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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: March 1, 2024

Re: Liquor License Application – Nemahbin Lake Partners LLC

BACKGROUND: The property at 34422 Delafield Road is in the process of being sold. A group is moving forward with taking over the operations of Panga Bar & Grill. They have filed the application for a Combo Class B license. All background checks have been completed and Chief Hartert has recommended approval of each party including the agent.

Outstanding items: Proof of control of premise, Business Plan of Operation approved by Village Plan Commission, Occupancy from Building Inspector, WLF D Inspection report and compliance, Waukesha County Health Department sign off, surrender of current license for premise by current liquor license holder.

ATTACHMENTS: Applications, Checklist

FISCAL IMPACT: \$600 for 1 year license will be prorated when the license can be issued, the complete cost of publication will be reimbursed to Village.

Staff recommends conditional approval of the alcohol beverage license through June 30, 2024 subject to completion of all requirements noted at the meeting and issuing the license and charging a prorated license fee from issue date to June 30, 2024.

**Original Alcohol Beverage
License Application**

FOR CLERKS ONLY	
Municipality	Village of Summit
License Period	

License(s) Requested

- | | |
|---|---|
| <input type="checkbox"/> Class "A" Beer \$ _____ | <input type="checkbox"/> "Class A" Liquor \$ _____ |
| <input checked="" type="checkbox"/> Class "B" Beer \$ <u>100.00</u> | <input checked="" type="checkbox"/> "Class B" Liquor \$ <u>500.00</u> |
| <input type="checkbox"/> "Class C" Wine \$ _____ | <input type="checkbox"/> "Class A" Liquor (Cider Only) \$ _____ |
| <input type="checkbox"/> Reserve "Class B" Liquor \$ _____ | <input type="checkbox"/> "Class B" (Wine Only) Winery \$ _____ |

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information		
1. Legal Business Name (registered entity name or individual's name if sole proprietorship) Nemahbin Lake Partners LLC		
2. Trade Name or DBA Panga Bar & Grill		
3. Premises Address 34422 Delafield Rd, Oconomowoc, WI 53066		
4. County Waukesha	5. Municipality Village of Summit	6. Aldermanic District
7. Mailing Address (if different from premises address) -		
8. FEIN 990577188	9. Wisconsin Seller's Permit Number 456103156544104	
10. Premises Phone () - - - -	11. Premises Email *	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. The premise located at 34422 Delafield Rd contains two buildings the main building (Bar & Rest) will be used for the sale, service, consumption, and/or storage of alcohol. The main building on the premise is a full service bar/restuarant with a prep kitchen, storage area with walk-in cooler, bar, and dining area. Alcohol will be stored behind the bar and in the storage area. Alcohol will be sold/served at the bar and in the dining area. Also, on a seasonal basis alcohol will be sold/served in the outdoor dining/seating areas which is located on the north side and west side of the main building.		

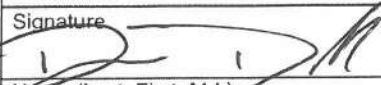
Part B: Questions
1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only		
1. State of Registration Wisconsin	2. Date of Registration 01/11/24	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name	Agent's First Name	Phone

Part D: Individual Information
A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
See Attached			

Part E: Attestation	
Who must sign this application? <ul style="list-style-type: none"> • sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC 	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature 	Date 02/13/2024
Name (Last, First, M.I.) Daniel Della	
Title Member	Email -
	Phone (-)

Part F: For Clerk Use Only		
Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

ALCOHOL LICENSING CHECKLIST

Business Name	<u>Panga Bar & Grill</u>
Address	<u>34422 Delafield Rd</u>
Ind/Part/LLC/Corp Name	<u>Nemahbin Lake Partners LLC</u>
Agent	<u>Daniel Della</u> <u>Background Ck - Done w/approval</u>
Auxiliary Questionnaire(s)	<u>6 Total AT-106</u>
Aux to PD for Background	<u>Yes, all returned with approval from Police Chief</u>
WI Seller's Permit	<u>456-1031565441-04</u> <u>Valid</u>
FEIN Number	<u>99-0577188</u>
Control of Premise Provided	<u>Purchase or Lease Agreement</u>
License Comm Date:	<u>2-Feb-24</u>
Village Board Date:	<u>8-Feb-24</u>
Publication/Scheduled:	<u>1-Feb-24</u>
Publication Fee Paid-Date	<u></u>
Type of License	<u>Class "B" Beer, "Class B Liquor"</u>
License Fee (prorated)	<u></u>
BPO approved by Plan Comm	<u></u>
Occupancy from BI	<u></u>
WLFD Inspection & Compliance	<u></u>
County Health Dept Sign off	<u></u>
Notes	<u>Delinquent 2022, 2023 taxes & SUD#2 bills</u>



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: February 28, 2024

Re: Discussion and Action on the Organizational Structure of the Department of Public Works (DPW)

PURPOSE:

To provide recommendations for the DPW organizational structure and to request direction from the Village Board on future DPW staffing levels.

BACKGROUND:

Village staff would like the Village Board to consider the following three organizational changes and to provide direction to staff on implementation.

1. Anticipated Vacancy & DPW Crew Leader Position

The DPW is anticipating a retirement at the end of the year of one of the full-time DPW Crew members, which will create a vacancy in the department. In January of 2024, the Village Board approved a job description for a DPW Crew Leader and authorized staff to offer the position to an existing employee. The offer was not accepted, and Village staff are looking for direction on how to fill the anticipated vacancy and to move forward with filling the DPW Crew Leader position.

2. Updated Job Description – DPW Operator Position


Since we may be filling a DPW Crew position, staff have looked at the existing job description. The current version is dated and does not include many of the tasks that DPW employees actually are responsible for. It is recommended that the job title be changed from “Highway Crew” to “DPW Operator,” which more accurately reflects the type of work that the employees perform and aligns with industry standards. The job description for the winter seasonal position was recently updated with the title “DPW Winter Seasonal Operator.”

3. Addition of a Full-Time DPW Employee

Village staff would like the Village Board to consider the addition of a full-time employee in the DPW to assist with daily operations with the crew members. Our existing long-term part-time employee has advised staff that this summer may be his last season with the Village. Finding reliable part-time help is incredibly difficult, and the DPW would benefit in a number of ways with the addition of a full-time employee, including increased productivity and safety, ability to perform more proactive work (rather than reactive), improved employee well-being, and minimization of work disturbances when employees take time off. Staff understands that finding funding for a new position is a challenge, especially for a fully-burdened employee.

ATTACHMENTS: DPW Operator Job Description (DRAFT)

FISCAL IMPACT: To be determined based on direction from Village Board.

 Position Description	Position Title	Department of Public Works (DPW) Operator		
	Department	Public Works	Date Approved	Pending Approval
	Full/Part Time	Full Time	Union/Non-Union	Non-Union
	Reports to	Public Works Director	Supervisory Position	No
	FLSA Status	Non-Exempt	Pay Range	\$25.00 - \$33.00

OBJECTIVE

Under direct supervision of the Public Works Director, this position performs a variety of manual labor and tasks in the Public Works Department. This position is responsible for operating a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village streets, public rights-of-way, storm water system infrastructure, and public grounds and facilities. This position is also responsible for snow and ice control and other severe weather operations.

RELATIONSHIPS

Reports to: Public Works Director

Supervises: Has no supervisory duties.

Has work contacts with Department Heads, employees, co-workers, contractors, vendors, and the general public.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the preparation of subgrade, pavement cutting, and installation of asphalt in the construction and/or maintenance of streets.
2. Assists in the preparation for and pouring of concrete for curb, storm sewer infrastructure, and other miscellaneous concrete work.
3. Cleans, repairs, removes, and installs traffic signage and hardware in the public right-of-way or on public property utilizing manual or machine-assisted techniques.
4. Assists in inspections, maintenance, and repair of storm water infrastructure, including installation of pipe and/or prefabricated structures, pavement cutting, operating compacting equipment, carrying materials, and installing and adjusting access structures.
5. Responds to weather-related emergencies (e.g., snow and ice removal, tree debris removal, flooding, etc.)
6. Cleans, maintains, inspects, and performs minor repairs for building fixtures and components, HVAC equipment, sprinkler system, plumbing and electrical systems, and office equipment for Village public facilities.

7. Mows, prunes, and mulches trees and plants, uses fertilizers and pesticides, and performs horticultural duties for Village parks, rights-of-way, paved trails, cemetery, and public grounds.
8. Assist with cemetery operations, including funerals, preparation and maintenance of grave sites, and building and grounds maintenance.
9. Maintains and assists in cleaning, maintenance, repair, and construction of park and recreation facilities, picnic tables, and playgrounds.
10. Assists with maintenance and upkeep of utility district easements, facilities and grounds, equipment, and infrastructure. Performs routine meter readings and weir overflow measurements and accurately reports data to their supervisor in a clear and legible format.
11. Thoroughly performs pre- and post-trip vehicle inspections and reports to supervisor any vehicle or equipment malfunction for repair, or any other damage to Village facilities.
12. Maintains proper daily maintenance of equipment by checking fluid levels and washing vehicles.
13. Performs preventative maintenance activities and repairs on Village vehicles and equipment, including, but not limited to: Police patrol vehicles, DPW trucks and equipment, lawn mowers, chain saws, roadside maintenance equipment, and pumps.
14. Calculates and reports to supervisor daily assignments completed, work activities, and records.
15. Safely operates Village vehicles on and off the public roadways, including, but not limited to: dump trucks with snow plows and salt applicators, pickup trucks with trailers, skid loaders, loader/backhoe, tractors, and mini-excavator.
16. Safely operates and maintain power, motorized, and manual equipment, including, but not limited to: chain saws, pavement saws, brush chipper, equipment lift, push and riding lawn mowers, string trimmers, blowers, etc.
17. Responds to basic citizen operations inquiries or refers citizens to proper supervisor for response.
18. Reports any incident, problem, or question to appropriate supervisor.
19. Responds to emergency situations 24 hours a day, 365 days per year.
20. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to Public Works Director; reports all accidents to the Public Works Director immediately whenever possible; follows recognized safe work practices.
21. Performs special projects and other duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.

MINIMUM REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties of the position.

Education and Experience

1. A High School diploma or equivalent is required.
2. Possession of a valid state-issued Class "B" Commercial Driver's License.
3. Minimum of one year experience in equipment operation, general construction, or applicable trade. Experience in Public Works preferred.

A candidate for this position should have thorough knowledge, skills, and abilities of the following:

Knowledge of:

1. Good knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
2. Knowledge of basic repair and maintenance of small engines, automobiles, and other mechanical equipment.

Skill in:

1. Skill in safely operating Village vehicles and a variety of maintenance equipment and machinery.
2. Skill in the use and maintenance of hand tools and grounds equipment.
3. Proficient in basic computer skills.

Ability to:

1. Ability to learn and apply new technology.
2. Ability to identify, report, and repair any malfunctioning equipment and/or machinery.
3. Ability to read, comprehend, and follow technical specifications and plans.
4. Ability to prepare and maintain accurate reports of daily assignments completed.
5. Ability to perform strenuous labor for extended periods of time under varying weather conditions, and to do so in a safe manner.
6. Ability to interact with the public and respond to citizen inquires or guide them to the appropriate service.
7. Ability to operate Village vehicles and equipment in a safe manner.
8. Ability to maintain a valid state-issued Class "B" commercial driver's license.
9. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.

10. Ability to work without direct supervision and within the boundaries of responsibility.
11. Ability to effectively plan, organize, and complete the tasks assigned.
12. Ability to work effectively as part of a team.
13. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.
14. Ability to establish and maintain effective working relationships with Department Heads, Village staff, co-workers, residents, vendors, customers, and the general public.
15. Ability to communicate effectively verbally with supervisors, vendors, fellow employees, the general public, and Village officials.
16. Ability to understand and carry out written and verbal instructions.
17. Ability to exercise good judgment and courtesy in maintaining public and employee relations.
18. Ability to work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and Village goals.
19. Ability to make decisions in accordance with laws, regulations, and established procedures.
20. Ability to maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.
21. Ability to work a varied schedule including nights and weekends; ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
22. Ability to work extended and non-standard hours. This includes participation in snow and ice control, severe weather response operations, and other public works operations as directed.

EQUIPMENT, INSTRUMENTS AND MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, backhoe, chain saw, walk behind compactor, pavement and pipe saws, compressed air, lawn mowers, string trimmers, brush chipper, street sweeper, snow plow and salting equipment, common hand and power tools, air monitoring equipment, utility monitoring equipment, and cell phones.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an outdoor environment and will frequently be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee will work near moving mechanical parts in precarious places; and is exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is

generally quiet to moderately noisy.

This position exerts continuous physical effort, working with average and heavyweight materials, and frequently walks, stands, stoops, kneels, crouches, and crawls for sustained periods of time. This position can exert up to 100 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel, or operate objects and equipment; repetitive arm, wrist, hand, and eye movements are included. There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

AVAILABILITY:

The employee must live within 30 minutes driving distance of Village Hall and be able to drive to Village Hall within 30 minutes of contact by supervisor or Village Police, especially for local storm events. Further, the employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Summit.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Summit, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: February 28, 2024

Re: Discussion and Action on Village Park Master Plan

PURPOSE:

To request direction from the Village Board regarding the preliminary draft of the Genesee Lake Road Park (Village Park) Master Plan.

BACKGROUND:

Trustee Arenz has requested that the Village Board complete an initial review of the preliminary draft of the Village Park Master Plan layout that was completed in late 2022 before Village staff directs SEH to complete any additional modifications. The following direction was given at the beginning of the project:

- Include pickleball courts (4 to start with room for expansion in same area, may be dual tennis/pickleball).
- Add future on-street parking on Genesee Lake Road (widened shoulder).
- Add early childhood play area for 6 to 23 months age group (same location as existing school-aged playground).
- Designate a native planting and education area.
- Remove road connection to Grass Leaf Trail as shown on previous master plan layout.
- Add a bags/cornhole area near playground area.
- Reserve the south side of the park for passive recreational activities.
- Expand the existing and add new stormwater infiltration areas to accommodate proposed facilities.
- Add more defined mowed trail system with connection to subdivision to the south.
- Relocate the proposed overflow parking lot to a location not utilized by existing lease holders of the park.
- Add storage space for Village equipment and lease holders to future warming house and restroom facility.

The first draft of the master plan is attached for reference. Note that this is an initial rendering from SEH's mapping technician assigned to the project, and changes will be necessary.

