

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Tuesday, June 17, 2025

Village President, Ryan S. Sicard called the Regular meeting to order at 6:00 p.m. Present were, Chris Dubak, Caleb Garn, Donnie Kern, Brandon Krohn, Chris Moreno, Jessica Plourde, and Ryan S. Sicard. Also present was Chuck Schwartz, MSA; and Director of Public Works, Bob Gunther.

Public Comment

Robert Trealoff, 201 Arnold St – Stated he would like to see a historic picture posted by the river.

Approval of Agenda

Motion by Dubak, second by Moreno to approve the agenda as presented and motion carried unanimously.

Presentation

Rebecca Whitlock, a member of Somerset Champions Council, presented information on municipal branding.

Consent Agenda

Motion by Garn, second by Kern to approve the Consent Agenda including the following:

- *Minutes of Special & Regular Board minutes of May 20, 2025*
- *Village, Water, and Sewer Bills*
- *Revised CUP Application*
- *Reschedule the July Plan Commission meeting to July 10, 2025*
- *Verkada Camera System Proposal*
- *Project Scope for 2025 Mill, Overlay, and Micro-surfacing Project*
- *Task Order from Biannual Main Street Bridge Inspection*
- *Fire/Rescue Report*

Motion carried unanimously.

New Business

Appointment of Aaron Sundeen to the Economic Development Committee

Motion by Kern, second by Garn to approve the appointment of Aaron Sundeen to the Economic Development Committee and motion carried unanimously. Sundeen will replace William Derrick.

Resolution 2025-07: Temporary Traffic Control for Somerset Amphitheater Events

Motion by Dubak, second by Kern to approve Resolution 2025-07 and motion carried unanimously. Kern requested that this be reviewed annually.

Resolution 2025-06: Compliance Maintenance Annual Report

Motion by Kern, second by Plourde to approve Resolution 2025-06 as presented and motion carried unanimously.

Capstone Line of Credit Reduction #1

Motion by Garn, second by Krohn to approve the Capstone Line of Reduction #1 to \$626,000 and motion carried unanimously.

Capstone Line of Credit Reduction #2

Motion by Kern, second by Garn to approve the Capstone Line of Reduction #2 to 10% or \$201,000, whichever is greater, and motion carried unanimously.

Sale of vacant land owned by the Village of Somerset - PIDs: 181-1028-10-000, 181-1028-21-000, 181-1028-40-000, and 181-1028-50-000

Motion by Kern, second by Moreno to contract with David Bracht as the realtor and have him make a recommendation to the Board what a fair asking price is. Motion carried unanimously.

Bowmar Appraisal Revaluation Proposal

No action taken as Bowmar will submit a formal quote in 2026.

CivicPlus Municode Proposal

No action taken due to the Finance/Personnel Committee requesting more information on the product and tabling the discussion until budget time.

Unfinished Business**AT&T Lease Renewal**

The Village will propose a \$25k yearly rental agreement, an increase of 10% in 2026, and a 10-year contract to AT&T.

President Pro Tem

Motion by Krohn, second by Moreno to nominate and approve Caleb Garn as President Pro Tem. Motion passed on a roll call vote of 4-2, with one abstention (Dubak-aye, Kern-nay, Garn-aye, Krohn-aye, Sicard-abstained, Moreno-aye, Plourde-nay).

Adjourn

Motion by Kern, second by Plourd to adjourn and motion carried unanimously. Meeting adjourned at 7:38 p.m.

Jessica Lehman, Village Clerk/Deputy Treasurer

Total Bills \$ 279,959.35

7/15/2025 10:35 AM

In Progress Checks - Quick Report - ALL

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ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2025

From Account:

Thru: 7/16/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	7/16/2025	ABT MAILCOM JUNE UTILITY BILLING	1,080.16
	7/16/2025	AG SOURCE COOP SERVICES WU/SU/TESTING	1,398.25
	7/16/2025	AQUAFIX INC. SU/AQUABAC	392.21
	7/16/2025	B & J HARDWARE LLC JUNE PURCHASES	1,193.06
	7/16/2025	BAIREY, LANCE REFUND UTILITY OVERPAYMENT	100.42
	7/16/2025	BAKKE NORMAN SC GENERAL ATTORNEY SERVICES	2,634.25
	7/16/2025	BELL, TUCKER REFUND UTILITY OVERPAYMENT	147.36
	7/16/2025	BENCK MECHANICAL INC WWTP-AIR EXCHANGER MAINTNENANCE	377.50
	7/16/2025	BLOMBERG, DYLAN LUNCH REIMBURSEMENT	12.00
	7/16/2025	CHRIS AMDAHL LOCKSMITH INC PKS/INSTALL DEADBOLT & RE-KEY LOCK	323.00
	7/16/2025	CHRISMAN, CAROLYN ECON DEV/MARKETING RETAINER	2,000.00
	7/16/2025	CHRIST LUTHERAN CHURCH BUILDING USE FEE - 6/20/2025	125.00
	7/16/2025	CINTAS V HALL FLOOR MATS	123.95
	7/16/2025	CLIFTONLARSONALLEN 2024 AUDIT	1,850.00
	7/16/2025	COMPUTER INTEGRATION TECHNOLOGIES INC IT SERVICES	2,333.00
	7/16/2025	CONWAY, DANIEL REFUND UTILITY OVERPAYMENT	30.48
	7/16/2025	COURT SURFACES & REPAIR LFMP-PICKLEBALL/BASKETBALL COURTS	29,650.00
	7/16/2025	CWS SECURITY QUARTERLY MONITORING	54.00
	7/16/2025	DIGGER'S HOTLINE JUNE LOCATES	300.90

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ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2025

From Account:

Thru: 7/16/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	7/16/2025	EO JOHNSON COMPANY COPIER LEASE	136.70
	7/16/2025	ESTATE OF TIMOTHY KROHN REFUND UTILITY OVERPAYMENT	19.36
	7/16/2025	GEMPLER'S PW/SAFETY GEAR	207.86
	7/16/2025	GUARDIAN SUPPLY POL/UNIFORM ALLOWANCE PURCHASES	159.91
	7/16/2025	HAKES WELLNESS SOLUTIONS LLC POL/WELLNESS VISITS	360.00
	7/16/2025	HANSEN, TIMOTHY & DEBBIE REFUND UTILITY OVERPAYMENT	34.64
	7/16/2025	HIGHWAY 64 PROPERTIES LLC SOMERSET TRAIL PROJECT	2,768.82
	7/16/2025	HYDROCORP CROSS CONNECTION CONTROL PROGRAM	1,974.00
	7/16/2025	JOHNSON FORD POL/2020 SQUAD MAINTENANCE	282.00
	7/16/2025	LEHMAN, JESSICA MILEAGE TO TRAINING & COUNTY	30.10
	7/16/2025	MENARDS - HUDSON PW/PKS/PAINT SUPPLIES/VALVE REPAIR KIT	86.62
	7/16/2025	MENARDS-STILLWATER PW/AIR CONDITIONER	449.00
	7/16/2025	NORTHWEST COMMUNICATIONS TELEPHONE EXPENSE	1,446.58
	7/16/2025	O'ROURKE MEDIA GROUP PROJECT BID NOTICES	298.98
	7/16/2025	OLSON SANITATION LLC JUNE REFUSE & RECYCLING SERVICE	22,119.00
	7/16/2025	RASKA SEWER SERVICE PKS/PORTABLES AT DISC GOLF	157.50
	7/16/2025	SHORT ELLIOTT HENDRICKSON INC TAP GRANT DESIGN	1,888.55
	7/16/2025	SMITH, JASON REFUND UTILITY OVERPAYMENT	15.09
	7/16/2025	SODERLUND, KRISTIN REFUND UTILITY OVERPAYMENT	26.38

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ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2025 From Account:

Thru: 7/16/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	7/16/2025	SOMERSET CHIROPRACTIC REFUND UTILITY OVERPAYMENT	35.49
	7/16/2025	SOMERSET UTILITIES WATER/SEWER SERVICE	8,620.00
	7/16/2025	SPARTAN QUICK SERVICE PW/2014 FORD VEHICLE REPAIRS	422.71
	7/16/2025	SPECTRUM INSURANCE GROUP LLC 3RD INSTALL-WORK COMP/GENERAL INS PREMIU	15,759.25
	7/16/2025	ST CROIX COUNTY HIGHWAY DEPT PW/SPRAY PATCHING	2,586.23
	7/16/2025	ST CROIX COUNTY TREASURER JUNE COURT	866.40
	7/16/2025	ST CROIX VALLEY SART INC POL/MAY 27TH SERVICES	250.00
	7/16/2025	STATE OF WISCONSIN COURT FINES & SURCHARGES JUNE COURT	2,151.90
	7/16/2025	TF INSPECTION AGENCY LLC JUNE BUILDING PERMITS	11,277.00
	7/16/2025	TRI STATE BOBCAT INC PW/TOOLCAT MAINTENANCE	205.26
	7/16/2025	VERIZON WIRELESS PW/PKS/WU/SU/CELLULAR SERVICES	498.73
	7/16/2025	WELD RILEY S.C. ATTORNEY SERVICES	4,989.00
	7/16/2025	WESTFIELDS HOSPITAL & CLINIC POL/TESTING	330.00
	7/16/2025	WISCONSIN PROFESSIONAL POLICE ASSOC POL/JULY UNION DUES	228.50
	7/16/2025	ZIMA CORPORATION SU/PARTS	936.85
		Grand Total	125,743.95

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ALL Checks by Payee
GENERAL CHECKING - FIRST NATL

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ACCT

Dated From: 1/01/2025 From Account:
Thru: 7/16/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	79,787.09
Total Expenditure from Fund # 220 - CONCERT FUND	125.00
Total Expenditure from Fund # 470 - CAPITAL IMPROVEMENTS	36,640.37
Total Expenditure from Fund # 610 - WATER UTILITY FUND	4,053.01
Total Expenditure from Fund # 620 - SEWER UTILITY FUND	5,138.48
Total Expenditure from all Funds	125,743.95

7/15/2025 10:37 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 6/19/2025 From Account:
Thru: 7/15/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
63407	6/27/2025	B & J HARDWARE LLC MAY PURCHASES	1,195.58
63408	6/27/2025	LOGISTICS RECYCLING INC SHREDDING BIN	47.90
63409	6/27/2025	MIDWEST NATURAL GAS INC. MAY NATURAL GAS SERVICES	462.33
63410	6/27/2025	SOMERSET FIRE/RESCUE 2ND BUDGET PAYMENT	57,322.00
63411	6/27/2025	SOMERSET FIRE/RESCUE HALSEY CONCERT EXPENSES	3,457.06
63412	6/27/2025	ST CROIX COUNTY REGISTER OF DEEDS RECORD DOCUMENTS	99.00
63413	6/27/2025	ST CROIX COUNTY REGISTER OF DEEDS DOT PLAT	25.00
63414	6/27/2025	WI DEPT OF TRANSPORTATION-FOS TRAIL WORK	485.69
EFT 060225-1	6/02/2025	AFLAC Manual Check EMPLOYEE PREMIUMS	397.42
EFT 060225-2	6/02/2025	BP BUSINESS SOLUTIONS Manual Check GASOLINE CHARGES	266.06
EFT 060225-3	6/02/2025	CULLIGAN OF STILLWATER Manual Check WATER COOLER RENTAL SERVICE	58.00
EFT 060225-4	6/02/2025	DELTA DENTAL OF WISCONSIN Manual Check JUNE DENTAL INSURANCE PREMIUMS	1,890.36
EFT 060225-5	6/02/2025	HSA BANK Manual Check EMPLOYER CONTRIBUTION	1,166.67
EFT 060325-1	6/03/2025	PRINCIPAL LIFE INSURANCE CO Manual Check JUNE LIFE INSURANCE PREMIUMS	106.59
EFT 060425-1	6/04/2025	XCEL ENERGY Manual Check ELECTRIC EXPENSE	119.71
EFT 060525-1	6/05/2025	XCEL ENERGY Manual Check ELECTRIC EXPENSE	102.08
EFT 060625-1	6/06/2025	XCEL ENERGY Manual Check ELECTRIC EXPENSE	1,363.16
EFT 060925-1	6/09/2025	XCEL ENERGY Manual Check ELECTRIC EXPENSE	64.24
EFT 061325-1	6/13/2025	FEDERAL TAX PYMT Manual Check FEDERAL TAX DEPOSIT	14,240.87

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Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 6/19/2025 From Account:
Thru: 7/15/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 061325-2	6/13/2025	HSA BANK	1,558.37
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 061325-3	6/13/2025	WISCONSIN DEFERRED COMP PROGRAM	1,321.00
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 061325-4	6/13/2025	WISCONSIN DEPT OF REVENUE	4,694.34
	Manual Check	STATE TAX DEPOSIT	
EFT 061625-1	6/16/2025	HSA BANK	80.00
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 061825-1	6/18/2025	XCEL ENERGY	10,929.67
	Manual Check	ELECTRIC EXPENSE	
EFT 061825-2	6/18/2025	AFLAC	397.42
	Manual Check	EMPLOYEE PREMIUMS	
EFT 061825-3	6/18/2025	CULLIGAN OF STILLWATER	60.90
	Manual Check	WATER COOLER RENTAL SERVICE	
EFT 062625-1	6/26/2025	HSA BANK	12.50
	Manual Check	MONTHLY ACCOUNT FEES	
EFT 062625-2	6/26/2025	WISCONSIN DEFERRED COMP PROGRAM	1,303.73
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 062725-1	6/27/2025	FEDERAL TAX PYMT	15,809.82
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 062725-2	6/27/2025	HSA BANK	1,638.37
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 062725-3	6/27/2025	WISCONSIN DEPT OF REVENUE	2,494.95
	Manual Check	STATE TAX DEPOSIT	
EFT 062725-4	6/27/2025	BP BUSINESS SOLUTIONS	222.32
	Manual Check	GASOLINE CHARGES	
EFT 063025-1	6/30/2025	WISCONSIN RETIREMENT SYSTEM	30,822.29
	Manual Check	MAY RETIREMENT	
Grand Total			154,215.40

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Reprint Check Register - Quick Report - ALL

Page: 3
ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 6/19/2025 From Account:
Thru: 7/15/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	143,360.84
Total Expenditure from Fund # 220 - CONCERT FUND	3,457.06
Total Expenditure from Fund # 470 - CAPITAL IMPROVEMENTS	609.69
Total Expenditure from Fund # 610 - WATER UTILITY FUND	2,249.72
Total Expenditure from Fund # 620 - SEWER UTILITY FUND	4,538.09
Total Expenditure from all Funds	154,215.40

PLAN COMMISSION APPLICATION



Home of the Apple River

APPLICANT'S NAME: Somerset Youth Hockey Association, Inc.

APPLICANT'S ADDRESS: 529 Main Street, Somerset, WI 54025

PHONE: (715) 222-2448 EMAIL: dgilkerson@somersethockey.com

Parcel number and legal description of property: See Attached

- ☐ REZONING – Complete Application to Rezone (Application fee \$250.00)
- ☐ CONDITIONAL USE PERMIT – Complete Conditional Use Permit Application (Application fee \$250.00)
- ☒ REPLAT OF LAND – Attach a survey of parcels to be replated. Refer to Section 14 Article D - Plat Review and approval and Article E –Technical Requirements for Plats and Certified Surveys. (Application fee see sec. 14-1-90) There is a \$200.00 deposit fee.
- ☐ EXTRA TERRITORIAL PLAT REVIEW – Attach a survey of parcels. Refer to Section 14-1-20(b) for application fee - one hundred dollars (\$100.00) for each review of an extra-territorial plat that comes before the Plan Commission and an additional fee of ten dollars (\$10.00) per lot for plats of five (5) or more lots
- ☒ SITE PLAN REVIEW – Complete Application and review site plan check list

Submit to P.O. Box 356, Somerset, WI 54025: with application fees, two (2) copies of the application and any attachments with the Village Clerk, who will present them to the *Village Planning Commission* for public hearing and recommendation to the *Village Board*.

I have completed this application to the best of my knowledge and believe the information herein to be true and correct. I submit that the request will not be detrimental to the general public interest and purpose of the Zoning Ordinances of the Village of Somerset.

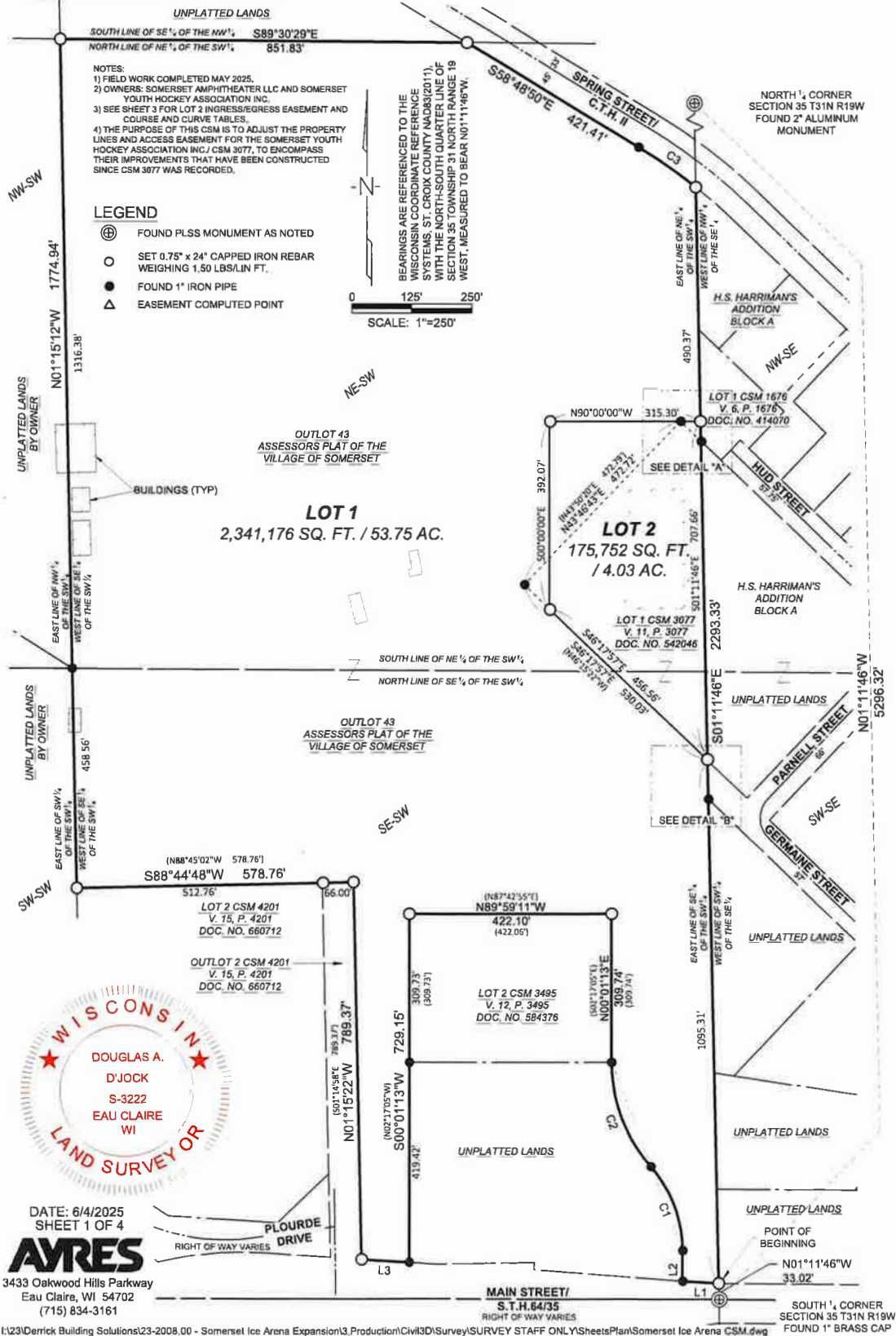
Dan Gilkerson

Signature of Applicant

6/12/25

Date

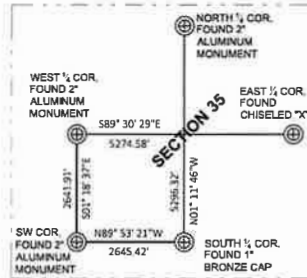
LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 31 NORTH, RANGE 19 WEST, BEING A PART OF OUTLOT "43" OF THE ASSESSOR'S PLAT OF THE VILLAGE OF SOMERSET AND CSM 3077, RECORDED IN V. 11 P. 3077 AS DOC. NO. 542046, ALL IN THE VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

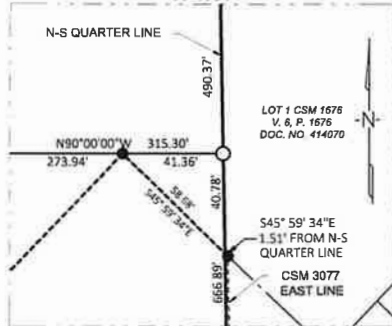
LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 35, TOWNSHIP 31 NORTH, RANGE 19 WEST, BEING A PART OF OUTLOT "43" OF THE ASSESSOR'S PLAT OF THE VILLAGE OF SOMERSET AND CSM 3077, RECORDED IN V. 11 P. 3077 AS DOC. NO. 542046, ALL IN THE VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.

