	\$ 7,450.00	\$ 2,000.00	\$ -	\$ -	\$ -
2023 Fire Truck Note	\$ 28,849.00	\$ 25,496.90	\$ 23,896.04	\$ 21,290.45	\$ 18,582.19	\$ 15,767.24	\$ 12,841.37	\$ 9,800.23	\$ 6,639.26	\$ 3,353.76
2024 Safe Water Drinking Loan	\$ 26,406.22	\$ 60,122.27	\$ 67,880.95	\$ 64,643.05	\$ 61,335.71	\$ 57,957.43	\$ 54,506.67	\$ 50,981.90	\$ 47,381.53	\$ 43,703.92
2024B G.O. Notes	\$ -	\$ 308,693.06	\$ 302,750.00	\$ 267,750.00	\$ 231,250.00	\$ 182,750.00	\$ 132,200.00	\$ 90,100.00	\$ 47,300.00	\$ 12,900.00
	<b>\$ 289,962.72</b>	<b>\$ 593,454.73</b>	<b>\$ 556,641.99</b>	<b>\$ 477,604.75</b>	<b>\$ 398,175.40</b>	<b>\$ 318,777.17</b>	<b>\$ 249,018.04</b>	<b>\$ 190,662.13</b>	<b>\$ 133,095.79</b>	<b>\$ 83,370.18</b>

**TOTAL PAYMENTS:**

Name of Debt Obligation	2024 Payment	2025 Payment	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2016 Lease Rev Bonds	\$ 168,707.50	\$ 166,217.50	\$ 168,490.00	\$ 165,521.25	\$ 167,332.50	\$ 168,852.50	\$ 170,070.00	\$ 166,080.00	\$ 166,875.00	\$ 167,412.50
2018 G.O. Notes	\$ 171,300.00	\$ 171,725.00	\$ 167,075.00	\$ 167,350.00	\$ 167,475.00	\$ -	\$ -	\$ -	\$ -	\$ -
2021A G.O. Bonds	\$ 767,000.00	\$ 766,300.00	\$ 769,500.00	\$ 751,900.00	\$ 537,900.00	\$ 111,000.00	\$ 107,400.00	\$ 108,700.00	\$ 104,900.00	\$ 106,000.00
2021B G.O. Bonds	\$ 167,700.00	\$ 164,900.00	\$ 167,050.00	\$ 164,150.00	\$ 354,300.00	\$ 352,450.00	\$ 202,000.00	\$ -	\$ -	\$ -
2023 Fire Truck Note	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 88,474.51
2024 Safe Water Drinking Loan	\$ 26,406.22	\$ 196,535.20	\$ 217,229.86	\$ 217,195.49	\$ 217,160.40	\$ 217,124.56	\$ 217,087.93	\$ 217,050.53	\$ 217,012.33	\$ 216,973.31
2024B G.O. Notes	\$ -	\$ 998,693.06	\$ 992,750.00	\$ 977,750.00	\$ 981,250.00	\$ 1,372,750.00	\$ 1,172,200.00	\$ 1,155,100.00	\$ 1,122,300.00	\$ 657,900.00
	<b>\$ 1,391,141.49</b>	<b>\$ 2,554,398.53</b>	<b>\$ 2,572,122.63</b>	<b>\$ 2,533,894.51</b>	<b>\$ 2,515,445.67</b>	<b>\$ 2,312,204.83</b>	<b>\$ 1,958,785.70</b>	<b>\$ 1,736,958.30</b>	<b>\$ 1,701,115.10</b>	<b>\$ 1,236,760.32</b>



**TOTAL DEBT SERVICE PAYMENT BY FUNDING SOURCE:**

Section 5, Item1.