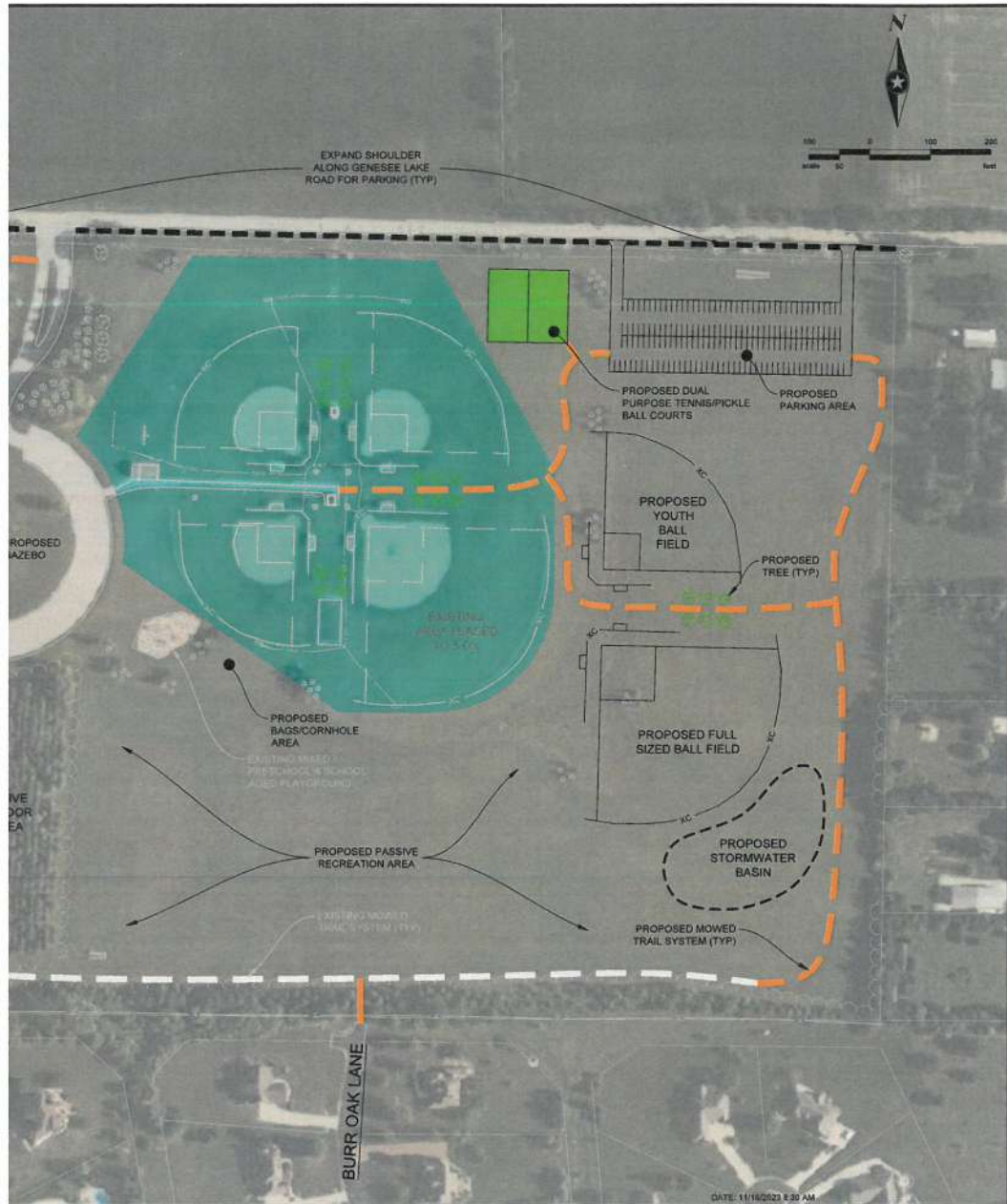
RECOMMENDATION:

Village staff are looking for input and direction on the preliminary layout of the Village Park Master Plan.

ATTACHMENTS: Village Park Master Plan Preliminary Layout

FISCAL IMPACT:

\$2,500 was budgeted for this master plan update in 2023. \$1,280 was spent in 2023. Additional work will be billed to the Village for changes to the plan, which will be charged to the Recreation Other budget.



GENESSEE LAKE PARK
VILLAGE OF SUMMIT

PARK MASTER PLAN

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of 1



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: February 28, 2024

Re: Discussion and Action on Establishment of a Park Committee or Creation of a Friends Group

PURPOSE:

To determine whether the Village Board would like to pursue the establishment of a Park Committee or the creation of a Friends Group for Genesee Lake Road Park (Village Park).

BACKGROUND:

Trustee Petronovich has requested that this topic is added to the Strategic Planning Meeting agenda.

Summit Park Committee

The Summit Park Committee was originally created in 1995 by the Town of Summit Board. This committee was ultimately dissolved in 2016, primarily due to the fact that substantial development had occurred at Genesee Lake Road Park (Village Park). In recent years, a noticeable increase in interest and activity in Village-owned parks, particularly Genesee Lake Road Park, and recreational amenities has occurred. Some potential and existing projects are listed below for reference.

- Oconomowoc Area Baseball Club (Five O's) – Interest in expansion of existing baseball facilities and lease agreement updates.
- Lake County Pickleball Club & Village Residents – Interest in addition of pickleball courts at Genesee Lake Road Park.
- Pirate Lacrosse, LLC – New lease agreement for use of lacrosse field space in summer and fall implemented in 2022.
- National Fitness Campaign – Interest in building a fitness court at Peter Prime Park with combination of public, grant, and privately donated funds.
- N Dousman Road Multi-Use Trail Project – Design in 2024/2025, construction in 2026 with WisDOT TAP funds and DNR Stewardship grant funds.

Village staff have also had recent inquiries regarding the addition of a canoe/kayak launch on Genesee Lake Road at the Bark River, a dog park area at Peter Prime Park, providing additional on- or off-road bicycling facilities throughout the Village, and elimination of invasive buckthorn at Genesee Lake Road Park. There has also been increased interest in rentals of Genesee Lake Road Park.

Currently, the Public Works Director manages requests and projects related to the park with direction and oversight from the Village Board. There may be benefit in re-establishment of the Park Committee to make recommendations and

assist with park and recreation-related concerns if interest remains high and additional action items and projects are created.

Friends Group

Park friends groups may be valuable if there is enough interest from Village residents to engage in fundraising and volunteer activities related to park improvements. A friends group is a non-profit 501(c)(3) organization whose members volunteer time, services, and support to enhance parks and recreation areas. Some examples of activities that they may perform include:

- Organize annual park clean-ups and regular trail work days.
- Plan and help with special events including candlelight nights, community campfires, festivals/concerts, educational programs and other special events.
- Provide and assist with concessions.
- Raise money to purchase playground equipment, interpretive displays, signs, shelters, kiosks, educational materials, etc.
- Assist with the construction and maintenance of trails, shelters, accessible cabins, birdhouses, and habitat.
- Assist in fundraising efforts and apply for grants to support the mission and activities at properties.

It's hard to determine if there would be enough interest in a Friends Group in the Village. There may be more interest in establishing friends groups for the community park (i.e., "Friends of Summit Village Park," rather than an all-encompassing "Friends of Summit Parks"). One challenge of these organizations is maintaining engagement from members for the long-term. If there are not enough projects or work available, volunteers will often lose interest.

RECOMMENDATION:

Village staff are looking for direction on whether the Village Board has any interest in establishment of a Park Committee or a friends group for Village parks at this time.

ATTACHMENTS: Excerpt from the Summit Charter Ordinance (Park committee)

FISCAL IMPACT: To be determined based on direction from Village Board.

Park committee.

- a. The park committee shall consist of seven regular members and one alternate:
 - i. Six of the regular members and the alternate member shall be residents or property owners in the village, and are appointed by the village board.
 - ii. Subject to the confirmation of the village board, the village president shall appoint the seventh member, who may be a village board member. The village president may include himself/herself the village board member appointee. The member appointed by the village president shall serve as chair of the park committee.
- b. The alternate member shall act only when a regular member is absent or wishes to refrain from voting because of a conflict of interest.
- c. The term of office of an appointee who is a trustee or the village president shall be one year. The term of office of appointees who are not village trustees or the village president shall be three years. Initial appointments in October 2010 shall be staggered as determined by the village board.
- d. The park committee shall have the powers and duties as prescribed in the Village Code and such other powers as may be delegated from time to time by the village board. No expenditure may be made by the committee unless the expenditure has been budgeted and specifically approved by the village board and administrator. To the extent this power of the village board and the administrator over expenditures of the park committee conflicts with section 27.08(2)(a), 27.10(1)(b) or 27.10(4), Wisconsin Statutes [Wis. Stats. § 27.08(2)(a), 27.10(1)(b) or 27.10(4)], the Village of Summit elects not to be governed by such statutes.
- e. The village board shall establish annually the compensation to be paid to members to defray expenses related to service on the park committee.
- f. A majority of the members of the park committee shall constitute a quorum. If there is not a quorum present, the fact shall be entered in the minutes, and the meeting shall be adjourned.
- g. If the chair is absent from the park committee, the administrator or his/her designee shall call the meeting to order and the park committee shall elect a chair for the meeting.



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: February 29, 2024

Re: Discussion and Action on Implementation of Permitting, Code Enforcement, and Licensing Software

PURPOSE:

To discuss the investigation of software options to assist with Village permitting, licensing, and code enforcement software options.

BACKGROUND:

The Village currently has various types of permits and licenses that staff are required to manage. Permits include Right-of-Way, Shoreland Zoning, Building, Electrical, Plumbing, HVAC, and Park Rental, and licenses include Operator, Dog, and Class B Liquor. There are also various other miscellaneous permits that are submitted each year. The attached table outlines the quantity and revenue associated with the most commonly used permits and licenses issued between 2020 and 2023. Approximately 1,400 to 1,800 permits are processed annually by staff.

Permits and licenses are paper forms that are manually processed, with digital tracking via multiple spreadsheets. This process is time-consuming, resource heavy, and creates a lack of transparency for the permittees throughout the process. Currently, the Village only accepts cash or check for permit and license payments, which further delays approvals and cash flow. There is considerable value in providing a user-friendly, online submission permitting and licensing format that allows applicants to complete applications more quickly. A system that files permits and licenses in an easily searchable location and provides the ability to easily identify the status of each, both in the office and in the field, would make the process much more efficient for staff.

The Building Inspector, Planner, and Public Works Director also deal with code violations on a consistent basis, and each has a different way of tracking, managing, and filing documentation. A system that is capable of managing the violation process would also provide benefit to the Village.

Staff have identified multiple systems that are capable of providing these services, with varying price points. There are a few options available that are user friendly and more economical for small municipalities, some with the ability to expand services to other needs (e.g., work order system) in the future.

RECOMMENDATION:

Village staff believe that there is value in a software or cloud-based operating system that can assist with permits, licensing, and code violations. Although there will be a cost associated with implementation and annual service/maintenance fees, annual costs may be able to be absorbed through nominal adjustments to permit fees.

ATTACHMENTS: Village of Summit Permits & Licenses (2020 – 2023)

FISCAL IMPACT: To be determined based on direction from Village Board.

Village of Summit Permits & Licenses

Type	2023		2022		2021		2020	
	Quantity	Revenue	Quantity	Revenue	Quantity	Revenue	Quantity	Revenue
ROW	120	\$ 9,000	198	\$ 14,850	223	\$ 16,725	152	\$ 7,600
Shoreland Zoning	73	\$ 47,364	76	\$ 46,519	80	\$ 42,031	89	
Building	197	\$ 48,761	281	\$ 78,712	271	\$ 71,254	247	\$ 71,449
Electric	212	\$ 9,298	266	\$ 14,286	287	\$ 13,734	305	\$ 13,611
Plumbing	231	\$ 8,452	287	\$ 13,962	300	\$ 13,956	328	\$ 14,120
HVAC	153	\$ 7,897	212	\$ 13,765	213	\$ 12,161	221	\$ 11,764
Operator License	41	\$ 2,050		\$ -	35	\$ 1,750	26	\$ 1,300
Class B License	6	\$ 3,630	6	\$ 3,630	5	\$ 3,025	5	\$ 3,025
Dog License	336	\$ 3,360	326	\$ 3,260	322	\$ 3,220	278	\$ 2,780
Total	1,369	\$ 139,813	1,652	\$ 188,984	1,736	\$ 177,856	1,651	\$ 125,650



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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: February 26, 2024

Re: Implementation of Mandatory Psychological Wellness Assessments

BACKGROUND: Over the past 7-10 years, the law enforcement profession has finally started to de-stigmatize mental health within its organization. Now, officer mental wellness is taught at recruit school as well as yearly re-trainer sessions. In the aftermath of the Waukesha Parade Incident, the police chief implemented a mandatory mental wellness check for all personnel. This was so successful that now they have a professional that holds office hours in the PD once a week.

The City of Delafield recently implemented a mandatory program using the same organization which also met with buy-in by personnel.

I would like to implement the same type of program for all of our police personnel. Preliminary talks with officers and the union representative have met with a very positive view of the program.

ATTACHMENTS: Informational Flier; Implementation Plan

FISCAL IMPACT: \$2,100 to be paid for with a donation.

RECOMMENDED: Motion to allow Chief Hartert to enter into a one-year contract with First Responders Psychological Services, LLC.

Psychological Assessment Implementation Plan

If approved, the plan would commence as soon as possible. A contract would be prepared with First Responders Psychological Services, LLC (FRPS). The contract would provide one mandatory 2-hour assessment for every employee of the Summit Police Department at a cost of \$175 per employee. The assessments will be done during on-duty hours so that no overtime would be incurred.

The contract would also include a discounted rate for any follow-up visits at a cost of \$125 per hour. Any follow-up visits would be at the expense of the employee and on the employee's personal time.

FRPS agrees that all assessments will be confidential and the fact that an employee attended the session would be the only communication with the plan administrator. The plan administrator would be the Police Chief.

The Police Department's current union representative, Officer Brent Best, has polled the officers covered by the union contract and found that the majority are in favor of this initiative, as is the supervisory staff.

Funding Mechanism:

2024 – Funded by donations.

Future:

Upon completion of the assessments, I will discuss with department staff as to the success/usefulness of this program. If it was positive, I tentatively would request that this assessment be done every year or possibly every other year.

