

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Tuesday, September 16, 2025

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

Public Comment

Dave Wolner, 490 Forrest Drive, stated that he would like the Winesap Prairie Plat to go back to the Plan Commission to address who will be responsible for maintaining the retaining walls of the holding pond.

Approval of Agenda

Motion by Krohn, second by Garn to approve the agenda as presented and motion carried unanimously.

Proclamation - Positive Recognition

President Sicard thanked Debbie Baillargeon, Deb Kohler, JoAnn Hardegger, Bekah Whitlock, and Josh Svejcar for their work throughout the community.

Consent Agenda

Motion by Sicard, second by Krohn to remove the Village, Water, and Sewer Bills from the Consent Agenda. Motion carried unanimously.

Motion by Garn, second by Plourde to remove Winesap Prairie First Addition Replat and Pine Vale Second Addition Final Plat from the Consent Agenda. Motion carried unanimously.

Motion by Kern, second by Krohn to remove the Employee Handbook Update and Village Hall Holiday Hours from the Consent Agenda. Motion carried unanimously.

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

- *Minutes of Regular Board minutes of August 19, 2025*
- *Street Use Permit – Somerset School Homecoming Parade*
- *Use Warming House for Storage of Hometown Hero Banner*
- *TID #5 Lift Station – Pay App #3*
- *Fire/Rescue Report*

Motion carried unanimously.

New Business

Village, Water, and Sewer Bills

Motion by Sicard, second by Krohn approve the Village, Water, and Sewer Bills excluding the Weld Riley invoice until the president of the firm has returned to the office and can further explain the charges. Motion carried unanimously.

Winesap Prairie First Addition Replat

Motion by Krohn, second by Garn to approve Winesap Prairie First Addition Replat, contingent on the execution of the Development Agreement. Motion carried unanimously.

Pine Vale Second Addition Final Plat

Motion by Garn, second by Krohn to approve Pine Vale Second Addition Final Plat, contingent on the execution of the Development Agreement and to send the plat back to the Plan Commission to address the ownership of the retaining walls.

Amended motion by Garn, second by Krohn to approve Pine Vale Second Addition Final Plat, contingent on the execution of the Development Agreement. Motion carried unanimously.

Employee Handbook Update

Motion by Garn, second by Krohn to table approval of the Employee Handbook Update. Motion carried unanimously.

Village Hall Holiday Hours

Motion by Kern, second by Krohn to table the approval of Village Hall Holiday Hours. Motion carried unanimously.

Olson Sanitation-Temporary Storage Area for Containers

Motion by Garn, second by Plourde to allow Olson Sanitation to submit a Conditional Use Permit application and/or a lease agreement, to allow temporary storage of their 10/20/30 yard roll off containers on Village owned property. Motion carried unanimously.

TID #5 Lift Station & Utility Extension Change Order #4

Motion by Krohn, second by Garn to approve Change Order #4 for TID#5 Lift Station & Utility Extension. Motion carried unanimously.

Developer's Agreement for Pine Vale Second Addition.

Motion by Krohn, second by Garn to approve the Developer's Agreement for Pine Vale Second Addition. Motion carried unanimously.

Task Order - Neumann Farms Green Space Plan

Motion by Krohn, second by Dubak to approve the Task Order for Neumann Farms Athletic Complex from MSA. Motion carried 6-1 (Kern-nay).

Branding Project Update

Motion by Plourde, second by Krohn to bring the final logo design for the Village of Somerset back to the Village Board next month. Motion carried unanimously.

180th / Parent Street Update

Gunther stated that the project should be completed and the road should be open by the end of September.

Police Staffing in 2026

Police Chief Trepczyk informed the board that a Police Officer will be deployed beginning in December 2025, resulting in a 12-month vacancy within the department. To maintain adequate coverage, the department will need to temporarily fill this position. Chief Trepczyk also noted that, based on the Village of Somerset's population of approximately 3,500, staffing models suggest the department should employ 8.4 full-time officers. He expressed his goal of staffing the department with 8 officers by the year 2027.

2026 Budget Priorities

Sicard requested that the other Trustees submit 3 to 5 items that they would like to see prioritized in the 2026 budget to the Village Clerk.

St. Croix Housing Needs Assessment Review

Sicard stated that the housing study conducted by St. Croix Economic Development Corporation is available and a link to the study will be put on the village website.

Unfinished Business

Appoint Alternate Member to Police Review Board

Motion by Krohn, second by Garn to approve the appointment of Fred Magine as the alternate member to the Police Review Board. Motion carried unanimously.

Developer's Agreement for Winesap Prairie First Addition

Motion by Krohn, second by Moreno to approve the draft Developer's Agreement for Winesap Prairie First Addition, contingent upon adding the approved exhibit documents to the agreement. Motion carried 6-1 (Kern-nay).

Adjourn

Motion by Krohn, second by Garn to adjourn and motion carried unanimously. Meeting adjourned at 7:48p.m.

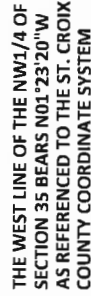
Jessica Lehman, Village Clerk/Deputy Treasurer

LOCATED IN PART OF THE SE1/4 OF THE NW1/4, PART OF THE NE1/4 OF THE NW1/4, PART OF THE NW1/4 OF THE NE1/4 AND PART OF THE SW1/4 OF THE NE1/4, ALL IN SECTION 35, T 31 N, R 19 W; ALSO BEING A PART OF OUTLOTS 1, 3, 8 AND 9 OF THE OUTLOT MAP, VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.