**Debt Service Fund - Tax Levy:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2018 G.O. Notes	\$ 785,000.00	\$ 171,300.00	\$ 635,000.00	\$ 171,725.00	\$ 480,000.00	\$ 167,075.00	\$ 167,350.00	\$ 167,475.00	\$ -	\$ -	\$ -	\$ -	\$ -
2021A G.O. Bonds	\$ 2,100,000.00	\$ 471,100.00	\$ 1,705,000.00	\$ 474,900.00	\$ 1,290,000.00	\$ 477,900.00	\$ 455,600.00	\$ 433,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
2023 Fire Truck Note	\$ 732,208.00	\$ 90,027.77	\$ 671,029.23	\$ 90,027.77	\$ 606,498.36	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 90,027.77	\$ 88,474.51
2024B G.O. Notes	\$ -	\$ -	\$ 1,465,000.00	\$ 57,925.00	\$ 1,465,000.00	\$ 63,000.00	\$ 67,875.00	\$ 87,125.00	\$ 461,250.00	\$ 295,800.00	\$ 290,300.00	\$ 289,500.00	\$ 229,500.00
	\$ 3,617,208.00	\$ 732,427.77	\$ 4,476,029.23	\$ 794,577.77	\$ 3,841,498.36	\$ 798,002.77	\$ 780,852.77	\$ 778,127.77	\$ 551,277.77	\$ 385,827.77	\$ 380,327.77	\$ 379,527.77	\$ 317,974.51

**TID #1:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2016 Lease Rev Bonds	\$ 1,810,000.00	\$ 168,707.50	\$ 1,690,000.00	\$ 166,217.50	\$ 1,570,000.00	\$ 168,490.00	\$ 165,521.25	\$ 167,332.50	\$ 168,852.50	\$ 170,070.00	\$ 166,080.00	\$ 166,875.00	\$ 167,412.50
2021A G.O. Bonds	\$ 945,000.00	\$ 106,400.00	\$ 875,000.00	\$ 103,600.00	\$ 805,000.00	\$ 105,700.00	\$ 107,600.00	\$ 104,400.00	\$ 111,000.00	\$ 107,400.00	\$ 108,700.00	\$ 104,900.00	\$ 106,000.00
2021B G.O. Bonds	\$ 870,000.00	\$ 156,000.00	\$ 730,000.00	\$ 153,200.00	\$ 590,000.00	\$ 155,350.00	\$ 152,450.00	\$ 154,500.00	\$ 151,500.00	\$ -	\$ -	\$ -	\$ -
	\$ 3,625,000.00	\$ 431,107.50	\$ 3,295,000.00	\$ 423,017.50	\$ 2,965,000.00	\$ 429,540.00	\$ 425,571.25	\$ 426,232.50	\$ 431,352.50	\$ 277,470.00	\$ 274,780.00	\$ 271,775.00	\$ 273,412.50

**TID #2:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2024B G.O. Notes	\$ -	\$ -	\$ 6,390,000.00	\$ 940,768.06	\$ 5,700,000.00	\$ 929,750.00	\$ 909,875.00	\$ 894,125.00	\$ 911,500.00	\$ 876,400.00	\$ 864,800.00	\$ 832,800.00	\$ 428,400.00
	\$ -	\$ -	\$ 6,390,000.00	\$ 940,768.06	\$ 5,700,000.00	\$ 929,750.00	\$ 909,875.00	\$ 894,125.00	\$ 911,500.00	\$ 876,400.00	\$ 864,800.00	\$ 832,800.00	\$ 428,400.00

**TID #3:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**TID #4:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2021A G.O. Bonds	\$ 695,000.00	\$ 189,500.00	\$ 530,000.00	\$ 187,800.00	\$ 360,000.00	\$ 185,900.00	\$ 188,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021B G.O. Bonds	\$ 585,000.00	\$ 11,700.00	\$ 585,000.00	\$ 11,700.00	\$ 585,000.00	\$ 11,700.00	\$ 11,700.00	\$ 199,800.00	\$ 200,950.00	\$ 202,000.00	\$ -	\$ -	\$ -
	\$ 1,280,000.00	\$ 201,200.00	\$ 1,115,000.00	\$ 199,500.00	\$ 945,000.00	\$ 197,600.00	\$ 200,400.00	\$ 199,800.00	\$ 200,950.00	\$ 202,000.00	\$ -	\$ -	\$ -