SECTION BREAKDOWN

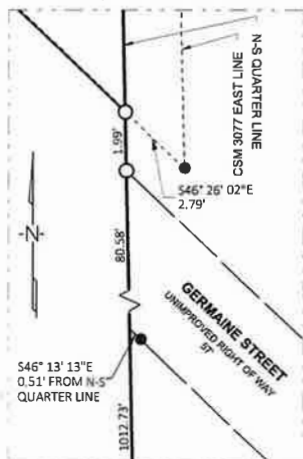


ABBREVIATIONS	
CSM	CERTIFIED SURVEY MAP
SQ. FT.	SQUARE FEET
AC.	ACRE
R/W	RIGHT OF WAY
V.	VOLUME
P.	PAGE
DOC. NO.	DOCUMENT NUMBER
(0000)	RECORDED AS
N	NORTH
E	EAST
S	SOUTH
W	WEST
T	TOWNSHIP
R	RANGE
CTH	COUNTY TRUNK HIGHWAY
STH	STATE TRUNK HIGHWAY

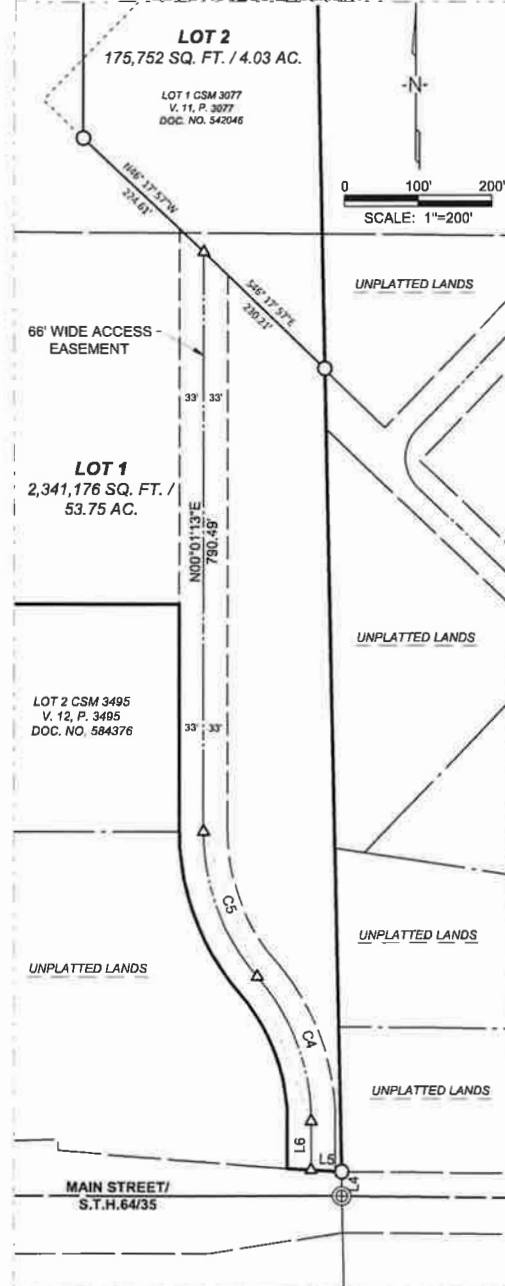
DETAIL "A" NOT TO SCALE



DETAIL "B" NOT TO SCALE



LOT 2 ACCESS EASEMENT



DATE: 6/4/2025
SHEET 2 OF 4

AYRES

3433 Oakwood Hills Parkway
Eau Claire, WI 54702
(715) 834-3161



CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 31 NORTH, RANGE 19 WEST, BEING A PART OF OUTLOT "43" OF THE ASSESSOR'S PLAT OF THE VILLAGE OF SOMERSET AND CSM 3077, RECORDED IN V. 11 P. 3077 AS DOC. NO. 542046, ALL IN THE VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Douglas A. D'Jock, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a part of the Northeast 1/4 of the Southwest 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 35, Township 31 North, Range 19 West, being a part of Outlot "43" of the Assessor's Plat of the Village of Somerset and CSM 3077, recorded in V. 11 P. 3077 as Doc. No. 542046, all in the Village of Somerset, St. Croix county, Wisconsin being more particularly described as follows:

Commencing at the South Quarter Corner of said Section 35,

Thence North 00° 11' 46" West along the North-South Quarter line a distance of 33.02 feet to the North right of way line of Main Street/STH 64/35 and the **Point of Beginning**;

Thence along said North right of way line, North 86° 42' 33" West a distance of 74.96 feet;

Thence North 00° 01' 43" East a distance of 64.64 feet;

Thence 191.60 feet along a curve to the left whose radius is 267.00 feet and whose chord bears North 20° 30' 26" West a distance of 187.52 feet;

Thence 239.02 feet along a curve to the right whose radius is 333.00 feet and whose chord bears North 20° 32' 28" West a distance of 233.92 feet to the Southeast corner of Lot 2 of CSM 3495 recorded in Volume 12, Page 3495 as Document Number 584376;

Thence along the East lot line of said CSM 3495, North 00° 01' 13" East a distance of 309.74 feet to the Northeast corner of said CSM 3495;

Thence along the North lot line of said CSM 3495, North 89° 59' 11" West a distance of 422.10 feet to the Northwest corner of said CSM 3495;

Thence South 00° 01' 13" West a distance of 729.15 feet to the said North right of way line;

Thence along said North right of way line, North 88° 13' 46" West a distance of 100.26 feet to the Southeast corner of Outlot 2 of CSM 4201, recorded in Volume 15, Page 4201 as Document Number 660712;

Thence along the East lot line of said CSM 4201, North 01° 15' 22" West a distance of 789.37 feet to the Northeast corner of said CSM 4201;

Thence along the North lot line of Outlot 2 and Lot 2 of said CSM 4201, South 88° 44' 48" West a distance of 578.76 feet to the Northwest corner of said CSM 4201 also being the West line of the East half of the Southwest Quarter of said Section 35;

Thence along said West line, North 01° 15' 12" West a distance of 1774.94 feet to the Northwest corner of the Northeast Quarter of the Southwest Quarter of said Section 35;

Thence along the North line of the Northeast Quarter of the Southwest Quarter also being the East-West Quarter line of said Section 35, South 89° 30' 29" East a distance of 851.83 feet to the Southwesterly right of way line Spring Street/CTH II;

Thence along said Southwesterly right of way line, South 58° 48' 50" East a distance of 421.41 feet;

Thence continuing along said Southwesterly right of way line, 145.89 feet along a curve to the right whose radius is 1100.92 feet and whose chord bears South 55° 01' 03" East a distance of 145.78 feet to the East line of the Northeast Quarter of the Southwest Quarter also being the North-South Quarter line of said Section 35;

Thence along said North-South Quarter line, South 01° 11' 46" East a distance of 2293.33 feet to the **Point of Beginning**.

Said parcel contains 2,516,928 square feet or 57.78 acres of land, more or less and is subject to restrictions, right of way, and easements of record

That I have made such survey and map by the direction of Somerset Youth Hockey Association Inc. and Somerset Amphitheater LLC, owners of said land.

That such map is a correct representation of the exterior boundaries of the land surveyed and the division thereof.

That I have fully complied with the provisions of § 236.34 of the Wisconsin Statutes, Wisconsin Administrative Code A-E 7, and the subdivision regulations of the Village of Somerset in surveying, dividing and mapping the same.

Douglas A. D'Jock, PLS No. S-3222

Dated this _____ day of _____, 2025



EASEMENT DESCRIPTION

A 66 feet wide access easement for Lot 2, being 33 feet on each side of the following centerline being more particularly described as follows:

Commencing at the South Quarter Corner of said Section 35,

Thence North 00° 11' 46" West along the North-South Quarter line a distance of 33.02 feet to the North right of way line of Main Street/STH 64/35

Thence along said North right of way line, North 86° 42' 33" West a distance of 41.91 feet to the **Point of Beginning**;

Thence North 00° 01' 43" East, 66.53 feet;

Thence 215.30 feet along a curve to the left whose radius is 300.00 feet and whose chord bears North 20° 30' 33" West a distance of 210.71 feet;

Thence 215.33 feet along a curve to the right whose radius is 300.00 feet and whose chord bears North 20° 32' 28" West a distance of 210.74 feet;

Thence North 0° 01' 13" East, 790.49 feet to the South lot line of Lot 2 and the point of termination.

COURSE TABLE		
LINE #	BEARING	DISTANCE
L1	N86°42'33"W	74.96'
L2	(N00°00'00"E) N00°01'43"E	(64.60') 64.64'
L3	N86°13'46"W	100.26'
L4	N01°11'46"W	33.02'
L5	N86°42'33"W	41.91'
L6	N00°01'43"E	66.53'

CURVE TABLE						
CURVE #	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH	1ST TANGENT	2ND TANGENT
C1	(191.62) 191.60'	267.00'	(N20°33'36"W) N20°30'26"W	(187.33') 187.52'	N41°03'55"W	N00°03'03"E
C2	(238.99') 239.02'	333.00'	(N20°33'36"W) N20°32'28"W	(233.89') 233.92'	N00°01'17"E	N41°06'13"W
C3	145.89'	1100.92'	S55°01'03"E	145.78'	S51°13'17"E	S58°48'50"E
C4	215.30'	300.00'	N20°30'33"W	210.71'	S41°04'02"E	S00°02'55"W
C5	215.33'	300.00'	N20°32'28"W	210.74'	S00°01'17"W	S41°06'13"E

DATE: 6/4/2025
SHEET 3 OF 4

AYRES

3433 Oakwood Hills Parkway
Eau Claire, WI 54702
(715) 834-3161

CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

LOCATED IN THE NORTHEAST ¼ OF THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE
SOUTHWEST ¼ OF SECTION 35, TOWNSHIP 31 NORTH, RANGE 19 WEST, BEING A PART OF OUTLOT
"43" OF THE ASSESSOR'S PLAT OF THE VILLAGE OF SOMERSET AND CSM 3077, RECORDED IN V. 11
P. 3077 AS DOC. NO. 542046, ALL IN THE VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.

OWNERS CERTIFICATE

Somerset Amphitheater LLC, a corporation under and by the virtue of laws of the State of Wisconsin, as owner of the above described lands, does hereby certify that is has caused the land described on this map to be surveyed, divided, mapped, and dedication granted as shown. Somerset Amphitheater LLC, does further certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the Village of Somerset for approval or rejection.

IN WITNESS WHEREOF, the said Somerset Amphitheater LLC has caused these presents to be signed by _____, a _____, this _____ day of _____, 2025.

In the presence of:

Somerset Amphitheater LLC

STATE WISCONSIN)

_____ COUNTY) SS

Personally care before me this _____ day of _____, 2025, _____ of the above named corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such member of said corporation and acknowledged that they executed the foregoing instrument as such member, as the deed of said corporation, by its authority

(Notary Seal) _____ Notary Public, _____, WI

My Commission Expires: _____

OWNERS CERTIFICATE

Somerset Youth Hockey Association Inc., a corporation under and by the virtue of laws of the State of Wisconsin, as owner of the above described lands, does hereby certify that is has caused the land described on this map to be surveyed, divided, mapped, and dedication granted as shown. Somerset Youth Hockey Association Inc., does further certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the Village of Somerset for approval or rejection.

IN WITNESS WHEREOF, the said Somerset Youth Hockey Association Inc. has caused these presents to be signed by _____, a _____, this _____ day of _____, 2025.

In the presence of:

Somerset Youth Hockey Association Inc.

STATE WISCONSIN)

_____ COUNTY) SS

Personally care before me this _____ day of _____, 2025, _____ of the above named corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such member of said corporation and acknowledged that they executed the foregoing instrument as such member, as the deed of said corporation, by its authority

(Notary Seal) _____ Notary Public, _____, WI

My Commission Expires: _____

APPROVED BY THE VILLAGE OF SOMERSET

Approved by the Village of Somerset this _____ day of _____, 2025.

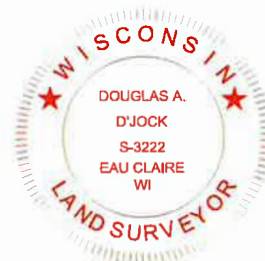
Ryan Sicard- Village President

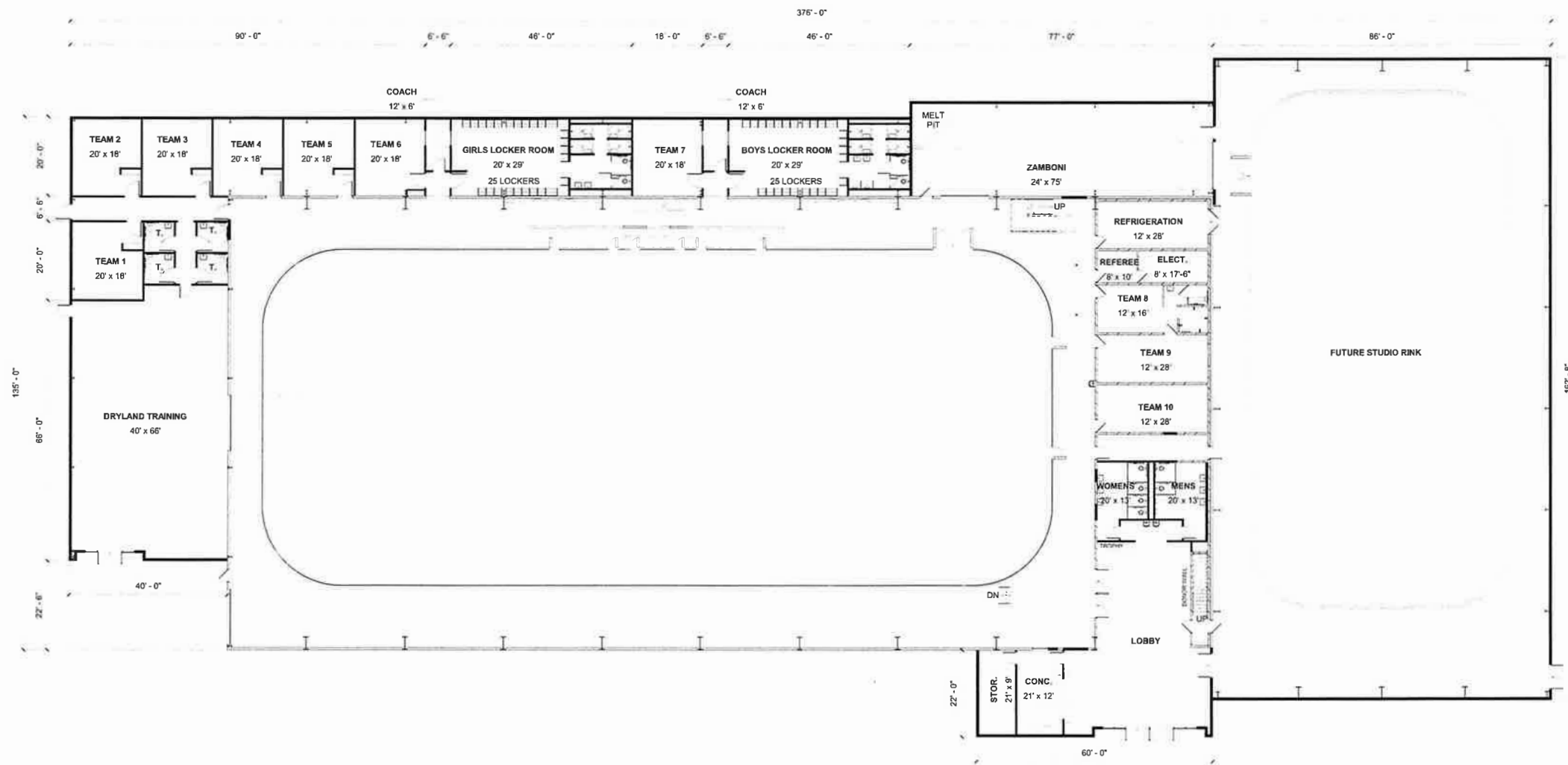
DATE: 6/4/2025
SHEET 4 OF 4

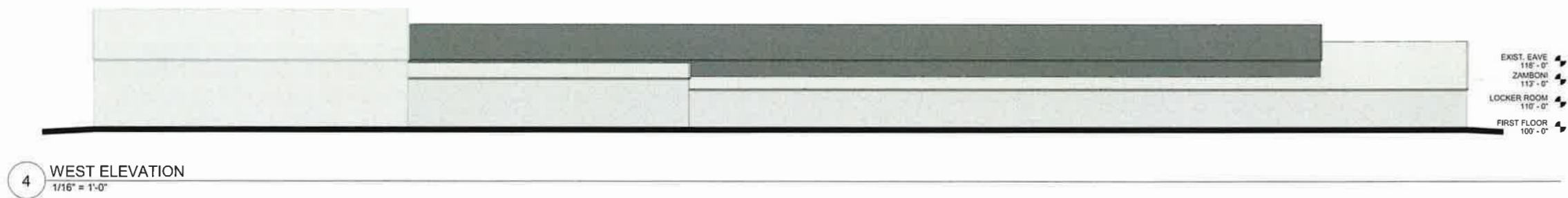
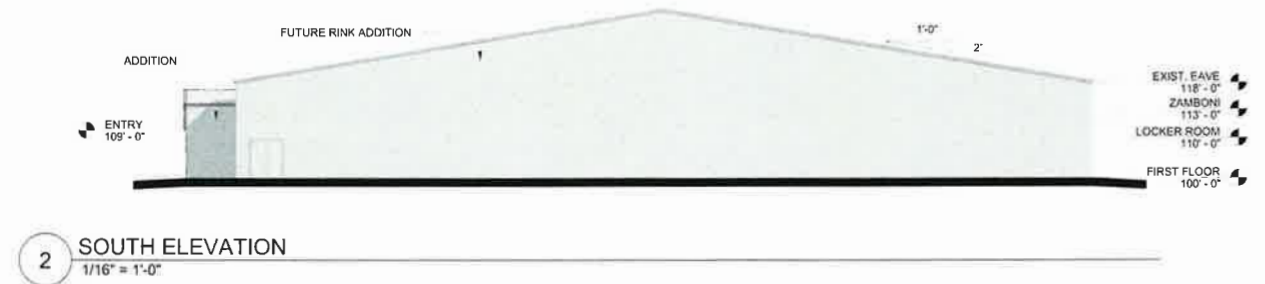
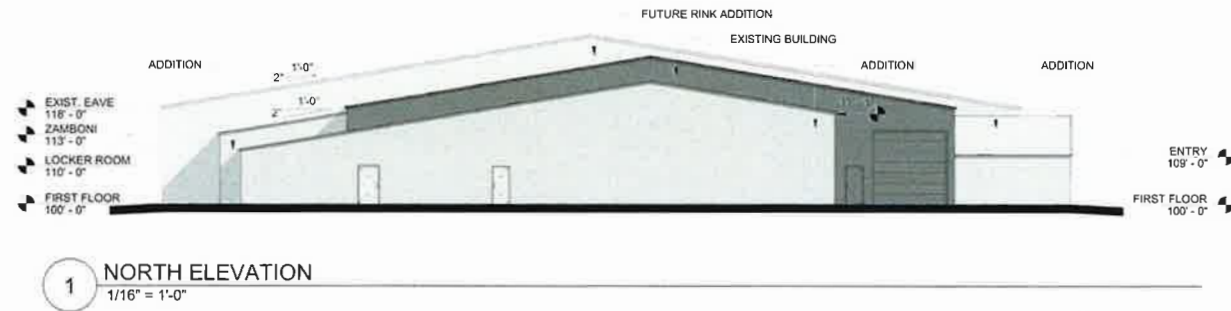
AYRES

3433 Oakwood Hills Parkway
Eau Claire, WI 54702
(715) 834-3161

I:\23\Derrick Building Solutions\23-2008.00 - Somerset Ice Arena Expansion\3_Production\Civil3D(Survey)\SURVEY STAFF ONLY\Sheets\Plant\Somerset Ice Arena CSM.dwg







1505 Hwy. 65
PO Box 445
New Richmond, WI
54017

(715) 246-2320
(715) 246-4948 FAX

June 24th, 2025

Village of Somerset
P.O. Box 356
Somerset, WI 54025

RE: Somerset Youth Hockey Association Site Plan

Good afternoon,

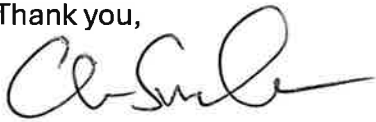
During the process of preparing a site plan for the Somerset Youth Hockey Association's (SYHA) building addition, it was determined through a survey that the Association's property (parking lot) encroached land owned by the Somerset Amphitheater.

