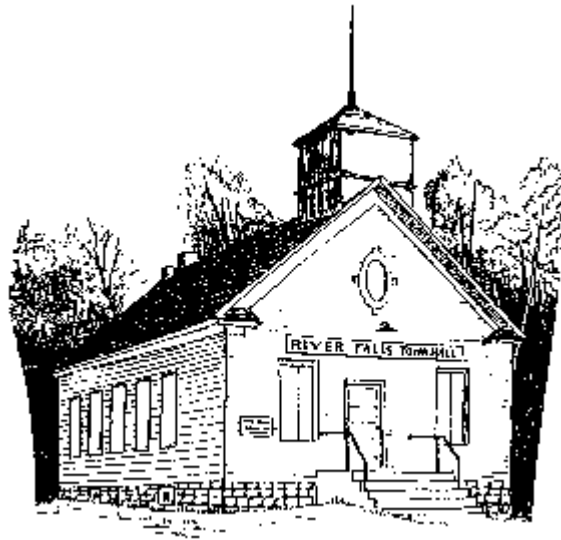


Town of River Falls Town Board

7/6/2026 Meeting Materials



TOWN OF RIVER FALLS

The following River Falls Town Meetings will meet on Monday, July 6, 2026, beginning at 6:00 P.M. at the River Falls Town Hall, W9015 770th Ave.

6:00 P.M. – Plan Commission Agenda: Minutes from 6/15/26 Plan Commission Meeting; Zoning Administrator Report; Discuss and Take Action on Zoning Permit for Kent and Diane Forsland, 810th Avenue; Discussion of Act 68, Discussion of Farmland Preservation, and Identify Planning Commission Duties; Discuss Plan Commission Roles and Responsibilities; Updates from Plan Commission Sub-Committees; Comments & Requests; A quorum of Town Board members may be present.

7:00 P.M. – Town Board

Call to order

Consider for approval or other action:

1. Approve Agenda
2. Minutes from June 15, 2026, Regular Board Meeting
3. Minutes from June 22, 2026, Closed Session Meeting
4. Financial/Fire Call Report
5. Public Comments and Requests
6. Zoning Administrator Report
7. Plan Commission Report
8. Discuss and Approve Additional Operator Licenses for Forestville Winery and Event Center, W8101 690th Ave
9. Discuss and Take Action on Sale of 2017 Peterbilt Plow Truck
10. Approve Ordinance 2026-4: An Ordinance Repealing and Amending Certain Provisions of Chapter 19 of the Code of Ordinances (General Code) of the Town of River Falls.
11. Discuss and Take Action on Plans for Improvements at the Town Hall
12. Discuss and Take Action on Paid Time Off Policy
13. Discuss Plans for Town Hall 125th Celebration
14. Discuss Moratorium on Hyperscale Projects in the Town
15. Board and Staff Communications
16. Audit and Pay Bills
17. Future Agenda Items
18. Adjourn

Action may be taken on any agenda item. This agenda is subject to change. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. The posted notice at the Town Hall is the primary notice. Meeting notice posted on the Town's website www.riverfallstown.com, and at the River Falls Town Hall, W9015 770th Avenue, River Falls, WI. Anyone wishing to attend the meeting who requires special accommodation because of a disability should contact the Clerk's office, at 715-629-8240 or email clerk@riverfallstown.com, at least 72 hours before the meeting begins so that appropriate accommodations can be made.

Sarah Meyer, Clerk

TOWN OF RIVER FALLS – REGULAR BOARD MEETING
Monday, June 15, 2026, River Falls Town Hall

The meeting was called to order by Chair Terry Kusilek at 7:04pm. Elected officials and staff present: Terry Kusilek, Chair; Mary Foster, Siri Smith, Jerome Rodewald; Supervisors; Rita Kozak, Treasurer; Sarah Meyer; Clerk; Don Rodewald, Zoning Administrator; Guests present: Frank During, Carmen Pata, Katie Pata, Mark Edland, Scott Erickson, Wendy DiPeso, Kristin Nyquist, Victoria Radar

Jerome made a motion to approve the agenda as posted. Siri seconded. M.C.

Siri moved to approve the minutes of the June 1, 2026, Regular Board meeting. Jerome seconded. M.C.

Financial Report/Fire Call Report: Treasurer Rita provided the Treasurer's Report. The current available balance is \$462,072.47. Siri moved, and Joe seconded to approve the financial and fire call reports. M.C.

Public Comments & Requests: Scott Erickson, W9974 state road 29, complained about bright lights shining into home windows from Vanguard Renewables facility. Scott has had multiple conversations with Vanguard Renewables and Brad Peterson about the brightness. They continue to say they are going to fix it but nothing has changed. Victoria Radar stated that the meeting discussions are very hard to hear, especially when the HVAC fan is running. Also, she doesn't understand the steps to take if she wants to reach out to Board. Victoria also shared a concern about data centers glad it will be on tonight's agenda. Wendy DiPeso said thank you for getting the road sign up on County E and 710th. She shared that she is doing research on hyperscale projects and has found that small communities that allow a hyperscale project disadvantages themselves due to tax law. She encourages the town to implement a moratorium. Frank During reported that Forestville Winery and Event Center was open on May 25 Memorial Day which he believes to be without permission or notification to the neighbors. He wants the Board to define what an event is and exactly when the neighbors should be notified. Carmen Pata was grateful to get early notification of the right of way clearing and tree removal but found that the scope expanded from what he had been told. ¾ mile of fenceline was impacted and he is asking if there is any assistance possible in moving or replacing the fence. Katie Pata shared her interest in the 125th celebration and would like to help with planning.

Zoning Administrator Report: Zoning Administrator Don Rodewald provided the zoning report (attached). Mary made a motion to accept the Zoning Administrator's report. Jerome seconded. M.C.

Plan Commission Report: Siri reported that the Forsland request for an ag building permit has been tabled until more information can be gathered and the Forslands can attend a meeting with the Plan Commission.

Take Action on Retailer Class "B" Beer and "Class B" Liquor Licenses and Operator Licenses for Forestville Vines Winery and Event Center, W8101 690th Ave., River Falls, WI 54022: Mary made a motion to approve Retailer Class "B" Beer and "Class B" Liquor Licenses and Operator Licenses for Forestville Vines Winery and Event Center, W8101 690th Ave., River Falls, WI 54022. Jerome 2nd. M.C. Mary to approve seven operators licenses for Forestville bartenders, except for one applicant who had a recent DUI charge. Jerome seconded the motion. M.C.

Review and Discuss Town Charges and Fee Schedules: Mary made a motion to approve the charges and fee schedule with the changes discussed. Jerome seconded. M.C.

Set Date for July Budget Meeting: Mary made a motion to approve the budget calendar as proposed by Sarah. Siri seconded. M.C.

Discuss and Take Action on Recycling Center Staffing and Hours: Mary motion to pay Joe Mahoney wages for hours worked during open recycling center hours and to pay back pay to May 1, 2026. Jerome seconded. M.C.

Discuss and Take Action on Paid Time Off Policy: Terry requested that employees get paid for any PTO requested even if it pushes them over 40 hours. Terry will bring back a draft of an updated policy to the July 6 meeting.

Discuss Plans for Town Hall 125th Celebration: Rita has been gathering information about the menu and places to purchase supplies.

Review and Approve Updates to Town Policies: Mary moved to approve the updated policies as proposed. Siri seconded. M.C.