WHEN TO CALL US

- Line of Duty Deaths
- Officer Involved Shootings
- Suicide of a Colleague
- Serious Work-Related Injury
- Multi-Casualty / Disaster / Terrorism Incidents
- Events with a High Degree of Threat to the Personnel
- Significant Events Involving Children
- Events in which the Victim is known to the Personnel
- Events with Excessive Media Interest
- Events that are Prolonged & End with a Negative Outcome
- Any Powerful, Overwhelming, Distressing Event
- **ANYTIME** You Believe it Would Help a Member

The Terrible Ten
-Jeffrey T. Mitchell

CONTACT US

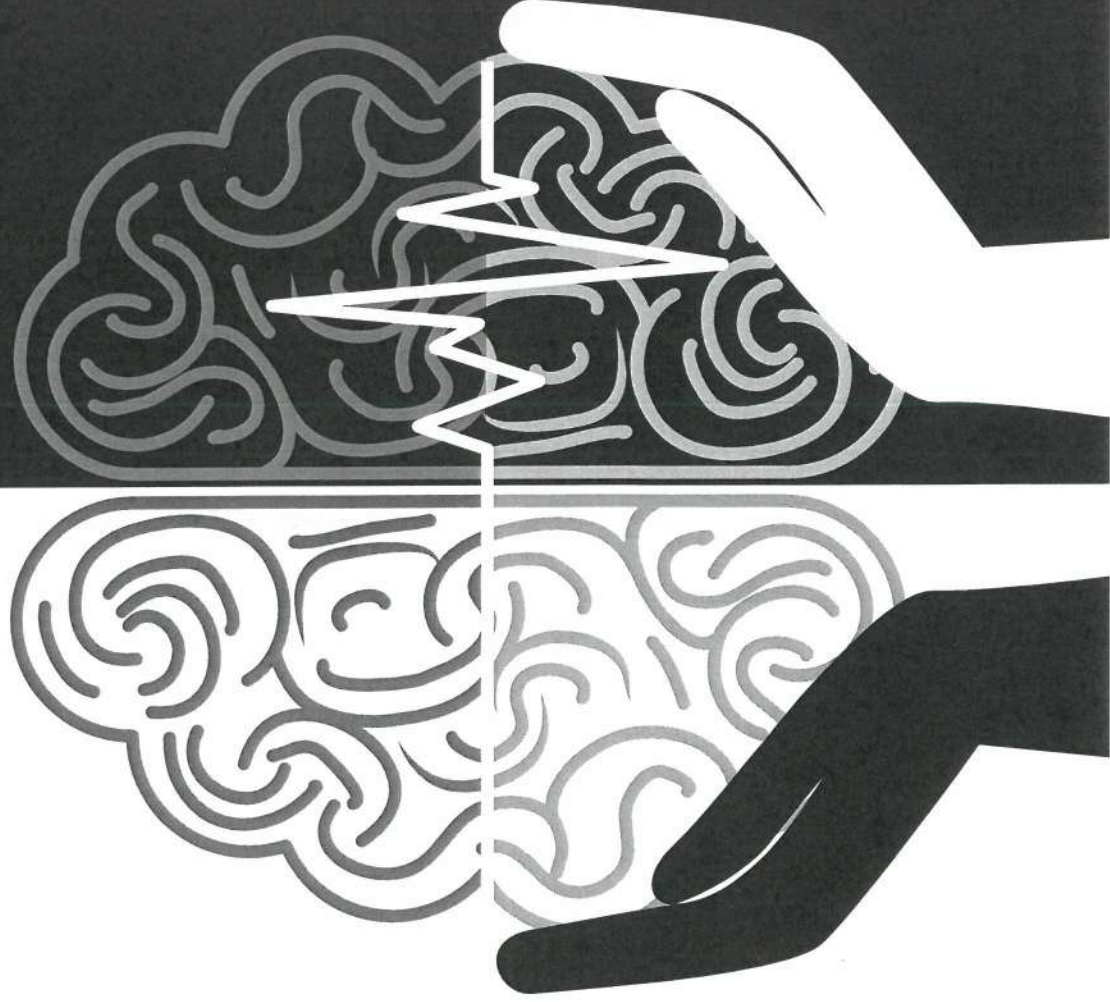
Sue Anne Marciniak
Director of Administration

(715) 401-3322
admin@frps911.com

FRPS911.com

FIRST RESPONDERS

Psychological Services, LLC



WHO WE ARE

Besides providing debriefings, crisis intervention, and trauma treatment, Heather and Emily have realized the importance of psycho-education and face-time with members as a way to build trust and gain acceptance in a field requiring specialized skill and ability.

The growing acceptance and mastery of this work has provided opportunities to speak with multiple agencies, and their team has received numerous reach-outs from other organizations, including first responder and community alike, to provide training and instruction.

Their use of more natural, casual relationships between their team and members helps to break down the hesitancy and stigma that some members experience regarding the use of mental health care.

This approach to their confidential and privileged work with members is the emphasis Emily and Heather use when training their additional providers as they continue to grow and diversify their team.



DR. HEATHER KERSTEN

Dr. Heather Kersten obtained her Doctorate Degree in Clinical Psychology from the Wisconsin School of Professional Psychology and completed her residency at the Wisconsin Department of Corrections. Growing up the daughter of a Milwaukee police officer heavily influenced her decision to specialize with first responders. She began by establishing a contract with the Milwaukee Police Department in October 2016. Due to the overwhelming utilization of her services, she collaborated with Emily to develop First Responders Psychological Services, LLC. Prior to obtaining her doctorate, Heather worked in the emergency room for 10 years at Waukesha Memorial Hospital, where she provided crisis and trauma intervention in collaboration with local police and fire agencies. Heather is married to Tim, a Captain on the West Allis Fire Department, and has one son, Easton.



DR. EMILY JIRIKOWIC

Dr. Emily Jirikowic obtained her Doctorate Degree in Clinical Psychology from the Wisconsin School of Professional Psychology. She completed her residency with the Wisconsin Department of Corrections at different locations emphasizing trauma treatment. Being the spouse of a police officer, Emily chose to focus her career on law enforcement and providing services to first responder families. After starting her work with the Milwaukee Police Department in 2017, Emily worked with Heather to develop First Responders Psychological Services, LLC to provide mental health care to first responders and their families. Emily is married to Ben, a City of Waukesha Police Officer and has two children, Henry and Evelyn.

*Both Emily & Heather are Brainspotting Practitioners



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MEMORANDUM

To: Village Board
From: Chief Michael Hartert
Date: February 23, 2024
Re: Implementation of Taser 10 Program

BACKGROUND: Many years ago, police departments, including ours, began carrying Tasers. This is the flagship brand of Conducted Energy Weapons (CEW). CEW's appear on the Wisconsin Training and Standards *Intervention Options* as a less-lethal control mechanism. Tasers have evolved through the years, but we have continued to use the Taser X-26 (introduced 2003) or X-26P (introduced 2013). In 2023, Taser introduced cutting edge technology in the Taser 10.

ATTACHMENTS: Informational Flier; News Article; Deployment Plan.

FISCAL IMPACT: Approximately \$4,800 per year.

RECOMMENDED: Motion to accept the Taser 10 Deployment Plan.

Taser 10 Deployment Plan

Currently, every full-time officer has a taser assigned to them. Under the new plan, officers would sign-out a taser at the beginning of their shift and return it at the end of their tour – similar to what is currently done with squad keys. The existing X-26P tasers would be available to use if needed.

Five (5) Taser 10's would be purchased under the 5-year payment plan.

- Plan includes:
 - Cartridges (both Duty and Practice)
 - Holsters
 - Rechargeable Batteries
 - Charging Ports
 - Warranty
 - Training by a Certified Instructor
 - Tasers would qualify for a buy-back program at the end of the 5 years.

Funding Mechanism:

- 2024 – A donation of \$2,500 had already been designated for Tasers, bringing the outstanding amount to \$2,300. This outstanding amount will also be financed through a donation.
- 2025-2028 - \$4,800 per year – budget process.

The existing X-26P models (2013 or newer) would be retained for deployment to special events or as needed.

The remaining X-26 models (2003-2013) would be placed on a police website for sale. Likely, they would not be purchased – if this is the case, they would be shipped back to Taser for destruction.

NOTE: Many of the X-26 model were purchased second hand and are currently 10 or more years old. Some are beginning to show failure codes, and they are being taken out of service. *Taser recommends replacement after 5 years.*


We currently have one X26P which was purchased on a 5-year payment plan (\$430) – we have one year left on this plan.

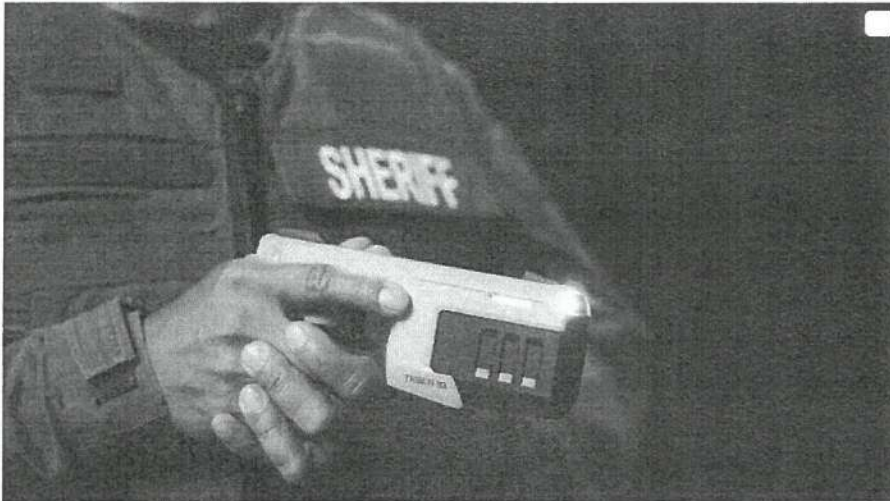
TACTICAL > LESS-LETHAL > ECD (ELECTRONIC CONTROL DEVICES)

TASER 10: New and Improved

A look at the new and improved TASER 10 CEW.

Lt. Frank Borelli (ret), Editorial Director

July 2, 2023 



TASER 10

 **OFFICER.COM**

LOGIN JOIN 

Over 20 years ago, while serving as the training commander for a municipal agency just outside Washington, D.C., I was conducting a training course to certify officers in the proper carry and use of the TASER X26. At that point in time, the X26 was the latest, greatest variation of the energy conducting weapon we've commonly called "a TASER" for well over 30 years now. At that time, the X26 seemed like a near-science-fiction variation as compared to its predecessor, the TASER M26. With a 60% weight and size reduction from the M26 to the X26, the newer version also increased effectiveness with the (then) new Shaped Pulse electrical waveform that required less power, but was able to create a greater neuro-muscular impact on a subject.

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- Helping first responder agencies keep their sites, data and other assets secure
- Innovative solutions for officers and their vehicles
- FirstNet PocketCop

Rate Plans

Powered by:



This article appeared in the March/April issue of OFFICER Magazine. [Click Here to subscribe to OFFICER Magazine](#).

Now, in 2023, we see the next evolution of conducted energy weapons, the TASER 10. Before we dive too far into the newest tool, let's take a look at a few of the criticisms offered about older variants of it.

"The range is too short." Previous variations had a limited engagement distance of under 25 feet. Given that the TASER is a less-lethal tool that can be chosen to stop potentially lethal attacks, i.e. a knife attack, using proper tactics, 25 feet or less was still considered a bit too close for comfort.

"Shot placement is too critical. It's too easy to miss a good hit with both probes." With one shot per cartridge, if you deployed the TASER and missed with one of the two probes, you didn't get an effective deployment creating the requisite circuit of deployed energy. To take a second shot you had to reload the weapon, under time constraint, and try again.

"The red aiming laser can be hard to see during the day, and there's no way to distinguish it from the lasers on any other tool being used." The observation was that the industry as a whole (not just AXON) should adopt a policy of green lasers on less- or non-lethal tools and red lasers only on lethal tools. Truth be told, there's no way the industry members could control that, but the red laser is/was harder to see during daylight hours.



TASER 10

Now let's jump forward to 2023 and the TASER 10, examining it against the criticisms of previous variants. The first criticism of limited range is neutralized with the new maximum range of the TASER 10: 45 feet. That's almost double the distance, increasing time to de-escalate a situation, or to engage as necessary to resolve a conflict. Distance equals time and that extra distance is a literal life saver in some instances

The painful (for the officer who fired it) miss, resulting in a mandatory reload has been remedied by engineering a cartridge that permits the officer repeat attempts, up to nine, to get two good contact hits for deployment. The TASER 10 cartridge can deploy individual probes without the need to reload.

Ill. Police Fatally Shoot Man in Sledgehammer...

Joe Vince Oct. 26, 2023



Training & Careers

Axon Releases New True to Life TASER VR Controllers to...

AXON Oct. 25, 2023



MOST READ

OFFICER Magazine Announces 2023 OFFICER Station...



Video: NYPD Officers Clash with Crowd at Migrant...



Video: Ohio Trooper Races to Get Lifesaving...



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And about that red laser... the TASER 10 has a green laser which is far easier to see during daylight hours and just as easy to see as red during hours of low or no light. If your agency is upgrading to the TASER 10, we encourage you to adopt a policy limiting red lasers to lethal weapons and green lasers to non- or less-lethal weapons. Such standardized laser usage can help with visual communication on scene.

For more info, visit: <https://www.axon.com/products/taser-10>

This article appeared in the March/April issue of OFFICER Magazine.

CONTINUE READING



Prepared to Launch: How to Leave a Failing Agency



Officer Labs: T4E Training Weapons

SPONSORED RECOMMENDATIONS



Whitepaper: A New Paradigm in Digital Investigations

Modernize your agency's approach to get ahead of the digital evidence challenge

July 28, 2023



A New Paradigm in Digital Investigations

Modernize your agency's approach to get ahead of the digital evidence challenge.

June 6, 2023



Listen to Real-Time Emergency 911 Calls in the Field

Discover advanced technology that allows officers in the field to listen to emergency calls from their vehicles in real time and immediately identify the precise location of the...

Feb. 8, 2023



2022 Transparency and Trust Report - Public Safety &...

Veritone releases its 2022 Law Enforcement Transparency and Trust Report delivering Five Key Findings of Community Sentiment on Policing

Nov. 16, 2022

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- Innovative solutions for officers and their vehicles
- FirstNet PocketCop

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/ TASER 10

A NEW ERA IN LESS-LETHAL TECHNOLOGY

Through extensive research and customer feedback, Axon has developed our most capable and sophisticated TASER energy weapon to date. TASER 10 has a maximum range of 45 feet and 10 probes, featuring individually targeted probes and any-probe connect. These new capabilities significantly increase accuracy and effectiveness, decreasing the likelihood of escalation to lethal force.

FEATURES AND BENEFITS

/ 45-FOOT MAXIMUM RANGE

At nearly double the range of previous TASER energy weapons, TASER 10 creates more time and space to de-escalate and resolve conflicts.

/ 10 SINGLE-PROBE CARTRIDGES

10 single-probe cartridges provide users with up to 9 opportunities to achieve an effective connection and induce neuromuscular incapacitation (NMI).

/ INDIVIDUALLY TARGETED PROBES

Intuitive single probe deployment allows users to place each probe with precision and accuracy regardless of distance to the subject. Users can also create their own spread up close and at a long range, choosing their preferred target area.

/ ANY-PROBE CONNECT

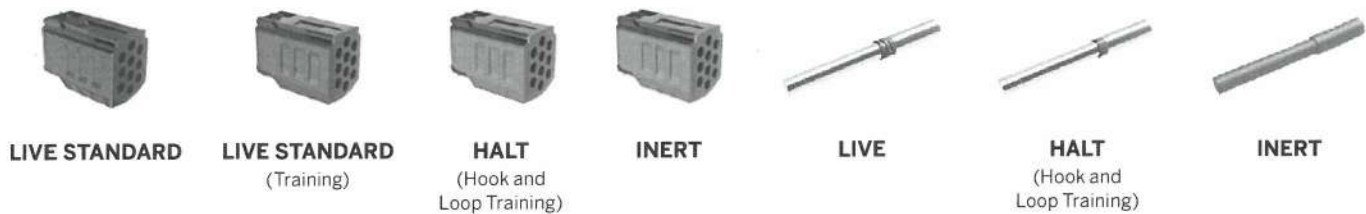
Intelligent, any-probe connect with spread optimizer energizes up to 4 probes at once to maximize the effectiveness of the probe deployment.

/ VR INTEGRATION

Integration with Axon VR allows officers to enhance TASER proficiency, use-of-force decision-making, confidence and accuracy under stress.

/ AUDIBLE AND VISUAL WARNING ALERT

A bright pulsing light and loud alert sound emit whenever the weapon's Warning Alert is initiated, allowing the user the opportunity to de-escalate without deploying cartridges.



/ MULTIPLE MAGAZINES

Multiple magazine and cartridge types allow officers to train more efficiently and differentiate between training and duty weapon use in Axon Evidence.

/ INVENTORY MANAGEMENT

Axon Device Manager mobile application allows agencies to quickly assign weapons and accessories and efficiently manage devices in the field.

/ DOCK AND WALK FUNCTIONALITY

Automatic firmware updates and weapon log downloads save agencies time and ensure weapons are always up to date.

/ RECHARGEABLE BATTERY

One battery for the life of the weapon; TASER 7 battery and dock compatibility.

/ DAYLIGHT GREEN LASER

A more visible green LASER improves user aim in daylight scenarios.

/ ENHANCED DATA MANAGEMENT

Full integration with Axon Evidence allows agencies to manage newly designed pulse graphs, weapons activity, event logs and firing logs as evidence.