Somerset Amphitheater and the SYHA have agreed to a land swap along with easement changes which are reflected in the new survey submitted. Parking and maintenance agreements will be handled between the two parties.

We are asking the Village to review this replat of the land and the new site plan for the SYHA addition.

Please let me know if you have any questions.

Thank you,



Aaron Sundeen
Derrick Building Solutions, LLC
1505 Highway 65
New Richmond, WI 54017
c (651) 210-6982
e asundeen@derrickbuilt.com



"Derrick Built"

Form
AB-220

Temporary Alcohol Beverage License

Municipality
V. Somerset

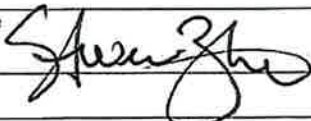
License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$ 7.00
	Total Fees	\$ 17.00

Part A: Organization Information				
1. Organization Name Apple River Cruisers Car Club				
2. Organization Permanent Address 304 Spring St				
3. City Somerset	4. State WI	5. Zip Code 54025		
6. Mailing Address (if different from permanent address)				
7. FEIN	8. Date of Organization/Incorporation 2008	9. State of Organization/Incorporation WI		
10. Phone 414-630-0543	11. Email halesezz@yahoo.com			
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.				
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No				
14. Wisconsin Seller's Permit Number (if applicable)				

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Zitner	Steven	President	414-630-0543
Iverson	Tracy	Vice President	715-410-0334
Lentsch	David	Treasurer	651-283-3678

Continued →

Part C: Event Information			
1. Name of Event (if applicable) APPLE RIVER CAR SHOW			
2. Dates of Operation AUGUST 2, 2025		3. Hours of Operation 7AM-4PM	
4. Premises Address 300 SPRING ST SOMERSET WI 54025			
5. City SOMERSET		6. State WI	7. Zip Code 54025
8. County ST CROIX	9. Governing Municipality ☐ City ☐ Town ☒ Village of: _____		10. Aldermanic District
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Concession stand with small storage area and men & women restrooms located in Village Park large lot at 300 Spring St.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
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 organization 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 according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted 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.			
Last Name Zitser		First Name Steven	
Title		Email haleserz@yahoo.com	M.I. E
Signature 		Phone 414-630-0543	
Date 6/17/25			

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 6/17/2025	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Alcohol Beverage Individual Questionnaire

Date
6/17/2005

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) APPLE RIVER CRUIZERS CAT CLUB	
2. Business Trade Name or DBA	
3. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization	

Part B: Individual Information		
1. Last Name ZITZER	2. First Name STEVEN	3. M.I.
4. Relationship to Business (Title) PRESIDENT	5. Email hale sezr@yahoo.com	6. Phone 414-630-0543
7. Home Address 1394 B Haggerty St		
8. City Houlton	9. State WI	10. Zip Code 54082
12. Drivers License/State ID State of WISCONSIN		11.

Part C: Address History			
1. Do you currently live in Wisconsin? ☒ Yes ☐ No If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY) 1/16/1965			
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 1394 B Haggerty St	City Houlton	State WI	Zip Code 54082
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State WI	County ST-CROIX	State WI	County MILWAUKEE
State WI	County WAUKESHA	State WI	County SHEBOYGAN

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

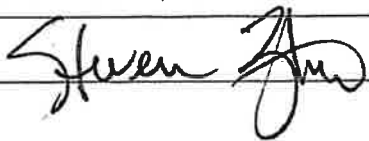
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. 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

6/17/2025

Form
AB-100

Alcohol Beverage
Individual Questionnaire

Date 6-17-25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership

- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required individual questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)

Apple River Cruisers

2. Business Trade Name or DBA

3. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☐ Limited Liability Company

☐ Corporation

☒ Nonprofit Organization

Part B: Individual Information

1. Last Name

Iverson

2. First Name

Tracy

3. M, F

T

4. Relationship to Business (Title)

V.P.

5. Email

TTIverson56@gmail.com

6. Phone

715-410-0334

7. Home Address

304 Spring St

8. City

Somerset

9. State

WI

10. Zip Code

54025

12. Driver's License/State ID Number

13. Drivers License/State ID State

WI

1. Do you currently live in Wisconsin?

☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

Beam Here

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

N/A See Above

City

State

Zip Code

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

WI

St. Croix

State

County

State

County

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. 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

6-17-25

[Handwritten Signature]

APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

Somerset, Wisconsin

Fee: \$7.00

PART "A"

To the governing body of the Village of Somerset, Wisconsin:

I hereby apply for a License to serve, from date hereof to August 2, 2025 ~~June 30, 2022~~, inclusive (unless sooner revoked), Fermented Mal Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68 of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am 60 years of age and **(do)(do not)** have an arrest for a pending charge (NOTE: If there is a pending arrest, the Clerk may determine the details to see if the charge substantially related to the licensed activity).

Details of pending charge: _____

CHECK ONE:

☒ I further certify that I have no conviction record.

☐ I certify that I have a conviction record as set forth in Part B.

This information will be used by the licensing authority to determine if the convictions are for offenses the circumstances of which substantially relate to the circumstances of the licensed activity. Reference Section 111.32, 111.322, and 111.325, Wisconsin State Statues.

Birth Date: _____



[Handwritten Signature]
Signature of Applicant

Part "B"

Answer the following questions fully and completely:

Telephone #: 414-630-0543

Name of Applicant Steven E Zitzer
First Middle Initial Last

Address of Applicant 1394 B Haggerty St Houston WI 54082
Street City State Zip

Have you been convicted of any felony? NO

Date(s) of such conviction(s) _____

Name of Court(s) _____

Nature of Offense(s) _____

Have you been convicted of any misdemeanor(s)? _____ Yes ☒ No

Date(s) of such conviction(s) _____

Name of Court(s) _____

Nature of Offense(s) _____

Have you been convicted of violating an Ordinance or other offense (i.e. traffic)? _____ Yes ☒ No

Date(s) of such conviction(s) _____

Name of Court(s) _____

Nature of Offense(s) _____

Have you been convicted of violating any license law or ordinance regulating the sale of beverages or intoxicating liquors? _____ Yes ☒ No

Date(s) of such conviction(s) _____

Name of Court(s) _____

Nature of Offense(s) _____

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.


Signature of Applicant

6/13/2025
Date Signed



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Somerset Police Department

Prepared For: Joel J. Trepczyk

715-247-3319

jtrepczyk@villageofsomerset.us

Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box





Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box (Complete)

Quote Worksheet

	MSRP
Base Price	\$49,780.00
Dest Charge	\$2,195.00
Total Options	\$1,966.00
Subtotal	\$53,941.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$8,632.00)
Subtotal Discount	(\$8,632.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$45,309.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$45,309.00

Comments:

2025 Ford F150 Lightning Pro SuperCrew 4wd SSV to your specs as detailed. Registration fees are NOT included. Delivery can not be anticipated due to current market conditions.

Dealer Signature / Date

Customer Signature / Date



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box (Complete)

Standard Equipment

Mechanical	
	Engine: Dual eMotor - Standard Battery -inc: 98 kWh usable capacity standard range battery (STD)
	Transmission: Single-Speed (STD)
	Transmission w/Driver Selectable Mode
	Full-Time All-Wheel
	9.61 Axle Ratio
	Battery w/Run Down Protection
	Class IV Towing Equipment -inc: Hitch and Trailer Sway Control
	Trailer Wiring Harness
	2235# Maximum Payload
	GVWR: 8,250 lbs
	HD Gas-Pressurized Front Shock Absorbers and Gas-Pressurized Rear Shock Absorbers
	Front And Rear Anti-Roll Bars
	Electric Power-Assist Speed-Sensing Steering
	Permanent Locking Hubs
	Double Wishbone Front Suspension w/Coil Springs
	Trailing Arm Rear Suspension w/Coil Springs
	Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake
	Lithium Ion (li-Ion) Traction Battery w/11.5 kW Onboard Charger, 11.9 Hrs Charge Time @ 220/240V and1.517 Hrs Charge Time @ 440V
Exterior	
	Wheels: 18" Alloy Gloss Black (STD)
	Tires: 275/65R18 A/T (STD)
	Regular Box Style
	Tire Mobility Kit
	Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
	Black Rear Step Bumper
	Black Side Windows Trim
	Black Door Handles
	Black Power Heated Side Mirrors w/Manual Folding

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 25864. Data Updated: Jul 1, 2025 6:52:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box ( Complete)

Exterior

Fixed Rear Window
Deep Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
Ford Co-Pilot360 - Autolamp Auto On/Off Projector Beam Led Low/High Beam Directionally Adaptive Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
LED Brakelights
Headlights-Automatic Highbeams

Entertainment

Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls, Radio Data System and External Memory Control
Radio: SiriusXM w/360L -inc: FM stereo and 6 speakers, a three (3)-month prepaid subscription, Service is not available in Alaska and Hawaii, Trial length and service availability may vary by model, model year or trim, Details: SiriusXM audio and data services each require a subscription sold separately, or as a package, by Sirius XM Radio Inc, Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe, If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then- current rates, Fees and taxes apply, To cancel you must call SiriusXM at 1-866-635-2349, See SiriusXM Customer Agreement for complete terms at www.siriusxm.com, All fees and programming subject to change, Not all vehicles or devices are capable of receiving all services offered by SiriusXM, Current information and features may not be available in all locations, or on all receivers, Satellite and streaming lineups vary slightly, 2020 Sirius XM Radio Inc, Sirius, XM, SiriusXM and all related marks and logos are trademarks of Sirius XM Radio Inc
Fixed Antenna

Interior

Vinyl Bucket Heated Front Seats -inc: 2-way manual driver/passenger w/flow-through console and floor shifter
Driver Seat
Passenger Seat
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column

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Data Version: 25864. Data Updated: Jul 1, 2025 6:52:00 PM PDT.



Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box (Complete)

Interior	
	Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Traction Battery Level, Power/Regen, Traction Battery Temperature, Trip Odometer and Trip Computer
	Power Rear Windows
	FordPass Connect 4G Mobile Hotspot Internet Access
	Front Cupholder
	Rear Cupholder
	3 12V DC Power Outlets
	Compass
	Proximity Key For Push Button Start Only
	Remote Keyless Entry w/Integrated Key Transmitter and Panic Button
	Cruise Control w/Steering Wheel Controls
	Voice Activated Dual Zone Front Automatic Air Conditioning
	HVAC -inc: Underseat Ducts and Console Ducts
	Locking Glove Box
	Driver Foot Rest
	Interior Trim -inc: Cabback Insulator, Metal-Look Door Panel Insert and Metal-Look Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	Day-Night Auto-Dimming Rearview Mirror
	Driver And Passenger Visor Vanity Mirrors
	Full Floor Console w/Locking Storage, Mini Overhead Console w/Storage, 3 12V DC Power Outlets and 6 Interior 120V AC Power Outlets
	Front Map Lights
	Fade-To-Off Interior Lighting
	Full Vinyl/Rubber Floor Covering
	Plastic Floor Trim
	Cargo Area Concealed Storage
	Cargo Features -inc: Tire Mobility Kit
	Cab Mounted Cargo And Cargo Space Lights
	Smart Device Remote Engine Start

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Data Version: 25864. Data Updated: Jul 1, 2025 6:52:00 PM PDT.



Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box (Complete)

Interior

SYNC 4 w/Enhanced Voice Recognition -inc: 12" LCD capacitive touchscreen w/swipe capability, information on demand panel, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, wireless Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation (includes 3-year trial), Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details), Eligible vehicles receive a complimentary 3-year trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the connected navigation service will revert to a moving-map and active routing will no longer be available, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply

- Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Driver Information Center
- Trip Computer
- Outside Temp Gauge
- Digital Appearance
- Seats w/Vinyl Back Material
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Perimeter Alarm
- 3 12V DC Power Outlets and 6 Interior 120V AC Power Outlets

Safety-Mechanical

- AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control

Safety-Exterior

- Side Impact Beams

Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Rear Parking Sensors
- BLIS with Trailer Tow Coverage Blind Spot
- PCA with AEB and Intersection Assist

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Data Version: 25864. Data Updated: Jul 1, 2025 6:52:00 PM PDT.



Vehicle: [Fleet] 2025 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box ( Complete)

Safety-Interior

Cross-Traffic Alert
Ford Co-Pilot360 - Lane-Keeping Assist Lane Keeping Assist
Ford Co-Pilot360 - Lane-Keeping Assist Lane Departure Warning
Collision Mitigation-Front
Driver Monitoring-Alert
Evasion Assist
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Driver And Passenger Knee Airbag
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Ford Co-Pilot360 - Reverse Camera Back-Up Camera

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Hybrid/Electric Components Years: 8
Hybrid/Electric Components Miles/km: 100,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Traction Battery Years: 8
Traction Battery Miles/km: 100,000

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VILLAGE OF SOMERSET

Employee Handbook

July 2025

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This employee handbook is provided as an informational document for the employees of the Village of Somerset, WI ("Village"). The policies, procedures and practices contained in this employee handbook apply to all employees. The contents of this employee handbook are subject to change from time to time, without notice. In the event of a change, employees will be informed as soon as practicable. The policies contained herein replace any and all employment policies, procedures, practices or handbooks previously existing. If you have questions regarding any of the information, policies, procedures or practices contained in this employee handbook please contact your department head or the village clerk or treasurer. In the event a collective bargaining agreement or statute in effect for a particular employee or employee group conflicts with policies contained in this employee handbook, the collective bargaining agreement or statute will prevail.

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EMPLOYMENT PRACTICES AND COMPLAINTS

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Village is committed to a policy of equal opportunity for all employees. It is also our policy to seek out the most qualified candidates for all open positions. All our activities will be administered in a manner which will not discriminate against or give preference to any person because of race (including traits associated with race, which include, but are not limited to, hair texture and hair styles such as braids, locs, and twists), color, religion, age, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, ancestry, sexual orientation, (including transgender status, gender identity or expression), marital status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed services member status, creed, public assistance, familial status, local commissions activity, or any other basis prohibited by federal or state law.

Furthermore, we are dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

In support of this policy, we provide periodic training on subjects such as equal employment, anti-harassment, non-discrimination, diversity, etc. Participation in such training is deemed mandatory and a condition of continued employment.

EMPLOYMENT ELIGIBILITY VERIFICATION

The Immigration Reform and Control Act of 1986 requires you to provide the Village with documentation of your eligibility to be employed in the United States within the first three (3) days of your employment. These documents must be consistent with the Immigration and Naturalization (INS) Service requirements and will be recorded on an I-9 Form kept confidentially by the Village on all employees hired. Failure to provide such documentation within the first three (3) days of employment will be cause for immediate termination.

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

The Village is committed to providing a work environment free of discrimination of any kind. This policy includes the prohibition of harassment or discrimination based upon any of the protected classifications listed in our Equal Employment Opportunity Policy. The “work environment” includes all the Village premises, and any other locations where the Village sponsored activities take place, any off-site location where Village business is conducted, and on social networking sites if the Village, its customers, vendors, or employees are referenced or included in communications.

If you believe you are being subjected to harassment or discrimination of any kind, you are urged to tell the harasser to stop and if you are not satisfied the harassment or discrimination has stopped, make a record of the alleged harassment or discrimination and immediately report the incident to the village administrator or in the case of harassment by that individual, to the village board president.

Some harassment or discrimination situations in the work environment may involve sexual harassment. Complaints alleging sexual harassment will be handled in the same manner as complaints alleging any other type of harassment or discrimination. “Sexual harassment” has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment, and the Village knew or should have known of the existence of the harassment and failed to take timely and appropriate action.

WORKPLACE VIOLENCE POLICY

The Village is committed to working with its employees to maintain a work environment that is safe, secure, and free from violence, threats of violence, harassment, intimidation and other disruptive behavior. Therefore, the Village abides by a zero-tolerance policy for violent acts or threats of violence against our employees, applicants, clients/customers or vendors. Physical violence, threats of physical violence, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including termination, criminal penalties or both. All employees are responsible for notifying their department head, the village clerk or treasurer of any acts or threats of violence they have witnessed, received or been told that another person has witnessed or received. Even without an act or threat of violence, employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job-related or might be carried out on a Village controlled site or is connected to Village employment.

In support of this policy, no employee, visitor, guest, vendor or anyone else dealing with the Village during business may possess, transport or use a weapon of any kind while on Village property, at Village job sites, at any Village sponsored event or in Village owned vehicles (except for law enforcement/security personnel). Weapons include all firearms, knives, explosives or any device which is likely to produce bodily harm and which the Village, at its sole discretion, deems dangerous. Small pocketknives or knives designed and used in the preparation of food are generally not prohibited by this policy. The exception to this policy is an employee may have a weapon in their personal vehicle under the following conditions:

- the vehicle must be always locked while on Village property or Village job sites.
- the employee follows all legal requirements of having the weapon in their personal vehicle.
- the employee notifies the village clerk they have the weapon in their vehicle in advance of bringing their vehicle on Village property or a Village job site.

Any additional exceptions to this policy must be made by a vote of the village board. An employee who believes that they may have a problem that could lead to violent behavior is encouraged to use the Village's confidential employee assistance program (EAP).

REPORTING PROCEDURE AND NON-RETALIATION

If you believe an employment decision has been made, an incident has occurred, behavior exists that compromises our ability to maintain a safe work environment, or you have been subject to any action that does not conform with our commitment to the stated policies on "Equal Employment Opportunity", "Anti-Harassment and Non-Discrimination" or "Workplace Violence" you should immediately bring the matter to the attention of your **department head or the village clerk or treasurer**. If that individual is involved in the incident, you should report the incident directly to the **village board president**.

Once notified, the Village will promptly and thoroughly investigate the claim. To the extent possible, all complaints and related information will remain confidential except for those individuals who need the information to investigate, educate or act in response to the complaint. You are expected to cooperate fully with any ongoing investigation of an alleged incident.