**Water Utility Fund:**

Name of Debt Obligation	12/31/2023 Principal Balance	2024 Payment	12/31/2024 Principal Balance	2025 Payment	12/31/2025 Principal Balance	2026 Payment	2027 Payment	2028 Payment	2029 Payment	2030 Payment	2031 Payment	2032 Payment	2033 Payment
2024 Safe Water Drinking Loan	\$ -	\$ 26,406.22	\$ 2,282,472.90	\$ 196,535.20	\$ 3,249,087.07	\$ 217,229.86	\$ 217,195.49	\$ 217,160.40	\$ 217,124.56	\$ 217,087.93	\$ 217,050.53	\$ 217,012.33	\$ 216,973.31
	\$ -	\$ 26,406.22	\$ 2,282,472.90	\$ 196,535.20	\$ 3,249,087.07	\$ 217,229.86	\$ 217,195.49	\$ 217,160.40	\$ 217,124.56	\$ 217,087.93	\$ 217,050.53	\$ 217,012.33	\$ 216,973.31
<b>GRAND TOTAL</b>	<b>\$ 8,522,208.00</b>	<b>\$ 1,391,141.49</b>	<b>\$ 17,558,502.13</b>	<b>\$ 2,554,398.53</b>	<b>\$ 16,700,585.43</b>	<b>\$ 2,572,122.63</b>	<b>\$ 2,533,894.51</b>	<b>\$ 2,515,445.67</b>	<b>\$ 2,312,204.83</b>	<b>\$ 1,958,785.70</b>	<b>\$ 1,736,958.30</b>	<b>\$ 1,701,115.10</b>	<b>\$ 1,236,760.32</b>

**VILLAGE OF KRONENWETTER**  
**Detailed Debt Payment Schedule - by Type of Issue & by Funding Source**  
**Prepared as of 4/02/2025**

*Section 5, Item I.*

***PRINCIPAL PAYMENTS***

Name of Debt Obligation	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	Total Principal Payments
	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	2024-2043
2016 Lease Rev Bonds	\$ 155,000.00	\$ 160,000.00	\$ 165,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,810,000.00
2018 G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,000.00
2021A G.O. Bonds	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,740,000.00
2021B G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,455,000.00
2023 Fire Truck Note	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 732,208.00
2024 Safe Water Drinking Loan	\$ 176,986.01	\$ 180,782.36	\$ 184,660.15	\$ 188,621.11	\$ 192,667.03	\$ 196,799.73	\$ 201,021.09	\$ 205,332.99	\$ 209,737.39	\$ 224,035.96	\$ 3,385,500.00
2024B G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,855,000.00
	<u>\$ 431,986.01</u>	<u>\$ 340,782.36</u>	<u>\$ 349,660.15</u>	<u>\$ 188,621.11</u>	<u>\$ 192,667.03</u>	<u>\$ 196,799.73</u>	<u>\$ 201,021.09</u>	<u>\$ 205,332.99</u>	<u>\$ 209,737.39</u>	<u>\$ 224,035.96</u>	<u>\$ 19,762,708.00</u>

***INTEREST PAYMENTS:***

Name of Debt Obligation	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	Total Interest Payments
	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	2024-2043
2016 Lease Rev Bonds	\$ 12,722.50	\$ 7,800.00	\$ 2,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 368,721.25
2018 G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,925.00
2021A G.O. Bonds	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 492,600.00
2021B G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,550.00
2023 Fire Truck Note	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,516.44
2024 Safe Water Drinking Loan	\$ 39,947.43	\$ 36,110.37	\$ 32,191.00	\$ 28,187.56	\$ 24,098.24	\$ 19,921.20	\$ 15,654.57	\$ 11,296.43	\$ 6,844.80	\$ 2,297.68	\$ 751,468.93
2024B G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,575,693.06
	<u>\$ 54,669.93</u>	<u>\$ 43,910.37</u>	<u>\$ 34,831.00</u>	<u>\$ 28,187.56</u>	<u>\$ 24,098.24</u>	<u>\$ 19,921.20</u>	<u>\$ 15,654.57</u>	<u>\$ 11,296.43</u>	<u>\$ 6,844.80</u>	<u>\$ 2,297.68</u>	<u>\$ 3,532,474.68</u>