Discuss Process for Assessment and Revaluation Contract: Sarah shared a draft request for proposal document. This will be distributed with proposals due June 30. They will be reviewed at the August 3, 2026 Board meeting.

Discuss Moratorium on Hyperscale Projects in the Town: Tabled to July 6, 2026, meeting.

Board and Staff Communications: Rita requested to close the safety deposit box at First National Bank. Jerome shared that he met with Terry and Roads Department employees about the sale of the 2017 Peterbilt Truck. They suggested the asking price be \$119,500 and the truck will be posted in multiple places. The truck sale will come on the July 6 meeting agenda for finalization. Mary shared a complaint from a resident about loud shooting happening frequently. Terry will follow up with the complainant. Sarah shared that she had started some research on a speaker system for the town hall. Jerome and Sarah will work on getting a system in place. Sarah has been in contact with Town Attorney Bob Loberg about scheduling a closed session meeting regarding access to Mt. Zion Cemetery. The meeting will be scheduled for June 22. Don asked about an email he received inquiring about information on a property. Terry shared that the Roads department has been mowing and spraying the right of ways. Terry will be moving forward with the option to sealcoat 710th. The bus frame being placed as a bridge in Halverson Park was not the expected size so he expects to hire someone to weld on bus frame. Terry also shared that he followed up on the loud explosion discussed at the previous meeting.

Audit and Pay Bills Mary moved to audit and pay bills, Siri seconded. M.C.

Future Agenda items:

- Approve Agenda
- Minutes from June 15, 2025, Regular Board Meeting
- Financial/Fire Call Report
- Public Comments and Requests
- Zoning Administrator Report
- Plan Commission Report
- Discuss and Take Action on Sale of 2017 Peterbilt Plow Truck
- Approve Ordinance 2026-4: An Ordinance Repealing and Amending Certain Provisions of Chapter 19 of the Code of Ordinances (General Code) of the Town of River Falls.
- Discuss and Take Action on Plans for Improvements at the Town Hall
- Discuss and Take Action on Paid Time Off Policy
- Discuss Plans for Town Hall 125th Celebration
- Discuss Moratorium on Hyperscale Projects in the Town
- Board and Staff Communications
- Future Agenda Items
- Audit and Pay Bills
- Adjourn

Siri moved to adjourn. Mary seconded. M.C. Meeting adjourned at 9:09pm.

TOWN OF RIVER FALLS
Mt. Zion Cemetery Closed Session
Monday, June 22, 2026, River Falls Town Hall

Elected officials and staff present: Terry Kusilek, Chair, Mary Foster, Jerome Rodewald, Supervisors; Sarah Meyer, Clerk

The meeting was called to order by Chair Terry Kusilek at 1:50pm.

Closed Session to Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Mary moved to go into closed session to confer Town Attorney Bob Loberg. Jerome seconded. Roll call vote: Mary – aye, Jerome – aye, Terry – aye. The motion passed unanimously. The meeting moved into Closed Session at 1:50pm.

Mary moved and Jerome seconded to move back into Open Session. Roll call vote: Mary – aye, Jerome – aye, Terry – aye. The motion passed unanimously. The meeting moved into Closed Session at 2:18pm.

Jerome moved to adjourn. Mary seconded. M.C. Meeting adjourned at 2:18pm.

07/05/26

Town of River Falls
Profit and Loss Detail
June 16 through July 5, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Dog Fines								
Deposit	06/16/26	266	Kathryn Kiemen	Dog Recovery		Money Market Acc...	218.50	218.50
Total Dog Fines							218.50	218.50
Fire Protection								
Fire Calls								
Deposit	06/16/26	00124...	American Family Ins	Figi Fire Call 5705		Money Market Acc...	840.00	840.00
Total Fire Calls							840.00	840.00
Total Fire Protection							840.00	840.00
Interest Earned MM, CDs, Ck								
Impact Fee Interest								
Deposit	06/30/26	Cash	RCU	Impact Fee Inter...		Royal Credit Union	8.37	8.37
Total Impact Fee Interest							8.37	8.37
Public Entity Account								
Deposit	06/30/26	Cash	RCU	Public Entity Acc...		Royal Credit Union	1,940.91	1,940.91
Total Public Entity Account							1,940.91	1,940.91
Interest Earned Money Market								
Deposit	06/30/26	Cash	fnbrf	MM Interest		Money Market Acc...	646.72	646.72
Total Interest Earned Money Market							646.72	646.72
Total Interest Earned MM, CDs, Ck							2,596.00	2,596.00
Intergovernmental Revenue								
Fire Insurance Tax (2%) dues								
Deposit	06/23/26	Cash	WI DOR	Fire Dues 5727		Money Market Acc...	17,623.33	17,623.33
Total Fire Insurance Tax (2%) dues							17,623.33	17,623.33
Total Intergovernmental Revenue							17,623.33	17,623.33
Licenses and Permits								
Dog License Fees/Kennel								
Deposit	06/16/26	7983	Frank Castillo	DL 5706		Money Market Acc...	12.00	12.00

07/05/26

Town of River Falls
Profit and Loss Detail
June 16 through July 5, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Dog License Fees/Kennel							12.00	12.00
Special Event and Alcohol								
Deposit	06/29/26	7141	Forestville Winery	Bartender Licens...		Money Market Acc...	80.00	80.00
Total Special Event and Alcohol							80.00	80.00
Total Licenses and Permits							92.00	92.00
Public Charges for Services								
Recycling Center								
Deposit	06/16/26	153047	J.R.'s Appliance	Recycling 5704		Money Market Acc...	178.75	178.75
Deposit	06/16/26	1244	Elizabeth Roellich	Recycling 5708		Money Market Acc...	50.00	228.75
Deposit	06/16/26	57456	Cheri Ronning	Recycling 5709		Money Market Acc...	30.00	258.75
Deposit	06/16/26	2551	Kris Torkelson	Recycling 5710		Money Market Acc...	30.00	288.75
Deposit	06/16/26	10977	Stephan Cox	Recycling 5711		Money Market Acc...	20.00	308.75
Deposit	06/16/26	8765	Wayne Augustin	Recycling 5712		Money Market Acc...	10.00	318.75
Deposit	06/16/26	534	Lukas Nelson	Recycling 5713		Money Market Acc...	9.00	327.75
Deposit	06/16/26	Cash	Joe Mahoney	Recycling 5716		Money Market Acc...	1,142.81	1,470.56
Deposit	06/22/26	5336	Brown Heavy Haul	Recycling 5717		Money Market Acc...	50.00	1,520.56
Deposit	06/22/26	5099	Kristina Steves	Recycling 5718		Money Market Acc...	40.00	1,560.56
Deposit	06/22/26	10635	Dennis Hildrith	Recycling 5719		Money Market Acc...	35.00	1,595.56
Deposit	06/22/26	6358	Eric Johnson	Recycling 5720		Money Market Acc...	30.00	1,625.56
Deposit	06/22/26	1049	Blue Line Lawn	Recycling 5721		Money Market Acc...	25.00	1,650.56
Deposit	06/22/26	2225	Rocky Branch Vet Services	Recycling 5722		Money Market Acc...	25.00	1,675.56
Deposit	06/22/26	1471	RF Construction	Recycling 5723		Money Market Acc...	21.00	1,696.56
Deposit	06/22/26	2556	Kris Torkelson	Recycling 5724		Money Market Acc...	11.00	1,707.56
Deposit	06/22/26	536	Lukas Nelson	Recycling 5725		Money Market Acc...	9.00	1,716.56
Deposit	06/22/26	Cash	Joe Mahoney	Recycling 5726		Money Market Acc...	1,207.75	2,924.31
Deposit	06/29/26	1142	Eric Deaton	Recycling 5728		Money Market Acc...	80.00	3,004.31
Deposit	06/29/26	6862	Tami Gregg	Recycling 5729		Money Market Acc...	50.00	3,054.31
Deposit	06/29/26	8038	Homeworks Consulting	Recycling 5730		Money Market Acc...	50.00	3,104.31
Deposit	06/29/26	12174	Peter Stern	Recycling 5731		Money Market Acc...	50.00	3,154.31
Deposit	06/29/26	2560	Kris Torkelson	Recycling 5732		Money Market Acc...	10.00	3,164.31
Deposit	06/29/26	538	Lukas Nelson	Recycling 5733		Money Market Acc...	9.00	3,173.31
Deposit	06/29/26	Cash	Joe Mahoney	Recycling 5734		Money Market Acc...	1,147.80	4,321.11
Total Recycling Center							4,321.11	4,321.11
Zoning Fee DW/Site Ins/TraDwel								
Deposit	06/16/26	-	Thomas Johnson	Dwelling Permit ...		Money Market Acc...	600.00	600.00