**LA POINTE EVENTS
BROCK MONTPETIT
710 SPRING ST.
SOMERSET, WI 54025**

**FLOAT-RITE, INC.
710 SPRING ST.
SOMERSET, WI 54025**

**DOUGLAS ZAHLER
AUTH CONSULTING & ASSOC.
2920 ENLOE STREET SUITE 101
HUDSON, WI 54016**



CURVE DATA TABLE							
NUMBER	RADIUS LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT IN	TANGENT OUT
C1	1024.93'	5°39'47"	N34°24'00.5"W	101.26'	101.30'	N31°34'07"W	N37°13'54"W

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE1/4 OF THE NW1/4, PART OF THE NE1/4 OF THE NW1/4, PART OF THE NW1/4 OF THE NE1/4 AND PART OF THE SW1/4 OF THE NE1/4, ALL IN SECTION 35, T 31 N, R 19 W; ALSO BEING A PART OF OUTLOTS 1, 3, 8 AND 9 OF THE OUTLOT MAP, VILLAGE OF SOMERSET, ST. CROIX COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Douglas J. Zahler, Professional Wisconsin Land Surveyor, hereby certify that by the direction of Brock Montpetit, I have surveyed, divided and mapped part of the Southeast Quarter of the Northwest Quarter, part of the Northeast Quarter of the Northwest Quarter, part of the Northwest Quarter of the Northeast Quarter and part of the Southeast Quarter of the Northeast Quarter, all in Section 35, Township 31 North, Range 19 West; also being a part of Outlots 1, 3, 8 and 9 of the Outlot Map, Village of Somerset, St. Croix County, Wisconsin, described as follows:

Commencing at the West Quarter corner of said Section 35; thence along the west line of the Northwest Quarter of said Section 35, N01°23'20"W a distance of 1321.63 feet; thence along the south line of said Northwest Quarter of the Northwest Quarter and the Northeast Quarter of the Northwest Quarter, S89°49'13"E a distance of 1644.14 feet to the point of beginning; thence along said south line of the Northeast Quarter of the Northwest Quarter and said Outlot 3, S89°49'16"E a distance of 603.87 feet; thence along the west line of that parcel of land described on that deed recorded as Document Number 611789, N00°38'47"E a distance of 787.92 feet to the beginning of a meander line along the westerly shore of the Apple River; thence along said meander line S61°41'00"E a distance of 179.69 feet; thence along said meander line, S01°26'27"E a distance of 418.39 feet; thence along said meander line, S57°30'25"E a distance of 638.80 feet; thence along said meander line S06°59'58"W a distance of 750.39 feet to the end of said meander line; thence N84°45'31"W a distance of 85.89 feet; thence N37°41'34"W a distance of 487.68 feet; thence S39°48'46"W a distance of 302.21 feet; thence along the boundary of that parcel of land described on that deed recorded as Document Number 489880, N50°28'31"W a distance of 110.56 feet; thence along said boundary, N75°34'38"W a distance of 460.06 feet; thence along said boundary, S57°21'58"W a distance of 266.28 feet to the easterly right-of-way of County Trunk Highway "I"; thence along said right-of-way, N31°34'07"W a distance of 220.28 feet; thence northwesterly along said right-of-way a distance of 101.30 feet, being the arc of a 1024.93 foot radius curve, concave southwesterly, with a central angle of 5°39'47" and a chord that bears N34°24'00.5"W for a distance of 101.26 feet; thence along the east line of that parcel of land described on that deed recorded as Document Number 518140, N01°17'29"W a distance of 187.73 feet; thence along the southerly line of that parcel of land described on that deed recorded as Document Number 602498, N83°34'09"E a distance of 344.30 feet; thence along the easterly line of last said parcel, N30°29'12"W a distance of 122.01 feet to the point of beginning. Including all land lying between the above described meander line and the westerly shore of the Apple river, which lies between a line bearing N00°38'47"E from the beginning of said meander line, and a line bearing S84°45'31"E from the end of said meander line. Containing 25.57 acres of land more or less. Subject to all easements, restrictions and covenants of record.

I also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that field surveying has been completed as of the signed date hereon; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin statutes and the land subdivision ordinance of the Village of Somerset in surveying and mapping the same.

Douglas J. Zahler
Douglas J. Zahler PLS #2145
Auth Consulting & Associates
2920 Enloe St. Hudson, WI 54016
(715) 386-2007
dzahler@authconsulting.com

09/05/2025
Date



VILLAGE BOARD RESOLUTION

Resolved, that this Certified Survey Map, in the Village of Somerset, Float-Rite, Inc. owner, is hereby approved by the Village Board.

Ryan S. Sicard _____
President Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Somerset.

Jessica Lehman _____
Village Clerk Date



BQ Landscapes & Irrigation
1507 34th St./Somerset WI, 54025
(715) 523-0629
bqlandscapes@gmail.com

DATE: SEPTEMBER 30, 2025
PROPOSAL # 59

TO Bob Gunther
Larry Forest Park Ball Field
Sunrise Drive
Rgunther@villageofsomerset.us

	JOB				PAYMENT TERMS	DUE DATE
	Landscaping				½ Down	

PART	DESCRIPTION	UNIT PRICE	LINE TOTAL
Drainage Fix	Old Removal/Disposal		385
	Top Soil/Delivery		350
	Sod/Delivery		950
	Starter Fertilizer		110
	Equipment/Fuel		380
	Labor/Install		920
			\$3095
Cut Border Lines	Cut Straight Lines/Remove Junk		\$400
SUBTOTAL			
SALES TAX			
TOTAL			\$3495

Make all checks payable to Blake Quist

Thank you for your business!