***TOTAL PAYMENTS:***

Name of Debt Obligation	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	Grand Total Payments
	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	Payment	2024-2043
2016 Lease Rev Bonds	\$ 167,722.50	\$ 167,800.00	\$ 167,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,178,721.25
2018 G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 844,925.00
2021A G.O. Bonds	\$ 102,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,232,600.00
2021B G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,572,550.00
2023 Fire Truck Note	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898,724.44
2024 Safe Water Drinking Loan	\$ 216,933.44	\$ 216,892.73	\$ 216,851.15	\$ 216,808.67	\$ 216,765.27	\$ 216,720.93	\$ 216,675.66	\$ 216,629.42	\$ 216,582.19	\$ 226,333.64	\$ 4,136,968.93
2024B G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,430,693.06
	<u>\$ 486,655.94</u>	<u>\$ 384,692.73</u>	<u>\$ 384,491.15</u>	<u>\$ 216,808.67</u>	<u>\$ 216,765.27</u>	<u>\$ 216,720.93</u>	<u>\$ 216,675.66</u>	<u>\$ 216,629.42</u>	<u>\$ 216,582.19</u>	<u>\$ 226,333.64</u>	<u>\$ 23,295,182.68</u>



**TOTAL DEBT SERVICE PAYMENT BY FUNDING SOURCE:**

Section 5, Item1.

**Debt Service Fund - Tax L**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
2018 G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 844,925.00
2021A G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,313,000.00
2023 Fire Truck Note	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 898,724.44
2024B G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,842,275.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,898,924.44

**TID #1:**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
2016 Lease Rev Bonds	\$ 167,722.50	\$ 167,800.00	\$ 167,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,178,721.25
2021A G.O. Bonds	\$ 102,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,167,700.00
2021B G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 923,000.00
	\$ 269,722.50	\$ 167,800.00	\$ 167,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,269,421.25

**TID #2:**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
2024B G.O. Notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,588,418.06
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,588,418.06

**TID #3:**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**TID #4:**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
2021A G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 751,900.00
2021B G.O. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 649,550.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,401,450.00

**Water Utility Fund:**

Name of Debt Obligation	2034 Payment	2035 Payment	2036 Payment	2037 Payment	2038 Payment	2039 Payment	2040 Payment	2041 Payment	2042 Payment	2043 Payment	Total Payments 2024-2043
2024 Safe Water Drinking Loan	\$ 216,933.44	\$ 216,892.73	\$ 216,851.15	\$ 216,808.67	\$ 216,765.27	\$ 216,720.93	\$ 216,675.66	\$ 216,629.42	\$ 216,582.19	\$ 226,333.64	\$ 4,136,968.93
	\$ 216,933.44	\$ 216,892.73	\$ 216,851.15	\$ 216,808.67	\$ 216,765.27	\$ 216,720.93	\$ 216,675.66	\$ 216,629.42	\$ 216,582.19	\$ 226,333.64	\$ 4,136,968.93
GRAND TOTAL	\$ 486,655.94	\$ 384,692.73	\$ 384,491.15	\$ 216,808.67	\$ 216,765.27	\$ 216,720.93	\$ 216,675.66	\$ 216,629.42	\$ 216,582.19	\$ 226,333.64	\$ 23,295,182.68

# Kronenwetter Property Tax Levy

PROPERTY TAX LEVY AMOUNT - LEVY LIMIT					
FUND #:	FUND:	2025 Tax Levy	2024 Tax Levy	\$ Change	% Change:
100	GENERAL FUND	\$ 2,206,115.44	\$ 1,655,461.00	\$ 550,654.44	33.26%
221	MUNICIPAL COURT	\$ -	\$ -	\$ -	0.00%
250	SPECIAL PARKS FUND	\$ -	\$ -	\$ -	0.00%
260	FIRE DONATIONS FUND	\$ -	\$ -	\$ -	0.00%
270	2% DUES FUND	\$ -	\$ -	\$ -	0.00%
350	DEBT SERVICE FUND	\$ 110,636.12	\$ 193,012.00	\$ (82,375.88)	-42.68%
410	CAPITAL PROJECTS FUND	\$ 200,000.00	\$ 200,000.00	\$ -	100.00%
750	EQUIPMENT REPLACEMENT FUND	\$ 86,000.00	\$ 428,500.00	\$ (342,500.00)	-79.93%
TOTAL PROPERTY TAX LEVY		\$ 2,602,751.56	\$ 2,476,973.00	\$ 125,778.56	5.08%
STATE ALLOWED LEVY LIMIT TAX YEAR 2023 - BUDGET YEAR 2025					
1.19% Growth Factor From State with debt allowance:			\$ 2,602,752.00		
PROPOSED LEVY - OVER(UNDER) ALLOWABLE:			\$ (0.44)		