07/05/26

Town of River Falls
Profit and Loss Detail
June 16 through July 5, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Zoning Fee DW/Site Ins/TraDwel							600.00	600.00
Total Public Charges for Services							4,921.11	4,921.11
Total Income							26,290.94	26,290.94
Net Ordinary Income							26,290.94	26,290.94
Net Income							26,290.94	26,290.94

TOWN OF RIVER FALLS

TREASURER'S REPORT

July 6, 2026

July 6, 2026

June 15, 2026

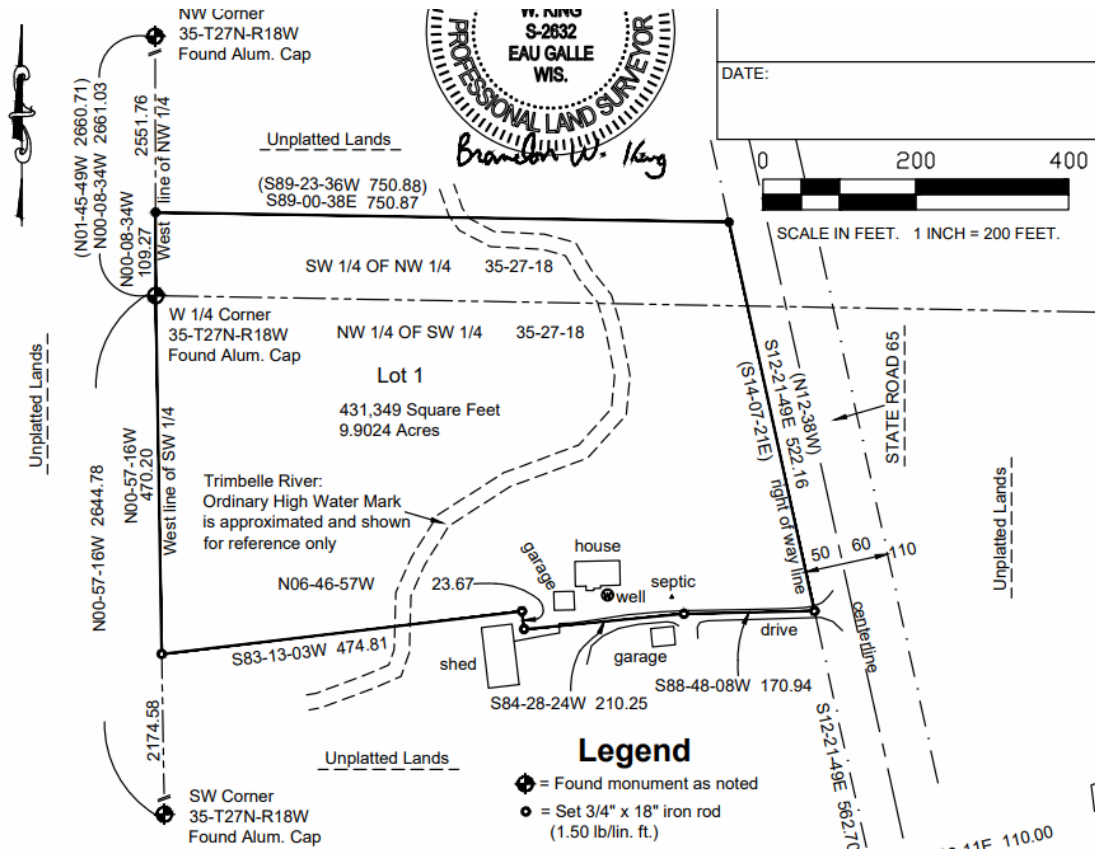
FNBRF MM TRANSFERS	\$ 50,000.00	6/26	
FNBRF BALANCE	\$ 565,216.19		\$ 591,103.03
ROYAL CREDIT UNION			
	\$ 25.32	Business Savings	23.31
	\$ 674,163.48	Entity Account	672,222.57
	\$ -30,688.44	Revaluation	
	\$ -40,000.00	2025 Transfer for Reval	
	\$ -44,937.00	Highway Equipment	
	\$ -40,000.00	Capital Outlay	
	\$ -200,000.00	Roads	
RCU AVAILABLE	\$ 318,563.36		\$ 316,622.44
TOTAL AT BOTH BANKS	\$ 883,779.55		\$ 907,725.47
RECOMMENDED RESERVE	\$ 445,653.00		\$ 445,653.00
AVAILABLE FUNDS	\$ 438,126.55		\$ 462,072.47
Impact Fee (RCU MM)	\$ 3,008.70	Impact Fee	opened 5/28/26

Dog Impound Fee

Kathryn Kiemen was billed \$218.50 for dog impoundment. Check was returned because checking account was closed. Additional \$10 was charged to the Town for returned check. Request board approval to send the \$218.50 plus returned check charge and \$40 handling fee to CSI, a total of \$268.50.

Zoning Report June 15 – July 6, 2026

- 6/24 N7691 921st St. – Verified dwelling site layout and approved a zoning permit for a new dwelling for Kevin Dorn. Est Cost \$425,000.
- 6/24 Attended a meeting with the City of River Falls Engineer and Planner to learn about the recent annexation of the Delbert Johnson Property in Clifton Township into the City of River Falls. While a developer's proposal was included in the annexation materials, the City has not approved the proposal. The developer will probably not be allowed to connect directly to County M, and will need to connect through 1060th St. and 880th Ave. The Town may be contacted by the developer to discuss access with 1047th St.
- 6/30 W9905 710th Ave. – Issued a zoning permit for an in-ground pool to Scott Kusilek. Est Cost \$25,000.
- 7/1 830th Ave. – Issued a driveway and a zoning permit for a new dwelling to Grant and Jennifer Varo. Est Cost - \$1,228,000.
- 7/1 N6673 State Hwy 65. – Reviewed a CSM for the separation of an existing farm dwelling from the balance of the farm property for Justin Harsdorf. (see diagram below)
- 7/1 W9905 710th Ave. – Executed a holding tank agreement on behalf of the Town for Scott Kusilek.
- 7/1 N8180 945th St. – Reviewed a sign permit for Kinni Storage. Chapter 17.13 allows a maximum sign size of 32 square feet. The sign will be located approximately 230 feet from Highway 65. Applicant would like to ask that a larger sign be allowed. (see picture below)
- 7/3 N6834 Cty Rd E – Approved a zoning permit for a 27' x 27' dwelling addition to Randy Mittag. Est Cost - \$150,000.