We recognize the question of whether an action or incident is socially acceptable or discriminatory requires a determination based on all facts and circumstances. We also recognize that false accusations can negatively affect innocent employees. If we determine that an action has occurred in violation of the stated policies, corrective action, to include appropriate disciplinary action, up to and including termination, will be taken to effectively address the incident.

As necessary, we may monitor any such incident to ensure the inappropriate behavior has stopped. In all cases, we will follow up as necessary to ensure no retaliation occurs for providing information, making a complaint, or cooperating with an investigation. If you feel retaliation has occurred, you should report it to your department head or the village clerk or treasurer.

AMERICANS WITH DISABILITIES ACT (ADA)

We comply with applicable federal and/or state requirements associated with the Americans with Disabilities Act (ADA) as amended. A disability is defined as any physical or mental impairment that limits one or more major life activity (e.g., caring for oneself, walking, seeing, hearing, speaking, breathing, learning, sitting, standing, etc.). Disabilities do not include temporary ailments such as a cold, flu, broken bones, etc.

If you believe you have a physical or mental disability requiring accommodation for you to perform the essential functions of your job, you should immediately contact your department head or the village clerk or treasurer so we can determine what, if any accommodations may be available and appropriate. Any accommodation request will be discussed between you, your department head, and the village clerk or treasurer. As part of this process, you may be required to provide documentation supporting your disability, including medical certification. If reasonable and appropriate accommodation is available and does not impose an undue hardship on our operation, the request will be approved, and the accommodation implemented.

The Village will consider any specific accommodation you may request but we reserve the right to offer and implement our own accommodation to the extent permitted by law. Some, but not all, of the factors considered in determining the reasonableness of accommodation are cost, the effect accommodation will have on current established policies and work procedures, and the burden on operations to include other employees.

Employees who currently use drugs illegally are not considered individuals with disabilities protected under the ADA. This includes employees who use prescription drugs illegally. However, employees who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

If you have questions concerning this policy or believe a personal situation potentially allows you to be covered by this policy, please contact the village clerk.

AT-WILL-EMPLOYMENT

Employment with the Village, unless stated otherwise in a collective bargaining agreement or separate employment contract, is based on an "at-will-employment" relationship for no definite period of time. This means employees are free to resign at any time, with or without cause or notice and the Village may terminate

the employment relationship at any time, with or without cause or notice if such action is not contrary to law. Only the village board has the authority to amend or alter this “at-will-employment” relationship, and such change must be executed in writing and signed by all concerned parties for it to be effective.

This employee handbook provides policy and procedural guidelines and is not to be considered a contract of employment. Any oral or written statements or promises to the contrary should not be relied upon by any prospective or existing employee. While it is our intent to keep everyone informed on a current basis, the contents of this employee handbook are subject to change by the Village from time to time without notice. In the event of change, employees will be informed as soon as practicable.

EXEMPT EMPLOYEE PAY REQUIREMENTS

The Village complies with the Fair Labor Standards Act (FLSA) with respect to all payroll policies and procedures. The Village prohibits any improper deductions, as specified in the applicable regulations, from the salary of employees who are exempt from the minimum wage and overtime requirements of the FLSA. For example, the regulations allow employers to deduct for a full-day absence from work for personal reasons when the employee has no vacation to cover the absence. The regulations also specify additional instances where deductions may be made.

If you believe that an improper deduction has been made from your salary, please submit a written complaint to the **village clerk**. You should provide as much detail as possible regarding the nature of the deduction made and why you believe the deduction was improper. We will evaluate your complaint and promptly reimburse you if the deduction was improper.

MANDATORY LABOR LAW POSTERS

We are a small organization and most employees interact with each other on either a daily or weekly basis. Our primary means of communication with employees is either direct face-to-face communication or through email. Mandatory state and federal postings are displayed on the office bulletin board which is accessible to all employees. Employees are required to check the bulletin board periodically for updates and other information.

VOTING LEAVE

When you cannot vote before or after your regularly scheduled working hours, time off will be granted to you for the express purpose of voting. Any time away from work and pay for any such voting time will be in accordance with applicable state law. Your department head will schedule any absences for voting in such a way that disruption to work schedules and business operations is minimized.

PREGNANT WORKERS FAIRNESS ACT AND NURSING MOTHERS

Pursuant to the Pregnant Workers Fairness Act (PWFA), the Village will provide reasonable accommodation for an employee’s pregnancy, or any condition related to the employee’s pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child. In the event of a nursing mother the employee will have access to a refrigerator for the storage of expressed milk. The milk must be labeled when being stored.

The PWFA provides accommodation for pregnant employees, even if the employee is not experiencing a pregnancy-related disability. Reasonable accommodations under the PWFA might include, but are not limited to, more frequent or longer breaks; time off to attend to a pregnancy complication or recover from childbirth, with or without pay; acquisition or modification of equipment or seating; a temporary transfer to a less strenuous or hazardous position, including light duty; job restructuring; private, non-bathroom space for expressing breast milk; assistance with manual labor; and modification of work schedule.

Requests for PWFA accommodation should be directed to your **department manager, or the village clerk or treasurer**, at which time we will engage in an interactive process with you to determine proper accommodation. Accommodation will be provided unless it creates undue hardship for the Village.

It is important to note that the Village will not retaliate against you if you request or receive accommodation under the PWFA. Further, under the PWFA, you have the right to be free from discrimination in relation to pregnancy or a condition related to the pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child.

RELIGIOUS ACCOMMODATION

The Village recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices. We will try to accommodate your sincerely held religious beliefs if the accommodation would resolve a conflict between your religious belief or practice and a work requirement, unless doing so would create an undue hardship.

If you need accommodation because of your religious beliefs or practices, make the request through your **department manager or the village clerk or treasurer**. You may be asked to include relevant information in writing such as:

- A description of the proposed accommodation.
- The reason an accommodation is needed.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving the request, we will engage in an interactive dialogue with you to explore potential accommodation that could resolve the conflict. We encourage you to suggest specific reasonable accommodation, however, we are not required to provide the specific accommodation requested and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Village.

HIPAA

We are committed to protecting and safeguarding against the improper disclosure of “protected health information” (“PHI”) pursuant to its obligations under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The village treasurer is designated as our privacy official. In this capacity, the village treasurer is responsible for ensuring we maintain safeguards against the improper disclosures of an employee’s PHI. For all non-routine disclosures of an individual employee’s PHI, we will obtain the affected employee’s consent before disclosure is made to the extent required by law. We will document all disclosures of PHI. All employees are instructed to direct any questions or complaints regarding HIPAA to the village treasurer. Further, any employee may bring a complaint, ask a question or raise a concern regarding our HIPAA policies and procedures without fear of reprisal.

EMPLOYEE CLASSIFICATIONS

The village board designates certain employees holding executive, administrative or professional positions as defined by the Fair Labor Standards Act as (FLSA) exempt employees. Exempt employees are paid an annual salary without regard to the number of hours worked and are not eligible for overtime pay. While such employees are generally expected to conform to the normal business hours of their department, they are afforded flexibility regarding the use of their time in managing their department. All such employees shall be notified of their exempt status at the time of hire or job change. All other employees are designated as non-

exempt employees and are paid an hourly rate of pay. A non-exempt employee is eligible to receive overtime pay for all hours worked over 40 hours in a workweek. Additional employee classifications are as follows:

Regular Full-Time Employee: an employee who is hired for a full-time position and is scheduled to work at least 30 hours or more per week.

Regular Part-Time Employee: an employee who is hired for a part-time position and is scheduled to work less than 30 hours per week.

Seasonal/Temporary/Casual Call Employee: an employee hired to work full-time or part-time by the Village for a specific period or for a specific assignment. (Note: such employees may be offered and accept a new seasonal or temporary assignment with the Village and still retain their seasonal or temporary status.) Anyone hired as a seasonal or temporary employee from an employment agency for specific assignments are employees of the respective agency and not of the Village. Seasonal, temporary and casual call employees are not considered regular employees for purposes of benefits or other statutory protections.

EMPLOYEE ORIENTATION PERIOD

For all employees not covered by a collective bargaining agreement, the first 90 days of employment will be considered as an orientation period. During this time, employees will have the opportunity to become acquainted with their job duties, coworkers, and the policies and procedures of the Village. The orientation period may be extended, if deemed necessary by the village board. Successful completion of the orientation period does not change or alter in any way the at-will-employment relationship between an employee and the Village.

EMPLOYMENT OF RELATIVES

The Village recognizes the employment of relatives may, at times, cause serious conflicts to include problems with favoritism and employee morale. It can also result in personal conflicts from outside the work environment being carried into day-to-day working relationships. However, because of our close relationship with the community we also recognize that hiring relatives of current employees may be difficult to avoid and that these individuals may be the best fit for our employment needs

In the event a relative is hired, it will not be within the same department. We reserve the right to take the necessary steps to avoid such conflicts and problems and may require the relatives to choose who will remain with the Village if such conflicts and problems are otherwise unmanageable in the Village's sole judgment. When relatives are employed, it may become necessary to consider whether a direct supervisor subordinate relationship will be allowed for purposes other than training and development. If it is determined that such a relationship should exist, then such a working relationship must be approved in advance by the village board for it to continue. For the purposes of this policy the Village, in its sole discretion, will determine if the relationship between affected employees is such that it must be addressed through this policy.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The Village does not wish to infringe on an employee's personal life. However, the Village must be proactive in making certain personal relationships in the workplace don't have a negative impact on the working relation between employees. An employee who is involved in a personal relationship with another employee may not work directly for or supervise the employee with whom they are involved. A personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The Village reserves the right to take prompt action if an actual or potential conflict of interest arises

concerning individuals who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions. Management personnel are prohibited from having a relationship of a romantic or intimate nature with subordinates and may be disciplined for such actions up to and including termination. When a conflict, or the potential for a conflict, arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such a personal relationship is established after employment begins, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the village clerk or treasurer.

OPEN DOOR POLICY

Employees' opinions, suggestions, and questions are important to the smooth operation of the Village. Employees are encouraged to bring matters that concern them, ideas for changes or suggestions to improve work operations to the attention of their respective department head. If appropriate, the department head will bring the matter to the appropriate committee meeting(s). Committee members will then address these issues with the village board. In addition, if at any time during your employment you have questions concerning any of the Village's policies, procedures, or benefits, we encourage you to discuss your questions with your department head or the village clerk or treasurer as a means of getting answers to your questions.

PROBLEM RESOLUTION PROCEDURE

The Village is interested in every employee's concern, questions, and issues. It is our policy to maintain a harmonious workplace environment. We encourage employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Although the Village has a defined grievance procedure, not all concerns or issues need to be addressed through this formal grievance procedure. The Village has created a procedure for responding to employee concerns or issues. In the event you decide to initiate this procedure don't be afraid to speak for yourself and keep in mind that this is an informal procedure and you should present your concerns in your own words.

If you ever have a concern, question or issue about any aspect of your employment with the Village, you are required to use the following procedure in an effort to resolve the issue: (if at any point in this procedure you are uncomfortable going to your department head with the issue, don't hesitate to go immediately to the village clerk or treasurer)

Step 1: First you should talk with your department head if you have any concerns, issues, or questions regarding your employment. Often, an informal discussion of such issues will lead to their quick, effective resolution. Be polite, but direct about your concern. If you have a concern, issue or question that isn't resolved after you have had such an informal discussion, you should proceed to Step 2.

Step 2: Please reduce your issue to writing and give it to your department head within 14 calendar days of the date the problem or issue arises. Your written issue should include your name and position along with a clear statement of what happened, who was involved and when it happened together with any other information you believe is relevant.

We will initiate an investigation and respond to your written issue within 10 to 14 days. This period may be extended, depending on the circumstances of each case (such as the number of people who need to be interviewed or facts to be investigated, etc.). Retaliation against employees who raise concerns or issues is prohibited and may result in discipline up to and including termination.

PERSONNEL FILES

Village employee files are maintained by the village clerk and are considered confidential. Maintaining these files with up-to-date information is important as it provides us with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for various benefit programs. It is the responsibility of the employee to notify the village clerk if any changes occur in name, home address, home telephone number, marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect employee compensation, dependents' eligibility for medical insurance, and other important matters.

Department heads and other management individuals may have access to personnel file information on a need-to-know basis and only when a legitimate business need arises. In such cases the personnel file is to be reviewed in the village clerk's office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the village clerk in response to the employee's request, a valid subpoena or a valid court order.

An employee may request to review their personnel file twice each year. The request must be in writing and presented to the village clerk. An opportunity during normal business hours will be provided to the employee to review their personnel file within seven (7) working days of the written request. The location and time for the review will be communicated to the employee and the village clerk will be present during the review. Documents an employee is allowed to review are those used, or which have been used to determine qualifications for employment, promotion, transfer, additional compensation, disciplinary action and medical records. During the personnel file review, copies of these pertinent documents will be made at the employee's request. Under no circumstances will an employee be allowed to remove original personnel file documents from the area designated for the review.

WORK SCHEDULE

Hours of operation are set by the Village Board and may vary by department. The regular workweek for full-time employees shall generally consist of eight (8) hour days and 40 hours per week and begins at 12:01 am Sunday unless stated otherwise in a collective bargaining agreement. Due to the nature of work requirements of law enforcement and public works, hours worked in these areas will fluctuate, depending on the workload and conditions within the Village. All employees shall have a paid break for lunch, which varies by department. Breaks shall be held to a reasonable amount of time, and police officers and public works employees shall be on call during any breaks.

PUBLIC WORKS DEPARTMENT SCHEDULE

Due to the nature of the work performed by public works, an explanation of procedures unique to their work schedule is included as part of this employee handbook. Nothing presented in this section is to be viewed as a change in the at-will-employment relationship, a guarantee of hours, benefits or as a contract of employment. For public works employees, vacation, holidays and sick leave shall be considered as time worked for the purpose of calculating overtime pay.

It is agreed that four (4) ten-hour shifts may be worked in lieu of five (5) 8-hour shifts whenever it is mutually agreed to by the Village and the majority of affected employees, and when not restricted by government regulation. In the case of four (4) ten-hour shifts, employees will be paid one and one-half the regular straight time rate for all hours worked over 10 hours in a given day, or 40 hours in a week, whichever is greater. Sick leave, vacation and holiday pay will be paid the same number of hours as the regular scheduled shift (i.e., eight

(8)-hour shift=8 hours pay, 10-hour shift=10 hours pay). Days off shall be consecutive. There shall be no split shifts unless otherwise mutually agreed to.

Provided that adequate coverage, as defined by the Village, can be maintained, the parties agree that the work hours for the employees during daylight savings time shall be four (4) ten-hour workdays, two (2) employees shall work Monday through Thursday and two (2) employees shall work Tuesday through Friday, commencing at 6:00 a.m. and ending at 4:00 p.m.

Any employee who, having completed his normal day's work, and having left the premises of the Village, is called back to do emergency work prior to the starting time of the next regular shift, shall be paid one and one half (1-1/2) times the hourly rate for all hours worked with a guarantee of a minimum of two (2) hours for each recall. Such hours are to be in addition to the workweek.

Any employee who performs Village requested work before or after their regular start time shall be paid an additional \$.50 per hour for that time worked outside of their normal shift, provided such work does not qualify as overtime work. If an employee receives overtime pay for performing such work, then they will not be paid the additional \$.50 per hour.

"Standby" shall be assigned to each employee on a weekly basis and shall be rotated among employees according to seniority. The scheduled employees shall receive 15 hours pay per week. In weeks in which there is one non-weekend holiday, the employee on standby shall receive 20 hours pay, and in weeks in which there are two scheduled non-weekend holidays, the employee shall receive 25 hours pay. Such pay shall be in addition to the regular workweek pay. During the standby assignment, employees shall be entitled to keep a Village truck at their residence to respond to emergencies.

VISITOR POLICY

We welcome all visitors; however, we request that all visitors, whether conducting business with the Village or simply visiting another employee follow all security procedures. The employee(s) the visitor is seeking will be contacted for direction. This control is necessary to prevent unauthorized persons from entering the premises for safety, productivity, loss prevention, confidentiality and insurance liability reasons, and to facilitate meetings with authorized visitors. Except in emergencies, non-employee visitors at job sites are prohibited.

EMPLOYEE BENEFITS AND COMPENSATION

Unless otherwise noted, employee benefits are restricted to regular full-time employees. Regular part time employees (those averaging less than 30 hours per week throughout the year) who have been employed by the Village for more than two (2) years (hereafter referred to as "eligible part-time employees") shall receive certain benefits as provided herein.

VACATION

Regular full-time employees shall be awarded 40 hours of vacation following the completion of the 90-day orientation period (i.e., if an employee starts on January 1, vacation will be awarded on April 1). Additional awarding of vacation will begin January 1st after the orientation period as follows:

January 1:	80 hours	13 Years:	200 Hours
1 Year:	88 Hours	14 Years:	208 Hours
2 Years:	96 Hours	15 Years:	224 Hours

3 Years:	104 Hours	16 Years:	232 Hours
4 Years:	112 Hours	17 Years:	240 Hours
5 Years:	128 Hours	18 Years:	248 Hours
6 Years:	136 Hours	19 Years:	256 Hours
7 Years:	144 Hours	20 Years:	264 Hours
8 Years:	152 Hours	21 Years:	272 Hours
9 Years:	160 Hours	22 Years:	280 Hours
10 Years:	176 Hours	23 Years:	288 Hours
11 Years:	184 Hours	24 Years:	296 Hours
12 Years:	192 Hours	25 Years:	304 Hours

Vacation time must be taken in hourly increments, with a maximum of two (2) weeks to be taken at any one time. Up to 40 hours of awarded and unused vacation time may be carried forward to the next year. Employees shall submit a written vacation request for approval based on the established department procedures. If the employee is requesting a full week or more, the request should be made at least two (2) weeks prior to the week the vacation is to be taken. In case of an emergency need for time off, the employee shall give as much notice as possible. In the event of a conflict in vacation scheduling, seniority will be considered in setting the vacation schedule.

Eligible part-time employees shall be awarded 80 hours paid vacation per year and they must follow the same request and approval process as other employees in their department.

Upon termination of employment for reasons other than termination of employment by the Village, awarded and unused vacation will be paid out if proper written notice has been given by the employee.

HOLIDAYS

All regular full-time employees of the Village will receive holiday pay for the following 13 holidays:

New Year's Day
 President's Day
 Friday before Easter
 Memorial Day
 July 4
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Friday after Thanksgiving
 Christmas Eve Day
 Christmas Day
 New Year's Eve Day

If any of the above-mentioned holidays fall on a Saturday, the last regularly scheduled workday shall be the holiday. If any of the above-mentioned holidays fall on a Sunday, the following Monday shall be the holiday.

In the event an employee must work on one of these holidays because of conditions within the Village, they will be paid holiday pay, plus time and one half for all hours worked. Unless excused in advance, to be eligible to receive holiday pay an employee must work their regularly scheduled day immediately before and after the

holiday. Any employee who reports being sick on their regularly scheduled day immediately before or after the holiday may, at the discretion of their department head, be required to furnish a doctor's certificate of illness to receive the holiday pay. Eligible part-time employees shall receive one-half of their regular scheduled pay on all holidays.

PERSONAL TIME

All regular full-time employees will be granted 32 hours of paid personal time on January 1st of each year. This personal time may be used for any personal reason. Personal time may be taken in one (1) hour increments. Unused personal time not used in any year will be forfeited and may not be carried forward to the following year nor will unused personal time be paid upon termination of employment for any reason. Eligible part-time employees shall be granted 16 hours personal time per year.

SICK LEAVE

Regular full-time employees shall be awarded one (1) sick leave day per month (12 per year.) Sick leave will be paid at the employee's rate of pay at the time the leave is taken. Sick leave can be taken in one (1) hour increments. Sick leave may be used for the employee's own illness and for the illness of an immediate family member (spouse, children, mother, father). Sick leave may also be used to supplement time away from work while receiving workers' compensation benefits to the extent of the employee's regular weekly earnings. Sick leave days may be carried over to the following year and may be accumulated up to a maximum of 120 days. Employees shall be responsible for recording all sick time taken on their daily timecard. Upon request, an employee shall provide a doctor's report to the village treasurer for any time taken under this policy.