The proposed levy of \$2,602,752.00 is:

- An increase of \$125,779 from 2023 (payable in 2024), 5.08%

**VILLAGE OF KRONENWETTER**  
**Property Tax Levies for 2020-2025 Budget Years**  
(excluding Tax Increment Districts)

Fund Name	Fund #	Budget Years					
		2020	2021	2022	2023	2024	2025
General	100	\$ 967,594	\$ 1,094,850	\$ 1,351,978	\$ 1,631,019	\$ 1,655,461	\$ 2,206,116
Debt Service	350	\$ 1,162,002	\$ 1,110,000	\$ 750,000	\$ 700,000	\$ 193,012	\$ 110,636
Capital Projects	410	\$ 125,361	\$ 100,000	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
Equipment Replacement	750	\$ 100,000	\$ 130,000	\$ 200,000	\$ 200,000	\$ 428,500	\$ 86,000
<b>TOTAL PROPERTY TAX LEVY - excluding TID's</b>		<b>\$ 2,354,957</b>	<b>\$ 2,434,850</b>	<b>\$ 2,501,978</b>	<b>\$ 2,531,019</b>	<b>\$ 2,476,973</b>	<b>\$ 2,602,752</b>

**Notes:**

1) Debt Service Tax Levy for 2024 budget should have been = \$732,428.

This was \$539,416 short.

2) Debt Service Tax Levy for 2025 budget should have been = \$794,578.

This was \$683,942 short.