**Discuss and Approve Additional Operator Licenses for Forestville Winery and
Event Center, W8101 690th Ave**

Mark Edlund from Forestville Winery submitted two additional applications for operator (bartender) licenses for his employees. All paperwork and payments were submitted. Background checks did not have anything concerning. I recommend approval of operator licenses for:

Taylor Voss

Karalee Bartholomew

Located in River Falls, WI



TRUCK FOR SALE

\$119,900

Features

- 2017 Peterbilt PB348
- Purchased New
- Paccar PX-9 Engine
- 53,000 miles
- 20,000 lb front axle
- Inter axle differential locks
- Eaton Fuller 18 speed transmission
- Air Suspension
- Air Ride Seat
- Heated Mirrors
- Receiver Hitch
- 12' Falls front reversible plow
- 9' rear wing
- Henderson 14' dump box
- Ruds Roto grip insta-chains
- Henderson Stainless Steel Sander
- 150 gallon brine tank
- Underbody scraper UBFS-11-16, 1 thick, 16" in height



CONTACT

Town Chair Terry Kusilek 715-821-4049

Town Supervisor Jerome Rodewald 715-307-1774

TOWN OF RIVER FALLS
Notice of Newly Enacted Ordinance

At its meeting on July 6, 2026, the River Falls Town Board of the Town of River Falls adopted the following Ordinance:

2026 - 4 An Ordinance Repealing and Amending Certain Provisions of Chapter 19 of the Code of Ordinances (General Code) of the Town of River Falls.

Chapter 19 is hereby repealed and amended as follows:

- A. Section 19.04 is amended to add “scrap iron” and “electronics” to the list of materials to be separated from post-consumer waste.
- B. Section 19.05(3) is amended to read “A recyclable material specified in Section 19.04(5) through (15) for which a variance has been granted by the Department of Natural Resources under Wis. Stat. §287.11(2m) or Wis. Administrative Code §NR 544.14.”
- C. Section 19.06 is amended to update reference to s.19.04.
- D. Section 19.07(5) is created to read “Waste tires may be dropped off at the town recycling facility during operating hours, or at a retail business that sells tires.”
- E. Section 19.06 is amended to update reference to s.19.04. (1) through (15).
- F. Section 19.08(11) is created to read “Waste tires shall be disposed of at the Town recycling facility or an approved collection facility which accepts same normally for a fee”
- G. Section 19.09(2) is created to read “The requirements specified in 1) do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in s. 19.04 (5) through (15) from solid waste in as pure a form as is technically feasible.”
- H. Section 19.10 and 19.11 are amended to update reference to s.19.04. (1) through (15).

The full text of this Ordinance, adoption of which is noticed above, may be viewed at the Town’s website at <https://riverfallstown.com/ordinances-resolutions/> or obtained from the Town Clerk at 715-629-8240.

ORDINANCE NO. 2026-4
TOWN OF RIVER FALLS

2026 - 4 An Ordinance Repealing and Amending Certain Provisions of Chapter 19 of the Code of Ordinances (General Code) of the Town of River Falls.

The Town Board of the Town of River Falls does hereby ordain as follows:

Chapter 19 is hereby repealed and amended as follows:

- A. Section 19.04 is amended to add “scrap iron” and “electronics” to the list of materials to be separated from post-consumer waste.
- B. Section 19.05(3) is amended to read “A recyclable material specified in Section 19.04(5) through (15) for which a variance has been granted by the Department of Natural Resources under Wis. Stat. §287.11(2m) or Wis. Administrative Code §NR 544.14.”
- C. Section 19.06 is amended to update reference to s.19.04.
- D. Section 19.07(5) is created to read “Waste tires may be dropped off at the town recycling facility during operating hours, or at a retail business that sells tires.”
- E. Section 19.06 is amended to update reference to s.19.04. (1) through (15).
- F. Section 19.08(11) is created to read “Waste tires shall be disposed of at the Town recycling facility or an approved collection facility which accepts same normally for a fee”
- G. Section 19.09(2) is created to read “The requirements specified in 1) do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in s. 19.04 (5) through (15) from solid waste in as pure a form as is technically feasible.”
- H. Section 19.10 and 19.11 are amended to update reference to s.19.04. (1) through (15).

This Ordinance shall take effect upon passage and publication.

Passed and adopted this 6th day of July 2026.

TOWN OF RIVER FALLS

By: _____

Terry Kusilek, Town Chair

Attest: _____

Sarah Meyer, Town Clerk

CHAPTER 19

RECYCLING

1	
2	
3	
4	
5	
6	19.01.....General Provisions
7	19.02.....Definitions
8	19.03.....Operational Requirements and Standards
9	19.04.....Separation of Recyclable Materials
10	19.05.....Separation Requirements Exempted
11	19.06.....Care of Separated Recyclable Materials
12	19.07....Management of Lead Acid Batteries, Major Appliances, Waste Oil, Yard Waste
13	and Tires
14	19.08.....Preparation and Collection of Recyclable Materials
15	19.09....Responsibilities of Owners or Designated Agents of Multiple-Family Dwellings
16	
17	19.10...Responsibilities of Owners or Designated Agents of Non-Residential Facilities
18	and Properties
19	19.11.....Prohibitions on Disposal of Recyclable Materials Separated for Recycling
20	19.12.....Unauthorized Removal of Recyclable Materials and Refuse from Town Facility
21	19.13.....Enforcement
22	19.14.....Penalty

19.01 GENERAL PROVISIONS

- (1) **TITLE.** The title of this chapter shall be known as the Recycling Ordinance for the Town of River Falls.
- (2) **ABROGATION AND GREATER RESTRICTIONS.** It is not intended by this chapter to repeal, abrogate, annul, impair or interfere with any existing rules , regulations , ordinances or permits previously adopted or issued pursuant to law. However, whenever this chapter imposes greater restrictions, the provisions of this chapter shall apply.
- (3) **INTERPRETATION.** In their interpretation and application, the provisions of this chapter shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this chapter may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this chapter is required by Wisconsin Statutes, or by a standard in ch. NR 544, Wis. Adm. Code, and where the chapter provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the ch. NR 544 standards in effect on the date of the adoption of this chapter, or in effect on the date of the most recent text amendment to this chapter.
- (4) **APPLICABILITY.** The requirements of this chapter apply to all persons and property owners within the Town and all users of the Town recycling facility.
- (5) **ADMINISTRATION.** This chapter shall be administered by the Town Board.

19.02 DEFINITIONS. For the purpose of this chapter:

- (1) **BI-METAL CONTAINER.** A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
- (2) **CONTAINER BOARD.** Corrugated paperboard used in the manufacture of shipping containers and related products.
- (3) **FOAM POLYSTYRENE PACKAGING.** Packaging made primarily from foam polystyrene that satisfies one of the following criteria:
 - (a) Is designed for serving food or beverages.
 - (b) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
 - (c) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.