606 267th Street
Osceola WI 54020

Date	Estimate #
9/16/2025	2311

Name / Address
Village of Somerset Mark PO Box 356 110 Spring Street Somerset WI 54025

Project

[illegible]

Meyer Tree Service LLC

Estimate

606 267th Street
Osceola WI 54020

Date	Estimate #
9/16/2025	2312

Name / Address
Village of Somerset Mark PO Box 356 110 Spring Street Somerset WI 54025

Project

Description	Qty	Rate	Total
Job site: 302 Spring Street, Laine W & Diane Belter Cut down large dead ash tree next to city sidewalk using bucket truck.		3,000.00	3,000.00
Clean up and dispose all debris using loader truck.			
Sales Tax		5.50%	0.00
		Total	\$3,000.00



LETTER OF TRANSMITTAL

TO: Village of Somerset
110 Spring Street
Somerset, WI 54025

DATE: October 3, 2025	JOB NO. #08783111
ATTENTION: Robert Gunther, DPW	
RE: TID #5 Lift Station Pay Application #4	

WE ARE SENDING YOU:

<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Copy	<input type="checkbox"/> Change Order	<input type="checkbox"/> Contract	<input type="checkbox"/> Pay Application
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints/Plans	<input type="checkbox"/> Specifications	<input type="checkbox"/> Estimates	<input type="checkbox"/> Other (See Below)

COPIES	DATE	DESCRIPTION
• 1		Contractor's Application for Payment #4
•		
•		

THESE ARE TRANSMITTED AS CHECKED BELOW:

<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> Approved as Submitted
<input checked="" type="checkbox"/> For Your Use	<input type="checkbox"/> Approved as Noted
<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned for Corrections
<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> For Review and Signature
<input type="checkbox"/> For Bids Due	<input type="checkbox"/>

SHOP DRAWINGS
<input type="checkbox"/> Reviewed with No Comments
<input type="checkbox"/> Reviewed with Comments as Noted
<input type="checkbox"/> Amend And Resubmit
<input type="checkbox"/> Rejected (See Attached Comments)

REMARKS:

Attached is the Contractor's Pay Application #4 for \$84,141.85. This is for work completed from September 2, 2025 through October 1, 2025. During this period, the Contractor completed the lift station (except power) and placed topsoil, seed, and erosion blanket. MSA has reviewed the Pay Application and recommends payment to the contractor.

Upon approval, please email an executed copy to us and a copy to Haas Sons, Inc. with payment. If you have any questions, please feel free to call me at 612-548-3141. Thank you.


Charles D. Schwartz, PE

COPY TO:

60 PLATO BLVD. EAST, SUITE 420, ST. PAUL, MN 55107-1835
P (612) 548-3231 • TF (866) 452-9454
WWW.MSA-PS.COM

Contractor's Application For Payment No. 4

To (Owner): Village of Somerset	Application Period: 9/2/25 10-1/2025	Application Date: 10/1/2025
Project: Somerset TID #5 Lift Station	From (Contractor): Haas Sons, Inc.	Notice to Proceed Date:
	Contract:	Via (Engineer): MSA Professional Services, Inc.
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 08783111

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$17,772.00	
2	\$1,979.25	
3	5199.5	
4	0	
TOTALS	\$24,950.75	\$0.00
NET CHANGE BY CHANGE ORDERS	\$24,950.75	

1. ORIGINAL CONTRACT PRICE	\$ 869,605.50
2. Net change by Change Orders	\$ 24,950.75
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$ 894,556.25
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$ 866,772.73
5. RETAINAGE:	
a. 5 % x \$ Work Completed	\$ 43,338.64
b. 0 % x \$ Stored Material	\$ 0.00
c. Total Retainage (Line 5a + Line 5b)	\$ 43,338.64
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 823,434.09
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 739,292.24
8. AMOUNT DUE THIS APPLICATION	\$ 84,141.85

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Brandon Haas Date: 10/3/2025

Payment of: \$84,141.85
(Line 8 or other - attach explanation of other amount)

is recommended by: Charles D. Schwartz, PE 10/3/2025
(Engineer) (Date)

Payment of: \$84,141.85
(Line 8 or other - attach explanation of other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

EJCDC No. C-620 (2007 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Progress Estimate