Village of Kronenwetter  
2020 Adopted Budget  
Tax Rate Calculation Worksheet

Budget Year	2011	2012	2013	2014	2015	2016	2017	2018	Adopted 2019	Adopted 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Tax Levy Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Equalized Value	485,478,300	493,350,900	466,524,400	481,219,200	489,624,600	513,453,400	547,201,800	571,862,500	594,524,100	653,682,400	661,048,059	668,496,714	676,029,300	683,646,762
Total TID Increment Equalized Value	33,169,500	33,230,300	30,858,900	34,808,000	34,860,500	39,299,200	39,724,000	43,169,000	46,232,900	60,679,400	62,772,617	64,938,042	67,178,167	69,495,567
Total Equalized Value (Less TID)	452,308,800	460,120,600	435,665,500	446,411,200	454,764,100	474,154,200	507,477,800	528,693,500	548,291,200	593,003,000	598,275,442	603,558,671	608,851,133	614,151,195
General Fund Tax Levy	1,714,383	1,899,020	1,158,714	1,191,714	1,340,214	1,456,636	869,886	845,500	1,285,686	967,592	1,006,517	1,096,491	1,174,110	1,245,466
Debt Service Fund Tax Levy	-	-	791,821	803,845	711,436	728,387	823,500	1,355,000	1,000,000	1,162,002	1,113,193	728,120	736,473	668,665
Park Fund Tax Levy	-	-	-	-	103,469	-	-	-	-	-	-	-	-	-
Capital Projects Levy	-	-	-	-	-	-	-	-	-	125,361	202,000	250,000	250,000	250,000
Equipment Replacement Levy	-	-	-	-	-	-	-	-	-	100,000	-	170,000	-	50,000
TID 1 shortfall	-	-	-	-	-	-	-	-	-	-	-	50,000	90,082	127,504
Total Property Tax Levy (Village)	1,714,383	1,899,020	1,950,535	1,995,559	2,155,119	2,185,023	1,693,386	2,200,500	2,285,686	2,354,956	2,321,711	2,294,611	2,250,665	2,341,635
Equalized Value Less TID	452,308,800	460,120,600	435,665,500	446,411,200	454,764,100	474,154,200	507,477,800	528,693,500	548,291,200	593,003,000	598,275,442	603,558,671	608,851,133	614,151,195
Interim Rate	0.003790293	0.004127222	0.004477139	0.004470226	0.004738982	0.004608254	0.003336867	0.004162147	0.004168745	0.003971237	0.003880672	0.003801803	0.003696576	0.003812799
Total Equalized Value	485,478,300	493,350,900	466,524,400	481,219,200	489,624,600	513,453,400	547,201,800	571,862,500	594,524,100	653,682,400	661,048,059	668,496,714	676,029,300	683,646,762
Interim Rate	0.003790293	0.004127222	0.004477139	0.004470226	0.004738982	0.004608254	0.003336867	0.004162147	0.004168745	0.003971237	0.003880672	0.003801803	0.003696576	0.003812799
Total Amount to be Levied	1,840,105	2,036,169	2,088,695	2,151,159	2,320,322	2,366,124	1,825,940	2,380,176	2,478,419	2,595,928	2,565,311	2,541,493	2,498,994	2,606,608
Total Village Assessed Value	494,055,438	498,557,005	483,785,900	484,906,800	487,964,000	493,170,700	500,656,000	519,362,650	530,537,200	551,152,400	561,073,143	571,172,460	581,453,564	591,919,728
Total Amount to be Levied	1,840,105	2,036,169	2,088,695	2,151,159	2,320,322	2,366,124	1,825,940	2,380,176	2,478,419	2,595,928	2,565,311	2,541,493	2,498,994	2,606,608
Village of Kronenwetter Tax Rate	3.724491	4.084125	4.317395	4.436232	4.755109	4.797779	3.647095	4.582879	4.671527	4.710000	4.572151	4.449607	4.297839	4.403651
Debt Service Levy	1,186,656	1,377,106	791,821	803,845	711,436	728,387	823,500	1,355,000	1,000,000	1,162,002	1,113,193	728,120	736,473	668,665
General Tax Levy	527,727	521,914	1,158,714	1,191,714	1,340,214	1,456,636	869,886	845,500	1,285,686	967,592	1,006,517	1,096,491	1,174,110	1,245,466
Park Fund Levy	-	-	-	-	103,469	-	-	-	-	-	-	-	-	-
Capital Projects Levy	-	-	-	-	-	-	-	-	-	125,361	202,000	250,000	250,000	250,000
Equipment Replacement Levy	-	-	-	-	-	-	-	-	-	100,000	-	170,000	-	50,000
Combined Tax	1,714,383	1,899,020	1,950,535	1,995,559	2,155,119	2,185,023	1,693,386	2,200,500	2,285,686	2,354,956	2,321,711	2,244,611	2,160,583	2,214,131
Village Taxes on a \$150,000 Property	558.67	612.62	647.61	665.43	713.27	719.67	547.06	687.43	700.73	706.50	685.82	667.44	644.68	660.55
Allowable Village Property Tax Levy	2,173,349	1,899,020	1,950,535	1,995,559	2,155,119	2,185,023	2,121,311	2,200,500	2,285,686	2,339,450	2,290,700	2,248,095	2,188,644	3,461,229
Tax Rate Below Levy Maximum	-	-	-	-	-	-	-	-	-	(15,505)	(31,011)	(46,516)	(62,021)	1,119,594
Change in village tax costs		53.95	34.99	17.83	47.83	6.40	(172.60)	140.37	13.30	5.77	(20.68)	(18.38)	(22.77)	15.87
Percent change		10%	5.7%	2.8%	7.2%	0.9%	-24.0%	25.7%	1.9%	0.8%	-3%	-3%	-3%	2%

FROM VILLAGE'S 2020 ADOPTED BUDGET

Overview

Quick Glance

Revenues and  
Expenditures

Data by County

Statewide  
Comparison

Tabular Data

Select Local Government  
Village of Kronenwetter (Marathon)Village of Kronenwetter (Marathon)  
Year | Amount | % Change

## Total Revenue &amp; Other Financing Sources

2012	\$16,439,302	Null	●
2013	\$13,172,028	-19.87%	↓
2014	\$17,148,564	30.19%	↑
2015	\$6,955,525	-59.44%	↓
2016	\$13,003,066	86.95%	↑
2017	\$6,421,802	-50.61%	↓
2018	\$7,704,750	19.98%	↑
2019	\$8,467,200	9.90%	↑
2020	\$7,723,949	-8.78%	↓
2021	\$15,023,293	94.50%	↑
2022	\$7,332,260	-51.19%	↓
2023	\$8,673,944	18.30%	↑