SPECIFICATIONS

WEATHER RESISTANCE

Dust and Water Ingress
Protection to International
Ingress Protection IP67

HOUSING

High Impact Polymer

OPERATING TEMPERATURE

-4 to 122 degrees F
[-20 to 50 degrees C]

DROP TEST

4.9-foot [1.5 M] drop

HUMIDITY

95% non-condensing

LASER

Class 3R Green LASER or
Class 2 Green Available

ILLUMINATION

210 Lumen LED in normal
flashlight operation, 1000 Lumen
Strobing LED in warning mode

WARRANTY

1 Year Manufacturer with
additional warranties available

USEFUL LIFE

5 Years (Recommended)





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MEMORANDUM

To: Village Board

From: Chief Michael Hartert

Date: February 27, 2024

Re: Revision and Updating of Police Policies

BACKGROUND: The Police Department currently maintains its own policy manual separate from the Village of Summit Employee Handbook. I've recently learned of a business which will work with our department to ensure that all of our policies are up-to-date and compliant with state and federal mandates. The cost of this service is approximately \$2,500 initially, and then a yearly maintenance fee of \$550.

ATTACHMENTS: Informational Flier

FISCAL IMPACT: None – All fees are reimbursed by the Wisconsin League of Municipalities Insurance Company.

RECOMMENDED: Motion to allow Chief Hartert to enter into a contract with Custom Service Information, LLC.

CURRENT AND FORMER LAW ENFORCEMENT AGENCIES ASSISTED

West Allis Police Department
Port Washington Police Department

Cedarburg Police Department
Evansville Police Department

Phillips Police Department
Wrightstown Police Department
Verona Police Department

St. Francis Police Department
Grafton Police Department

Mequon Police Department
Winnebago County Sheriff's Office
Amery Police Department

Waukesha County Sheriff's Department
Hartland Police Department
Germantown Police Department

+ NUMEROUS OTHER AGENCIES

WILL YOUR AGENCY BE NEXT ON OUR GROWING LIST?

OWNER/MANAGER

Timothy Kriz
Retired
Police Captain
West Allis
Police Department

45 + YEARS
EXPERIENCE WITH LAW
ENFORCEMENT

30 YEARS ACTIVE WITH
16 + YEARS
SUPERVISORY AND
COMMAND STAFF
EXPERIENCE

MEMBER OF THE WISCONSIN
POLICE ACCREDITATION
COALITION (WI-PAC)

FORMER PROGRAM MANAGER
WISCONSIN LAW ENFORCEMENT
ACCREDITATION GROUP
(WILEAG)

*To receive additional information
regarding CSI-LLC, call*

715.741.0189

csi-llc@hotmail.com



**CUSTOM
SERVICE
INFORMATION**

LLC

MISSION STATEMENT

CSI's mission is to offer affordable services to law enforcement agencies seeking to achieve professionalism and to assist those agencies to better serve their communities

WHO IS CSI?

CSI is a company dedicated to providing professional services to law enforcement agencies within the State of Wisconsin.

The current services that are being provided are in writing policy manuals for agencies, which include the policies, an index, and a table of contents.

Additional services to agencies are continuously being developed and are introduced yearly.

THE HISTORY OF CSI

CSI was formed as a Limited Liability Company in 2006 as a direct result of a contract with the West Allis Police

Department to assist them in completing their policy development while in pursuit of accreditation status.

Over a short period of time and through various contacts and references, CSI expanded its policy writing contracts to additional law enforcement agencies. This in turn has led to further referrals and references to our present number of contracts with law enforcement agencies throughout the state.

THE BENEFITS OF CONTRACTING WITH CSI

SAVES TIME

CSI can assist your agency in various law enforcement services, which will save your agency valuable time for key personnel to pursue other functions.

SAVES MONEY

CSI services are reasonably priced, which can save agencies scarce resources to fund current budget concerns or allocate funds for other needed programs.

PROFESSIONALISM

CSI services are high quality and provided by qualified professionals who are experienced in law enforcement.

NATIONAL RESOURCES

CSI has a close relationship with numerous state accreditation programs and has access to law enforcement policies throughout Wisconsin, across the nation, and in several international law enforcement agencies.

ACCREDITATION SERVICES

CSI has assisted four agencies with WILEAG accreditation services that resulted in accreditation status. Plus we are currently working with other agencies towards full accreditation or core verification recognition.

All of our policies meet or exceed current WILEAG Standards.

ANY AGENCY SIZE

We work with agencies from two sworn members to several hundred sworn members with the same quality of personalized service.

PROFESSIONAL REFERENCES

“CSI greatly assisted my department with policy organization and development.”

“CSI’s assistance freed up valuable staff time. Its policy recommendations were well written and covered all standards as set forth by WILEG Accreditation, and Federal and State laws.”

“Policy development and writing consumes valuable staff time. CSI assisted my agency by provided draft policies specifically written for my agency.”

**Tom Frank, Chief of Police, Cedarburg
Police Department**

Outstanding service to law enforcement. As Chief of Police I cannot obtain more up to date policy information as quickly and professionally as I do, from CSI. Absolutely invaluable!

**Scott McElroy, Former City of Evansville
Police Chief**

ADDITIONAL SERVICES

We also offer:

Partial Policy Manuals

Annual Update Service



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: February 28, 2024

Re: Discussion and Action on Compensatory Time Policy Language in the Employee Handbook

PURPOSE:

To request Village Board approval of a policy update for earning compensatory time to clarify current vague language in the Employee Handbook.

BACKGROUND:

The current language in the Village of Summit Employee Handbook regarding earning compensatory time for hourly employees reads as follows:

"In lieu of receiving pay for overtime hours worked, hourly employees may request and receive compensatory time off on a one and one-half time basis. All compensatory time off must have the approval of the department head. Up to forty (40) hours of compensatory time may be carried over from one calendar year to the next by hourly employees at the employee's option. Hourly employees may accumulate no more than eighty (80) hours of compensatory time. Public Works employees and the Police Sergeant must notify the Village Office by November 30 as to the number of compensatory hours to be carried over. Excess compensatory time shall be paid out in the first payroll in December."

The yellow highlighted sentence regarding the maximum amount of compensatory time that may be earned is not clear and may be interpreted in two different ways:

1. Employees may earn up to 80 hours at one time (including rolled hours), but they may replenish their time after compensatory time has been used as long as the balance never exceeds 80 hours. This interpretation would allow staff to potentially earn much more than 80 hours, provided that they used their compensatory time consistently and continue to bank any overtime hours.
2. Employees may earn no more than 80 hours of compensatory time in a calendar year, including the balance of any compensatory time rolled over from the previous calendar year. The maximum amount of time that may be banked with this interpretation is 80 hours in any given year, and the earning potential would be reduced by the number of hours rolled from a previous year (up to 40).

The green highlighted sentence regarding hours to be carried over and payout only includes language for DPW and the Police Department and does not include administrative hourly staff. It is unclear if the

same policy for earning and payout of comp. time should apply for hourly administrative staff. There is a provision in the Employee Handbook that discusses flex time accrual, but this is specific to salaried employees and payout of this accumulated time is not allowed.

In the past (pre-2021), compensatory time for DPW staff was tracked internally by DPW staff. Time was reported to the Village Administrator for payroll purposes, but records of total time accrued in a year were not well tracked. There are a few older payroll spreadsheets in the network drive for DPW employees, but comp. time was never earned consistently – most employees earned some and took the remainder as paid overtime. DPW staff that have been here for many years indicated that the previous Highway Lead did not allow for more than 80 hours to be earned in a single calendar year, including rolled time from the previous year. For administrative hourly staff, compensatory time has been tracked via payroll spreadsheets that employees complete each pay period. Similarly, Village administrative staff have not had issues with anyone earning a significant amount of comp. time. In 2023, however, there are hourly staff members from both DPW and Village administration that exceeded the normal amount of comp. time earned.

In February 2023, Village staff reached out to the Human Resources staff at Western Lakes Fire District to ask their opinion on our policy language regarding maximum accumulation of comp. time. The response included the possibility of the same two interpretations that Village staff had discussed. A copy of the email correspondence is included.

A survey of several agencies in southern WI was completed in December 2023, and results are attached. Some communities allow for rollover of earned comp. time, while some do not. Some allow for rebuilding of time once the maximum has been reached and employees have utilized some of their time, while some do not. There are advantages and disadvantages of the various ways to implement comp. time, and each should be considered when implementing a policy:

Disadvantages:

- For smaller organizations with low numbers of staff, allowing for a significant amount of time off in addition to regularly-earned vacation time (PTO) can create some hardships on the work group if this time is consistently utilized and replenished.
- There is a risk to employees who do not manage accrued time well and find themselves with a significant amount of PTO remaining at the end of the year due to use of comp. time earlier in the year in an effort to build up as much time as possible. Unused PTO beyond the 40 hours that may be placed in a 401a account may be lost, or employees may attempt to take a significant amount of time off at the end of the year.
- For an employee who rolls comp. time into the next year and then opts to cash out, the wages paid will be at the employee's higher rate (assuming a pay increase occurs each year). It is difficult to measure these indirect costs.

Advantages:

- It may potentially reduce the total wages that are paid out by the Village over time for staff who choose to take comp. time and utilize it, rather than taking the time and a half or double time wages as pay when it is earned.
- The ability to earn comp. time can be considered a benefit for staff who wish to take time off in addition to their regular PTO hours. This is a way for staff, particularly those without a significant amount of PTO, to have more time off. It also provides an incentive to staff who are regularly called in for emergency response.

DIRECTION REQUESTED:

Village staff would like direction from the Village Board on how to interpret and implement this policy in the future. The following questions are requested to be answered:

1. How does the Village Board interpret the language regarding the maximum amount of PTO that may be earned in a calendar year (specifically, should hourly staff be allowed to replenish comp. time after they have reached 80 hours and have utilized some of this time)? Does this policy apply to administrative hourly staff, as well?
2. Does the comp. time payout language apply to administrative hourly staff? If not, it is recommended that accrual of comp. time by non-DPW or PD hourly employees be limited to no more than 40 hours at one time to ensure that the Village follows FSLA requirements for payment of overtime.

ATTACHMENTS:

Email correspondence between Village Administrator-Clerk/Treasurer and Western Lakes Fire District Human Resources (dated February 16, 2023)
2023 Peer Communities Survey of Compensatory Time Off Policies

FISCAL IMPACT:

To be determined, based on Village Board direction.

RECOMMENDED MOTION:

To be determined, based on Village Board direction.

Kamron Nash

From: Debbie Michael
Sent: Monday, December 11, 2023 12:21 PM
To: Kamron Nash
Subject: FW: [EXTERNAL] Question regarding Compensatory Time Off language

Kamron –

I think this is the one you were looking for...

Debbie Michael, WCMC
Village Administrator-Clerk/Treasurer
Village of Summit
37100 Delafield Road
Summit, WI 53066
262-567-2757
262-567-4115 Fax
E-Mail:
Website: www.summitvillage.org
Population: 5,202

[Get Connected HERE](#)

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From: Karen Mundt
Sent: Wednesday, February 16, 2022 1:28 PM
To: Debbie Michael
Subject: Re: [EXTERNAL] Question regarding Compensatory Time Off language

Hi Debbie,

I hope you are doing well!

The policy could be interpreted 2 ways.

1. as you stated, where the employee can have no more than 80 hours at one time. If they are already at 80, they'd have to be paid OT rather than bank it as comp time and would have to use hours before being able to bank additional hours
2. Or, it could be interpreted as the employee can get bank no more than 80 hours in a calendar year. Carrying 40 over would allow them to accumulate an additional 40 for the calendar year and no more.
- 3.

I've seen policies administered both ways. Option 1 is easier to administer than option 2.

How has the Village administered it in the past? I'm assuming the way you explained it (option 1).

I would recommend continuing to administer has you previously have. I would also recommend marking this one for review if there is confusion so you can clearly clarify the intentions of the policy.

Let me know if there are additional questions.

From: Debbie Michael
Sent: Wednesday, February 16, 2022 9:59 AM
To: Karen Mundt
Subject: [EXTERNAL] Question regarding Compensatory Time Off language

Hi Karen –

Can you review this language below and specifically regarding the highlighted section? Kamron and I don't think it is clear and again, left up to interpretation. To me I'd say it's a rolling basis, you cannot have more than 80 hours banked at any time throughout the year. So, once you reach 80 hours you'd have to use the time off before banking more or take it as overtime.

Wanted to know your thoughts, experiences, other examples with this type of situation. Thanks!

"In lieu of receiving pay for overtime hours worked, hourly employees may request and receive compensatory time off on a one and one-half time basis. All compensatory time off must have the approval of the department head. Up to forty (40) hours of compensatory time may be carried over from one calendar year to the next by hourly employees at the employee's option. **Hourly employees may accumulate no more than eighty (80) hours of compensatory time.** Public Works employees and the Police Sergeant must notify the Village Office by November 30 as to the number of compensatory hours to be carried over. Excess compensatory time shall be paid out in the first payroll in December."

Debbie Michael, WCMC
Village Administrator-Clerk/Treasurer
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Summit, WI 53066
262-567-2757
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Compensatory Time Survey for FT DPW Employees

Municipality	No. of FT DPW Staff	Rollover to Next Calendar Year		Maximum Accrual		Notes
		Allowed	Hours	Hours	Replenishable	
City of Baraboo	14	Yes	150	150	Yes, no limit	
City of Beloit	105	No	-	40	Yes, no limit	Employees can earn after second pay period of year and must be scheduled by December 1st or the balance is paid out.
City of Columbus	5	No	-	40	Yes, no limit	
City of DeForest	14	Yes	16	40	No	40 hour max accrual does not include rollover from previous year.
City of Delafield	9	No	-	48	No	Pay out second pay period of December.
City of Delavan	6	No	-	90	Yes, no limit	
Village of Dousman	3	No	-	45	No	
Village of Elm Grove	10	Yes	60	60	Yes, no limit	Employees may cash out at any time.
City of Fitchburg	22	Yes	90	90	Yes, no limit	
Village of Hartland	13	Yes	40	40	Yes, up to 80/year total	
Village of Lisbon	7	No	-	80	Yes, no limit	Employees can earn after 1/1 through end of November. Balance at end of year paid out in first payroll of December as straight time. Rarely have staff that are able to replenish since staff do not take much time off in winter (not much OT in non-winter months).
Village of McFarland	12	Yes	40	40	Yes, no limit	
Town of Merton	5	No	-	40	No	
City of Middleton	16	No	-	240	No	Enduring election process adopted for comp. time. An election must be made on an agreement form, and this election (cash payment or comp. time) will continue for all OT until they change their previous election in writing (effective next pay period). Department Heads may restrict individual employees from receiving comp. time or rescind a previous election to receive comp. time if decision and rationale provided in writing to HR in advance and there is good cause.
City of Milton	12	No	-	114	No	
City of Monona	11	No	-	40	Yes, no limit	Employees can earn between 1/1 and end of October (banking not allowed in November or December). Time off must be scheduled by end of October or it is paid out in November.
Village of Mount Horeb	7	Yes	48	48	Yes, no limit	48 hour max accrual includes rollover from previous year. Department Head has right to limit replenishment if it becomes an issue.
Village of Mukwonago	14	No	-	80	No	Time off must be scheduled by first pay period in December or it is paid out.
City of Muskego	18	Yes	64	64	Yes, no limit	
City of Oconomowoc	8	No	-	48	No	
Town of Oconomowoc	5	Yes	40	80	Yes, no limit	
City of Pewaukee	16	No	-	80	No	Comp. time is paid out on last pay period of year at straight time.
Village of Pewaukee	12	No	-	80	No	Year-end balance paid out on last paycheck.
City of Platteville	18	No	-	60	Yes, no limit	Comp. time is paid out the last day in October, and staff can begin earning on November 1. City has chosen the end of October since most comp. time is earned in the winter, and an empty comp. bank is good incentive for staff to make themselves available for after hours work.
City of Verona	18	No	-	80	Yes, no limit	Employees can earn between 1/1 and second Friday of December. Cannot earn and use comp. time in same work week.
City of Waukesha	53	Yes	80	80	Yes, no limit	
Waukesha County	57	No	-	40	Yes, no limit	Unused time is paid out on last pay check of the year. Cannot earn and use comp. time in the same pay period. Recent retirees have said they wish they did not use comp. time as much since it has an overall negative effect on retirement payouts.
City of Whitewater	22	No	-	48	Yes, no limit	Max. accrual not set in policy, but general practice is to limit to 48 hours at any given time.