Contractor's Application

Project: Somerset TID #5 lift Station						Application Number: 4						
						Application Date: 10/125						
A		B1			B2	C	D	E	F	G	H	I
Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres. Stored	Tot. Completed & Stored to Date		Balance to Finish
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	not in C or I	\$ (C*B1 + E + F)	% (G / B)	(B - G)
	SITE											
1	Mobilization	1.00	LS	\$20,760.00	\$20,760.00	0.75	0.25	\$5,190.00		\$20,760.00	100%	\$0.00
2	Clearing & Grubbing	0.30	AC	\$9,000.00	\$2,700.00	0.30		\$0.00		\$2,700.00	100%	\$0.00
3	Salvage & Reinstall Rip-Rap	100.00	SY	\$34.00	\$3,400.00	100.00		\$0.00		\$3,400.00	100%	\$0.00
4	Unclassified Excavation	7,000.00	CY	\$2.25	\$15,750.00	6,000.00	1000	\$2,250.00		\$15,750.00	100%	\$0.00
5	Base Aggregate Dense 1 1/4-Inch	300.00	TON	\$18.50	\$5,550.00	393.66		\$0.00		\$7,282.71	131%	-\$1,732.71
6	Erosion and Sediment Control	1.00	LS	\$1.00	\$1.00	1.00		\$0.00		\$1.00	100%	\$0.00
7	Silt Fence	1,800.00	LF	\$2.20	\$3,960.00	1,800.00		\$0.00		\$3,960.00	100%	\$0.00
8	Sediment Bale Barrier	200.00	LF	\$12.00	\$2,400.00	0.00		\$0.00		\$0.00	0%	\$2,400.00
9	Topsoil Placement & Grading	15,000.00	SY	\$1.00	\$15,000.00	7,000.00	10322	\$10,322.00		\$17,322.00	115%	-\$2,322.00
10	Erosion Mat, Class I, Type B, Urban	5,000.00	SY	\$1.95	\$9,750.00	0.00	6672	\$13,010.40		\$13,010.40	133%	-\$3,260.40
11	Seed & Fertilizer (WisDOT Mix 20)	15,000.00	SY	\$0.85	\$12,750.00	0.00	17322	\$14,723.70		\$14,723.70	115%	-\$1,973.70
12	Seed, Fertilize & Mulch (WisDOT Seed Mix 40)	550.00	SY	\$3.95	\$2,172.50	0.00	550	\$2,172.50		\$2,172.50	100%	\$0.00
13	Dewatering	1.00	LS	\$1.00	\$1.00	1.00		\$0.00		\$1.00	100%	\$0.00
14	Utility Line Opening (ULO)	4.00	EA	\$500.00	\$2,000.00	4.00		\$0.00		\$2,000.00	100%	\$0.00
	SITE TOTAL				\$96,194.50	0.00		\$47,668.60		\$103,083.31	107%	
	SANITARY SEWER											
15	Forcemain, DIP CL52, 8-Inch	100.00	LF	\$155.00	\$15,500.00	104.00		\$0.00		\$16,120.00	104%	-\$620.00
16	Sanitary Sewer, PVC SDR-26, 10-Inch	90.00	LF	\$77.00	\$6,930.00	150.00		\$0.00		\$11,550.00	167%	-\$4,620.00
17	Sanitary Sewer, HDPE DR17, 10-Inch	320.00	LF	\$90.00	\$28,800.00	325.00		\$0.00		\$29,250.00	102%	-\$450.00
18	Sanitary Sewer, PVC C900, 12-Inch	25.00	LF	\$102.00	\$2,550.00	23.00		\$0.00		\$2,346.00	92%	\$204.00
19	Sanitary Sewer Manhole, 48-Inch, Complete	3.00	EA	\$7,100.00	\$21,300.00	3.00		\$0.00		\$21,300.00	100%	\$0.00
20	Structure Marker	6.00	EA	\$200.00	\$1,200.00	4.00		\$0.00		\$800.00	67%	\$400.00
21	Lift Station	1.00	LS	\$584,311.00	\$584,311.00	0.90	0.07	\$40,901.77		\$566,781.67	97%	\$17,529.33
	SANITARY SEWER TOTAL				\$660,591.00	0.00		\$40,901.77		\$648,147.67	98%	
22	Utility Allowance	1.00	LS	\$20,000.00	\$20,000.00	0.00		\$0.00		\$0.00	0%	\$20,000.00
	WATERMAIN											
22	Hydrant	2.00	EA	\$5,750.00	\$11,500.00	1.00		\$0.00		\$5,750.00	50%	\$5,750.00
23	Gate Valve & Box, 6-Inch	2.00	EA	\$2,500.00	\$5,000.00	1.00		\$0.00		\$2,500.00	50%	\$2,500.00
24	Gate Valve & Box, 12-Inch	2.00	EA	\$5,300.00	\$10,600.00	2.00		\$0.00		\$10,600.00	100%	\$0.00
25	Watermain, PVC C900, 6-Inch	20.00	LF	\$67.00	\$1,340.00	7.00		\$0.00		\$469.00	35%	\$871.00
26	Watermain, PVC C900, 12-Inch	140.00	LF	\$117.00	\$16,380.00	216.00		\$0.00		\$25,272.00	154%	-\$8,892.00
27	Watermain, HDPE DR11, 12-Inch	300.00	LF	\$100.00	\$30,000.00	280.00		\$0.00		\$28,000.00	93%	\$2,000.00
28	Watermain Fittings	1,125.00	LBS	\$16.00	\$18,000.00	1,125.00		\$0.00		\$18,000.00	100%	\$0.00
	WATERMAIN TOTAL				\$112,820.00			\$0.00		\$90,591.00	80%	

Item		Bid	Unit	Unit	Bid	Work Completed			Materials Pres. Stored	Tot. Completed & Stored to Date		Balance to Finish
Bid Item #	Description	Qty		Price	Value	From Prev. Application	Qty this Period	Value this Application	not in C or I	\$ (C*B1 + E + F)	% (G / B)	(B - G)
	CHANGE ORDERS/ EXTRAS											
CO#1	Rail System & Discharge Piping Future Pump	1	LS	\$17,772.00	\$17,772.00	1.00		\$0.00		\$17,772.00	100%	\$0.00
CO#2	Transfer Switch	1	LS	\$1,979.25	\$1,979.25	1.00		\$0.00		\$1,979.25	100%	\$0.00
CO#3	Casing Pipe Verification	1	LS	\$5,199.50	\$5,199.50	1.00		\$0.00		\$5,199.50	100%	\$0.00
CO#4	Time extension	1	LS	\$0.00								
	Change Order TOTAL				\$24,950.75			\$0.00		\$24,950.75		
	<u>TOTAL</u>				\$914,556.25			\$88,570.37		\$866,772.73		\$27,783.52

Village of Somerset, WI**CLIENT LIAISON:**

Charles D. Schwartz, P.E.

Phone: (612) 548-3141

Cell: (651) 272-0041

cschwartz@msa-ps.com



DATE: OCTOBER 2, 2025

NEUMANN FARMS ATHLETIC COMPLEX MASTER PLAN

At the last Board meeting MSA was authorized to begin work on this green space master plan. Somerset is planning the development of a 250-acre parcel in coordination with private developers to create a mixed-use TID district. A key design priority is to separate residential areas from adjacent commercial and industrial zones using strategically placed green space. Kick off to occur the week of October 6.

REQUESTED ACTION:

Update only, no action needed.

2025 MAIN STREET BRIDGE INSPECTION

The Main Street Bridge over the Apple River is scheduled for snooper truck inspection on October 6th. Similar to previous inspections, village staff will provide traffic control for the snooper and deck chaining work.

REQUESTED ACTION:

Update only, no action needed.

2025 MILL & OVERLAY AND MICRO-SURFACING PROJECTS

MSA prepared the specs and exhibits for the Mill & Overlay and Micro-surface projects. The Village staff is working with the Micro-surfacing contractor on a price to complete next year on Main Street. The mill and overlay project was paved on September 30th.

REQUESTED ACTION:

Update only, no action needed.