After completing 10 years of service, should an employee retire, separate their employment for any reason to include death, all accumulated and unused sick leave not to exceed 120 days, shall be paid in full to a Health Reimbursement Account (HRA) on behalf of the employee. The funds shall be paid at the employee's rate of pay at the time of separation.

VOLUNTARY SICK LEAVE FUND

If an employee exhausts all their sick leave, accumulated personal time, vacation or any other accrued leave, due to personal illness or injury, the employee may notify the village treasurer with a request to access the voluntary sick leave fund.

Upon such a request, the village treasurer will notify all other employees of the need for additional sick days, and the projected number of days needed. Employees may voluntarily contribute a maximum of five (5) sick leave days per year, provided the donating employee has at least 10 sick days available to them at the time of the donation. Based on qualified employees donating sick leave, the village treasurer will only collect enough donated sick leave to cover the projected amount being requested.

If additional sick leave days are needed by the employee, the village treasurer will again notify qualified employees of the need for additional sick leave days. Donating employees will remain anonymous. When the employee becomes eligible to receive long-term disability benefits, the employee will no longer be eligible to receive donated sick leave.

In the event there is reason to believe an employee is abusing this benefit, the village clerk or treasurer will meet with the employee to discuss the potential abuse and hopefully resolve any concerns. The village clerk and treasurer have the right, based on findings from the meeting, to stop the individual employee's use of voluntary sick leave.

OVERTIME

All non-exempt employees will be paid overtime at the rate of one and one-half (1 ½) times for all hours worked more than 40 hours in a workweek. The Village will pay overtime compensation to all non-exempt employees based on actual hours worked. Any overtime work must be pre-approved or assigned by your department head. In the event circumstances do not permit pre-approval (i.e., emergency calls, snow removal, etc.), your department head must be notified of your overtime hours within 24 hours of when the hours were worked. No "off-the-clock" work will be authorized or paid for. Holidays, workers' compensation or other leave, or any other absence will not be considered "hours worked" for purposes of overtime calculations. Absent extreme circumstances, no employee shall work more than 12 hours in a 24-hour period.

The Village agrees to pay any employee a minimum of two (2) hours pay if they are required, as part of their job description, to attend a committee meeting and take notes of the proceedings.

COMPENSATORY TIME

Compensatory time is defined as time off from an employee's regular work schedule in lieu of receiving overtime pay. When allowed, compensatory time will be calculated at the rate of one and one-half (1 ½) hours for every overtime hour worked. The choice between receiving compensatory time or overtime pay shall be at the sole discretion of the employee. This choice must be made each pay period in which overtime is worked, and it must be communicated to the village treasurer by 10:00 am on Monday of the week in which the overtime would be paid. A renewable cap of 40 hours shall be in effect each year with the employee being able to carry over up to 40 hours of compensatory time into the next year. Compensatory time will be scheduled at the request of the employee, subject to the approval of their department head.

COMPENSATION

All employees will be paid bi-weekly through direct deposit to the employee's bank of choice. Wage increases will be based on evaluations and must be approved by the village board. If an employee has any concerns about their bi-weekly pay or believes a payroll deduction has been made that is incorrect, the employee should immediately raise the concern with the village treasurer. An investigation into the concern will be initiated and if substantiated the error will be fixed as soon as possible, but no later than the next regular payday.

RECORD KEEPING

It shall be the responsibility of the employee to ensure proper recording of hours worked. Records of time worked in each department shall be reviewed by the appropriate department head, signed, and submitted to the village treasurer by 10:00 am every other Monday.

EMPLOYEE EXPENSE REIMBURSEMENT

Any employee incurring reasonable pre-approved out of pocket expenses for authorized Village business, to include the use of a personal vehicle for Village business, shall be reimbursed in accordance with the Village's Travel Policy. For a copy of the Travel Policy and any questions related to the policy please contact the village treasurer.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Leave Entitlements: Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- Birth of a child or placement of a child for adoption or foster care.
- To bond with a child (must be taken within 1 year of the child's birth or placement).
- To care for a spouse, child, or parent with a qualifying health condition.

- For the employee's own qualifying health condition that results in an inability to work.
- Exigencies related to foreign military deployment of spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Eligible employees do not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or at a reduced schedule.

Employees may choose, or the Village may require, use of accrued paid leave while taking FMLA leave. If an employee decides to substitute accrued paid leave for FMLA leave, the employee must comply with the Village's normal paid leave policies.

Benefits & Protections: While employees are on FMLA leave, the Village will continue to offer health coverage(s) as if the employee were not on leave; employees remain responsible for their portion of any premium cost.

Upon return from FMLA leave, most employees are restored to the same job or one similar with equivalent pay, benefits, and other employment terms and conditions.

The Village will not interfere or retaliate against anyone using or trying to use FMLA leave.

Eligibility Requirements: An employee must meet two (2) criteria:

- Have worked for the Village for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.

Requesting Leave: Generally, employees provide a 30-day notice of the need for FMLA leave. If not possible, as soon as possible.

Employees do not have to share medical diagnosis but must provide enough information so as to determine if the leave qualifies for FMLA protection. Employees must inform the Village if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The Village can require certification or periodic recertification supporting the need for leave. If certification is incomplete, written notice indicating such and what additional information is needed is required.

Employer Responsibilities: Once the Village becomes aware that there is a need for leave qualifies under FMLA, the Village must notify the employee about eligibility. If eligible, provide notice of rights and responsibilities. If ineligible, provide the reason.

If leave is designated as FMLA, the Village must notify how much.

Enforcement: Employees may file a complaint with the US Dept. of Labor, Wage and Hour division, or may bring a private lawsuit against the Village.

FMLA does not affect any federal or state law prohibiting discrimination or supersede and state or local law that provides greater family or medical leave rights. For more information contact the village clerk or treasurer.

LEAVES OF ABSENCE

Unpaid leaves of absence for personal reasons may be granted by the department head upon written request from any employee, depending on the nature of the request, and the effect on Village operations. Any leave should be requested as far in advance as possible to afford sufficient time to cover an employee's absence. The

employee may use vacation or personal time to cover any potential loss of pay because of receiving approval for this unpaid leave. The Village will continue to maintain the employee's insurance coverage during the approved leave of absence. For any portion of the approved leave that is unpaid, the employee will be responsible for making arrangements with the village treasurer for payment of their portion of the insurance premiums.

MEDICAL AND DENTAL INSURANCE

On the first day of the month following 30 days of employment, eligible employees are entitled to participate in the health insurance plan offered by the Village. Based on an annual evaluation of costs associated with providing medical and dental benefits, the Village will establish any premium amount to be paid by the employee. When changes occur regarding the insurance plan and any associated premium costs to the employee, the Village will notify affected employees as soon as possible after the change is known and before any change in premium payment is required.

The Village agrees to maintain and pay into a Health Savings Account (HSA) on behalf of the employee \$2,000 for an employee with single plan coverage and \$4,000 for an employee with family coverage. The HSA funds can be used for any medical expenses covered by the plan documents controlling the HSA.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program is provided through our health care provider for employees who would like to utilize the service. Please see the village clerk or treasurer for further information.

RETIREMENT BENEFITS

All eligible employees, as that term is defined by the Wisconsin Retirement System rules, are entitled to participate in the Wisconsin Retirement System. Contributions to the Wisconsin Retirement System shall be made by the Village and/or by employees, according to the provisions in Act 10 and 32.

DISABILITY BENEFITS

All eligible employees, as that term is defined by the Wisconsin Retirement System rules, are entitled to participate in the Wisconsin Income Continuance Plan. Contributions to the Wisconsin Income Continuance Plan shall be made by the Village and/or by an employee, according to its provisions. This benefit applies to long-term disability benefits only. Short-term disability is available to employees on a voluntary basis through AFLAC and those employees interested should contact the village clerk or treasurer for more information.

JURY DUTY

Jury duty is every citizen's responsibility and obligation. Employees called to serve on jury duty must promptly report the notice of jury duty and associated dates to their department head and the village clerk and treasurer. While serving on a jury, all employees shall be paid their regular wages not to exceed eight (8) hours per day, up to a maximum of two (2) weeks. In the event jury duty lasts longer than two (2) weeks, the employee will be given a leave of absence without pay for the remainder of the jury duty service. In such circumstances the employee may use vacation or personal time to cover the loss in wages. While serving on jury duty employees will be required to be at work on their regular schedule before and after jury duty each day unless the schedule of jury duty or the court prevents them from doing so. Employees must submit to the village clerk a statement from the court official indicating the actual time served.

BEREAVEMENT LEAVE

The Village provides this policy to protect the employee from loss of wages when time away from work is required due to the death of a close relative. Pay received under this benefit is defined as an employee's pay for

their regular schedule. All employees will be granted up to five (5) days off with pay to arrange and attend the funeral of a spouse, child, parents or siblings. Up to three (3) days off with full pay will be granted to attend the funeral of the employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, aunts, uncles, or any relative residing with the employee in the same house. In all cases the employee shall immediately notify their department head of the need for any absences under this policy.

Should the employee need additional time off under this policy it will be without pay unless the employee decides to use awarded but unused vacation or personal time. Such additional time off is not automatic and your department head may deny the additional time based on operational needs at the time.

MILITARY LEAVE

In compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), employees who are a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, Public Health Service or any other category designated by the President of the United States under USERRA will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees must provide reasonable prior notice for leave to their department head and the village treasurer unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Time taken for this purpose will not count against the employee under our attendance policy and employees may use any awarded but unused vacation or personal time for any time taken under this leave.

CIVIL AIR PATROL LEAVE

Unless the leave unduly disrupts operations, the Village shall grant a leave of absence without pay for time spent rendering service as a member of the civil air patrol. Such leave must be based on a request and under the authority of the state or any of its political subdivisions. You may use vacation to cover the lost time.

ELECTION OFFICIAL LEAVE

If you are appointed to the position of election official, you will be allowed a leave of absence for the 24-hour period of each election day in which you serve in your official capacity. If you serve as an election official, you must provide your supervisor and the village administrator with at least seven (7) days' notice prior to the need to serve. The Village will pay the difference between what you earned as an election official and what you would have earned if you had worked your normal schedule. You must provide the village administrator with documentation from the municipal court verifying what you were paid and the actual time you worked as an election official to be paid for this leave.

EMERGENCY RESPONDER LEAVE

If you are an emergency responder within your community, you will be allowed to be late or absent from work if the time away from work is due to you responding to an emergency. This leave is unpaid although awarded and unused vacation can be used for the time lost from work. To qualify for this leave you must:

- No later than 30 days after becoming an emergency responder you must submit a written statement signed by the head of the organization that you are an emergency responder.
- When dispatched to an emergency you will make every effort to notify your supervisor and the village administrator of your need to respond. If notification is not possible or you are unable to contact your supervisor and the village administrator, you must submit a written statement signed by the head of the organization explaining why prior notification could not be made.
- Upon a request from the Village, when you respond in your capacity as an emergency responder, you will provide a written statement from the head of the organization certifying that you were responding

to the emergency at the time you were late or absent from work. The written statement must include the date and time of the response.

- When your status as an emergency responder changes, including termination of the status, you shall notify the village administrator.

WITNESS DUTY AND CRIME VICTIM LEAVE

The Village realizes that, on occasion, you may have an obligation to participate in criminal legal proceedings either as a witness, because you or a close family member were victimized by a criminal act, or when serving as a victim representative of a crime victim. A victim representative is:

- The guardian or custodian of a child of a deceased victim if the child is under 18 years of age.
- The parent, guardian, or custodian of a victim of an assaultive crime, if the victim is under 18 years of age; or
- A person designated to act in place of a victim of an assaultive crime while the victim is physically or emotionally disabled.

The Village provides unpaid leave to attend those proceedings if you are required to attend. You must provide at least 48 hours' notice in advance to your supervisor and the village administrator to plan for this leave. If it is impractical or an emergency prevents providing advance notice, provide notification as soon as possible. We reserve the right to require you to provide proof of the need for leave to the extent authorized by law. Leave under this policy is unpaid. You may use awarded and unused vacation to cover hours lost from work. Any information related to your leave will be kept confidential by the Village. This policy does not apply to employees seeking leave because they have committed or are alleged to have committed a criminal act.

LONGEVITY INCENTIVE

The Village recognizes the importance of job continuity that long-term employees bring to the efforts of the Village. As a result, the Village has established a longevity incentive pay program. Once qualified, full-time and regular part-time employees shall be paid an incentive for longevity pay on December 1st of each year. Full-time employees qualify for this benefit once they have completed five (5) years of service. The Village agrees to pay qualified employees longevity pay as follows:

Employment Completed

Full-time five (5) through nine (9) years
Part-time five (5) through nine (9) years
Full-time 10 through 14 years
Part-time 10 through 14 years
Full-time 15 years
Part-time 15 years
Full-time every five (5) years after completing 15 years
Part-time every five (5) years after completing 15 years

Longevity Pay

\$500/each year
\$250/each year
\$1,000/each year
\$500/each year
\$1,500
\$750
an additional \$500/year
an additional \$250/year

CONTINUING EDUCATION OPPORTUNITIES

Employees attending workshops, conventions or other schooling for business purposes shall be compensated for up to a maximum of eight (8) hours per day of attendance. Non-commuting travel time shall be paid at the employee's regular rate, as provided by law. Employees must have their department head approve all educational opportunities prior to the employee enrolling.

TUITION REIMBURSEMENT

To provide an incentive for employees who desire to participate in job-related educational programs on their own time, a tuition reimbursement program has been established. All employees who desire to participate in this program shall submit their request to the finance/personnel committee chair stating the school which they desire to attend, the subjects of instruction, the number of credits, tuition and major or program the classes will be applied to. All requests are subject to review and approval by the finance/personnel committee. The finance/personnel committee is solely responsible for determining if the request for reimbursement is for educational programs directly related to the employee's job responsibilities. Requests receiving approval will qualify for reimbursement. Any approved reimbursement is for tuition expenses only.

Upon successful completion of each course the employee shall present to the finance/personnel committee chair an official school record indicating at least a "C" or 2.0 on a 4.0 scale in the subjects taken in that semester together with an application for reimbursement of the tuition costs. In addition, the employee shall submit documentary evidence indicating that the tuition costs have been paid. Upon compliance with the provisions of this section, reimbursement shall be made for tuition costs by the Village. No reimbursement shall be made for tuition costs which have been paid under any veteran's benefits program, grant, subsidy or other program of a similar nature. Employees shall be eligible for annual reimbursements up to \$1,500.00.

EDUCATION INCENTIVE

All employees who receive an advanced degree (e.g., A.S, B.S., B.A., M.S., J.D., Ph. D. etc.) after their employment with the Village begins, shall receive an additional, one-time increase of 5% to their base wage upon verified proof that the employee had obtained such a degree from an accredited college. The finance/personnel committee shall complete verification of the degree and have final approval of the one-time increase.

CREDIT CARDS

Designated employees, approved in advance by the finance/personnel committee, shall be issued a credit card by the Village. The purpose of the credit card is to provide an alternative method of payment for goods and services directly related to conducting Village business. Those employees issued a credit card will also be provided with a copy of the full "Village of Somerset Credit Card Policy" which they will be required to sign indicating their acceptance of the conditions of the policy. Any questions concerning credit cards and the associated policy are to be directed to the village treasurer.

ADDITIONAL BENEFITS

Other benefits, such as a flexible spending plan, life insurance, etc. are available to full-time employees on a voluntary basis. Please see the village clerk or treasurer for further information.

PERFORMANCE STANDARDS AND BEHAVIOR

ATTENDANCE POLICY

The Village views consistent attendance and punctuality to be an integral part of excellent performance. Absenteeism and tardiness place an undue burden on other employees and the Village as a whole. We expect that every employee will be regular and punctual in attendance. This means being ready to work at your scheduled start time each day. Employees are also expected to return from scheduled breaks and meal periods on time. Should undue or recurrent absence and tardiness occur, the employee may be subject to disciplinary action, up to and including termination.

If you are unable to report for work for any reason, or if you will be late for any reason, you must notify your department head as early as possible, but always prior to your scheduled starting time. Employees who are going to be absent for more than one (1) day should provide their department head with an expected date of return and provide updates as to their continued ability to return on the date indicated. If an illness or emergency occurs during work hours that causes the employee to need to leave the job prior to the end of their regular shift, they must notify their department head prior to leaving. The Village reserves the right to ask for a physician's statement in the event of an illness of any duration or multiple illnesses or injuries.

If an employee fails to notify their department head for three (3) consecutive days of absence, we will presume that the employee has voluntarily resigned. We will review any extenuating circumstances presented by the employee that may have prevented them from calling in before being separated.

EMPLOYEE PERFORMANCE EVALUATIONS

The Village will endeavor to conduct periodic performance evaluations on at least an annual basis. Employees will receive performance evaluations conducted by their supervisor and all department heads and supervisors will receive their evaluation by the finance/personnel committee.

VILLAGE EQUIPMENT

Equipment owned by the Village must be always treated respectfully. Intentional or careless misuse or abuse will result in discipline. All gas, oil, maintenance, and repair work shall be provided by the Village. In the event a Village owned vehicle or other piece of equipment is involved in an accident or other occurrence causing damage to such equipment, the employee issued the equipment must contact their department head and village clerk immediately, or by the next business day. Any accident report must be filed with the police within 12 hours of the occurrence, and a copy of the report must be provided to the village clerk. As deemed necessary, the Village will provide cell phones and vehicles to some employees, based on their job responsibilities for Village business use. No employee shall use Village-owned equipment for personal use, or allow others to do so.

CONFIDENTIALITY

Although Village employees are not agents of the Village, they are often seen as representatives of the Village by members of the public. No employee shall provide information regarding Village pending decisions or policy to members of the public unless specifically requested to do so by the village board. In addition, all employees will be required, as a condition of employment, to sign a separate "Confidentiality Policy" when they are hired.

PRIVACY IN CONNECTION WITH EMPLOYMENT

The Village reserves the right to investigate and to interview employees in the course of implementing and enforcing our policies, to require truthful answers to inquiries in connection with such investigations and interviews, to administer tests, to conduct searches of employees' persons, vehicles, work stations and locations, furniture, clothing, purses, briefcases, luggage, lockers, personal items and other possessions, mail addressed to employees at work, documents, computer, e-mail, voicemail, Internet and telephone communications and databases and any and all other articles or information within their possession or control while employees are on duty. The Village may, in its sole discretion, take into custody any items or information which it deems to represent possible evidence of a violation of its policies or local, state or federal law. An employee's interference, non-cooperation or refusal to submit to such investigations, interviews, searches and seizures, or to required tests, may lead to disciplinary action, up to and including termination.

OUTSIDE EMPLOYMENT

Employees may engage in outside employment (including self-employment) or any non-employment activities while working for the Village so long as such activity does not conflict with business conducted by the Village or prevent the employee from meeting the performance standards of their position with the Village. As an employee, your work obligations for the Village, including any overtime, must take precedence over any outside employment or related activity. Our property, office space, equipment, materials and any other confidential information may not be used for any purposes relating to outside employment.

SOLICITATION AND DISTRIBUTION

In order to minimize disruption to operations and to help ensure the security of employees and property, solicitation and distribution of literature or other materials by non-employees is prohibited. In addition, solicitation and distribution of literature or other materials by employees is not permitted during working time or in work areas unless authorized in advance by your department head.

WORK ATTIRE/DRESS CODE

Police and public works employees shall always wear Village uniforms while performing work for the Village. A reasonable uniform allowance shall be provided by the Village for all employees in these two departments. Public works employees shall receive an annual clothing allowance of \$500. The Village shall furnish all job-related equipment deemed as required for public works employees to carry out their job responsibilities. Newly hired public works employees will be allowed a clothing allowance based on a pro-rated basis. Unused portions of the allowance shall be carried over from one year to the next with the total balance including carryover not to exceed \$1000. The allowance shall cover the purchase of pants, jeans, slacks, shirts, sweatshirts, outerwear, thermal wear and footwear or other appropriate clothing as approved by the department head. Some personal safety equipment such as gloves, protective glasses, vests, etc. are provided by the Village. Information concerning a uniform allowance for police employees is contained in their collective bargaining agreement. All other Village employees shall dress in appropriate casual business attire while working.