*Waukesha County agencies shaded in green.



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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: March 1, 2024

Re: Employee Handbook Updates

BACKGROUND: The most current version of the Employee Handbook is from 2022 when the PTO policy was changed. We have approved some policies since then but there hasn't been a complete update since 2016.

I believe it is time to do a full review and update. The League Mutual Insurance partners with Stafford Rosenbaum to provide assistance with this process at no charge to us.

I propose that Chief Hartert, Kamron, Trustee Arenz and I review the current version and bring forward items that need further direction or update. This project should be completed by the end of 2024.

We have already noted some areas to consider:

- Safety Policy (in process with Safety Committee)
- Employment Category updates (hours worked)
- Proration of Holiday pay for part-time employees
- Work Week/Overtime needs to be updated for work schedules
- Comp time accumulation
- Drug & Alcohol Policy updates

ATTACHMENTS: League's info sheet on HR & Pre-Loss Legal Services

FISCAL IMPACT: Staff time

Looking for any additional direction regarding a complete review of handbook

Human Resources & Pre-Loss Legal Services

LEAGUE
MUTUAL INSURANCE



Human Resources Legal Services

The League of Wisconsin Municipalities Mutual Insurance (LWMMI) has partnered with our colleagues at the Stafford Rosenbaum law firm to provide the following human resources legal services at no cost to insured members:

- *HR Hotline: Phone assistance with HR-related issues.*
- *Talent Management: Support with recruitment, hiring, background screening, onboarding, performance management, disciplinary counseling, and termination management.*
- *Employment Law Compliance: WI and Federal Fair Employment, Wage & Hour, Safety, FMLA, I9 and more.*
- *Documents: Development/review of job descriptions, handbooks, policies, procedures, and forms customized for the municipality.*
- *Workplace Training: Supervisors and/or employees related to compliance and HR-related topics.*
- *Workplace investigations.*

Pre-loss Legal Services

Has something happened in your community recently where you need legal advice? Stafford Rosenbaum offers insured members no cost pre-loss legal services:

- *Land use, zoning, permits*
- *Conflicts of interest*
- *Tax assessments*
- *Open meetings and public records*
- *Contractual issues*

...and many more.

Contact:

Ted Waskowski—Partner
twaskowski@staffordlaw.com
(608) 259-2613

 **StaffordRosenbaum**LLP
Attorneys



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: March 1, 2024

Re: NIMS & ICS Training

BACKGROUND: The Village Board and some staff members attended a training in 2023 with the Fire District and other community leaders regarding all-hazards preparedness. As a result of that training and discussions that followed, it was determined that the Village needed to refresh our training requirements and implementation of a plan to get our employees and elected officials prepared for hazardous events.

With the assistance of Public Works Director Nash and Chief Hartert, Administrator Michael put together charts that show the required training modules for each position within the Village that should be taking this training.

We are looking for a discussion related to the training requirements assigned to employees, implementation of the training and a timeline for accomplishment.

ATTACHMENTS: Training Chart

FISCAL IMPACT: Costs of employees attending courses

VILLAGE OF SUMMIT
NIMS ICS TRAINING REQUIREMENTS

Level	Position	Required NIMS Training	Description of Course
Front-line employee	DPW Crew	IS-100.PWB IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)
Supervisor (low to mid-level)	DPW Crew Leader (future position)	IS-100.PWB IS-700.B IS-200.c IS-800.d	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS) Basic Incident Command for Initial Response, ICS-200 ICS-800: The National Response Framework (NRF), An Introduction
Director (high-level supervisor)	Public Works Director	IS-100.PWB IS-700.B IS-800.d IS-200.c G0191 ICS-300 ICS-400 IS-2200* G2300*	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS) ICS-800: The National Response Framework (NRF), An Introduction Basic Incident Command for Initial Response, ICS-200 ICS/EOC Interface Intermediate Incident Command System for Expanding Incidents Advanced ICS, Complex Incidents Basic Emergency Operations Center Functions Intermediate EOC Functions
Non-Supervisory	Deputy Clerk/Deputy Treasurer	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)
Non-Supervisory	Administrative Assistant	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An introduction to the National Incident Management System (NIMS)
	Administrator-Clerk/Treasurer	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An introduction to the National Incident Management System (NIMS)
	Elected Officials	IS-100.C IS-700.B	Introduction to the Incident Command System, ICS-100, for Public Works Personnel An Introduction to the National Incident Management System (NIMS)

*Waiting to hear from WLFd regarding EOC individuals

** Not sure what levels Admin/C/T and Elected officials are in

Incident Command Training

Updated 02/22/2024

Officer	Course Description	Date Completed
Arbinger	IS-700 NIMS	09/20/06
	IS-100b Intro to ICS	03/23/06
	IS-200	03/23/06
Best	IS-001 Emergency Program Manager	07/24/12
	IS-100.Lea Introduction to ICS	10/15/09
	IS-200a ICS for Single Resources	10/20/09
	IS-240 Leadership & Influence	10/21/09
	IS-700 NIMS	07/16/13
	IS-906 Basic Workplace Security	08/08/12
	IS-907 Active Shooter	08/08/12
Butina	IS-700 NIMS	05/11/06
	IS-100b Intro to ICS	04/04/15
Hartert	IS-100	MPD
	IS-700	MPD
	IS-200	MPD
	IS-300	MPD
	IS-400	MPD
Hazelton	IS-700 NIMS	08/03/06
Hennlich	SID # 0005378681	
	IS-700.b Intro To NIMS	01/19/20
	IS-100.c Intro to ICS	01/19/20
	IS-200.c. Basic Incident Command	01/19/20
Lipovsek	IS-100 Introduction to ICS	07/09/14
Neumann	IS-700.b Intro to NIMS	04/10/23
	IS-100.c Intro to ICS	04/10/23
Owens	IS-700.b Intro to NIMS	10/31/20
	IS-100.c Intro to ICS	10/31/20
Sehrbrock	IS-700.b Intro to NIMS	04/05/22
	IS-100.c Intro to ICS	04/05/22
Wraalstad	SID # 0001120777	10/02/17
	IS-700 NIMS	10/02/17
	IS-100.leb Intro to ICS	04/06/15
	IS-200.a	10/02/17



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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: March 1, 2024

Re: Income Continuation Insurance

BACKGROUND: The Village Board has historically provided for Short-Term and Long-Term Liability Insurance coverage for full-time employees. This is currently provided through Standard Insurance Company. The Village pays for the entire cost of the coverage which is based on certain factors for each person. Currently the monthly cost is \$1,107.99 or \$13,295.88 annually.

Employee Trust Funds has an Income Continuation Insurance program available to Wisconsin Retirement System employers. This program for local employers, like the Village of Summit, is currently under a premium holiday which means there is no cost for the coverage.

This would be a good time to consider making a switch since the Union Contract is up at the end of this year and this would probably be something that would have to be included as a change to their benefits.

Is this something that the Village should pursue and what steps do we need to work through to move forward if so?

ATTACHMENTS: ICI packet and current LTD & STD basic info

FISCAL IMPACT: Cost savings potential of \$13,000 if the premium holiday continues



Group Long Term Disability Insurance

Group Long Term Disability insurance from Standard Insurance Company helps provide financial protection for insured members by promising to pay a monthly benefit in the event of a covered disability.

The cost of this insurance is paid by Village of Summit.

Eligibility

Definition of a Member	You are a member if you are a regular employee of Village of Summit, actively working at least 30 hours per week, and a citizen or resident of the United States or Canada. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.
Eligibility Waiting Period	You are eligible on the first of the month that follows or coincides with 30 consecutive days as a member.

Benefits

Monthly Benefit	<u>66 2/3</u> percent of the first \$7,500 of monthly predisability earnings, reduced by deductible income (e.g., work earnings, workers' compensation, state disability, etc.)
Maximum Monthly Benefit	\$5,000
Minimum Monthly Benefit	\$100
Benefit Waiting Period	<u>90</u> days

Definition of Disability

For the benefit waiting period and the first 24 months that Long Term Disability benefits are payable, you will be considered disabled if, as a result of physical disease, injury, pregnancy or mental disorder:

- You are unable to perform with reasonable continuity the material duties of your own occupation, and
- You suffer a loss of at least 20 percent of your predisability earnings when working in your own occupation.

You are not considered disabled merely because your right to perform your own occupation is restricted, including a restriction or loss of license.

After the own occupation period of disability, you will be considered disabled if, as a result of a physical disease, injury, pregnancy or mental disorder, you are unable to perform with reasonable continuity the material duties of any occupation.

Maximum Benefit Period

If you become disabled before age 62, Long Term Disability benefits may continue during disability until age 65. If you become disabled at age 62 or older, the benefit duration is determined by the age when disability begins:

Age	Maximum Benefit Period
62	3 years 6 months
63	3 years
64	2 years 6 months
65	2 years
66	1 year 9 months
67	1 year 6 months
68	1 year 3 months
69+	1 year

Other Features and Services

- 24 hour coverage, including coverage for work-related disabilities
- Employee Assistance Program
- Reasonable Accommodation Expense Benefit
- Rehabilitation Plan Provision
- Return to Work Incentive
- Survivors Benefit
- Waiver of Premium while Long Term Disability benefits are payable

This information is only a brief description of the group Long Term Disability insurance policy sponsored by Village of Summit. The controlling provisions will be in the group policy issued by The Standard. The group policy contains a detailed description of the limitations, reduction in benefits, exclusions and when The Standard and Village of Summit may increase the cost of coverage, amend or cancel the policy. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact your human resources representative.

Standard Insurance Company
1100 SW Sixth Avenue
Portland OR 97204

www.standard.com

SI 13271-D-WI-144067 (2/20)

6346603-504103



Group Short Term Disability Insurance

Group Short Term Disability insurance from Standard Insurance Company helps provide financial protection for insured members by promising to pay a weekly benefit in the event of a covered disability.

The cost of this insurance is paid by Village of Summit.

Eligibility

Definition of a Member

You are a member if you are a regular employee of Village of Summit, actively working at least 30 hours per week, and a citizen or resident of the United States or Canada. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.

Eligibility Waiting Period

You are eligible on the first of the month that follows or coincides with 30 consecutive days as a member.

Benefits

Weekly Benefit

66 2/3 percent of the first \$3,000 of weekly predisability earnings as of the date of disability, reduced by deductible income (e.g., work earnings, workers' compensation, state disability, etc.)

Maximum Weekly Benefit

\$2,000

Minimum Weekly Benefit

\$15

Benefit Waiting Period

Your weekly benefit becomes payable after you have been continuously disabled for 14 days for disability caused by accidental injury and after 14 days for disability caused by physical disease, pregnancy or mental disorder.

Definition of Disability

For the benefit waiting period and while the Short Term Disability benefits are payable, you are considered disabled if you:

- Are unable – as a result of physical disease, injury, pregnancy or mental disorder – to perform with reasonable continuity the material duties of your own occupation, and
- Suffer a loss of at least 20 percent of your predisability earnings when working in your own occupation

You are not considered disabled merely because your right to perform your own occupation is restricted, including a restriction or loss of license.

You will no longer be considered disabled when your earnings from any occupation meet or exceed 80 percent of your predisability earnings.

Maximum Benefit Period

90 days

Other Features and Services

- Reasonable Accommodation Expense Benefit
- Return to Work Incentive
- Temporary Recovery Provision

This information is only a brief description of the group Short Term Disability insurance policy sponsored by Village of Summit. The controlling provisions will be in the group policy issued by The Standard. The group policy contains a detailed description of the limitations, reduction in benefits, exclusions and when The Standard and Village of Summit may increase the cost of coverage, amend or cancel the policy. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact your human resources representative.

Standard Insurance Company
1100 SW Sixth Avenue
Portland OR 97204

www.standard.com

SI 13275-D-WI-144067 (2/20)
6346603-504104

Wisconsin Local Government Employees

INCOME CONTINUATION INSURANCE

Wisconsin Retirement System



ET-2129 (11/20/2023)



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LOCAL GOVERNMENT EMPLOYEES

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ETF has made every effort to ensure that this brochure is current and accurate. However, changes in the law or processes since the last revision to this brochure may mean that some details are not current. Visit etf.wi.gov to view the most current version of this document. Please contact ETF if you have any questions about a particular topic in this brochure.

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What is an Income Continuation Insurance (ICI) Benefit?

The Income Continuation Insurance (ICI) benefit is a voluntary “income replacement” benefit payable if you become disabled. This insurance is available to all local government employees whose employers have elected to participate. The ICI program is authorized by Wisconsin Statute § 40.62 and is funded by premium contributions. ETF contracts with an external company (the plan administrator) to issue eligibility determinations and process individual claims. See the *Contact Us* section for their information.

ICI benefits provide **up to 75% of your average monthly earnings** based on your previous calendar year earnings rounded to the next highest \$1,000 and divided by 12. For newly hired employees, your estimated annual earnings are rounded to the next highest \$1,000 and divided by 12. Earnings up to a maximum of \$120,000 per year are covered. The maximum benefit is \$7,500 per month.

ICI provides replacement income for short- and long-term disabilities. The benefit usually lasts until you are no longer disabled or you reach age 65 (with some exceptions), whichever is sooner.

Note: Please see page 3 for information on benefit durations for pregnancies.

Before the benefit starts, you must serve an elimination period (also called a waiting period; see the *Definitions* section). You may select an elimination period of up to 180 days. *You must be completely off work during this time.*

ICI benefits will not duplicate benefits available from other Wisconsin Retirement System (WRS) programs, the Social Security Administration, workers' compensation, unemployment compensation or certain other sources. You will be required to repay duplicate benefits back to the ICI program.

How do I Enroll?

Option 1: Initial Enrollment

You may enroll by completing the *Income Continuation Insurance Application (ET-2366)* and returning it to your payroll/personnel office within 30 days of hire (or within 30 days of becoming a WRS-participating employee, if you were not considered a participating employee at the time you were initially hired).

If you are employed at more than one WRS employer, you must file an enrollment application for each position held.

Option 2: Evidence of Insurability

If you do not enroll under option 1, you may enroll at anytime in the future if you are medically insurable. An *ICI Application and Evidence of Insurability (ET-2308)* form is available at etf.wi.gov or by contacting the Department of Employee Trust Funds.

This form asks you to answer questions concerning your past and present health. Approval/denial of your evidence of insurability (EOI) application will be based on this medical information.