TID #5 LIFT STATION & UTILITY EXTENSION

A Change Order will be presented in September to revise the substantial and final completion dates. The contractor is waiting for Xcel Energy to power the site. Pay Application #4 for work completed to date will be presented for Village consideration.

REQUESTED ACTION:

The Public Works to consider recommending approval of Pay Application #4. The Board to consider approval at their October 14th meeting.

PROJECT UPDATE

TID #5 – LATITUDE 45 DEVELOPMENT

Asphalt wear course scheduled (Parent St/180th Ave. intersection only) the middle of October.

REQUESTED ACTION:

Update only, no action needed.

PINE VALE SECOND ADDITION

Pine Vale Second Addition is located east of the original Pine Vale and south of the First Addition platted lands. Our office reviewed their plat and plan submittal for this addition. The plan was presented to the Plan Commission on September 4. Construction is expected to occur in Spring 2026.

REQUESTED ACTION:

Update only, no action needed.

PINE VALE FIRST ADDITION

Pine Vale is located on Village-owned property east of STH 35 at the intersection of 190th Avenue and La Grandeur Road. The First Addition is located at the north end of the property. The contractor plans to complete the remaining second lift of pavement next year.

REQUESTED ACTION:

Update only, no action needed.

WINESAP PRAIRIE FIRST ADDITION

A preconstruction meeting has been scheduled for the week of October 13th. Albrightson Excavating, Inc. is the General Contractor. Grading work is tentatively scheduled to begin the week of October 13. The scheduled start for utility and street work is the week of October 27 and continue into 2026. The final course of bituminous pavement will be placed in 2027.

REQUESTED ACTION:

Update only, no action needed.

WINESAP PRAIRIE

A final walkthrough took place on October 2nd with Albrightson Excavating, Inc. and the Village. Albrightson is scheduled to complete the erosion concerns concurrently with the first addition grading work.

REQUESTED ACTION:

Update only, no action needed.

PROJECT UPDATE

RIVER HILLS NORTH

Village staff and MSA to meet with residents September 4. Repair work expected to be discussed with the residents in March 2026. If all residents accept the drainage improvements, work to take place in the spring of 2026.

REQUESTED ACTION:

Update only, no action needed.

Somerset Fire/Rescue

from the office of Chief Belisle

Oct 1st, 2025

Dear Board Members –

This is the update for September 2025. This month we responded to 39 calls for service. The breakdown is as follows: 20 calls in the Village consisting of 11 medicals and 9 Fire/Rescue calls; 14 in the Township consisting of 10 medicals and 4 fire/rescue calls; and 5 auto aid calls, 4 in St. Joe and 1 in New Richmond. This brings us to a total of 372 runs for the year compared to 406 for the same time in 2024.

The month of September slowed a bit and we had no calls of significance to report. As you are aware 5 Bugle Training & Consulting was awarded the contract for our Strategic Plan. I will be meeting with Bruce Fuerbringer on Monday Oct 6th to begin discussing the plan and how we will move forward. More to follow.

We are currently operating with 27 personnel, 15 full members, 8 probationary members, 1 honorary member, 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

10/17/2025 9:43 AM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2025 From Account:

Thru: 10/22/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	10/14/2025	AFLAC	397.42
Manual Check		EMPLOYEE PREMIUMS	
	10/22/2025	ARMERUSTER, JOHN	400.00
		LIB/PRESENTATION 11/10/25	
	10/22/2025	B & J HARDWARE LLC	933.16
		SEPTEMBER PURCHASES	
	10/22/2025	BAKKE NORMAN SC	6,205.00
		ATTORNEY SERVICES	
	10/22/2025	C & A LAWN CARE LLC	890.00
		LFMP FIELD MAINTENANCE	
Manual Check	10/15/2025	CARDMEMBER SERVICE	5,487.80
		SEPTEMBER CHARGES	
	10/22/2025	CHRISMAN, CAROLYN	1,000.00
		ECON DEV/SEPTEMBER MARKETING	
	10/22/2025	CINTAS	147.17
		FLOOR MATS/SANITIZER AT VILLAGE HALL	
Manual Check	10/15/2025	CULLIGAN OF STILLWATER	58.00
		WATER SYSTEM RENTAL	
	10/22/2025	CYCLONE FENCE	21,245.00
		LFMP IMPROVEMENTS	
	10/22/2025	DIGGER'S HOTLINE	203.55
		WU/SU/SEPTEMBER LOCATES	
	10/22/2025	EHLERS & ASSOCIATES	3,150.00
		CONTINUING DISCLOSURE REPORTING	
	10/22/2025	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	173.25
		POL/FIXED EMERGENCY LIGHT	
	10/22/2025	FAHRNER ASPHALT SEALERS LLC	28,937.00
		2025 MICRO-SURFACING PROJECT	
Manual Check	10/17/2025	FEDERAL TAX PYMT	14,652.04
		FEDERAL TAX DEPOSIT	
	10/22/2025	HAAS SONS INC	84,141.85
		TID 5 PAY APP #4	
	10/22/2025	HAWKINS INC.	20.00
		CHEMICALS	
	10/22/2025	HEINTZ, COLLEEN	312.06
		CT/MILEAGE-MEALS: COURT CLERK SEMINAR	
Manual Check	10/17/2025	HSA BANK	1,638.37
		EMPLOYEE CONTRIBUTIONS	