USE OF ELECTRONIC COMMUNICATIONS

The Village provides for the use of electronic mail, voice mail, internet to its employees for legitimate business purposes. Personal use of these electronic communications tools should be kept to a minimum. These systems are the property of the Village, which is responsible for ensuring that they are not misused. Employees should have no expectation of privacy with respect to their use of these systems. The Village reserves the right to monitor any electronic communications, either randomly or if there is reasonable belief that employee use of these systems violates Village policies, criminal or civil laws. Employees are specifically prohibited from using electronic communications to engage in behavior that would violate the Village's harassment policy, including sending messages containing inappropriate jokes, racial or ethnic slurs, or sexual innuendoes, and downloading, copying or sending confidential information to third parties.

SOCIAL MEDIA POLICY

The Village strives to provide the public with accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices. The Village also recognizes that employees and board members may sometimes comment on Village matters outside of their official role with the Village. Therefore, this policy provides guidelines for both employees and board members when communicating on matters pertaining to Village business. Definitions that apply are:

- Blogs: a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- Social Media: primarily Internet and mobile-based tools for sharing and discussing information among people.
- Social Network Sites: web-based services that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. The nature and nomenclature of these connections may vary from site to site.

All Village employees and board members have a responsibility to help communicate accurate information to the public in a professional manner. Any employee or board member who identifies a mistake in reporting should bring the error to the attention of their department head or the village clerk or treasurer. Regardless of whether the communication is in the employee or board member's official role or in a personal capacity, employees and board members must comply with all laws and follow all Village policies that apply.

In general, the Village views social networking sites (e.g., Myspace, Facebook, etc.), personal web sites, and weblogs positively and respects the right of employees and board members to use them as a medium of self-expression. If an employee or board member of the Village chooses to identify themselves as an employee or board member of the Village on such Internet venues, some readers of such sites or blogs may view the employee or board member as a representative or spokesperson of the Village. Considering this possibility, the Village requires that employees and board members observe the following guidelines when referring to the Village, its programs or activities, its elected and appointed officials, and/or other employees, in a blog or on a web site:

1. Be respectful in all communications and blogs related to or referencing the Village, its elected and appointed officials, and/or other employees.
2. Make clear disclaimers that the views expressed by the author in the blog are the author's alone and do not represent the views of the Village. Employees and board members must be clear and write in first person and must be clear they are not speaking on behalf of the Village.
3. Be aware that their online presence can reflect on the Village and that actions captured via images, posts, or comments can be interpreted to reflect the Village.
4. Do not use obscenities, profanity, or vulgar language.
5. Do not use blogs or personal web sites to disparage the Village, elected or appointed officials, or other employees.
6. Do not use blogs or personal web sites to harass, bully, or intimidate other employees or board members.
7. Do not use blogs or personal web sites to engage in conduct that is prohibited by Village policy or ordinance.
8. Do not post pictures of other employees or board members on a web site without first obtaining their written permission.
9. Do not post pictures of themselves in any type of clothing depicting them as Village employees.
10. If an employee or board member chooses to identify themselves as an employee or board member of the Village, they must use their real name and be clear about their role within the Village.
11. Employees and board members may not comment on anything related to legal matters, litigations, or any parties the Village may be in litigation with.
12. Employees and board members may not use personal social media account names or email names that are tied to the Village (e.g., SomersetCop).

13. Employees and board members should be vigilant about protecting themselves and their privacy and remember that whatever is published is widely accessible and will be around for a long time.

CELL PHONE USE

Due to the emergency nature of their jobs, the Village provides cell phones to employees in the police and public works departments. Employees are expected to use these cell phones for Village business; however, a limited amount of personal use of the cell phone is acceptable. Employees with Village issued cell phones must be aware that their use is subject to the same monitoring by the Village as any other electronic communication systems provided by the Village to employees.

RULES OF CONDUCT AND DISCIPLINE PROCEDURE

Rules of conduct are essential in promoting a productive work environment and are designed to provide notice of the Village's expectations of employees. Our objective is to work with employees to solve problems. However, any conduct that interferes with, or adversely affects the Village is grounds for discipline ranging from warning to immediate termination. Willful violations of Village policies, civil or criminal laws, or common courtesy will result in discipline. While the Village will generally attempt to counsel employees prior to carrying out more severe discipline, it reserves the right to immediately terminate an employee if the circumstances warrant such action. Employees who exhibit behavior suggesting they do not wish to be part of our workforce will be treated accordingly.

We expect employees to know, understand and adhere to these rules, which are intended to protect the interests and safety of all employees, customers, the public, visitors and of the Village. Because it is not possible to provide a set of rules that covers every situation or lists every type of unacceptable behavior, the following are examples of conduct that may result in discipline:

1. Failure to notify your department head in advance of an absence or tardiness.
2. Unacceptable absenteeism or tardiness.
3. Leaving work prior to the completion of your schedule without the prior authorization of your department head.
4. Failure or refusal to follow instructions or directives from department heads or management.
5. Failure to follow safety or health rules, wear appropriate safety or personal protective equipment, immediately correct or report an unsafe condition or report injuries or accidents in a timely manner.
6. Inappropriate or unauthorized use, removal, misappropriation, possession, destruction, neglect or abuse of employee or Village products, supplies, money, property or equipment.
7. Possession, consumption, or transfer of illegal drugs or alcohol on the job or reporting for work or working under the influence of either illegal drugs or alcohol.
8. Abusive language, disrespectful behavior, verbal or physical intimidation, fighting or insubordination.
9. Making false, defamatory, or malicious statements, claims or charges regarding the Village, its employees, or policies to the Village or to a third party including current or prospective customers, employees, vendors, or other business partners.
10. Working on personal matters during working time.
11. Engaging in any other business or employment that conflicts with or interferes with your responsibilities to the Village.
12. Disclosure of confidential, proprietary or otherwise restricted information regarding the Village, its employees, or its customers or vendors.
13. Violation of any Village policies or failing to meet reasonable Village expectations.

14. Providing false or inaccurate information to the Village, including, but not limited to, information provided on an employment application.
15. Inaccurately reporting or recording one's own time and (without prior department head approval) reporting the time of another employee (whether accurately or not) or allowing one's own time to be reported by another person (whether accurately or not).
16. Disorderly, dangerous, wasteful or careless conduct.
17. Gambling on Village premises (including Village parking lots or any site where Village business or approved activities are taking place).
18. Possession of firearms, explosives, weapons or other dangerous or unlawful materials or contraband on Village property, Village parking lots or Village job sites.
19. Unauthorized use of telephones, facsimile, mail, e-mail, copiers, computer or other equipment of the Village.
20. Smoking, the use of any tobacco products or vaping on Village premises, vehicles or job sites.
21. Uncooperative, rude or offensive treatment of customers or business contacts in person, in writing or by phone.
22. Failure to provide prior notice that you are taking medications which may affect your work performance or create a safety risk.
23. Committing a felony or serious regulatory offense, or any similar act or omission, whether on or off duty, which adversely affects the Village by bringing the Village into disrepute, exposing the Village to the risk of liability or expense, undermining the employee's ability to effectively perform their duties or reducing coworker or customer confidence in the employee.
24. Inadequate performance, violation of any Village policy, rule, practice or standard, failure to meet standards or reasonable expectations of the Village or any other conduct which the Village determines to be averse to its business interests.

DISCIPLINE PROCEDURE

An employee whose work-related actions or behavior is contrary to the Village rules or who violates a rule of common sense or decency may face discipline or corrective action up to and including termination. The basic purpose of any type of corrective action is to assist the employee to improve performance, behavior or conduct, and additional training, modification of job expectations, etc., may be part of the discipline process if deemed appropriate by management, but such activities will not replace any specific level of discipline.

Our disciplinary process provides a progressive approach for responding to unacceptable employee behavior; however, the action to be taken depends on the nature of the offense and, in some cases, the employee's past record. The action taken by the Village to an offense can range from informal counseling to immediate termination. No employee is guaranteed the right to progressive discipline. We will exercise judgment in determining if the severity of the employee's action should result in immediate termination.

For the purposes of the discipline process, "offense" will refer to any and all employment offenses, customer complaints, performance issues and other violations. When using progressive discipline, the Village will follow the progressive disciplinary process outlined below:

Informal Warning (Documented)

The normal response to a first offense is to give the employee an informal warning and to counsel on what needs to change and how it must change. The following conditions apply to the informal warning:

- Although the warning will be made verbally to the employee, it will also be documented with a copy of the documentation given to the employee and placed in the employee's personnel file. In addition to

noting the date of the offense and discussion, the department head will also indicate on the document the date the copy was provided to the employee.

Written Warning

In the event of a subsequent offense, a written warning may be given to the employee. A written warning does not need to involve either the same offense for which prior counseling was given or an equivalent offense. The following conditions apply to the written warning:

- The written warning will clearly describe the specific offense and warn the employee of the possible future consequences if there are additional offenses. Possible future consequences include: a final warning, suspension and/or termination.
- The department head will ask the employee to acknowledge their receipt of the written warning by signing the written warning document. If the employee refuses to sign the document, the refusal must be witnessed by the village clerk or treasurer who will sign the document indicating that the employee saw the warning and refused to sign. A copy of the written warning will be given to the employee and also placed in the employee's personnel file.

Final Written Warning

A final written warning may be issued if another offense occurs. The final warning does not need to involve either the same offense for which prior counseling (or a written warning) was given or an equivalent offense. The following conditions apply to the final written warning:

- The final warning will be in writing and specifically state that the employee may be terminated for any subsequent offense or failure to meet performance standards.
- The department head may suspend the employee for a defined period if it is deemed appropriate as part of the final written warning.
- The department head will ask the employee to acknowledge their receipt of the final written warning by signing the written warning document. If the employee refuses to sign the document, the refusal must be witnessed by the village clerk or treasurer who will sign the document indicating that the employee saw the warning and refused to sign. A copy of the final written warning will be given to the employee and also placed in the employee's personnel file.

Termination

- If the employee commits any further offense or fails to improve performance to meet the standards specified in the formal written warning, the employee may be terminated.

The Village reserves the right to deviate from the specific steps of discipline listed in this policy when circumstances warrant. No department head may give a final written warning, suspend or terminate an employee without first reviewing the decision with the finance/personnel committee and the village clerk.

DRIVER POLICY

To ensure the safety of our employees and as a public safety effort, when using personal vehicles or Village vehicles for business purposes the following guidelines have been established and must be followed:

Driver Qualifications

- Employees must maintain a valid driver's license and a comprehensive insurance policy that meets state requirements. The Village may request proof of insurance.
- Employees must maintain an acceptable driving record. An unacceptable driving record may include, but is not limited to, being under the influence of drugs or alcohol, refusing an alcohol test, leaving the scene of an accident, using a vehicle to commit a felony, or committing more than one major traffic offense over the past 24 months, including speeding by 15 miles per hour or more, driving recklessly, making improper or erratic lane changes, following too closely, or violating a traffic control law in connection with a fatal accident.

Driver Expectations

- Employees must receive prior approval from their department head before using a personal vehicle for work-related reasons.
- Employees and all other passengers must always wear their seat belts.
- Texting while driving is prohibited.
- Use of drugs, alcohol or other substances, including prescription medications or over-the-counter medications that impair driving ability, is prohibited.
- Employees must follow all traffic rules and regulations.
- Employees are responsible for all fines associated with moving or parking violations.
- Employees must promptly report accidents to a local law enforcement agent as well as their department head and the village clerk. Collect appropriate information, including name, address, insurance information and driver's license number for each person involved in the accident. Also collect the name of the local law enforcement agent and his/her contact information.

Reimbursement

- The Village will reimburse employees for business use of personal vehicles. This reimbursement assists employees in covering costs associated with the personal vehicle, such as fuel, oil, wear and tear, insurance, and deductibles.
- To qualify for the standard mileage allowance, employees must submit records detailing the time, place, total mileage and purpose of vehicle use within the time limits outlined in the Village of Somerset Travel Policy.
- The Village will establish the standard mileage allowance by January 1st of each year, which may be the rate established by the Internal Revenue Service.

When employees take Village vehicles home the expectation is that they are the only ones authorized to drive the vehicle, and any personal use of the vehicle will be minor in nature. Employees are expected to always comply with this policy and must report any changes to their driving record or insurance policy to the village clerk within 24 hours of the change. Employees must also report the use of any prescription or over-the-counter medications that might impair their driving ability. In such cases the employee may be required to cease all business-related driving immediately and until the use of the medication is longer deemed necessary. Questions regarding the Village's driver policy should be addressed to the village clerk or treasurer.

DRUG AND ALCOHOL POLICY

It is the desire of the Village to provide a drug free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs effectively and safely. All employees working in a safety sensitive position, as defined by the Village, are required

to pass a drug test before commencing employment. The Village also adheres to all Department of Transportation (DOT) drug testing and medical review requirements related to employees needing a commercial driver's license as part of their job responsibilities.

No employee may be under the influence of illegal drugs or alcohol at any time during working hours. The sale, possession, transfer or purchase of illegal drugs or alcohol by Village employees during work hours substantially impacts the employment relationship and is, therefore, strictly prohibited. Consumption of illegal drugs or alcohol by an employee on duty is not allowed, including while an employee is on any paid break periods in the normal workday, normal hours of training sessions or conferences and at all Village-sponsored events. When using a Village vehicle, either on or off duty, the use of illegal drugs or alcohol is prohibited.

In addition, employees are prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform their job.

Employees may be requested to take a drug or alcohol test if the Village has reasonable suspicion of impairment due to the potential use of illegal drugs or alcohol or immediately following any on the job injury to include an accident involving the use of Village-owned vehicles or equipment. All employees deemed to be associated with an injury or accident, whether they are injured or not will be subject to post-accident testing. A positive drug or alcohol test result may lead to discipline, up to and including termination. The presence of prescribed medication or appropriately used over-the-counter medication will not result in discipline, unless the use poses a significant safety risk which had not previously been disclosed to your department head. Refusal to submit to a requested drug test constitutes insubordination and is grounds for termination.

Employees with questions on this policy or issues related to drug and alcohol use in the workplace should raise their concerns with the village clerk or treasurer without fear of reprisal. All matters concerning drug or alcohol use or problems associated with such use shall be held in strict confidence. Such information shall be shared only on a need-to-know basis. The Village reserves the right, with 30 days' notice to employees, to implement random and reasonable suspicion drug or alcohol testing.

SAFETY, HEALTH, AND SECURITY

MEDICAL EXAMINATIONS

All employees offered a public works or public safety position will be required to pass a pre-employment physical prior to beginning work. Police department hires are subject to statutory requirements, including requirements of the Law Enforcement Standards Board.

The Village shall have the right, at any time, to require any employee to submit to a medical examination at the expense of the Village by any medical practitioner selected by the Village. In the event the examination shows the employee not to be physically fit, the employee may be laid off without loss of seniority until such time as another physical and medical examination shows them physically fit to return to work.

VILLAGE PREMISES SECURITY POLICY

The Village controls visitor access into our various office areas. These security steps are designed to provide an additional level of safety to our employees by restricting the flow of visitors coming and going from our offices.

These security measures are external in nature and although they've provided us with a greater measure of security, it's necessary to take additional steps to assure better internal security and safety for our employees when visitors need to conduct business beyond the confines of the security window. Please be aware of and assist with internal security by adhering to the following steps:

- All visitors to the office complex, except for those specifically escorted into the building by members of the police department must use the front entrance.
- Such visitors will follow the posted instructions and contact the department/employee they are seeking via the intercom system.
- All business should be conducted at the security window. Once the department/employee is contacted by the visitor, the appropriate employee is to go to the security window to accomplish whatever business needs to be done.
- Occasionally it will be necessary for the visitor to enter the office complex through the door at the security window. When this is necessary, and before the visitor is allowed into the office complex, the employee must visually verify the individual and identify the business needed. The department/employee must go to the security door and meet the visitor.
- Under no circumstances is a visitor to be buzzed in and allowed to travel to a department area unescorted. If there is to be any delay in the employee immediately coming to the security door to escort the visitor, the visitor must wait in the secured lobby area and not be buzzed in until the correct department employee is available to greet and buzz in the visitor.

A visitor that is buzzed in and escorted by an employee into their department area to conduct business is to be escorted to the secure lobby area by the employee when their business is complete. The only exception to the procedures outlined above is during Village meetings, Municipal Court and elections when the security door must be kept open.

WORKERS' COMPENSATION

All employees are covered by workers' compensation insurance paid for by the Village. All employees are required to report any injuries or work-related disease to their department head, no matter how slight, as soon as possible after they occur or become known but no later than the end of the shift during which the injury or illness occurred. The department head will coordinate with the village clerk to assure that all necessary paperwork (i.e., first report of injury, etc.) is completed in a timely manner. Failure to report in a timely manner may adversely affect your rights to benefits and may be grounds for discipline.

SMOKING/TOBACCO USE/VAPING

In the interest of employee and public health, we have elected to provide a tobacco free environment in the Village office areas, Village garage and Village vehicles. Smoking and tobacco use, to include any type of electronic smoking device, is allowed only outside the office building in non-public areas.

EMPLOYEE SAFETY CONCERNS

Any employee who identifies or is given information about a workplace safety issue, concern or incident must notify their department head as soon as reasonably practical, but no later than 24 hours from when the situation is known by the employee. All safety issues, no matter how insignificant they may appear, must be reported. Notification to the department head must be a written report of the issue, concern or incident outlining the events that transpired and proposed solution, if any, and shall be signed by all concerned parties.

After receiving the written report, the department head will conduct any additional investigation deemed necessary and normally issue a final report on findings and conclusions within 14 days of receipt of the written report. Copies of the final report will be given to the employees that signed the original written report, the village clerk and the appropriate committee chair.

In the event the employees signing the original written report wish to appeal the findings and conclusions of the department head they may do so by requesting the village clerk to move their appeal to an Impartial Hearing Officer using the appropriate step found in the grievance procedure.

TEMPORARY LIGHT/RESTRICTED DUTY

The Village will offer light/restricted duty work assignments, to the extent available, to employees who have been injured in the course of employment and are entitled to benefits under the workers' compensation statute provided by the Village. Employees off work due to a non-work-related injury or illness are also eligible for light/restricted duty assignments.

Employees who have been certified for return to work must provide the village clerk with documentation from their physician outlining any and all restrictions so that appropriate placement to a light/restricted duty assignment may be made, to the extent such assignments are available. Some restrictions may prevent any placement in a light/restricted duty assignment, even though those restrictions may permit employment with another employer. Light/restricted duty assignments will be limited in number, and the Village will not create additional assignments when such positions are unwarranted or uneconomic. In all cases, the essential duties of a light/restricted duty assignment must be within the restrictions imposed on the employee.

Employees may not work in these assignments beyond a period of two (2) weeks, subject to availability of assignments. If an employee who is subject to medical restrictions can perform all the essential duties of their regular full-time position within those restrictions, that individual's employment status is "regular" and not that of a light/restricted duty employee.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

OSHA gives you the right to safe and healthy working conditions. It is the duty of the Village to provide a workplace that is free of known dangers that could harm employees. You also have the right to participate in activities to ensure your protection from job hazards. Your rights include the ability to:

- File a confidential complaint with OSHA to have the workplace inspected.
- Receive information and training about hazards, methods to prevent harm, and the OSHA standards that apply to your workplace. The training must be done in a language and vocabulary you can understand.
- Review records of work-related injuries and illnesses that occur in the workplace.
- Receive copies of the results from tests and monitoring done to find and measure hazards in the workplace.
- Get copies of your workplace medical records.
- Participate in an OSHA inspection and speak in private with the inspector.
- File a complaint with OSHA if you have been retaliated against by the Village as the result of requesting an inspection or using any of your other rights under OSHA.
- File a complaint within 30 days of being punished or retaliated against for acting as a "whistleblower" under the more than 20 additional federal statutes for which OSHA has jurisdiction.