- (4) GLASS CONTAINER. A glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, ovenware, plate glass, safety and window glass, heat resistant glass such as Pyrex, lead based glass such as crystal, or TV tubes.
- (5) HDPE. High density polyethylene, labeled by the resin code #2.
- (6) LDPE. Low density polyethylene, labeled by the resin code #4.
- (7) MAGAZINES. Magazines and other materials printed on similar paper.
- (8) MAJOR APPLIANCE. A residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, stove, dehumidifier, water heater, furnace, or boiler.
- (9) MULTIPLE-FAMILY DWELLING. A property containing 5 or more residential units, including those which are occupied seasonally.
- (10) NEWSPAPER. A newspaper and other similar materials printed on newsprint.
- (11) NONRESIDENTIAL FACILITIES AND PROPERTIES. Commercial, retail, industrial, institutional and governmental facilities and properties. Non-residential facilities and properties include any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special events such as fairs, festivals, sport venues, conferences and exhibits. This term does not include multiple-family dwellings.
- (12) OFFICE PAPER. High grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.
- (13) OTHER RESINS OR MULTIPLE RESINS. Plastics resins labeled by the resin code #7.
- (14) PERSON. Any individual, corporation, limited liability company, partnership, association, local governmental unit as defined in Wis. Stat. §66.0131(1)(a), state agency or authority or federal agency.
- (15) PETE OR PET. Polyethylene terephthalate, labeled by the resin code #1.
- (16) PLASTIC CONTAINER. An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
- (17) POSTCONSUMER WASTE. Solid waste other than solid waste generated in production of goods, hazardous waste, as defined in Wis. Stat. §291.01(7), waste

from construction and demolition of structures, scrap automobiles, or high-volume waste as defined in Wis. Stat. §289.01(17).

- (18) PP. Polypropylene plastic, labeled by the resin code #5.
- (19) PS. Polystyrene plastic, labeled by the resin code #6.
- (20) PVC. Polyvinyl chloride, labeled by the resin code #3.
- (21) RECYCLABLE MATERIALS. Includes lead acid batteries, major appliances, waste oil, yard waste, aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, rigid plastic containers including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins, steel containers, waste tires, and bi-metal containers.
- (22) SOLID WASTE. Has the meaning specified in Wis. Stat. §289.01(33).
- (23) SOLID WASTE FACILITY. Has the meaning specified in Wis. Stat. §289.01(35).
- (24) SOLID WASTE TREATMENT. Any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.
- (25) WASTE TIRE. A tire that is no longer suitable for its original purpose because of wear, damage or defect.
- (26) YARD WASTE. Leaves, grass clippings, yard and garden debris, and brush including clean, woody vegetative materials no greater than 6-inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

19.03 OPERATIONAL REQUIREMENTS AND STANDARDS

- (1) HAULER LICENSING. Haulers who collect solid waste or recyclables in the Town of River Falls for storage, treatment, processing, marketing or disposal shall obtain a license from the Town prior to collecting such materials within the Town. The Town Board shall establish the licensing fee from time to time by resolution. In addition to the license issued by the Town, the hauler must obtain all other necessary local, State or Federal permits, licenses or approvals.
- (2) REPORTING REQUIREMENTS. The recycling haulers and processors operating in the Town are required to maintain records and report in writing to the Town Treasurer at least once a year at a time determined by the Town Board. Reports shall include the amount of solid waste and recyclables collected and transported from the Town, the amount of solid waste and recyclables processed and/or

marketed by item type and final disposal location of solid waste and recyclable material. Failure to report shall be cause for municipality to revoke any license or sever any contract with the hauler/processor.

- (3) PROCESSING FACILITIES. Any controller operating in the Town shall not transport for processing any recyclables to a processing facility unless that facility has been approved in writing to the Town that said facility has self-certified with DNR under Wis. Adm. Code §NR 544.
- (4) MUNICIPALITY.
 - (a) Any nonresidential facility and properties owning or occupying a new building or a building that is remodeled or expanded by 50% or more in floor area shall provide a designated area for separation, temporary storage and collection of solid waste and recyclables either within or adjacent to the building.
 - (b) The Town shall, to the extent practicable make purchasing decisions to the purchasing of products made from recyclable and recovered materials.
 - (c) The Town shall to the extent practicable, award contracts for equipment and supplies on basis of recyclability and ultimate disposition of products to discourage the use of single-use disposable products and require purchase of multiple-use, durable products.
- (5) PROPER DISPOSAL OF SOLID WASTE AND RECYCLABLES.
 - (a) It shall be unlawful for any person, unless under contract with or licensed by the Town, to collect or remove any recyclable material that has been deposited or placed at the curb or in a container adjacent to a home or nonresidential building for the purposes of collection for recycling.

19.04 SEPARATION OF RECYCLABLE MATERIAL. Occupants of single family and 2- to 4-unit multiple-family dwellings and nonresidential facilities and properties shall separate the following materials from post-consumer waste.

- (1) Lead acid batteries
- (2) Major appliances
- (3) Waste oil
- (4) Yard waste
- (5) Aluminum containers
- (6) Bi-metal containers

- (7) Corrugated paper or other container board
- (8) Foam polystyrene packaging
- (9) Glass containers
- (10) Magazines
- (11) Newspaper
- (12) Office paper
- (13) Rigid plastic containers made of PETE , HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins
- (14) Steel containers
- (15) Waste tires
- (16) Electronics

19.05 SEPARATION REQUIREMENTS EXEMPTED. The separation requirements of Section 19.04 do not apply to the following:

- (1) Occupants of single family and 2 to 4 unit residences, multiple-family dwellings and non-residential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in Section 19.04 from solid waste in as pure a form as is technically feasible.
- (2) Solid waste which is burned as a supplement fuel at a facility if less than 30 % of the heat input to the facility is derived from the solid waste burned as supplement fuel.
- (3) A recyclable material specified in Section 19.04(5) through (15) for which a variance has been granted by the Department of Natural Resources under Wis. Stat. §287.11(2m) or Wis. Administrative Code §NR 544.14.

19.06 CARE OF SEPARATED RECYCLABLE MATERIALS. To the greatest extent practicable the recyclable materials separated in accordance with s.19.04 shall be clean and kept free of contaminants such as food or product residue, oil or grease or other nonrecyclable materials including but not limited to household hazardous wastes, medical wastes, and agricultural chemical waste. Recyclable materials shall be stored in a manner which protects them from wind, rain and other inclement weather conditions.

19.07 MANAGEMENT OF LEAD ACID BATTERIES, MAJOR APPLIANCES, WASTE OIL, YARD WASTE AND WASTE TIRES SHALL BE AS FOLLOWS:

- (1) Lead batteries shall be dropped off at the Town recycling facility during operating hours, or other recycling facility approved by the Town Board, and/or any retail business that sells batteries.
- (2) Major appliances shall be dropped off at the town recycling facility during operating hours, or other designated recycling facility or retail business that sells appliances.
- (3) Waste oil shall be dropped off at the town recycling facility during operating hours, or at an approved recycling facility, or at any retail business that sells oil.
- (4) Yard waste is not accepted at the Town recycling facility. Yard waste shall be home composted or otherwise managed on-site or delivered to a facility that accepts yard waste for composting.
- (5) Waste tires may be dropped off at the town recycling facility during operating hours, or at a retail business that sells tires.
- (6) Concrete and pavement are not accepted at the Town recycling center.