Coverage

Coverage During Leave of Absence

Your coverage may be continued while on temporary layoff or an approved leave of absence by paying premiums in advance.

The maximum time ICI coverage can be continued on an approved leave of absence is 36 months, except that an insured employee on union leave or military leave may continue to be insured for the duration of that leave.

You are required to pay the entire premium due (employee and employer portion). Payments must be received by your payroll/personnel office so that there is no lapse in coverage.

If you allow your coverage to lapse while you are on leave of absence, coverage may be reinstated with the same elimination period and without furnishing evidence of insurability if you submit a new *Income Continuation Insurance Application (ET-2366)* to your employer within 30 days of resuming active employment. Coverage will be effective the first of the month that first occurs during the 30-day enrollment period.

Termination of Coverage

ICI coverage ends on the date you resign, retire, are dismissed, or die, whichever occurs first. If coverage ends, a full month's premium is due for any month or portion of a month for which earnings are paid. If your

employer withdraws from the program, coverage shall terminate at the end of the calendar year.

Note: If you are disabled under the terms of the plan at the time coverage terminates, you will continue to be eligible to receive benefits as long as you remain disabled, up to the maximum duration of benefits as explained in the *When Will My Benefit End?* section.

Disabilities Not Covered

Benefit payments are not available for a disability that begins prior to the effective date of coverage or a disability that is:

- The direct result of war, declared or undeclared. The act of war shall be determined by the Group Insurance Board. (*Note: Although ICI benefits are not payable for disabilities caused by acts of war, you may have — or develop — a medical condition unrelated to war service that may qualify you for ICI benefits.*)
- The direct or indirect result of intentional self-inflicted injury for monetary gain.
- The direct or indirect result of participation in the commission of a crime other than a misdemeanor.
- The direct or indirect result from cosmetic surgery, except for complications thereof.

A condition which is present but not disabling prior to the effective date of coverage is not excluded from benefits.

Pregnancy

The ICI program provides limited coverage for pregnancies. As with any disability claim, you must serve your elimination period prior to receiving an ICI benefit. Your ICI benefit for a normal, vaginal delivery will end 6 weeks after the date of delivery (8 weeks for an uncomplicated cesarean delivery). These time periods are standard durations used in the disability industry.

However, if you have complications prior to or after delivery, ICI benefits may be paid longer, depending on whether the complication is considered disabling.

How Much Are the Premiums?

Premium Rates

Note: The Local ICI program is currently under a premium holiday.

Monthly premiums are based on:

1. Your previous calendar year earnings, as reported to the WRS (or your estimated annual earnings, if applicable), rounded to the next higher \$1,000.
2. Your selected elimination period.

Annual Premium Adjustment

Effective every April 1, your employer will adjust your premium based on changes to your previous year's earnings. If you were either a new hire, were on an unpaid leave of absence, or had a permanent change in your percentage of appointment in the previous calendar year, your earnings for ICI premium

purposes will not be adjusted until the next annual review when a full calendar year of WRS-reportable earnings is available (for a new hire or someone on an unpaid leave) or you've worked a full calendar year at your new percentage of appointment.

Premium Change Based on Change in Appointment

Employers must adjust premiums when an employee's percentage of appointment is permanently changed. In these situations, the employer determines the premium rate by estimating earnings for the following 12 months and rounding up to the next higher \$1,000. These estimated annual earnings are used as a basis for coverage until, at the time of the annual adjustment, a full calendar year of WRS-reportable earnings is available (for a new hire or someone on an unpaid leave) or you've worked a full calendar year at your new percentage of appointment.

Filing a Disability Claim with the ICI Program

How to File a Claim

Contact the plan administrator to file a claim. See the *Contact Us* section of this brochure). Telephone filing is encouraged.

1. File your claim as soon as possible after your last day worked.
 - You may file a claim up to 30 days before your anticipated last day worked in cases of impending childbirth or scheduled surgery.
 - A claim will not be approved if received more than 12 months after your last day in pay status.
 - The effective date of your benefit can be no earlier than 90 days before your claim is filed. If you wait to file a claim, you could miss out on some benefits.
2. The plan administrator will send you an introductory packet. Complete and return the medical release form and the repayment agreement.
3. **A licensed physician** will be required to submit medical information concerning your disability to the plan administrator.
 - A licensed physician as defined in the ICI plan includes a medical doctor, doctor of osteopathy, surgeon, podiatrist, dentist, or nurse practitioner licensed to practice by a state within the United States. This also includes a physician's assistant or psychologist who is acting within the lawful scope of his or her license and performs a service that is supervised by a licensed medical doctor, doctor of osteopathy, or surgeon.
 - For a short-term disability (a disability lasting 12 months or less), a physician must certify that you are not able to perform the duties of your position.

Note: If your physician states that you can return to work if the employer makes reasonable accommodations for your disability, and if your employer agrees to

make those accommodations, your claim will be denied.

- For a long-term disability (a disability lasting longer than 12 months), a physician must certify that you are not able to engage in any substantial gainful activity (see *Definitions*) for which you are reasonably qualified, with due regard to your education, training, and experience.
4. The plan administrator will periodically contact your physician to receive updated information on your disability and expected return-to-work date. You will be responsible for costs associated with the medical exams.
 5. Your employer must complete the employment statement that comes from the plan administrator.
 6. After contacting your physician and employer, the plan administrator will determine whether you should be approved for the benefit.

If you are approved, you will receive a letter from the plan administrator describing how much your benefit will be and when it will start. If you are denied, you will receive a letter from the plan administrator stating the reasons for the denial.

Administrative Review Process

If you do not agree with a decision made by the administrative personnel, you have the right to request that they reconsider the determination. A written request for reconsideration must be received by the plan administrator within 90 days of the date of the determination letter.

- With the reconsideration request, you must specifically state how you believe the plan administrator erred in interpreting the plan provisions.
- You must provide the plan administrator with all documentation, including medical records relevant to the claimed disability and your position regarding the determination.
- After reviewing all of the new and original information, the plan administrator will send you a letter with the reconsidered decision.

Filing a Disability Claim with the ICI Program (continued)

If you do not agree with the decision at the reconsideration level of the appeal process, you have the right to request a departmental determination from ETF. Your written request must be received by ETF within 90 days of the date of the reconsideration letter.

If you request a Departmental Determination, ETF will determine whether the plan administrator erred in its decision. ETF relies upon the medical records/notes and the review performed by the plan administrator's medical consultants to make a determination.

If you do not agree with the Departmental Determination, and you wish to pursue the matter further, you may request an appeal to the Group Insurance Board. You must request the appeal in writing. The written appeal request must be received by the Appeals Coordinator within 90 days of the date of the notice. The Appeals Coordinator will provide you with a booklet covering the appeals process and time frames.

When Will My Benefit Start?

Your ICI benefit will begin after you serve your selected elimination period. Employees have an elimination period of 30, 60, 90, 120, or 180 calendar days.

The elimination period begins on the first full day that you are continuously and completely absent from work due to disability. If you return to work during your elimination period, even to perform incidental work at your employer's request, your elimination period will be extended. Before performing any work during your elimination period, you should talk to the plan administrator.

Sick leave, vacation, holiday, and compensatory time do not need to be exhausted before ICI benefit payments can begin. However, use of leave time after your elimination period is satisfied will delay the start of your ICI benefits or reduce the amount of benefits you receive, as benefits are reduced at the rate of 100% for payments you receive for leave time.

Example 1:

You satisfy your elimination period on March 1, but you continue to use some form of leave time to stay in full pay status with your employer. Your ICI benefit will not start until you are no longer in full pay status.

Example 2:

You satisfy your elimination period on March 1, but you continue to use two hours of sick leave per day to stay in partial pay status with your employer. Your ICI benefit will be reduced by the amount you receive from your employer for leave time paid.

How Much Will I Receive?

Benefit Amount

The ICI benefit is calculated by multiplying your average monthly earnings from the previous year by 75%. A maximum of \$120,000 in annual earnings are covered, resulting in a maximum benefit of \$7,500 per month.

For disabilities lasting longer than 12 months, a supplement of \$75 per month is added to the normal benefit amount.

Offsets/Reductions

ICI benefits will not duplicate other income sources available to you, but rather will supplement these income sources to provide a specified level of disability income. Therefore, your ICI benefit will be reduced by income received from sources including, but not limited to:

- Social Security based on your work record (regular or disability)*.
- Unemployment compensation.
- Workers' compensation (except permanent disability awards).
- WRS benefits (retirement, disability retirement, or separation).
- Any employer sponsored/sanctioned salary continuation plan.
- Earnings, including self-employment.
- Duty disability.

In addition, your benefit will be reduced at the rate of 100% for any vacation, sick leave, holiday, or compensation pay you receive after your ICI benefit effective date.

If you receive a monthly retirement benefit from the WRS, your ICI will be reduced by the largest retirement benefit amount you are eligible to receive, even if you choose an option that pays a reduced benefit. If you take a separation or lump-sum benefit, your ICI benefit will be reduced by an equivalent monthly amount.

If you receive income from any of the above sources, it is important not to spend it until the ICI

amount to be repaid is provided to you by the plan administrator. You will be required to repay any benefits you receive, or are eligible to receive, that cover the same time period as your ICI benefits.

You must also apply for all other benefits that you might be eligible to receive. If you fail to do this, your ICI benefit will be reduced by the largest benefit amount you could receive from another source.

If you are approved to return to part-time employment with your prior employer, your benefit will be reduced (offset) at the rate of 75% of your earnings. If medical evidence indicates you are capable of working part-time but you do not return to work, your benefit will be reduced by an estimated earnings offset. See the *Returning to Work* section of this brochure for more information.

If Your Social Security Benefits Are Denied...

When Social Security benefits have been initially denied, you are required to pursue the appeal through the hearing level.

The ICI program does not require you to obtain an attorney to assist you in obtaining Social Security benefits. However, if you do decide to obtain an attorney and you win your appeal, the ICI program will not consider the attorney fees as a reduction to the ICI benefit if the Social Security Administration (SSA) approves the amount to be paid to the attorney. Documentation of SSA approval of such fees must be provided to the ICI plan.

How Much Will I Receive? (continued)

Payment Dates

Benefits are paid monthly at the beginning of the month for the previous benefit month (i.e. January benefits are paid February 1).

Waiver of Premium

ICI premiums are waived effective the first of the month following the date ICI benefits begin.

Note: If benefits begin on the first day of a month, the premium waiver begins on the same day.

The waiver of premium remains in effect for as long as you continue to be eligible for benefits. If benefits are terminated because you returned to full-time employment with a state employer, premium payments will resume.

If you choose to remain on a leave of absence after your disability ceases and have not terminated employment, you must immediately make arrangements for payment of the ICI premium through your employer. Otherwise, coverage will terminate and can only be reinstated after you return to work and reapply for coverage.

Taxable Benefits

A portion or all of your ICI benefit may be taxable income to you. As the percentage of the total premium paid by your employer as a fringe benefit increases, there is a corresponding increase in the percentage of benefits that is considered taxable income. The taxable portion is based on an average of the premium percentage paid by the employer over the three years prior to the year in which ICI benefits are first paid.

However, due to changes in the tax laws and the interpretation of the revenue code, you should consult both state and federal tax authorities for answers to any specific questions you have concerning the exclusion or inclusion of such benefit payments as taxable income.

The plan administrator will automatically withhold federal income tax from the taxable portion of a benefit. The amount of federal income tax withheld will equal the deduction for a single person with zero exemptions. If you wish to change the amount of federal tax withheld, you may submit Form W-4S or W-4 (available from the IRS) to the plan administrator.

Wisconsin state income tax will only be withheld from a taxable ICI benefit if you submit the *Wisconsin Withholding Exemption Form WT-4*. It is available from the Wisconsin Department of Revenue.

FICA: Social Security regulations provide that any income received from a sickness or disability plan during the first six months of a disability is subject to withholding for Social Security contributions if the employer has paid a portion of the premiums. The percent of the benefit subject to Social Security contributions equals the percent of the gross premium paid by the state. Any ICI benefits you receive during the first six months of disability will reflect this deduction for Social Security contributions unless your WRS employment is terminated and you are approved for disability retirement benefits.

Annual Tax Documents

The plan administrator will send you tax forms annually.

Participant's Responsibilities While Receiving the Benefit

Annual Statement of Earnings

After the first year of ICI benefits, you will be required to complete and return to ETF the *ICI Annual Income Certification* (DTPA-5905) on which you will report all earnings for the prior calendar year. The plan administrator normally sends this form out on February 1.

Medical Reports to Substantiate Disability

Your physician and the plan administrator will work together to determine how often your physician should follow up with you to certify that you are still disabled. The plan administrator will periodically ask your physician to complete supplemental medical forms. Cost for medical exams and copies of the medical records are your responsibility.

Failure to Comply

Benefits may be suspended or terminated if you fail to provide required information within 60 days of the date of the initial request or if you do not otherwise cooperate in meeting the program requirements.

Returning to Work

You may return to work with your prior WRS employer given your physician's release to return to work and your employer's ability to accommodate any restrictions imposed. Earnings paid when you return to work less than full-time will be offset at 75% (see example below). Earnings include pay for days taken as vacation, holiday, or compensation time. Paid sick leave will be offset at 100%.

Your part-time earnings will be offset based on the date of your earnings check. For example, your earnings check dated July 1 will be offset from the ICI benefit check dated August 1 (which covers the month of July).

If you are receiving long-term ICI benefits, you will be required to provide objective medical evidence (see *Definitions*) on a quarterly basis to continue to substantiate the disability.

If your physician releases you to return to work, but you choose not to, or you return to work but do not work the number of hours your physician released you to return, your ICI benefit will either be terminated or it will be offset (reduced) by estimated earnings. The estimated earnings offset will be calculated by multiplying your number of hours you were released to work by the hourly rate of pay.

If you are unable to work the number of hours your physician released you to work because of your medical condition, you should contact your physician immediately to discuss your inability to work those hours. Your physician will need to amend your restrictions. For benefit payment purposes, it is extremely important that your medical records reflect the amount and type of work you are able to perform.

Rehabilitative Training

If you have a rehabilitation plan that was approved by the Wisconsin Division of Vocational Rehabilitation (DVR), you need to contact the plan administrator and provide them with a copy of your approved plan. You will need to sign a release allowing the ICI program access to your pre-approved plan.

As an incentive to return to work, only 75% of earnings from approved rehabilitative employment may apply to the reduction of your ICI benefits. Earnings from non-approved rehabilitative employment will reduce your ICI benefit amount dollar-for-dollar (100%). The offset for the rehabilitative earnings are based on the date of the earnings check. See example below.

Example: Benefit reduction due to earnings from part-time return to work.

Monthly income continuation benefit		\$2,812.50
Less: earnings with prior employer	\$1,000.00	
Offset reduced to 75%	x 75%	- 750.00
Net monthly income continuation benefit		\$2,062.50
Plus: earnings		+ 1,000.00
Total monthly income		\$3,062.50

When Will My Benefit End?

Your ICI benefit will end on the earliest of the following dates:

- When you reach age 65. However, if your first day of disability is after your 60th birthday, benefits will be payable for a period of 5 years from your date of disablement. See table at right.
- When medical evidence shows that you are capable of performing the duties of your position (or of any position if you've had a long-term disability, i.e. over 12 months).
- When you die. The ICI program does not have a death benefit.

Age at Disablement	Maximum Duration of Benefits From Date of Disablement
On or before 60th birthday	To age 65
After 60th birthday	5 years

Termination of employment does not affect the continued payment of your ICI benefits. Your benefits will not end until you meet one of the criteria above.