If you believe that working conditions are unsafe or unhealthy, if possible, first bring the conditions to the attention of the Village. It is our sincere desire to address all unknown conditions that may be unsafe or unhealthful.

PUBLIC HEALTH EMERGENCIES

We are in unprecedented times and the seriousness with which we address the safety of our employees has escalated as we work to maintain an environment safe from the effects of such outbreaks as COVID-19. With this guiding principle in mind, it is imperative that each employee comply fully with **any policy provisions addressing public health emergencies which may be posted and updated periodically by the Village.**

GRIEVANCE PROCEDURES

VILLAGE OF SOMERSET EMPLOYEE GRIEVANCE PROCEDURE

To address employee concerns related to some levels of discipline including termination and workplace safety the Village has established a formal grievance procedure as defined by Wis. Stat. § 66.0509. This grievance procedure does not create a legally binding contract or a contract of employment or in any way alter the at-will-employment relationship between employees and the Village.

I. Purpose and Applicability

This procedure provides an employee with the individual opportunity to address concerns regarding discipline to include termination or workplace safety, to have those matters reviewed by an Impartial Hearing Officer and to appeal those matters to the village board, where appropriate. The Village expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings through the Problem-Solving Procedure prior to utilizing the formal grievance procedure. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the Village. If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable.

This procedure shall not apply to any action with library employees subject to the jurisdiction of the library board or any other employee subject to the jurisdiction of a board other than the village board, such as the police and fire commissioner committee.

II. Definitions

Definition of "Discipline": For purposes of this procedure, "discipline" means any action that results in disciplinary action or suspension without pay, termination or disciplinary demotion/reduction in rank. For purposes of this procedure "discipline" does not include any written or verbal notices, warnings, or reminders and although verbal discipline is documented, it is not subject to the grievance procedure.

Definition of "Termination": For purposes of this procedure, "termination" means a separation from employment initiated by the Village for disciplinary or performance reasons. "Termination" does not include layoff; furlough or reduction in workforce; reduction in hours; job transfer; reassignment; voluntary termination, including without limitation, resignation or retirement; job abandonment; end of employment due to disability; or action taken because of an employee's failure to meet the qualifications for the position.

Definition of "Employee": For purposes of this procedure "employee" includes all regular full-time and part-time employees. The term "employee" excludes individuals hired on a limited term, temporary, casual, or seasonal basis; independent contractors; employees within their orientation period; employees covered by a

collective bargaining agreement that addresses discipline and termination; elected officials and any employee, official or officer that serves at the pleasure of an appointing authority, as provided by Wisconsin Statutes. For purposes of the procedure for workplace safety, "employee" shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or seasonal basis.

Definition of "Workplace Safety": For purposes of this procedure, "workplace safety" includes, but is not limited to, any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, use of personal protective equipment, and accident risks. "Workplace safety" does not include conditions of employment not directly related to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules. If an employee(s) has exhausted the "Employee Safety Concerns" section of this employee handbook and is not satisfied with the response received from their department head, the employee(s) may proceed to Step 3 of this grievance procedure to pursue their concern.

III. General Provisions

Role and Appointment of "Impartial Hearing Officer": The Impartial Hearing Officer shall be selected by the village clerk based on the nature of the matter in dispute. For purposes of this policy, the role of the Impartial Hearing Officer will be to define the issues, identifying areas of agreement between the parties and identifying the issues in dispute, and to hear the parties' respective arguments.

The Impartial Hearing Officer may require the parties to submit documents and witness lists in advance of the hearing to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, or decide if a transcript is necessary. The Impartial Hearing Officer shall apply relaxed standards for the admission of evidence and may allow or request oral or written arguments and replies.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance. The fees of the Impartial Hearing Officer and the process of recording and producing a transcript will be paid by the Village.

Time Limits: The term "days" as used in this procedure means calendar days, excluding paid holidays as defined in the employee handbook. The Village and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or paid holiday, the time limit is the next day, which is not a Saturday, Sunday or paid holiday as defined in the employee handbook. A grievance or decision or appeal is considered timely if received by the village clerk during normal business hours or if postmarked by 12:00 midnight on the due date.

The Village and grievant may mutually agree, in writing, to waive any step of the grievance procedure to facilitate or expedite resolution of the grievance. If the grievance is not answered within the time limits, the grievant may proceed to the next step in the grievance procedure within seven (7) days. The Impartial Hearing Officer shall have no jurisdiction to address timeliness issues. Issues of timeliness shall be determined by the village clerk.

Scheduling: Grievance meetings and hearings will typically be held during normal business hours. Time spent in grievance meetings and hearings outside the grievant's regularly scheduled work hours shall not be considered as compensable work time.

Representation: The grievant shall have the right to representation at any step in the grievance procedure at the grievant's expense.

IV. Steps of the Grievance Procedure

Step 1: An earnest effort shall be made to settle the matter informally between the aggrieved employee and the employee's department head. If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the employee's department head. The written grievance shall give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

Time Limit: If the employee does not submit a written grievance within 10 days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The department head will reply in writing to the employee within 10 days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1, and the employee wishes to appeal the decision of the department head, the employee shall request the village clerk to have the grievance reviewed by the finance/personnel committee.

Time Limit: If the employee does not submit the written grievance within five (5) days after the decision by the department head, the grievance will be deemed waived. The finance/personnel committee will reply in writing to the employee within 10 days after receiving the written grievance.

Step 3: If the grievance is not settled in Step 2, or in the case of a workplace safety concern, the employee is not satisfied with the final report offered by the department head and the employee wishes to appeal, the employee shall submit the written grievance to the village clerk and request a hearing before an Impartial Hearing Officer.

Time Limit: If the employee does not submit a written grievance to the Village Clerk requesting a hearing before an Impartial Hearing Officer within seven (7) days after receipt of the finance/personnel committee's decision, or the final report from the department head in the case of a workplace safety concern, the grievance will be deemed waived. If requested timely, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

At the conclusion of the hearing, the Impartial Hearing Officer shall render, within 15 business days, a written decision indicating the reasons for one of four (4) decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/ termination, 4) Recommending additional investigation prior to final determination. In the event the grievance is a workplace safety concern the Impartial Hearing Officer, at the conclusion of the hearing shall render, within 15 business days, a written decision indicating the reasons for one of three (3) decisions: 1) Sustaining the conclusions of the final report, 2) Denying the conclusions of the final report and ordering additional or alternative remedial measures, if applicable, or 3) Recommending additional investigation prior to final determination. In cases where the Impartial Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing may be scheduled, if necessary. The Impartial Hearing Officer shall render a written decision to the Village and employee within seven (7) calendar days from the date of the second hearing.

Step 4: The Village or employee may appeal the decision of the Impartial Hearing Officer to the village board. The decision of the village board shall be final and binding upon the parties.

Time Limit: The Village or employee may request a hearing before the village board by filing a request for hearing with the village clerk within seven (7) days of receipt of the written decision of the Impartial Hearing Officer. The request must set forth in detail the reasons for the appeal. The non-appealing party shall have 14 days to submit a reply to the detailed request. Once the request for hearing and reply from the non-appealing party is received, a hearing date will normally be scheduled in conjunction with the village board's next regularly scheduled meeting. If not timely submitted by the Village or the grievant, the grievance can no longer be addressed in the grievance procedure.

Level of Review: The village board shall review the written decision of the Impartial Hearing Officer, the reasons for the appeal and the reply. The village board may uphold, modify, or reverse the decision of the Impartial Hearing Officer and shall issue a written decision to the employee and village clerk no later than seven (7) business days from the date of the Village Board meeting.

VILLAGE OF SOMERSET LIBRARY EMPLOYEE GRIEVANCE PROCEDURE

Although employees of the Village of Somerset Library ("Library") are covered under the provisions of this employee handbook it has been determined that they will be subject to a separate grievance procedure as outlined below. This procedure is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues related to workplace safety, discipline and termination.

I. Definitions

Definition of "Discipline": For purposes of this procedure "discipline" includes all levels of progressive discipline, but shall not include placing an employee on paid administrative leave pending an internal investigation, counseling, meetings or other pre-disciplinary action, actions taken to address work performance, including use of a performance improvement plan or job targets, demotion, transfer or change in job assignment or other personnel actions taken by the Library that are not a form of progressive discipline.

Definition of "Termination": For purposes of this procedure "termination" shall include action taken by the Library to terminate an individual's employment for misconduct or performance reasons, but shall not include voluntary quit, layoff or failure to be recalled from layoff at the expiration of any defined recall period, retirement, job abandonment, "no-call, no-show", or other failure to report to work or termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

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

Definition of "Written Grievance": For purposes of this procedure a "written grievance" filed under this procedure must contain the following information:

- The name and position of the employee filing the grievance.
- A statement of the issue involved.
- A detailed explanation of the facts supporting the grievance.

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

All library employee grievances shall be presented through this procedure. In the event a grievance processes through all the steps of the grievance procedure the decision made at Step 4 by the library board is final and binding on all parties.

II. General Provisions:

Time Limits: For purposes of this procedure the term "days" means calendar days, excluding paid holidays as defined in the employee handbook. The Library and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday or paid holiday, the time limit is the next day, which is not a Saturday, Sunday or paid holiday as defined in the employee handbook. A grievance or decision or appeal is considered timely if received by the library director during normal business hours or if postmarked by 12:00 midnight on the due date.

The Library and grievant may mutually agree, in writing, to waive any step of the grievance procedure to facilitate or expedite resolution of the grievance. If the grievance is not answered within the time limits, the grievant may proceed to the next step in the grievance procedure within seven (7) days.

The Impartial Hearing Officer shall have no jurisdiction to address timeliness issues. Issues of timeliness shall be determined by the library board president.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the time limits set forth above, the grievance will be considered resolved. If it is impossible to comply with the time limits due to meeting notice requirements or meeting preparation, the grievance will not be deemed as resolved or waived.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance. The fees of the Impartial Hearing Officer will be paid by the Library. An employee will not be compensated for time spent processing his/her grievance through the various steps of the grievance procedure.

III. Steps of the Grievance Procedure

Step 1: Employees should first discuss complaints or questions with the library director. Every reasonable effort should be made to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. If this effort is not successful, the employee must prepare and file a written grievance with the library director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance.

The library director or designee will investigate the facts giving rise to the grievance and inform the employee in writing of his/her decision, if possible, within 10 business days of receipt of the grievance. In the event the grievance involves the library director, the employee may initially file the grievance with the library board president, or the selected designee, who shall conduct the Step 1 investigation.

Step 2: If the grievance is not settled at Step 1, the employee may appeal the grievance to the library board president or the selected designee within five (5) business days of the receipt of the decision of the library director at Step 1. The library board president or designee will review the matter and inform the employee in writing of their decision, if possible, within 10 business days of receipt of the grievance.

Step 3: If the grievance is not settled at Step 2, the employee may request in writing to the library board president, within five (5) business days following receipt of the library board president's or the selected designee's written decision, a request for review by an Impartial Hearing Officer. The library board president shall select the Impartial Hearing Officer. If requested timely, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.

The Impartial Hearing Officer shall not be a Library nor Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The Impartial Hearing Officer will determine whether the Library acted in an arbitrary and capricious manner. Depending on the issue involved, the Impartial Hearing Officer will determine whether a hearing is necessary, or whether the case may be decided based on the submission of written documents. This procedure does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. The Impartial Hearing Officer shall prepare a written decision within 15 business days of receipt of all relevant information and/or the conclusion of a scheduled hearing. The written decision will be given to the employee and the library director and library board president.

Step 4: If the grievance is not resolved after Step 3, the employee or the library board president or the selected designee may request within five (5) business days of receipt of the written decision from the Impartial Hearing Officer, a written review by the library board. The library board shall not take testimony or evidence; it may only determine whether the Impartial Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the Impartial Hearing Officer. The matter will be scheduled for the library board's next regular meeting. The library board will inform the employee of its findings and decision in writing within 10 business days of the library board meeting. The library board shall decide the matter by majority vote and this decision shall be final and binding.

SEPARATION OF EMPLOYMENT

Termination of employment is an inevitable part of business. Examples of some of the most common circumstances under which employment is terminated include:

- **RESIGNATION:** voluntary employment termination initiated by the employee when other gainful employment with another employer or self-employment is expected.
- **DISCHARGE:** involuntary employment termination initiated by the Village for reasons other than those described below under Layoff, Reduction in Force.
- **LAYOFF, REDUCTION IN FORCE:** involuntary employment termination initiated by the Village due to lack of work or funds, elimination of position, changes in the Village's organizational structure or operations.
- **RETIREMENT:** voluntary employment termination initiated by the employee when no further gainful employment or self-employment is expected.

In the event you decide to terminate your employment and, to assist the Village with the transition, all exempt employees are requested to give at least four (4) weeks' written notice of their intention to resign. All other employees are requested to give two (2) weeks' written notice of their intention to resign. During this notice

period, employees shall not use vacation days, except with their department head's permission. The effective date of termination may be advanced by the Village to an earlier date.

Once an employee is terminated for any of the reasons stated above, eligibility for future recall, reemployment or reinstatement, to include any and all pay or benefit eligibility is at the sole discretion of the Village. Employees will receive their final paycheck to include any awarded but unused vacation, based on providing proper written notice, at the next scheduled payday.

EXIT INTERVIEW

An exit interview will be scheduled with employees leaving the employment of the Village for reasons other than termination. In addition to reviewing final pay and the return of Village property, the exit interview is an opportunity to bring closure to the employee's relationship with the Village and to provide an opportunity for the Village to discover ways it can improve the employee/employer relationship. Hopefully, the interview can be a time of candid discussion, with the employee feeling free to share their thoughts and perceptions about the Village and the job held. The exit interview will be conducted by the village clerk.

RIGHT TO PRIVACY AND REFERENCES

Except as allowed by law, requests for personal or professional information about an employee must be made in writing and approved by the employee. Information such as job title/position or employment dates may be released without written authorization from the employee. Salary or wage information will not be provided other than verifying through a "yes" or "no" response to the requesting entity. In the event of such requests, the village clerk is the only individual with authority to release such information.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT FORM

By signing below, I acknowledge I have received a copy of the Village of Somerset Employee Handbook dated **July 2025**, and understand it is my responsibility to read the employee handbook in its entirety. I understand I am an “at-will-employee”, which means I can terminate my employment at any time and for any reason, and that the Village of Somerset can terminate my employment at any time and for any reason. I agree to comply with the rules, policies and procedures set forth herein, as well as any revisions made to the employee handbook in the future. I also understand if I violate the rules, policies and procedures set forth in the employee handbook I may be subject to discipline, up to and including termination of my employment.

I agree that nothing in the employee handbook constitutes an employment contract between the Village of Somerset and me. I further understand that no one at the Village of Somerset other than the village board has the authority to enter into an employment contract with me. I understand that the employee handbook, dated **July 2025**, supersedes and replaces all previous employee handbooks, manuals, any inconsistent verbal or written policy statements, policies and/or procedures on the matters addressed herein and that any previous employee handbook and/or manuals no longer have any force or effect.

I understand that the employee handbook contains information about the employment policies and practices of the Village of Somerset. I understand that the policies outlined in the employee handbook are management guidelines only, which in any organization will require changes from time to time. I understand the Village of Somerset retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the Village of Somerset.

I agree that the Village of Somerset has the right to revise, delete, and add to the provisions of the employee handbook at any time without advance notice. I understand that no oral statements or representations can change the provisions of the employee handbook. I understand that the employee handbook is not intended to create contractual obligations with respect to any matters it covers and that the employee handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in the employee handbook is created to infringe on any available legal rights I may have as an employee of the Village of Somerset.

If I have questions about the content or interpretation of the employee handbook, I will ask my department head or the village clerk or treasurer.

Employee Signature

Date

Employee Name (Print)

Somerset Fire/Rescue

from the office of Chief Belisle

July 1st, 2025

Dear Board Members –

This is the update for June 2025. This month we responded to 34 calls for service. The breakdown is as follows: 17 calls in the Village consisting of 13 medicals and 4 Fire/Rescue calls; 8 in the Township consisting of 6 medicals and 2 fire/rescue calls; and 9 auto aid calls, 5 in St. Joe, 3 in Star Prairie, and 1 in New Richmond. This brings us to a total of 228 runs for the year compared to 260 for the same time in 2024.

The month of June was steady. We do not have our final numbers from the Pea Soup weekend, but it was a great turnout, and we expect to have raised more than in the past. Thankful that our community comes out and enjoys this every year!

We have all the proposals for our strategic plan and will have a scoring sheet, etc ready for the next fire commission and joint meeting. My goal is to share all of it before the meetings, so all board members have a chance to look over them.

The only call of significance in June was a structure fire off 80th in the township. Garage fire that turned in to a house fire, we called up Osceola Fire for assistance. Fire significantly damaged the home, unknown if it will be repairable.

We are currently operating with 30 personnel, 17 full members and 9 probationary members, 1 honorary member as well as 2 High School Cadets and our secretary. As always you are more than welcome to stop in and say hi at the station when you see someone there. We welcome visitors and are more than willing to give you a tour and show you our trucks and equipment!

Sincerely,

Travis Belisle

Travis Belisle - Chief
Somerset Fire/Rescue

748 Hwy 35
Somerset, WI 54025
Station (715)247-5364 Fax (715)247-3194

Village of Somerset 2025 Mill & Overlay (#9724861)

Owner: Village of Somerset

Solicitor: MSA Professional Services - St Paul

07/10/2025 10:00 AM CDT

				Monarch Paving Company		
Section	Line Item	Item Description	UofM	Quantity	Unit Price	Extension
General						\$20,700.00
	1	Mobilization - All Streets	LS	1	\$17,500.00	\$17,500.00
	2	Traffic Control - All Streets	LS	1	\$3,200.00	\$3,200.00
Schachtner Street & Raymond Street						\$52,124.00
	3	1-1/2 inch Concrete Pavement Mill	SY	4150	\$3.84	\$15,936.00
	4	Asphaltic Concrete Pavement, 1-1/2 inch Depth	SY	4150	\$8.72	\$36,188.00
Evergreen Drive						\$41,440.00
	5	1-1/2 inch Concrete Pavement Mill	SY	3200	\$3.84	\$12,288.00
	6	Asphaltic Concrete Pavement, 1-1/2 inch Depth	SY	3200	\$9.11	\$29,152.00
Hud Street						\$11,165.00
	7	1-1/2 inch Concrete Pavement Mill	SY	700	\$5.95	\$4,165.00
	8	Asphaltic Concrete Pavement, 1-1/2 inch Depth	SY	700	\$10.00	\$7,000.00
Germain Street & Parnell Street						\$45,529.00
	9	1-1/2 inch Concrete Pavement Mill	SY	200	\$11.42	\$2,284.00
	10	Asphaltic Concrete Pavement, 1-1/2 inch Depth	SY	4650	\$9.30	\$43,245.00
Base Bid Total:						\$170,958.00

Village of Somerset 2025 Micro-Surfacing Project (#9726972)

Owner: Village of Somerset

Solicitor: MSA Professional Services - St Paul

07/10/2025 10:30 AM CDT

Fahrner Asphalt Sealers,

LLC

Struck & Irwin Paving, Inc.