19.08 PREPARATION AND COLLECTION OF RECYCLABLE MATERIALS.

Except as otherwise directed by the Town Board, occupants of single family and 2 to 4 unit residences shall do the following for the preparation collection of the separated materials specified in s.19.04. (1) through (15). All of the following shall be prepared and placed in approved recycling bins and/or placed upon the curb on the day designated for collection or they shall be placed in designated receptacles at the Town or River Falls Recycling Center during the days and hours of operation. Those occupants of single family and 2 to 4 unit residences using the Town of River Falls Recycling Center shall prepare and separate materials as follows:

- (1) Aluminum containers shall be cleaned.
- (2) Bi-metal containers shall be clean.
- (3) Corrugated paper or other container board shall be clean.
- (4) Glass containers shall be rinsed, clean, caps and rings removed. Window glass, ceramics, china, light bulbs, glass cookware and similar glass shall not be included among recyclable materials.
- (5) Magazines shall be placed in a cardboard box or in a paper bag.
- (6) Newspapers shall be placed in a cardboard box or in a paper bag.
- (7) Office paper shall be placed in a cardboard box or paper bag.
- (8) Rigid plastic containers:

- (a) Plastic containers made of PETE (#1) shall be rinsed with tops and pumps removed.
- (b) Plastic containers made of HDPE (#2) shall be rinsed with tops and pumps removed.
- (c) Plastic containers made of PVC (#3), LDPE (#4), PP (I #5), PS (#6) shall be rinsed with tops and pumps removed.
- (d) Plastic containers made of other resins or multiple resins (SPI #7) shall be rinsed with tops and pumps removed.
- (9) Steel containers shall be rinsed clean.
- (10) Scrap iron shall have all nonrecyclable material removed and the iron reduced to appropriate size and shape to facilitate drop off and reprocessing.
- (11) Waste tires shall be disposed of at the Town recycling facility or an approved collection facility which accepts same normally for a fee.
- (12) Polystyrene and #3—#7 plastics should be placed in the trash.

19.09 RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF MULTIPLE-FAMILY DWELLINGS

- (1) Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in Section 19.04.(5) through (15).
 - a) Provide adequate, separate containers for the recycling program established in compliance with the chapter. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met: The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit. The ratio of trash container volume to recycling container volume is at most 2:1. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.
 - b) Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter about the established recycling program.
 - c) Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.
 - d) Notify tenants which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.

- (2) The requirements specified in 1) do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers from solid waste for recycling the materials specified in s. 19.04 (5) through (15) from solid waste in as pure a form as is technically feasible.

19.10 RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF NON-RESIDENTIAL FACILITIES AND PROPERTIES.

- (1) Owners or designated agents of non-residential facilities and properties shall do all of the following to recycle the materials specified in Sections 19.04(5) through (15):
 - (a) Provide adequate, separate containers for the recycling program established under this section. The total volume of recycling containers shall be sufficient to avoid overflow during the time period between collection of materials and delivery to a recycling facility.
 - (b) Notify in writing, at least semi-annually, all users, tenants and occupants of the properties about the established recycling program.
 - (c) Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility.
 - (d) Notify users, tenants and occupants which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.
- (2) The requirements specified in Section 19.10(1) do not apply to the owners or designated agents of non-residential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in Section 19.04(5) through (15) from solid waste in as pure a form as is technically feasible.

19.11 PROHIBITIONS ON DISPOSAL OF RECYCLABLE MATERIALS SEPARATED FOR RECYCLING.

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in Section 19.04(5) through (15) which have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility.

19.12 UNAUTHORIZED REMOVAL OF RECYCLABLE MATERIALS AND REFUSE FROM TOWN FACILITY.

It shall be unlawful for any person without written approval of the Town Board to remove any recyclable material or refuse which has been placed at the Town Recycling Facility in their proper container or designated area. The Town Recycling Facility is located at W7750 Hwy 65.

19.13 ENFORCEMENT

- (1) For the purpose of ascertaining compliance with the provisions of this ordinance, any authorized officer, employee or representative of the Town Board may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the Town Board of River Falls who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
- (2) Any person who violates a provision of this ordinance may be issued a citation by the Town Board Chair to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this paragraph.

19.14 PENALTY

Provisions for enforcement, include the following:

Appropriate penalties for violations of the various provisions of the ordinance which are consistent with the forfeitures under Wis. Stat §287.95 and 287.97, [per NR 544.06(2)(e), Wis. Adm. Code].

Discuss and Take Action on Plans for Improvements at the Town Hall

- Status on new doors? Will we paint them?
- Ramp replacement update
 - Reminder that if it is more than \$25,000, we need to follow the bid process
- Doorknob replacement
 - Replace with push button/programmable option?
 - Smart lock might a good option to combine keypad lock, doorbell camera (with notifications) and ability to lock/unlock remotely
- Doorbell cameras – purchased Ring doorbell cameras in 2025 but they haven't been installed yet due to door project. They are battery so they should just need to be charged and installed for use.
- Other things that have been mentioned:
 - Motion light on side door
 - Additional screen on side wall (I'd really prefer it be mounted on the wall to save floor space)
 - Sound amplification system
 - New flooring
 - Entry way paint/fix up
-

XIII. PERFORMANCE REVIEWS

Periodic evaluations are an important part of the employment relationship. This is an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. On a periodic basis, a performance review may be scheduled. Your input into this process and your cooperation are highly valued.

XIV. GENERAL BENEFITS

Social Security: In addition to the amount you contribute to social security (FICA) through payroll tax deductions, the Town contributes an equal amount on each pay period. A full description of your eligibility for social security benefits is available through the Social Security Administration

Worker's Compensation: Worker's compensation is a form of accident and disability insurance to protect you in the event of a job-related injury or illness. Income continuation and medical benefits are provided to the extent allowed by state law and regulation. Premiums for this insurance are fully paid for by the Town.

Unemployment Compensation: The Town will provide Unemployment Compensation Benefits to employees of the Town who meet the eligibility requirements established by applicable state law. The extent of benefits allowed is governed by state and federal law.

TIME OFF AND LEAVES

XV. PAID TIME OFF

Paid Time Off (PTO) will provide flexibility to employees, support work-life balance and income protection for “no fault” time away from work. PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, physician appointments, family time, and personal voluntary community service.

Eligibility: The policy is for “Regular, Benefit Eligible” full-time working 40 hours or more.

PTO Schedule

- PTO hours will be loaded at the start of the pay period closest to June 1. New hires will have hours added upon hire date.
- For employees hired during the year, the hours will be pro-rated based on hire date.

YEARS OF SERVICE	PTO ELIGIBILITY	MAXIMUM TERMINATION PAYOUT
0-1 years	15 DAYS/120 HOURS **	40 HOURS **
1-5 years	25 days/200 HOURS	60 HOURS
5+ years	30 DAYS/240 HOURS	80 HOURS

** pro-rated for new hires based on hire date

Usage Of PTO: The scheduling of time off is dependent upon the judgment and discretion of the employee's supervisor. Supervisors will consider factors such as minimum staffing and customer service levels when considering requests while attempting to accommodate most requests.

Advance requests for PTO are desirable for Town planning and coverage. However, if you must request PTO on short notice, it would be advisable to share a reasonable amount of information with your supervisor to help explain the short notice since they can deny your request and/or require a physicians' note if the reason is due to an illness.

PTO can be requested to be taken in hourly increments as deemed necessary and desirable by the employee with supervisor's approval. All PTO will be paid at the employee's regular rate of pay. The Town appreciates employees with service to the United States military. In consideration for your service, veterans seeking to use PTO for Veterans' Day will not be denied such a request if made in accordance with department practice for notice in advance.