Definitions

Date of Disability—The day after your last day worked or the date your physician indicates that your medical condition meets the program's disability definition, whichever is later.

Elimination Period—This is the number of calendar days in which you must be completely off work in order to receive ICI benefits. Employees may select an elimination period up to 180 days.

Objective Medical Evidence—Test results such as blood tests, MRI, CAT scan, X-rays, etc. and physician's notes of regular visits recording the physician's observations of disabling symptoms and conditions.

The physician's opinion may rely in part on records of care provided by other medical professionals under the supervision of a physician, including but not limited to physician's assistants, midwives, psychologists and psychotherapists (MMSW).

The actual certification of disability must come from the licensed medical doctor, doctor of osteopathy, surgeon, podiatrist, dentist or nurse practitioner.

Plan Administrator—External company contracted by the Department of Employee Trust Funds to issue eligibility determinations and process individual claims. This is also sometimes referred to as a third-party administrator.

Regular Care and Attendance—Planned program of observation and treatment requiring personal attendance by a physician.

Substantial Gainful Activity—Gross earnings that are equal to or greater than the gross ICI benefit for the same period of time.

Totally Disabled—The ICI program has two definitions of disability depending on the duration of the disability:

Short-term Disability—the first 12 months of disability, while you are under the regular care and attendance of a physician, and your disability makes you unable to perform your job.

Long-term Disability—after the first 12 months of disability, while you are under the regular care and attendance of a physician, and your disability makes you unable to engage in any substantial gainful activity for which you are reasonably qualified.

Contact Us

Contacting ETF

See the back cover for ETF contact information.

Contacting the plan administrator: The Hartford

Phone

Toll Free: 1-800-960-0052

Fax: 1-833-357-5153

Mail

The Hartford

P.O. Box 14869

Lexington, KY 40512-4869

Email

ICIQuestions@thehartford.com

Contact ETF



etf.wi.gov

Find ETF-administered benefits information, forms, brochures, benefit calculators, educational offerings and other online resources. Stay connected with:

✉ ETF E-Mail Updates

🐦 @wi_etf



1-877-533-5020

7:00 a.m. to 5:00 p.m. (CST), Monday-Friday

Benefit specialists are available to answer questions.

Wisconsin Relay: 711



PO Box 7931

Madison, WI 53707-7931

Write ETF or return forms.





Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: March 1, 2024

Re: Phone System Upgrades

BACKGROUND: Administrator Michael was contacted by a company, Digital Voice Solutions, regarding the village's phone system.

Mike Runge, President, has worked with other communities to start or improve their phone systems. Mike provided some initial quotes in 2023 for changing our service, including the purchase or lease of new phones.

Several things he pointed out is our use of analog lines vs. true VOIP, the use of high functioning phones in many rooms of the building that are not necessary and were more expensive upfront to purchase and the addition of many more features than we currently have.

Trustee Arenz has brought up the use of phantom phone #'s that are utilized to make calls from personal devices but still look like they are coming from the Village office. He can explain more about this feature at the meeting.

Chief Hartert has mentioned that some of the features we were told we would have by the contractor when we ordered the phones are not included with the phone system we received. He can explain more at the meeting.

Does the Village wish to pursue other phone system options?

ATTACHMENTS: Email from IT person regarding Trustee Arenz's request and Information sheet from Digital Voice Solutions

FISCAL IMPACT: There will be upfront costs for installation and purchase of new devices

Debbie Michael

From: Michael Hartert <mhartert@summitpolice.org>
Sent: Thursday, February 22, 2024 2:02 PM
To: Debbie Michael
Subject: Fwd: Phone System Request

Get [Outlook for iOS](#)

From: Michael Hartert <mhartert@summitpolice.org>
Sent: Thursday, February 22, 2024 2:01 PM
To: Carmen Scala <carmens@kontney.com>
Subject: Re: Phone System Request

Thank you

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From: Carmen Scala <carmens@kontney.com>
Sent: Thursday, February 22, 2024 1:59:08 PM
To: Michael Hartert <mhartert@summitpolice.org>
Subject: RE: Phone System Request

Chief,

You would have to have a VOIP phone system to do this, so you cannot use your phone system to get this done. You can subscribe to an additional service, like Microsoft Teams to get phone numbers and use the Teams app to make calls on personal cell phones. Each line is with Teams is around \$10 per month.

-Carmen A. Scala
Lead Engineer
Kontney Computer Group
W224S8465 Industrial Aveue
Big Bend, WI 53103
ph -262.662.0811
www.kontney.com

From: Michael Hartert <mhartert@summitpolice.org>
Sent: Thursday, February 22, 2024 12:49 PM
To: Carmen Scala <carmens@kontney.com>
Subject: FW: Phone System Request

Carmen,

Have you heard of what Kraig is talking about?

Chief Michael Hartert

Summit Police Department
37100 Delafield Road
Summit, WI 53066
262-567-1134

From: Debbie Michael <administrator@summitvillage.org>
Sent: Thursday, February 22, 2024 12:42 PM
To: Michael Hartert <mhartert@summitpolice.org>
Subject: Phone System Request

Chief –

Kraig would like us to look into getting phone #'s set up for each Trustee that would then forward to their personal phones. He says there is an App that you use on your phone that allows you to make calls and it shows you are calling from the assigned "work" # instead of your personal #.

I know that President Riley has mentioned that his employer uses this as well.

Do you have a contact who we can reach out to and ask these questions and get some cost info?

Thanks!

Debbie Michael, WCMC
Village Administrator-Clerk/Treasurer
Village of Summit
37100 Delafield Road
Summit, WI 53066
262-567-2757
262-567-4115 Fax
E-Mail: administrator@summitvillage.org
Website: www.summitvillage.org
Population: 5,202

[Get Connected HERE](#)

Elected Officials and Members of Village Committees: in order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.

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Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board
From: Debbie Michael, Village Administrator-Clerk/Treasurer
Date: March 1, 2024
Re: Electronic Waste Recycling

BACKGROUND: Administrator Michael was contacted by a company, COM2 Recycling, regarding setting up a collection box for electronic waste within the village.

Administrator Michael reached out to the clerk network looking to see if anybody else uses this company. The Village of Mukwonago just started working with them but no other feedback was provided.

Disposing of electronics continues to get harder and more expensive for residents.

Is this a service that the Village would like to provide?

ATTACHMENTS: Email and COM2 Recycling company profile

FISCAL IMPACT: Undetermined if there is any cost associated with the service

COMPANY INTRODUCTION

COM2 - We Provide Recycling Solutions that Save, Serve and Earn

In United States, 151.8 million electronics go silent every year and over 25 million TVs / LCDs go defunct as we continue to buy newer models and technology year on year. Subsequently, the UNEP has found that a huge volume of 53.6 million metric ton of electronic waste (e-waste) was produced in 2019 alone, globally.

These are the e-boom environmental challenges that we all face today. Reducing the size and depth of our electronic waste (e-waste) footprint is everyone's responsibility - worldwide.

COM2 Recycling – At a Glance:

- An internationally recognized recycling leader - focused on efficient & safe disposition of your unused or obsolete consumer & business electronics
- The 1st CRT (Cathode Ray Tube) Certified Plant in the State of Illinois, that now stands out as one of the largest CRT Processing Plants across North America and masters 'glass-to-frit' recycling with 100% automation.
- A recognized environment protector with a recycling recovery rate of 99%
- A valued partner of customers and communities alike; with a goal to reduce electronic waste while recovering valuable resources and ensuring data security – consistently
- An experienced Asset Recovery Company capable of turning your obsolete electronic equipment into revenue through processes that generate highest fair market value
- Honored recipient of R2 certification, ISO 14001 and ISO 45001
- Com2 is fully equipped & certified to deal with harmful substances such as PCB, mercury, lead, lithium etc.
- An expert at handling all your electronic waste needs including laptops, TVs, PCs, Cell Phones and more – we specialize in 360° Electronic Recycling



THE TSUNAMI OF eWASTE

"With mounting volumes of production and disposal, the world faces what one recent international forum described as a mounting "tsunami of e-waste", putting lives and health at risk."

"In the same way the world has rallied to protect the seas and their ecosystems from plastic and microplastic pollution, we need to rally to protect our most valuable resource – health of our children – from the growing threat of e-waste."

*- Dr Tedros Adhanom Ghebreyesus,
W.H.O. Director-General, United Nations.*

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



VISION, MISSION & PHILOSOPHY

COM2’s Commitment: Keeping Environment & Relationships Healthy

COM2’s Vision:

Insights into what is needed now and next

COM2’s objective is to reinforce and augment its position as North America’s premier recycling service company, safeguarding the environment for the present and future generations. We will sustain this pre-eminent position by anticipating and meeting these evolving customer needs with innovative, proven and cost-effective recycling solutions.

COM2’s Mission:

Insights into what is needed now and next

At COM2, our mission is to help create a healthier natural environment by promoting responsible recycling throughout the community while protecting our customer’s sensitive data and controlling and minimizing environmental liabilities. We support economic development organically through the processing of recyclables and the harvesting of materials that is renewed and used in domestic manufacturing. At COM2, putting & keeping customer relationships on a healthy ground is ‘function of conducting business’ with honesty, integrity and excellence - as our core focus.

COM2’s Philosophy:

Exceptional Service to you is the result of us treating our people exceptionally well!

Preservation and enhancement of the environment are the fundamental premises underlying our business. We recognize that achieving these goals begins with the highly trained COM2 people, who are driven to succeed and are fully supported in all aspects of their daily work @ COM2. This results in a level of service that exceeds expectations – the customer expectations, COM2’s performance expectations and employee expectations for their individual growth. This creates a win-win situation for everyone involved in our routine business functions.

Training & Development

Com2 newbies go through a rigorous training program at the time of their induction. This Program is completed in two sections, that is, the classroom-based training and the On-job training. These sessions are led by our SMEs (Subject Matter Experts) to ensure a clearer understanding of the topics covered. Both the sessions are carefully designed to assure continuous improvement of our human resource. The Trainees are then moved into their assigned teams to operate as one successful unit – The COM2 Team.

OUR BUSINESS PHILOSOPHY

Protect our “Pale Blue Dot” (Earth) as referenced by Scientist Carl Sagan (NASA)

COM2 is committed to the prevention of pollution, protection of biodiversity and ecosystems, and protecting the health and safety through responsible recycling.

COM2 is committed to manage used and end of life electronic equipment based on a reuse, refurbishment, recovery, disposal hierarchy including onsite management throughout the recycling chain while protecting client data.



Recycling Solutions - Serve and Save

At our powerful recycling facilities, COM2 securely processes obsolete electronics. By allowing COM2 to safely process your e-waste, businesses & consumers gain peace of mind, confidence and meet their social & legal obligations. Furthermore, the raw materials can then be repurposed to be reused into the new material; instead of landing in a landfill. Thus, adhering to COM2’s strong “No Landfill Policy” at all times.

ILLINOIS

At Carol Stream IL., COM2 owns and operates a sizeable facility that is spread over approximately 12.5 Acres of Land. Functioning since 2001, it is a technologically advance recycling powerhouse that is fully monitored and stays secured 24/7, 365 days a year. We have 24-hour operations split into three (03) working shifts.



A view of our Carol Stream, IL. Facility

CANADA

Com2’s Canadian facility greatly extends our service capability. The Canadian counterparts iced up the R2 Certification awarded in Canada. We are also proud to be ISO 9001, ISO 14001, and ISO45001 Certified. Our Canadian facility accentuates the prolific contribution of COM2 in the handling of huge ewaste across North America.



A View of our Canadian Facility

WISCONSIN

Once again, as a customer centric organization, we continue to facilitate our customers. Our business facility in Menomonee Falls, WI is an established pick up/drops off point, where the communities can conveniently reach out to us and enjoy our effective recycling solutions for their electronics. When you know that the useful life of your electronics has maxed out, you can reach us at COM2 for the best possible returns on your e-waste.



A View of our Wisconsin Facility

Feel free to Contact Us for your pick up / drop off appointments.

Asset Retrieval that Rejuvenates Your Products

End-of-life products can yet earn a healthy return. Many clients work with us to help remove their obsolete electronics that is just taking up space being stacked in their storage areas. After removal, this space can be utilized by placing other things of value per clients’ choice.

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



We pick these electronics, clean them up, erase the data thoroughly and resell these assets as a whole, as components or simply as de-manufactured for raw material. Our connections in all kinds of markets help us maximize your recovery rates. Partner with us for the end-of-life, revenue-renewal & enjoy our hassle-free solutions.

DATA SECURITY

Your Data Security is our Top Priority

COM2's # 1 Priority is the Security of your Proprietary Information. Thus, your data from each and every system that we recycle is thoroughly erased and destroyed. We have highly secure processes in place, advanced and diverse destruction methodologies and a rigorous standard – that we follow as our SOPs. COM2 not only guarantees that your data is gone & fully removed; but we also provide you with a proof in the form of a written *Certificate of Recycling*, that you receive upon the completion of our recycling process.

Irrespective of the media type — mini and standard hard drives, zip drives, tapes, SD cards, CD-ROMs, Thumb drives and beyond—we guarantee and certify complete erasure and purging using the US Department of Defense and NSA procedures. Our process is compliant with:

- Federal regulations, including the Federal Privacy Act
- HIPPA (Health Insurance Portability and Accountability Act)
- R2 Certification (Responsible Recycling)
- NAID (National Association for Information Destruction)
- State legislations
- The Graham-Leach Biley Act
- NIST (National Institute of Standards and Technology)
- DOD (Department of Defense) 5220.22 - M

Data Security – Right from the Start

We manage each shipment based on your specific requirements / requests. We apply our standard procedures that further ensure data security. For example, every shipment containing data must first & foremost be processed within the Data Security Department to ensure the integrity of information security.

Our “Sanitizing” Software Destruction

Data removal can occur electronically. COM2 has a licensed software technology that is approved as a “sanitizing” solution by the US Department of Defense, calibrating with the NIST standards of destruction. Each unit we receive is tracked based on the manufacturer and the serial numbers and to further ensure the data protection, all corporate identification tags are immediately removed. The Electronic (software) data removal permanently erases operating systems, program files and any user data present. Software based cleansing of hard drives is so thorough & trustworthy that the hard drives can even be used again.



Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



Physical Destruction

Our data security department uses an industrial shredder designed to process the Hard Drives (HDD). The smaller Hard drives are shredded whereas, the Hard drives of any other size or additional data media are shredded upon request. When physical destruction is a must, our process ensures complete destruction of each and every drive. You can request viewing of the shredding process - if you wish to. With every piece of equipment, COM2 leaves no doubt that the data is gone & out!

ASSET MANAGEMENT

Asset Management: Fresh Revenue from Your Obsolete Electronics

COM2 responds to your recycling and data-destruction needs in a heartbeat. As a perfect example, we bring your obsolete electronics and other office equipment back to the revenue-generating life. The computers, TVs, printers, cables, fax machines and even coax cable that is taking up space in your storage rooms or vacated offices has a value in the marketplace and COM2 helps capitalize on it for you.