Total Bills \$ 606,254.⁰⁰

10/17/2025 9:43 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: 10/22/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	10/22/2025	HYDROCORP LLC SU/CROSS CONNECTION CONTROL PROGRAM	1,974.00
	10/22/2025	INTOXIMETERS POL/MACHINE MAINTENANCE	467.75
	10/22/2025	LARSON, MADISON & ADAM REFUND UTILITY OVERPAYMENT	24.85
	10/22/2025	LATHE, MICHAEL REFUND UTILITY OVERPAYMENT	31.73
	10/22/2025	LEHMAN, JESSICA GEN/MILEAGE TO WORKSHOPS 10/8/25	98.70
	10/22/2025	MIDWEST NATURAL GAS INC. TID 5 LIFT STATION MAIN EXTENSION	19,758.42
	10/22/2025	MIDWEST NATURAL GAS INC. NATURAL GAS SERVICES-SEPTEMBER	356.09
	10/22/2025	MONARCH PAVING WU/PW/STREET MAINTENANCE	126,127.65
	10/22/2025	MSA PROFESSIONAL SERVICES INC PROFESSIONAL SERVICES	21,522.37
	10/22/2025	NEO ELECTRICAL SOLUTIONS LLC PW/CROSSWALK SIGNALS-CHURCHHILL	259.00
	10/22/2025	O'ROURKE MEDIA GROUP LEGAL NOTICE 10/16/25	21.64
	10/22/2025	OLSON SANITATION LLC SEPTEMBER REFUSE & RECYCLING	22,367.00
	10/22/2025	OLSON SANITATION LLC SEPTEMBER GARBAGE & RECYCLING	451.00
	10/22/2025	PERFECT REFLECTION REFUND UTILITY OVERPAYMENT	20.32
Manual Check	10/15/2025	QUILL CORPORATION TONER/HIGHLIGHTERS/CLOROX/KLEENEX	238.13
	10/22/2025	SHORT ELLIOTT HENDRICKSON INC TAP GRANT DESIGN	617.62
	10/22/2025	SOMERSET SENIOR CENTER 2025 DONATION	500.00
	10/22/2025	ST CROIX COUNTY TREASURER SEPTEMBER COURT	438.00
	10/22/2025	STATE OF WISCONSIN COURT FINES & SURCHARGES SEPTEMBER COURT	344.29

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In Progress Checks - Quick Report - ALL

Page: 3

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2025 From Account:

Thru: 10/22/2025 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	10/22/2025	T-MOBILE POL/CELLULAR CHARGES	298.60
	10/22/2025	TAPCO PW/ANNUAL MAINTENANCE	610.00
	10/22/2025	TF INSPECTION AGENCY LLC SEPTEMBER BUILDING PERMITS	12,199.00
	10/22/2025	TRITECH SOFTWARE SYSTEMS POL/ANNUAL RMS SOFTWARE SUBSCRIPTION	5,200.00
	10/22/2025	USA BLUEBOOK SU/ORANGE BUOY	228.24
	10/22/2025	VANASSE, ARIC REFUND UTILITY OVERPAYMENT	21.91
	10/22/2025	WELD RILEY S.C. SPECIAL COUNSEL FEES/260 MAIN ST ZONING	1,797.00
	10/22/2025	WI DEPT OF JUSTICE ONLINE RECORDS CHECK	7.00
Manual Check	10/17/2025	WISCONSIN DEFERRED COMP PROGRAM EMPLOYEE CONTRIBUTIONS	1,365.17
Manual Check	10/17/2025	WISCONSIN DEPT OF REVENUE STATE TAX DEPOSIT	2,558.01
Manual Check	10/22/2025	WISCONSIN RETIREMENT SYSTEM SEPTEMBER RETIREMENT	20,547.06
Manual Check	10/07/2025	XCEL ENERGY ELECTRIC EXPENSE	1,411.04
Manual Check	10/15/2025	XCEL ENERGY ELECTRIC EXPENSE	10,051.85
		Grand Total	421,905.11

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In Progress Checks - Quick Report - ALL
ALL Checks by Payee
GENERAL CHECKING - FIRST NATL

Page: 4
ACCT

Dated From: 1/01/2025 From Account:
Thru: 10/22/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	278,666.30
Total Expenditure from Fund # 430 - TAX INCREMENTAL DISTRICT #5	108,438.67
Total Expenditure from Fund # 470 - CAPITAL IMPROVEMENTS	21,862.62
Total Expenditure from Fund # 610 - WATER UTILITY FUND	7,120.84
Total Expenditure from Fund # 620 - SEWER UTILITY FUND	5,816.68
Total Expenditure from all Funds	421,905.11

10/17/2025 9:42 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 9/18/2025 From Account:
Thru: 10/17/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
63655	10/06/2025	ABT MAILCOM SEPTEMBER UTILITY BILLS	1,163.89
63656	10/06/2025	AG SOURCE COOP SERVICES WU/SU/LAB TESTING	2,045.00
63657	10/06/2025	BAKER & TAYLOR BOOKS LIB/BOOKS	86.20
63658	10/06/2025	BAKER & TAYLOR BOOKS LIB/AUDIO/VIDEO	50.99
63659	10/06/2025	BAKKE NORMAN SC ATTORNEY SERVICES	1,097.75
63660	10/06/2025	BOYCEVILLE PUBLIC LIBRARY LIB/DAMAGED BOOK FEE	17.99
63661	10/06/2025	CAPSTONE HOMES INC REFUND STREET DAMAGE DEPOSITS	2,000.00
63662	10/06/2025	CAPSTONE HOMES INC REFUND LANDSCAPE ESCROWS	20,000.00
63663	10/06/2025	CINTAS FLOOR MATS AT VILLAGE HALL	147.17
63664	10/06/2025	COUNTRYSIDE PLUMBING & HEATING WELL 5 SERVICE CALL	331.97
63665	10/06/2025	CWS SECURITY 4TH QTR MONITORING	54.00
63666	10/06/2025	EO JOHNSON COMPANY GEN/WU/SU/COPIER LEASE	136.70
63667	10/06/2025	FIVE STAR TELECOM VERKADA INSTALL	1,555.15
63668	10/06/2025	GEMPLER'S PW/UNIFORM ALLOWANCE-FOLKERT	398.96
63669	10/06/2025	GUARDIAN SUPPLY POL/UNIFORM ALLOWANCE-COOPER/WEISKE	259.95
63670	10/06/2025	IFLS LIBRARY SYSTEM LIB/ANNUAL COMPUTER MAINTENANCE	288.00
63671	10/06/2025	INGRAM LIBRARY SERVICES LIB-BOOKS	811.74
63672	10/06/2025	MACQUEEN EQUIPMENT INC. PW-MAINTENANCE TO SWEEPER	1,012.40
63673	10/06/2025	MENARDS - HUDSON PW-POSTS	208.73