PTO will not count as hours worked for calculating overtime (excluding emergency call out or other designated supplemental pay categories such as snow removal).

PTO will not result more than 40 hours worked in a week (excluding emergency call out or other designated supplemental pay categories such as snow removal).

If an employee exhausts their PTO balance during the year and has an unforeseen medical illness and does not qualify or have sufficient carryover hours, the Town Board may allow unpaid leave. Any unpaid leave requests will require Town Board approval, so it is important employees plan accordingly. Employees should be planning out their PTO usage to cover unexpected circumstances that may come up throughout the year such as illness, death of friend, school snow days, etc.

Reimbursement of Accumulated PTO Leave: Employees separating from service (retirement, voluntary and involuntary resignation) will be paid a portion of their remaining PTO balance. Employees with 0 to 1 years of service will be paid for up to 40 hours of their remaining PTO balance. Employees with 1 to 5 years of service will be paid for up to 60 hours of their remaining PTO balance. Employees with 5 years or more of service will be paid for up to 80 hours of their remaining PTO balance.

PTO balance/hours/days cannot be used to extend termination date. Employees are expected to be present on their last day of employment.

Carryover Leave: Any remaining PTO days on the PTO reload date will automatically roll over into the carryover leave bank up to 120 hours each year (pro-rated for part-time). Employees may have a maximum of 120 hours in their carryover leave bank.

Hours in the carryover leave bank are not eligible for payout upon termination.

XVI. MILITARY LEAVE

Employees who are called to active military duty or to Reserve or National Guard training should submit copies of their military orders to the Town Chair or their designee as soon as received. Employees will be granted a military leave of absence without pay for the period of military service outlined on the orders, in accordance with applicable laws. Eligibility for reinstatement after the completion of military duty is also determined in accordance with applicable laws.

XVII. JURY DUTY

Employees who receive a summons to serve on jury duty will be granted up to 14 days of jury duty leave per year. Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of the employee's regularly scheduled working hours, the employee shall report to work for the balance of the working day unless alternative arrangements are authorized by the supervisor.

Employees will be compensated their regular wages for each day of jury duty served, if scheduled to work, up to a maximum of 14 days per year, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) to the Town within three days of receipt thereof.

XVIII. OTHER LEAVES OF ABSENCE

Other employee leaves of absence will be granted as required by law and as provided by Town policy. For additional details regarding your rights in this regard, please refer to posted employment notices or see the Town Chair or their designee.

TECHNOLOGY AND COMMUNICATION

XIX. SOLICITATION

No one may solicit or distribute written materials on behalf of any organization, fund, activity, or cause on Town premises.

XX. CONFIDENTIALITY

It is the policy of the Town of River Falls to ensure that, where appropriate, the operations, activities, and business affairs of the Town and our citizens are kept confidential to the greatest possible extent. If, during the course of employment, employees acquire confidential or proprietary information about the Town and/or its citizens, such information is to be handled in strict confidence and not to be discussed with others. Employees are also responsible for the internal security of such information.

City of Chetek:

We are actually now doing a buyout of no more than 100 hours per year.

City of Abbotsford does not allow PTO above and beyond the 40 hrs. This is straight from our Employee Handbook:

PTO will not be used to determine or calculate overtime pay unless approved by their immediate supervisor.

Employees may bank up to 96 hours of PTO a year with a maximum accumulation cap of 240 hours. At the end of the year employees may transfer up to 96 hours to the PTO bank. The PTO bank shall show up as a separate line item on employees pay stub. Separation from employment for any reason other than retirement shall result in the forfeiture of all unused accumulated PTO in the employee's PTO bank. Retiring employees will receive 100% of their unused accumulated PTO in the PTO bank.

Village of Plover

We don't have PTO. We have sick days and vacation days.

They are not able to work over their regular eight hour day unless needed. With that being said, if they worked the hours you indicated and called in sick on Friday, they would get 48 hours of straight time. If they worked those hours but used a vacation day on Friday, we would pay them 8 hours of overtime.

Village of Hilbert

We have the same issue here but we do not allow them to go above the 40 hours. We basically go by "if you don't use it, you lose it" and every year they find a way to make it work. Hope this helps 😊

Town of Cooperstown

We allow our employee up to 40 hours of PTO for a week. He can take it by the hour not to exceed 40 hours in a week.

Example: Worked 31.5 hours- PTO 8.5 hours

Holidays are paid out as 8 hours only, so the other two hours must be worked or covered by vacation time.

Village of Sherwood

I've never heard of that before. Why aren't they able to use their PTO? What happens if they burn through their PTO this way, then get sick and don't have any time left? Is your town willing to pay them out for unused PTO at the end of the year? They are essentially getting paid out for unused PTO, which is above their budgeted salary.

Village of Ridgeway

We do not allow that. Sometimes, an employee takes a day off but then is called in for a water main break or snow plowing. When that happens they are paid for the extra hours, unless they want to adjust the PTO used.

When you budget, it is based on the annual hours which include the PTO. If they then don't take the time off and instead get paid for the hours, you will exceed the amount budgeted. We used to have the same issue because, as a small village, it is sometimes hard to take time off. A few years ago, we started allowing hours to be carried over, but employees must use them by the end of the first quarter. Any remaining time from last year is forfeited at that time. That seems to have worked pretty well for us.

City of Ladysmith

The only employees allowed to receive a PTO payout are salaried staff members. Payouts are limited to 40 hours and require a written request.

Town of Pine Lake

No we don't. I'm attaching the excerpt from our Work Agreement with the crew. We have 3 full time employees at the shop. They work 4 tens from May until October, I believe, and the 5 eights during the winter.

Paid Time Off (PTO): PTO consolidates all paid time benefits, except holidays, into a single “bank account” of paid leave that the road maintenance employee will manage and draw from in accordance with the following provisions: **Use.** The road maintenance employee may use PTO in increments as small as fifteen (15) minutes. PTO shall not be retroactive except in the case of an emergency. Non-emergency notification must be made and approved before the start of the employee’s shift.

Pay. PTO hours will be paid at the current rate of the road maintenance employee at the time the PTO is taken.

Bank/Carryover. Effective December 31 of each year, road maintenance employees will be allowed to bank/carryover a maximum of 120 hours of PTO.

Borrowing. On January 1 of each year, the Town Clerk will automatically credit your PTO bank with that year’s amount of PTO. Since PTO is not earned until after the road maintenance employee’s anniversary date, the road maintenance employee is able to “borrow” PTO days/hours. If the road maintenance employee’s employment with the Town of Pine Lake ends prior to the road maintenance employee’s anniversary date, the road maintenance employee may owe the town for the “borrowed” days. All borrowed and owed PTO days will be recouped by deductions from the road maintenance employee’s last check or checks upon termination.

Termination. Upon termination for any reason, the road maintenance employee shall be paid the total amount of PTO in the road maintenance employee’s bank that has been earned at the rate of pay of the road maintenance employee at the time of termination.

Annual payout. During the first full pay period in December, road maintenance employees with more than the maximum 120 hours allowed to bank/carryover will be allowed to receive the PTO payout on the last payday in December up to a maximum of 120 hours or earned PTO. Request for payouts must be to the town clerk by December 1st. Any additional request above 120 hours must be brought before the town board for approval.