Let us successfully liquidate these electronic assets for you to generate this unexpected and surprising revenue. Our Asset Management/Recovery services are of great value to:

- Any company that wants to turn excess, outdated, unused and unwanted equipment into money right away
- Companies that are Up-Grading electronics or their I.T. Infrastructure
- Companies that are facing foreclosure
- Downsizing companies
- Firms going out of business
- Businesses that are shifting premises / relocating
- Individuals with excess & obsolete electronics



You will benefit from COM2's processes and our full support at every step of the way. Starting from a **FREE** appraisal of your assets, Com2 then provides a wide range of options to the most suitable to fit your needs. We can remove all the assets, erase (sanitize data), then sell it as a whole, as parts, scrap or even as de-manufactured raw material. We partner with you to sell your equipment and share that revenue with you by promoting our worldwide contacts and knowledge of the primary & secondary markets, to ensure the best possible returns on your original investment. Why let these untapped resources and potential revenue go waste while it is taking up space, when you can earn a healthy return for that equipment with COM2 Asset Management Services.

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



Asset Recovery Services

Your obsolete electronics may still have some life left in them in terms of generating revenue. We can clean them up, safely erase all data and resell them as whole units, as parts, or as de-manufactured raw material. Our local, national and worldwide connections help maximize the recovery value for a wide range of electronic equipment, including:

Networking & Servers

Copiers and Printers

Computers & Laptops

TVs / LCDs

Data Storage Systems

Telecommunications

Consumer Electronics

iPads & Tablets

Medical Systems

Point of Sale Systems

Switches & Boards

Monitors

CRT RECYCLING

CRT Glass-to-Frit Recycling—A Clearly Better Solution

COM2 is the **First CRT Glass-to-Frit Processing Plant** in the State of Illinois. It stands out as one of the largest, certified Cathode Ray Tube (CRT) recyclers in North America today.

We are proud to provide innovative and environment-friendly solutions to a huge electronic disposal challenge: safely recycling millions of TVs and computer monitors that contain Cathode Ray Tubes (CRTs) with lead-based tube.

These ancient electronics have now become ‘dinosaurs made extinct’ by the introduction of millions of flat panel LCD/LED TVs and computer monitors offered each year. With their leaded glass, these relics have become dangerous & are not fit for disposal in landfills due to the prospect of *lead leaching* into the soil &/or water table and the unhealthy threat that they present to our communities, at large.

We Separate, Clean & blend our Glass with right ingredients required processing it into “FRIT”, which is used for the manufacturing of Ceramic Tiles. Thus, providing the tile industry with the required raw materials while helping the organic growth of the economy.



Figure Com2 - Processing of Glass into Frit

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COM2 – IS THE ANSWER!

Turn to COM2 for your total CRT glass recycling needs and we will answer it by using our innovative, safe & efficient processing systems.

We re-engineer these old TV/Monitor tubes (CRTs) to create new value by separating the front panel non-lead glass from the lead-based tube found in the TVs and computer monitors. Our unique CRT glass processes sort and clean the glass to produce high quality Frit and provide value to the ceramic industry at large.

This valuable process helps us daily recover thousands of pounds of leaded glass, which substantially eliminates the danger of improper landfill disposal when processed and done the right way Inhouse – thus reflecting its COM2 quality.

COM2 SERVICES

Designed to Serve Customers and the Environment

Today, our love of the electronic devices we use is short-lived and this usually results in e-waste piling up in our business storage rooms and homes. Auspiciously, COM2 Recycling Solutions has a variety of solutions that can breathe a new life, repurpose and potentially gain revenue-returns from this electronic waste. These services accommodate our customers who want to dispose of their obsolete equipment easily and conveniently. COM2 Services also cater to the environment preservation as we recycle e-waste responsibly by using the disassembly and disposal methods, that pay detailed attention to the government policies, legislation and the needs of our customers – who want to dispose of their obsolete & out of use equipment easily & hassle-free.



360° - Comprehensive Recycling Services

You have electronic waste. We have the safe, convenient and cost-effective methods to recycle it. We offer Electronics Recycling FREE of charge to Residential, School and Non-Profit 503 (c) (3) customers in a broader area radius (Please check with us to see if we're able to provide this service to you)

COM2 helps companies fulfill their ethical, social and legal recycling obligations in the treatment of their end-of-life electronics. We then provide these useful and much needed raw materials to the relevant industries for consumption.

Please Contact Us for to schedule an appointment.

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662



What We Recycle

We recycle it all: the excess, obsolete and surplus computers, consumer electronics, household electronics, cell phones, cables, wires & several excess and plastic, metal parts and much more. Ask us about other items that may not be listed.

(If we cannot assure to fully recycle your equipment, we do not accept it. We do not landfill electronics or components).

Our team makes the customer service its top priority. We are a thriving team of professionals with strong work ethics and a customer centric approach. We tailor our services to our customers' needs and ensure to work in the way that we exceed your expectations.

With the continued success of COM2, we realize that our biggest asset is "our human capital". At COM2, we understand that our customers are satisfied today with the consistent performance delivered by our human resource – who are willing to go the extra mile and deliver up to the desired mark while setting new milestones each day.



Our Service - Always Fresh and Original

Community Recycling Events

As a responsible recycler, COM2 works with the local authorities, schools and businesses to support community Electronics Recycling Events, where, the residents can properly discard their end-of-life electronics. We are happy to extend these services on a frequent basis to educational institutes like schools and other organizations.

To make it easier to dispose of your e-waste, we run suitable drop off locations across North America. For the convenience of our customers, we have an established facility in Charleston, IL. Where we receive the drop-offs round the year - making it simpler for our customers to reach out to us.



We have delivered in our partnerships and are open to collaborations with municipals, schools, non-profits, residential and university town communities to hold recycling events in their respective areas, to achieve the goal of making "the environment greener".

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Please **Contact Us** to help coordinate your next community electronics recycling event in your neighborhood / town via a call or an email.

Corporate Office and Processing Facility:

500 Kehoe Blvd, Carol Stream IL 60188
Tel 877-977-2662
Local 630-653-2662
Fax 630-690-2662
Email: info@com2recycling.com

Canadian Processing Center

1704 Meyerside Drive, Unit 7-8,
Mississauga, ON. L5T 1A3,
Canada
Toll free number: 855-977-2662
Tel: 905-670-3040, Fax: 905-670-3042

Com2 - Menomonee WI Non R2

W140N5958 Lilly Rd,
Menomonee Falls, WI 53051,
Tel 262-293-9079
Drop-off hours: Monday-Friday 9AM-6PM
Saturday 10AM-4PM

Toll Free: 877-977- (Com2) 2662

Email: info@com2recycling.com

Local: 630-653-2662





Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: August 24, 2021

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Meagan Wolfe, Administrator

SUBJECT: Elections Security: Trusted Email Address Information

1. **Purpose.** This memorandum provides information how and why to obtain a trusted wi.gov or .gov email address. The Wisconsin Elections Commission and U.S. Cybersecurity and Infrastructure Security Agency have created an updated way for local governments to obtain either a wi.gov or .gov email address. This is a low-cost and simple way to enhance security for you and your valued residents.

2. **Recommendation.** WEC staff recommends that all Wisconsin counties and municipalities establish an official email address through one of the government's regulated Domain Name Systems (DNS). These domains end in **.gov** and can only be obtained by U.S.-based government organizations. Using one of these domains reduces cyber security risks to both the jurisdiction and Wisconsin citizens.

In 2022 the WEC will begin implementation of new policies to restrict official communications with unofficial email domains, particularly for WisVote users. **All WisVote users will eventually be required to have a .gov domain for official email communications.** There is not yet a set date for this change, however the WEC encourages all Wisconsin jurisdictions to act soon to acquire a .gov domain.

3. **Background.** We all use email in our official communications. Some municipalities currently allow their clerks to use personal email accounts for official communications or to create shared accounts through free email providers. While these techniques are simple and inexpensive, they are not risk free.

Free email providers have access to the contents of your messages and often have no restrictions on the use or sale of your personal data. Free providers also allow anyone to create an account and use any

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

name they choose. These shortcomings allow email providers to sell your data for targeted advertising and email spoofing.

Email spoofing is when an email address is created that looks similar to an official email address or can trick a user into believing it is an authentic email address. When attackers are able to spoof emails of government officials the public may be more likely to fall for scams and/or distrust official communications.

For example, it is impossible to tell which of the email addresses below is authentic:

Actual Email Address: clerkfrmtownsmith@gmail.com

Example #1 of Spoofed Email Address: clerkfromtownsmith@gmail.com

Example #2 of Spoofed Email Address: clerkfrmtownsmtih@gmail.com

Example #3 of Spoofed Email Address: officialtownofsmith@gmail.com

Even the use of a custom domain name, such as townofsmith.com, does not prevent spoofing. This is because **anyone** can obtain a .com or .us domain. Only the .gov domain is restricted to official U.S. government agencies.

For example, it is impossible to tell which one of these addresses below is authentic.

Actual Email Address: clerk@townofsmith.wi.us

Example #1 of Spoofed Email Address: clerk@townofsmith.com

Example #2 of Spoofed Email Address: clerk@smithwi.us

Example #3 of Spoofed Email Address: clerk@smithwi.com

Because of the risks described above, a growing number of government agencies will only conduct business through email with another .gov account. Anything else is simply too easy to spoof.

4. **How To.** Instructions how to obtain a .gov domain are attached to this communication as *Appendix A: How to Obtain a .gov Domain*. Additional information about .gov domains and election officials can be found here: <https://home.dotgov.gov/about/elections/>.

5. **Questions.** Please direct questions about this clerk communication to elections@wi.gov.

Encl:

Appendix A: How to Obtain a .gov Domain

* May have changed.

How to Obtain a .gov Domain

August 24, 2021

1. **Introduction.** Wisconsin jurisdictions can use either a wi.gov or .gov email address. The .gov domain is administered and managed at the federal level, while the wi.gov is administered at the state level. In both cases, the actual email is managed by a private email provider for a fee. These two different levels of administration require different sign-up processes, but both provide the trusted .gov domain.

The following sections explain the different procedures to obtain either a wi.gov or a .gov email domain. Some parts of the instructions are technical in nature so you may wish to consult with your local IT support provider for assistance.

- a. **wi.gov.** All wi.gov email addresses are hosted by the Wisconsin Department of Administration Division of Enterprise Technology (DET). The wi.gov domain is owned by the State of Wisconsin and municipalities are able to use this service for free after requesting access from DET. Creating wi.gov email addresses require purchasing a business account from a private email provider such as Gmail, Outlook, or Yahoo. These private providers are ultimately who manage the domain. Most business email providers have technical support teams who can help you set up the right type of account and establish a wi.gov email address. If you already have a premium or business account with a private provider, your IT department can make these changes without any additional costs to you.

Municipalities that would prefer to use a wi.gov domain can now contact WEC to submit a request. The WEC is only assisting with the set-up process. Municipalities will have full control over the mailbox title and will be able to use their domain name for their entire municipality (not just elections staff). The only cost associated with having a custom domain is establishing the business or premium email account with an email provider. Before making a request through the WEC, please follow these steps:

- i. Verify domain name availability. This can be done through several sites such as: <https://mxtoolbox.com/SuperTool.aspx> or <https://menandmice.com/support/dig>.
- ii. Choose an email provider offering business accounts (i.e. Gmail, Outlook, Yahoo, etc.).
- iii. Set up the new email domain using their process. This may require you to contact their IT support or helpdesk. Most have local government support staff to assist with the process.
- iv. Obtain a copy of the Mail Exchange (MX) record and/or Text (TXT) record from your email provider. Send this information to elections@wi.gov. These records inform the system that your email has permission to use the **wi.gov** domain. They can only be found after initially creating the new domain but may be located in different places depending on the provider you choose. Reach out to your local IT support or the email provider's support to get assistance locating them if needed.

Your MX and TXT records will look like the examples below:

MX Record:

Priority	Name Host Alias	Value Destination
1	@	ASPMX.L.GOOGLE.COM

TXT Record:

google-site-verification=6Jb2nvO4GKS6Uc830bk3dHkbYXA3FcDILvH1Nc

- v. WEC will then work with DET to submit the request and contact you when the records are setup as needed.
 - vi. After set-up is complete, feel free to send a test email to the Elections Helpdesk at elections@wi.gov.
- b. **.gov Domain.** Recently the U.S. General Services Agency has transitioned management of the Top-Level Domain (TLD) for the **.gov** domain to the Cybersecurity and Infrastructure Security Agency (CISA). To make this domain more accessible for local governments, CISA is waiving the annual \$400 registration fee through September 30, 2021. CISA states that it intends to make this waiver permanent. Getting setup with a federal level **.gov** is entirely through CISA’s “dotgov” website. For more information on signing up please visit <https://home.dotgov.gov/registration/>.
- i. Check to see if the domain you want is available: <https://domains.dotgov.gov/dotgov-web/registration/whois.xhtml>
 - ii. Review **.gov** domain requirements: <https://home.dotgov.gov/registration/requirements/>
 - iii. Prepare and send the authorization letter to registrar@dotgov.gov. A template is available at <https://home.dotgov.gov/registration/authorization-templates/city-county/>
 - iv. Complete the online form
2. **Expanded Use of Trusted Domains.** Once a trusted domain has been set up for your email accounts, it can be used by anyone in your municipality. Additionally, trusted domains can be extended to your websites. This creates uniformity for communication tools across your jurisdiction, making it easier for your residents to find and trust important information.
3. **Questions.** For additional questions related to the **.gov** domains, please contact registrar@dotgov.gov. Questions related to the **wi.gov** domain can be sent to elections@wi.gov.

Village of Summit
Department Liaison Guidelines
5/17/2023

General Over View: The Liaison positions were created to assist the communications into and out of the various Departments and to assist with developing the department budget. In general, these individual positions would act like committees in a larger city i.e., Finance, Personnel, Protection, Public Service or Utility. The Liaison works with the departments to gain intimate knowledge of the operations and assist those representatives at the Village Board level. The Liaison assists the departments in making recommendations and providing direction on items that may arise from day to day. The Liaison is not empowered to make policy decisions but could bring any policy issues to the full Village Board.

The intention is to help and assist the departments at both the Department and Village Board level. The Liaison could also assist that Department at any off site or special request meetings. Since Trustee positions are not full time positions this interaction with each Department would also assist in the annual review of their respective departments.

Village of Summit Liaison Areas of responsibility

- Administration
- Police
- Fire
- Department of Public Works (DPW)
- Zoning / Plan Commission

Below is a list of these areas and some of the responsibilities.

Administration: The Liaison will assist the Village Administrator in making operational (Budget, Audit, Finance) decisions as they arise. Assist in building the annual budget and Capital Improvement Plan (CIP) items. Assist in reviewing staffing levels. Assist in the Village Administrators annual review. Bring review forward to the Village Board.

Police: The Liaison will assist the Police Chief in making operational (Staff, Budget, Training) recommendations as they arise. Assist in building the annual budget and CIP items. Review the Police Departments ongoing safety and security plan. Assist in the Police Chief's annual review. Bring review forward to the Village Board.

Fire: The Liaison will work with the Fire Board and Fire Chief to understand the operations and direction of the Western Lakes Fire District. Provide communication to the District on the Village's expectations with regards to services and budget parameters. Since the fire commissioners do not report to the Village Board the Liaison will be the eyes and ears to the Village Board. This role is not to set policy but be advisory.

DPW: The Liaison will assist the Public Works Director in making operational (Budget, Staffing, Training) recommendations as they may arise. Assist in building the annual budget and CIP items. Review the Village's safety plan annually. Assist in DPW annual reviews. Bring forward Public Works Director annual review to the Village Administrator.

Zoning / Plan Commission: The Village of Summit Charter Ordinance spells out that one Village board member may be appointed to the Plan Commission. This Elected Official shall also be the Liaison for the Village Planner and the Plan Commission. The Liaison would assist the Planner and the Plan Commission in making operational recommendations as they may arise.