Section	Line	Title	Item	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension
General	1	Mobilization	LS	1	\$4,000.00	\$97,090.00			\$5,760.00	\$105,352.50
	2	Preparatory Work	SY	14000	\$1.89	\$26,460.00			\$0.90	\$12,600.00
	3	Micro-surfacing	SY	14000	\$3.15	\$44,100.00			\$4.10	\$57,400.00
	4	Traffic Control	LS	1	\$3,000.00	\$3,000.00			\$7,840.00	\$7,840.00
	5	Marking Stop Line Paint 12 inch	LF	120	\$13.00	\$1,560.00			\$14.50	\$1,740.00
	6	Marking Line 8 inch White	LF	200	\$2.00	\$400.00			\$2.25	\$450.00
	7	Marking Line 4 inch Double Yellow	LF	3600	\$1.80	\$6,480.00			\$2.00	\$7,200.00
	8	Marking Arrow Paint	EA	1	\$200.00	\$200.00			\$225.00	\$225.00
	9	Marking Word Paint	EA	1	\$210.00	\$210.00			\$235.00	\$235.00
	10	Marking Diagonal Paint 12 inch Yellow	LF	65	\$12.00	\$780.00			\$13.50	\$877.50
	11	Marking Crosswalk Paint Block Style 24 inch	LF	450	\$22.00	\$9,900.00			\$24.50	\$11,025.00
Base Bid Total:						\$97,090.00				\$105,352.50





State of Wisconsin
Department Of Revenue

Event Vendors

1. Who is an event vendor?

An event vendor:

- Displays or advertises products or services at a temporary event
- Sells merchandise or provides taxable services at a temporary event
- Is an individual, association, partnership, corporation, nonprofit organization, or other business entity
- May be referred to as a seller, exhibitor, concessionaire, or booth owner
- May also be the operator of a temporary event

2. Does an event vendor need a seller's permit?

A vendor selling taxable merchandise or property in Wisconsin must have a Wisconsin seller's permit unless the vendor's sales are exempt from sales or use tax.

A seller's permit is issued for a two-year period and will automatically renew unless you inform the Department of Revenue you will not be operating in Wisconsin in the future.

Sellers that do not operate in Wisconsin year-round will be issued a seasonal permit valid only for the months indicated on their application, each year, until closed by the seller.

Generally, the sale of tangible personal property is taxable unless an exemption applies (e.g., occasional sale exemption). See [Publication 201](#), *Wisconsin Sales and Use Tax Information*.

3. How do I get a seller's permit?

You can apply for a seller's permit [online](#) or complete the application for [Business Tax Registration](#). See [instructions](#) for more information.

4. How do I cancel a seller's permit?

When you close your business, no longer have a sales tax liability, or need a new Wisconsin sales tax number as the result of a change in business entity, you must notify the department using one of the following methods:

- Complete the Request to Close Account in My Tax Account
- Email DORSalesandUse@wisconsin.gov
- Call (608) 266-2776

Be sure to provide the last date of sales, your account number, location(s) of your business, and federal employer identification number or SSN. Your account will be closed based on the information provided.

5. Which sellers may not need a Wisconsin seller's permit?

The following sellers may not need a seller's permit:

- Sellers of nontaxable items, such as vegetables or fruits.
- Sellers of nontaxable services.
- Sellers qualifying for the occasional sale exemption.
- Vendors who display or exhibit only, do not sell at the event, and do not ship any taxable merchandise into Wisconsin based on orders from any source.
- Individual sales distributors for a multi-level company registered in Wisconsin do not need a seller's permit if they are only selling products purchased through the multi-level company.
 - For more information, refer to:
[What is Taxable?](#)

- [Publication 201](#), *Wisconsin Sales and Use Tax Information*.
- [Publication 228](#), *Temporary Events*

A seller who has questions regarding their requirement to hold a Wisconsin seller's permit should contact the department by phone at (608) 266-2776 or by [email](#).

6. What is the sales tax rate?

See the [Tax Rate Chart](#).

7. How do I report my sales and use tax?

Sellers required to report and pay sales and use tax must have a Wisconsin seller's permit before filing. Sellers report tax using one of the electronic filing methods listed below.

- **My Tax Account** is the Department of Revenue's free online business tax service that allows businesses to access their accounts to view current account status, file and amend returns, make payments, and manage and update account information. It's simple, secure, and available 24 hours a day, seven days a week. See [My Tax Account](#) for more information.
- **Sales TeleFile** is an interactive voice response program that allows businesses to file and pay Wisconsin Sales and Use Tax Returns using the telephone. The TeleFile program does not require a personal computer. For more information see [Sales TeleFile](#).

8. What other taxes I should know about?

- **Local Exposition Area Tax**: Every seller of lodging, food, or beverages, or the rental of automobiles in Milwaukee County.
- **Premier Resort Area Tax**: Applies to certain sellers making sales that take place in (e.g., are sourced to) a premier resort area. **Note**: Establishments or individuals primarily engaged in the retail sale of merchandise from temporary locations are classified in the Standard Industrial Classification (SIC) Manual, 1987 Edition, under SIC 5963, Direct Selling Establishments. A seller classified under SIC 5963 is not subject to the premier resort area tax on its sales.
- **Nonresident Individual Income Tax**: If you are a nonresident or part-year resident of Wisconsin and your Wisconsin gross income (or the combined gross income of you and your spouse) is \$2,000 or more, you must file a Wisconsin income tax return.
- **Corporate Franchise or Income Tax**: Any corporation that sells goods or services at an event in Wisconsin has nexus for corporate franchise and income tax filing purposes and is required to file returns. However, if the only Wisconsin activity is the solicitation of orders that are sent outside the state for approval or rejection and then shipped from outside the state, no nexus is created, and no return is required.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of June 12, 2025: secs. 77.51(10), 77.52(7) and 77.53(9), [Wis. Stats.](#).

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

Event Operators

1. Who is an event operator?

An event operator:

- Arranges, organizes, promotes, or sponsors a temporary event.
- Can be an individual, association, partnership, corporation, non-profit organization, or other business entity.
- May also be referred to as an organizer, coordinator, exhibitor, or decorator.

- May or may not be the owner of the property or premises where the temporary event takes place.
- May be a seller at the temporary event.

Sign up at [DOR E-NEWS](#), *Temporary Event Operators* for the latest notifications.

2. **What must an event operator report?**

The event operator must complete and submit [Form S-240](#), *Wisconsin Temporary Event Report*. An alternate version ([Form S-240-Alt](#)) offers space to add information for up to 100 vendors in a single file. **No other alternate forms are approved for use.**

Refer to [Form S-240-INSTR](#), *Wisconsin Temporary Event Report Instructions*, for more information.

3. **How does the event operator collect seller information?**

The event operator can use the method of their choice to get the required information from each seller. [S-240-Vend](#) (Part C) is available as a single page fillable PDF to share with vendors.

Operators must submit Form S-240 to DOR in original size and format. It is acceptable to submit Part C with one vendor per page. Operators must include Parts A and B, with their submission. We will not accept altered or obsolete forms.

An event operator who fails to obtain information about each vendor may be assessed a penalty for an incomplete report.

4. **When is the event operator's report due?**

Event operators should send their report within 10 days after the close of the event either electronically through the department's secure file transmission application, or by U.S. mail. To maintain the confidentiality of seller information, do not email event reports.

- [Secure File Transmission Instructions](#)
- U.S. mail--Send completed S-240s to:
Wisconsin Department of Revenue
Temporary Events Program
P.O. Box 8902
Madison, WI 53708-8902

5. **What happens if the event operator does not file a report timely?**

If an event operator fails to send an accurate and complete event report by the due date, a \$200 penalty for the first failure and \$500 for each subsequent failure may be billed to the event operator.

6. **Where can I find more information?**

For more information, refer to:

- [Publication 228](#), *Temporary Events*
- [Temporary Events Home Page](#)

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of November 14, 2024: chs. 73 and 77, [Wis. Stats.](#), and ch. Tax 11, [Wis. Adm. Code](#).

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

Temporary Events

1. What is a temporary event?

A temporary event is an occasion, activity, or function at which merchandise is sold or traded or taxable services are provided.

An event can be on one or consecutive days. It may reoccur on a weekly, monthly, quarterly, or annual basis. Each reoccurrence is a separate event. For example, a festival occurring Thursday through Sunday is one event. A farmers market occurring each Saturday from May until October is a separate event for each Saturday.

The department allows operators with multiple events in a calendar month to combine and report the events on one [Form S-240](#), *Wisconsin Temporary Event Report* for the month. The event name, location, and organizer must be the same for all events. A vendor only needs to be listed once for the month. An alternate version ([Form S-240-Alt](#)) offers space to add information for up to 100 vendors in a single file. No other alternate forms are approved for use.

Some examples of temporary events include:

- swap meets
- flea markets
- craft fairs
- farmers markets
- coin shows
- gun shows
- fairs
- markets
- festivals
- carnivals

For more information, refer to:

- [Publication 228](#), *Temporary Events*
- [Event Operators](#)
- [Event Vendors](#)

2. What is the "Wisconsin Temporary Events Program"?

The mission of the Wisconsin Temporary Events Program is to ensure all operators and participants, including vendors, artists of shows, fairs, festivals exhibitions, are appropriately registered and operating in compliance with Wisconsin law.

3. Which Wisconsin tax account number is my seller's permit?

Your seller's permit number is a 15-digit number that begins with a 456 prefix. For example, 456-1234567890-01. The seller's permit number is listed on your registration certificate as well as your seller's permit.

4. If a nonprofit organization has a Certificate of Exempt Status (CES) number for purchases, are its sales also exempt?

Sales by a nonprofit organization holding a CES number may be exempt occasional sales only if certain conditions are met. For more information see [Fact Sheet 2106](#) and [Publication 206](#), *Sales Tax Exemption for Nonprofit Organizations*.

5. Do I need a seller's permit if I'm an independent sales distributor?

A multi-level marketing company is required to remit Wisconsin sales and use tax on its sales to their independent sales distributors. Individual sales distributors for a multi-level company are not required to hold a seller's permit if they are only selling products purchased through the multi-level company and the multi-level marketing company collected the tax on sales to the distributor. If the multi-level marketing company does not collect the tax from its distributor, the distributor must register for a Wisconsin seller's permit and is liable for Wisconsin sales or use tax on its sales price of products sold and its purchase price of products that it uses or gives away, rather than resells, in Wisconsin.

6. I am not a resident of Wisconsin. I will be exhibiting at an event in Wisconsin and will not be selling or taking orders onsite. Do I need a Wisconsin seller's permit?

If you are engaged in business and make taxable sales of \$2,000 or more within the calendar year (including sales of taxable merchandise shipped into Wisconsin), you must have a Wisconsin seller's permit. The first \$2,000 is not exempt and must be included in the total taxable sales reported.

However, if you only make sales through a marketplace provider, a seller's permit is not required. The marketplace provider is liable for the tax unless an exception applies.

7. Should I display my permit?

You should display your seller's permit at Wisconsin events. A personal wallet copy is sent with your seller's permit to provide you with easy access to your permit number.

8. Can I include the tax in my sales price?

You can include the tax in the price of the product if you notify the customer in one of the following ways:

- Provide the customer a receipt which states, "Prices Include Sales Tax."
- Conspicuously post the bracket card, [Form S-213](#), issued by the department.
- Conspicuously post a sign which states, "Prices Include Sales Tax."

9. Why did I receive a Request for Vendor Information in the mail?

We send a Request for Vendor Information to vendors who:

- Did not provide a valid seller's permit number to the event operator, or
- Registered with personal information instead of business information, or
- Could not be matched to a valid permit based on the information provided, or
- Provided an inactive seller's permit number to the event operator.

We send the Request for Vendor Information to get your correct seller's permit number, an application for a seller's permit number, or the reason no permit is required.

Complete and return the Request for Vendor Information by the date specified.

10. What if I lose my seller's permit?

You can print a copy of your permit without having to contact the department. In My Tax Account, your seller's permit is generally included in the list of letters. From the default home screen, choose More then select View Letters. Letters older than 12 months are found using Search.

The Sent From date must be set to a date prior to the date your seller's permit was issued.

11. How do I obtain blank copies of Form S-240, Wisconsin Temporary Event Report?

- Download [Form S-240](#) online. An alternate version ([Form S-240-Alt](#)) offers space to add information for up to 100 vendors in a single file. No other forms are approved for use.
- Write to the Wisconsin Department of Revenue, PO Box 8949, Madison, WI 53708-8949
- Visit any of our [branch offices](#)

NOTE: A fee will be charged for requests of more than 15 copies.

12. Does an event operator have to report all vendors at the event?

Event operators must report all vendors at the event, including food, drink, and entertainment vendors. This includes those whose sales may be exempt from sales tax.

If the event operator accurately and completely reports all event vendors, the event operator will be relieved of the responsibility of determining who is required to have a seller's permit at the event.

13. What happens if a vendor fails or refuses to provide the information to the operator?

The operator must complete the information on the [Form S-240](#) for every vendor at the event. An operator may be assessed a penalty for failure to obtain information about each vendor.

14. How do operators report multiple events?

An operator who operates continuing or successive events at the same location with more than one event per month has the option of (1) reporting all sellers attending each event, or (2) reporting all sellers once a month in a combined report.

Report vendors only once in the report.

15. How will information reported by operators be used by the department?

The department will use the information to inform sellers of their Wisconsin tax registration and reporting responsibilities.

16. Do event operators need to get a Wisconsin seller's permit?

Event operators selling taxable goods or services are required to obtain a seller's permit and remit sales taxes.

17. What type of admissions are taxable?

Sales of admissions to amusement, athletic, entertainment, or recreational events or places are taxable, unless an exemption applies.

Examples of taxable admissions include:

- The sale of admissions to amusement, athletic, entertainment, or recreational events or places.
- The privilege of having access to or the use of amusement, entertainment, athletic, or recreational facilities provided dues, fees, or other considerations are required.
- The sales of admission for customer participation events such as, but not limited to, swimming, skiing, bowling, skating, bingo, golfing, curling, dancing, card playing, hayrides, hunting, fishing, and horseback or pony riding.
- The gross receipts from conducting bingo games.
- The receipts from the sale or furnishing of access to campgrounds, other than Wisconsin state park campgrounds, whether the fees are collected on a daily, weekly, annual, or other basis.

Examples of nontaxable admissions include:

- Admissions to auto or trade shows if professional entertainment is not provided at the show.
- Admissions to events conducted by nonprofit organizations in certain situations. For more information see [Publication 206, Sales Tax Exemptions for Nonprofit Organizations](#).
- Admissions to antique shows unless the admission charge can be used as a credit against the price of merchandise purchased.
- Admissions to the main gate at county fairs. See [Tax Bulletin 113](#) for more information.
- Entry fees in contests if the primary motive of the majority of the persons entering the contest is "business" and not "recreation." Generally, entry fees are not taxable for: professional golfers entering a major tournament, professional riders entering a rodeo, professional stock car drivers entering an auto race, or large snowmobile races where the entrants are primarily manufacturers' representatives.
- Donations: To qualify as a donation, a payment must be voluntary, and no restriction of any kind may be placed on the entrance of persons not making a donation. The facts surrounding the requests for the donation shall be obvious that admittance is not restricted to those making a donation. A set amount for the donation, such as through newspaper publicity or signs at the entrance, a turnstile or restrictive device that shall be passed through, or an attendant requesting a donation at the door shall be presumptive evidence that the charge is not a donation but that the payment is required.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of June 12, 2025: chs. 77 and 73, [Wis. Stats.](#), and ch. Tax 11, [Wis. Adm. Code](#).

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2)(a), Wis. Stats.

Contact Us

Wisconsin Department of Revenue

Temporary Events Program

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The department welcomes your input on our guidance. [Submit comments on this guidance document.](#)

Guidance Document Number: 100298

June 12, 2025

SOMERSET
The Place



Village of
SOMERSET
Wisconsin

SOMERSET
The Place

*Proposed Logo
Square Version*

Village of
SOMERSET
Wisconsin





Village of
SOMERSET
Wisconsin



Minimum Size

The smallest the logo should be represented is 0.5" tall.

PLACE

TOURISM



CITY GOVERNMENT



RESIDENTS



Together We Thrive.
SOMERSET



Welcome. Connect. Belong.
SOMERSET

BUSINESSES



COMPREHENSIVE MUNICIPAL TASK LIST

UPDATE VISUAL IDENTITY - PHASE 1

- **Logo:** Ensure the new logo is integrated across all digital and physical platforms.
- **Tagline:** Incorporate the new tagline into branding materials, signage, and communications.
- **Color Palette & Fonts:** Apply consistent use of the new color scheme and typography.

DIGITAL PLATFORMS - PHASE 1

- **Website:** Redesign or update the town's website to reflect the rebranding. Include updated imagery, messaging, and navigation.
- **Social Media:** Update profile pictures, cover photos, and bios on all official accounts.
- **Email Signatures:** Standardize signatures for all municipal staff with the new branding.
- **Apps:** If the town has a mobile app, update the design and interface.

SIGNAGE & PUBLIC SPACES - PHASE 2

- **Town Entrance Signs:** Replace old signs with the new branding at key entry points.
- **Directional Signs:** Update wayfinding signs around the town.
- **Public Facilities:** Refresh signage at town halls, schools, parks, libraries, and community centers.
- **Landmarks:** Ensure tourist attractions or well-known landmarks (water towers) reflect the new branding.

MARKETING MATERIALS - PHASE 1 & PHASE 2

- **Brochures and Flyers:** Redesign promotional materials for tourism, economic development, and community events.
- **Maps and Guides:** Update town maps and visitor guides.
- **Videos and Photos:** Create or update multimedia content showcasing the town's new identity.

GOVERNMENT AND ADMINISTRATIVE ITEMS - PHASE 1 & PHASE 3

- **Letterheads and Stationery:** Update official letterheads, envelopes, and business cards.
- **Permits and Licenses:** Ensure all documents issued by the municipality include the new branding.
- **Uniforms and Badges:** Update uniforms for municipal employees, such as police, fire, and public works.
- **Vehicles:** Rebrand town-owned vehicles with new decals or wraps.

COMMUNITY ENGAGEMENT - PHASE 1 & PRE-PHASES

- **Public Launch Event:** Host an event or press conference to unveil the rebranding.
- **Community Feedback:** Create opportunities for residents to share their thoughts on the new branding, gather research data and community input.
- **Educational Campaigns:** Inform residents about the reasons for rebranding and its benefits.

ECONOMIC DEVELOPMENT - PHASE 1 & PHASE 4

- **Business Partnerships:** Share branding guidelines with local businesses to align their marketing efforts.
- **Chamber of Commerce:** Collaborate to integrate the rebranding into business promotions.
- **Investment Materials:** Update materials for potential investors, highlighting economic growth opportunities.

TOURISM AND EVENTS - PHASE 3 & PHASE 4

- **Promotional Campaigns:** Launch advertising campaigns (print, digital, and social media) featuring the new branding.
- **Event Branding:** Apply the new identity to annual festivals, parades, and town-sponsored events.
- **Merchandise:** Design and sell branded merchandise, such as t-shirts, mugs, and tote bags.

PARTNERSHIPS AND OUTREACH - PHASE 2 & PHASE 4

- **Regional Collaboration:** Notify neighboring towns, counties, and tourism boards about the rebranding.
- **Media Relations:** Distribute press releases to newspapers, blogs, and TV stations.
- **Nonprofits and Schools:** Collaborate with local organizations to incorporate the branding into community programs.

METRICS AND MAINTENANCE - PHASE 4

- **Brand Awareness:** Track how well the rebranding is recognized through surveys or social media analytics.
- **Consistency Audits:** Periodically review branding usage across all platforms and materials.
- **Feedback Mechanism:** Set up channels for residents and visitors to share their impressions of the new branding.

This list will ensure a smooth transition while reinforcing the rebranding across all aspects of the municipality.



Real Estate & Property Management

6-18-25

To Whom it May Concern;

In regard to 108 Main St Lot (Sams lot), Bob Gunther and myself had long conversations about this lot and value. The comp is the Ben/Archies lot that sold for \$160k with most of that going back to the buyers over the years, that lot did not fly off the market as you might remember.

The other things we discussed is we would like to know what will be going on this lot and the time frame of development...these tow things would be part of the sale we think.

The \$149,000 price is a reasonable asking price and incentives on top of that might be appropriate depending on what's built on it.

A handwritten signature in dark ink, appearing to be "David Bracht", written over a dashed horizontal line.

David Bracht Realtor

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