A road maintenance employee who terminates his/her employment prior to their anniversary date will have earned some PTO days/hours. This will be pro-rated and considered as part of the payout provided the road maintenance employee has not borrowed more than what they have earned. A road maintenance employee who terminates his/her employment after their anniversary date will have earned some PTO days/hours. This will be pro-rated and considered as part of the payout.

1. ***Paid Time Off (PTO) Schedule/Benefits:*** No more than one (1) road maintenance employee may be off at a time without approval from the town chair or supervisor. The amount of PTO a road maintenance employee receives each calendar year increases with the length of their employment as shown in the schedule.

PAID TIME OFF SCHEDULE

After 1 year of service 96 hours

After 3 years of service 136 hours

After 8 years of service 176 hours

After 15 years of service 216 hours

After 20 years of service 256 hours

After 25 years of service 296 hours

Town of Pine Lake

Oneida County

Paid Time Off (PTO) and Overtime During the Same Workweek

When an employee has approved Paid Time Off (PTO) scheduled during a workweek but is requested or authorized by the Town to work additional hours due to unforeseen operational needs, the employee may receive compensation for more than forty (40) hours during that workweek.

The employee may elect one of the following options:

1. Receive pay for all hours worked in addition to the approved PTO hours, resulting in compensation for more than forty (40) hours during the workweek; or
2. Cancel all or a portion of the previously approved PTO hours that overlap with the additional hours worked and have those cancelled PTO hours restored to the employee's PTO balance for use at a future date.

The Town recognizes that unexpected circumstances may require employees to work during periods for which PTO had previously been approved. Examples include, but are not limited to, snow removal, severe weather events, emergency public works activities, blacktopping projects, work performed in coordination with contractors or the Pierce County Highway Department, equipment failures, utility emergencies, or other situations necessary to maintain essential Town operations.

Employees who are requested or authorized to work during previously approved PTO must notify their supervisor of their election before the payroll for that pay period is processed. Any cancellation or restoration of approved PTO is subject to supervisor approval and must be accurately documented on the employee's timesheet. Employees may cancel only the portion of PTO that overlaps with the hours worked, unless otherwise approved by the supervisor.

All overtime worked must be authorized in accordance with the Town's overtime policy. Compensation for overtime hours shall be administered in accordance with the Fair Labor Standards Act (FLSA), applicable Wisconsin law, and all Town personnel policies. Nothing in this policy shall be interpreted as limiting an employee's right to receive overtime compensation when required by law.

***This version clarifies:

- The work must be **requested or authorized** by the Town.
- Employees can restore **only the PTO hours affected**.
- The employee must make their election **before payroll is processed**.

- **Supervisor approval** is required for PTO adjustments.
- **Accurate timekeeping** is required.
- The policy expressly complies with **FLSA and Wisconsin law**, helping protect the Town from wage-and-hour disputes.

Paid Time Off (PTO) and Overtime During the Same Workweek

When an employee has approved Paid Time Off (PTO) scheduled during a workweek but subsequently works additional hours due to unforeseen operational needs, the employee may receive compensation for more than forty (40) hours in that workweek.

In these situations, the employee may choose one of the following options:

1. Receive pay for all hours worked in addition to the approved PTO hours, resulting in compensation for more than forty (40) hours during the workweek; or
2. Cancel all or a portion of the previously approved PTO hours that overlap with the additional work performed and retain those cancelled PTO hours for use at a future date.

The Town recognizes that unexpected circumstances may require employees to work during periods for which PTO had previously been approved. Examples of such circumstances include, but are not limited to, snow removal, severe weather events, emergency public works activities, blacktopping projects, or work performed in coordination with contractors or the Pierce County Highway Department.

The employee's selected option must be communicated to their supervisor and accurately reflected on the employee's timecard before payroll processing.

Town of River Falls

6/29/2026 3:08 PM

Register: 1st Nat. BK of RF:Clerk's Checking Account

From 06/15/2026 through 07/06/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/18/2026	1385	EFTPS	-split-	39-6006086	1,888.04			13,445.05
06/18/2026	29270	Dohrer, Albert S.	-split-		152.01			13,293.04
06/18/2026	29271	Flick, Dalton	-split-		2,269.97			11,023.07
06/18/2026	29272	Fristad, Christopher	-split-		122.99			10,900.08
06/18/2026	29273	Johnson, Kaleb LG	-split-		532.59			10,367.49
06/18/2026	29274	Mahoney, Joseph M	-split-		590.85			9,776.64
06/18/2026	29275	Merta (employee), M...	-split-		134.97			9,641.67
06/18/2026	29276	Nyquist (employee), ...	-split-		60.27			9,581.40
06/18/2026	29277	Schaar Jr., Robert A	-split-		2,607.66			6,973.74
06/25/2026	1384	St. Croix Valley Nat...	General Government:T...		34.46			6,939.28
06/25/2026	29264	Waste Mgt of WI-MN	-split-		2,753.10			4,186.18
06/25/2026	29265	Kwik Trip	Public Works - Roads:...		151.25			4,034.93
06/25/2026	29266	City of River Falls	Public Works - Roads:...		645.60			3,389.33
06/25/2026	29267	Water Care Services	General Government:T...		30.00			3,359.33
06/25/2026	29268	Loffler	General Government:B...		231.23			3,128.10
06/25/2026	29269	Mark Anderson	Culture and Recreation...		50.00			3,078.10
06/26/2026			1st Nat. BK of RF:Mon...	Deposit			50,000.00	53,078.10
06/29/2026	1386	EFTPS	-split-	39-6006086	3,745.97			49,332.13
06/29/2026	29278	Dohrer, Albert S.	-split-		146.74			49,185.39
06/29/2026	29279	Flick, Dalton	-split-		2,131.12			47,054.27
06/29/2026	29280	Fristad, Christopher	-split-		225.01			46,829.26
06/29/2026	29281	Johnson, Kaleb LG	-split-		195.91			46,633.35
06/29/2026	29282	Merta (employee), M...	-split-		171.88			46,461.47
06/29/2026	29283	Nyquist (employee), ...	-split-		62.92			46,398.55
06/29/2026	29284	Schaar Jr., Robert A	-split-		2,411.95			43,986.60
06/29/2026	29285	Foster, Mary J	-split-		523.32			43,463.28
06/29/2026	29286	Kozak, Rita M	-split-		1,010.29			42,452.99
06/29/2026	29287	Kusilek (employee), ...	-split-		788.64			41,664.35
06/29/2026	29288	Mahoney, Joseph M	-split-		972.94			40,691.41
06/29/2026	29289	Meyer, Sarah K	-split-		3,045.94			37,645.47
06/29/2026	29290	Rodewald, Jerome C	-split-		523.33			37,122.14
06/29/2026	29291	Smith (supervisor), Siri	-split-		454.57			36,667.57
06/29/2026	29292	Rodewald, Donald T	-split-		600.72			36,066.85
06/29/2026	29293	Don Rodewald	Zoning Administrator ...		276.13			35,790.72
06/29/2026	29294	Rita Kozak	General Government:T...		250.00			35,540.72
06/29/2026	29295	Meyer, Sarah K	General Government:C...		300.00			35,240.72
06/29/2026	29296	J.R.'s Advanced Rec...	Public Works - Recycli...		570.60			34,670.12
06/29/2026	29297	Jordan Kemmerer Tr...	Public Works - Roads:...		487.50			34,182.62
06/29/2026	29298	Pierce Co. Highway ...	Public Works - Roads:...	Invoice 260489	29,394.72			4,787.90