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Reprint Check Register - Quick Report - ALL

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ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 9/18/2025 From Account:
Thru: 10/17/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
63674	10/06/2025	MENARDS-STILLWATER SU-SUPPLIES	45.68
63675	10/06/2025	MIDWEST NATURAL GAS INC. NATURAL GAS SERVICE	328.12
63676	10/06/2025	PUBLIC SERVICE COMMISSION OF WISCONSIN 2025-2026 ASSESSMENT	987.33
63677	10/06/2025	RASKA SEWER SERVICE PKS-PORTABLES AT DISC GOLF	157.50
63678	10/06/2025	SOMERSET UTILITIES WATER/SEWER USAGE	8,501.84
63679	10/06/2025	SPECTRUM INSURANCE GROUP LLC FINAL INSTALLMENT-INSURANCE PREMIUMS	15,759.25
63680	10/06/2025	SUMMIT FIRE PROTECTION LIB/ANNUAL EXTINGUISHER SERVICE	114.25
63681	10/06/2025	TRANSUNION RISK AND ALTERNATIVE CT/MONTHLY SERVICES-SEPTEMBER	75.00
63682	10/06/2025	TRI STATE BOBCAT INC PW/TOOL CAT MAINTENANCE	51.69
63683	10/06/2025	VERIZON WIRELESS PW/PKS/WU/SU/CELLULAR SERVICE	498.85
63684	10/06/2025	WEST CENTRAL WISCONSIN BIOSOLIDS FACILITY SU-SERVICES	14,894.76
63685	10/06/2025	WILBERG MEMORIAL PUBLIC LIBRARY LIB/DAMAGED BOOK FEE	28.99
63686	10/06/2025	WISCONSIN PROFESSIONAL POLICE ASSOC POL/UNION DUES-OCTOBER	228.50
EFT 091925-1	9/19/2025	FEDERAL TAX PYMT	13,923.18
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 091925-2	9/19/2025	HSA BANK	1,638.37
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 091925-3	9/19/2025	WISCONSIN DEFERRED COMP PROGRAM	1,318.40
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 091925-4	9/19/2025	WISCONSIN DEPT OF REVENUE	2,410.70
	Manual Check	STATE TAX DEPOSIT	
EFT 091925-5	9/19/2025	XCEL ENERGY	5,633.35
	Manual Check	ELECTRIC EXPENSE	
EFT 092025-1	9/20/2025	KWIK TRIP INC	1,357.39
	Manual Check	AUGUST GASOLINE CHARGES	

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Reprint Check Register - Quick Report - ALL

Page: 3
ACCT

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 9/18/2025 From Account:
Thru: 10/17/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 092225-1	9/22/2025	PITNEY BOWES-SUPPLIES	107.88
	Manual Check	INK FOR POSTAGE MACHINE	
EFT 092625-1	9/26/2025	HSA BANK	25.00
	Manual Check	ACCOUNT FEES-AUGUST	
EFT 092625-2	9/26/2025	XCEL ENERGY	11,549.95
	Manual Check	ELECTRIC EXPENSE	
EFT 092925-1	9/29/2025	XCEL ENERGY	29.42
	Manual Check	ELECTRIC EXPENSE	
EFT 093025-1	9/30/2025	BP BUSINESS SOLUTIONS	365.56
	Manual Check	GASOLINE PURCHASES	
EFT 093025-2	9/30/2025	WISCONSIN RETIREMENT SYSTEM	21,970.06
	Manual Check	AUGUST RETIREMENT	
EFT 093025-3	9/30/2025	XCEL ENERGY	126.23
	Manual Check	ELECTRIC EXPENSE	
EFT 093025-4	9/30/2025	FEDERAL TAX PYMT	1,170.44
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 100125-1	10/01/2025	DELTA DENTAL OF WISCONSIN	1,890.36
	Manual Check	OCTOBER DENTAL INSURANCE	
EFT 100125-2	10/01/2025	MEDICA	27,311.28
	Manual Check	OCTOBER HEALTH INSURANCE	
EFT 100125-3	10/01/2025	PRINCIPAL LIFE INSURANCE CO	106.59
	Manual Check	LIFE INSURANCE PREMIUMS	
EFT 100325-1	10/03/2025	XCEL ENERGY	117.79
	Manual Check	ELECTRIC EXPENSE	
EFT 100325-2	10/03/2025	FEDERAL TAX PYMT	14,359.23
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 100325-3	10/03/2025	HSA BANK	1,638.37
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 100325-4	10/03/2025	WISCONSIN DEFERRED COMP PROGRAM	1,353.77
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 100325-5	10/03/2025	WISCONSIN DEPT OF REVENUE	2,541.35
	Manual Check	STATE TAX DEPOSIT	
EFT 100625-1	10/06/2025	XCEL ENERGY	65.87
	Manual Check	ELECTRIC EXPENSE	
Grand Total			184,348.89

GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 9/18/2025 From Account:
Thru: 10/17/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	147,017.52
Total Expenditure from Fund # 470 - CAPITAL IMPROVEMENTS	1,555.15
Total Expenditure from Fund # 610 - WATER UTILITY FUND	5,676.72
Total Expenditure from Fund # 620 - SEWER UTILITY FUND	30,099.50
Total Expenditure from all Funds	184,348.89

WELD RILEY_{SC}
a more powerful partnership

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

Weld Riley, S.C.
3624 Oakwood Hills Pkwy.
P.O. Box 1030
Eau Claire, WI 54702-1030
715-839-7786
FAX 715-839-8609
Federal I.D. #39-1686973

Invoice Date 10/07/2025
Client No. 97015.0026
Invoice No. 106511

SUMMARY PAGE

RECEIVED

OCT 09 2025

VILLAGE OF SOMERSET

PREVIOUS BALANCE	FEES	EXPENSES		PAYMENTS	BALANCE DUE
97015-0010 General Municipal 465.00	72.00	0.00	0.00	0.00	\$537.00
97015-0025 Special Counsel Matter 756.00	0.00	0.00	0.00	0.00	\$756.00
97015-0026 260 Main Street Zoning Matter 504.00	0.00	0.00	0.00	0.00	\$504.00
<u>1,725.00</u>	<u>72.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$1,797.00</u>

Weld Riley is now accepting online payments. Learn more at weldriley.com/payments

Payment is due within 30 days. Please detach and return this portion with your remittance.