## Total Expenditures &amp; Other Financing Uses

2012	\$15,426,027	Null	●
2013	\$12,762,031	-17.27%	↓
2014	\$11,516,999	-9.76%	↓
2015	\$11,480,633	-0.32%	↓
2016	\$12,349,127	7.56%	↑
2017	\$5,618,374	-54.50%	↓
2018	\$6,959,576	23.87%	↑
2019	\$8,646,636	24.24%	↑
2020	\$6,983,508	-19.23%	↓
2021	\$18,474,857	164.55%	↑
2022	\$6,287,643	-65.97%	↓
2023	\$8,118,997	29.13%	↑

## Total General Obligation Debt

2012	\$21,875,000	Null	●
2013	\$20,955,000	-4.21%	↓
2014	\$19,455,000	-7.16%	↓
2015	\$17,705,000	-9.00%	↓
2016	\$18,295,000	3.33%	↑
2017	\$16,515,000	-9.73%	↓
2018	\$15,705,000	-4.90%	↓
2019	\$16,170,000	2.96%	↑
2020	\$14,945,000	-7.58%	↓
2021	\$7,845,000	-47.51%	↓
2022	\$6,935,000	-11.60%	↓
2023	\$6,712,208	-3.21%	↓

## Total Debt Service

2012	\$11,888,062	Null	●
2013	\$8,661,696	-27.14%	↓
2014	\$7,667,184	-11.48%	↓
2015	\$6,610,676	-13.78%	↓
2016	\$8,297,588	25.52%	↑
2017	\$2,253,942	-72.84%	↓
2018	\$2,733,809	21.29%	↑
2019	\$3,194,982	16.87%	↑
2020	\$1,901,475	-40.49%	↓
2021	\$14,291,924	651.62%	↑
2022	\$1,357,257	-90.50%	↓
2023	\$1,376,727	1.43%	↑

## General Property Taxes

2012	\$1,901,277	Null	●
2013	\$1,960,086	3.09%	↑
2014	\$1,995,559	1.81%	↑
2015	\$2,153,435	7.91%	↑
2016	\$2,185,024	1.47%	↑
2017	\$1,694,543	-22.45%	↓
2018	\$2,200,500	29.86%	↑
2019	\$2,286,303	3.90%	↑
2020	\$2,455,292	7.39%	↑
2021	\$2,434,850	-0.83%	↓
2022	\$2,501,978	2.76%	↑
2023	\$2,531,019	1.16%	↑

## Equalized Value Used for Calendar Year

2012	493,350,900	Null	●
2013	466,524,400	-5.44%	↓
2014	481,219,200	3.15%	↑
2015	489,624,600	1.75%	↑
2016	513,453,400	4.87%	↑
2017	547,201,800	6.57%	↑
2018	571,862,500	4.51%	↑
2019	594,524,100	3.96%	↑
2020	653,682,400	9.95%	↑
2021	691,295,200	5.75%	↑
2022	741,690,200	7.29%	↑
2023	817,805,900	10.26%	↑

## Local Tax Rate (mills)

2011-12	4.127	Null	●
2012-13	4.477	8.48%	↑
2013-14	4.470	-0.15%	↓
2014-15	4.739	6.01%	↑
2015-16	4.608	-2.76%	↓
2016-17	3.337	-27.59%	↓
2017-18	4.162	24.73%	↑
2018-19	4.169	0.16%	↑
2019-20	3.971	-4.74%	↓
2020-21	3.918	-1.35%	↓
2021-22	3.693	-5.72%	↓
2022-23	3.477	-5.85%	↓

## Population

2012	7,266	Null	●
2013	7,291	0.34%	↑
2014	7,327	0.49%	↑
2015	7,525	2.70%	↑
2016	7,536	0.15%	↑
2017	7,616	1.06%	↑
2018	7,733	1.54%	↑
2019	7,826	1.20%	↑
2020	8,158	4.24%	↑
2021	8,402	2.99%	↑
2022	8,561	1.89%	↑
2023	8,539	-0.26%	↓

FROM WISCONSIN DEPT. OF REVENUE RECORDS ("DASHBOARD")