Effective October 1, 2018 MasterCard and Visa transactions will have a 1% service fee. Am. Express transactions a 3.5% service fee.

[illegible]

Card Number

☐ MasterCard☐ Am. Express

Card Holder Name (please print) _____

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Exp. Date (required)				
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Sec. Code (required)

Card Holder Signature _____

Amount Remitted

Invoice Date 10/07/2025

Invoice No. 106511

Client No. 97015.0026



MTI Distributing
Equipment Quote
June 30, 2025



Village of Somerset
Mike Larson

Quote Expiration Date: 7/30/2025

Omnia Contract 2023261

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	08745	Toro Sand Pro 5040	\$23,715.12	\$23,715.12
1	08713	Flex Blade	\$1,336.14	\$1,336.14
1	08712	Front Lift Frame Assembly	\$2,401.62	\$2,401.62
1	TSG1650T7-C	Rahn Groomer with Scarifier and Springtine	\$3,818.67	\$3,818.67
<i>Pricing provided in this quote is based on current manufacturer costs and market conditions. While we strive to maintain quoted pricing, this proposal is subject to change due to material or tariff-related cost increases. However, any price adjustment will not exceed 5% of the total quoted price. Final pricing will be confirmed at the time of order delivery.</i>				
Omnia Member #5288763			Subtotal	\$31,271.55
			Sales Tax Exempt*	\$0.00
			Total	\$31,271.55

Financing rates are guaranteed for 30 days from date off quote.

Quote is provided assuming customer is tax exempt. Before an order can be placed, a free MTI account must be created and tax exempt docs provided.

Quote is valid for 30 days; pending product availability

Net 30 Terms with qualified credit

New Toro commercial equipment comes with a two-year manufacturer warranty

Equipment delivery and set-up at no additional charge

All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Bob Frank
Commercial Sales Rep
612-877-0837

Scott Esterby
Inside Sales Rep
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Ave N • Brooklyn Center, MN



Quotation Number: **AD1287942**
Quote Sent Date: **Jul 07, 2025**
Expiration Date: **Sep 05, 2025**
Prepared By: **Adam Delander**
Phone: 7152450533
Email: adamd@tristatebobcat.com

Customer
Village of Somerset
PO BOX 356
SOMERSET, WI, 54025-0356
Phone: +1 715 247 3395

Contact

Dealer
Tri-State Bobcat, Inc., Hudson, WI
588 OUTPOST CIRCLE
HUDSON, WI, 54016

Item Name	Item Number	Quantity	Price Each	Total
Bobcat UW53	M1227	1	96,055.00	96,055.00
Standard Equipment:				
Adjustable Vinyl Seats			Falling Object Protective Structure (FOPS) - Meets Requirements of SAE-J1043 & ISO3449, Level I	
All-Wheel Steer			Dome Light	
Automatically Activated Glow Plugs			Interior Trim	
Auxiliary Hydraulics			Joystick, Manually Controlled with Lift Arm Float	
Variable Flow with dual direction detent			Lift Arm Support	
High Flow Hydraulics and Attachment Control Kit			Limited Slip Transaxle	
Beverage Holders			Parking Brake, automatic	
Power Bob-Tach			Power Steering with Tilt Steering Wheel	
Boom Float			Radiator Screen	
Cowl and Cowl Support			Radio:	
Cruise Control			AM/FM/Weatherband	
Deluxe Equipment:			Aux Input & Head Phone Jacks	
Cab Enclosure with Heater and Air Conditioning			Lower Engine Cover	
Deluxe Operator Cab (Front Window, Rear Window, Front Wipers)			Rear Receiver Hitch	
Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, rear work light, and headlights)			Seat Belts, Shoulder Harness	
Engine and Hydraulic Monitor with Shutdown			Spark Arrestor Muffler	
Front Work Lights			Storage Bins	
Full-time Four-Wheel Drive			Suspension, 4-wheel independent	
Horsepower Management			Tires: 27 x 10.5-15 (8 ply), Lug Tread	
Speed Management			Toolcat Interlock Control System (TICS)	
Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts.			Two-Speed Transmission	
Heavy Duty Battery			Traction Control	
PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer)			Machine Warranty: 12 Months, unlimited hours	
Three-Point Hitch Package (Three-Point, depth position gauge)			Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty	
Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics)				
Roll Over Protective Structure (ROPS) - Meets Requirements of SAE-J1040 & ISO 3471				
Block Heater	M1227-A01-C02	1	160.00	160.00
Rear View Camera	M1227-R20-C01	1	394.00	394.00
29 X 10.5 Trac Tire	M1227-R05-C04	1	719.00	719.00

68" Standard Duty Bucket	7272771	1	1,216.00	1,216.00
Bolt-On Cutting Edge, 68"	7104508	1	163.94	163.94
Total for Bobcat UW53				98,707.94

Quote Total - USD	98,707.94
Dealer P.D.I.	150.00
Tariff Surcharge	1,198.30
Freight Charges	975.00
Destination Charges	80.00
Dealer Assembly Charges	85.00
Discount	
Sourcewell State Discount	-29,198.40
Trade-In	
2018 Bobcat 5610	-22,000.00
Sales total before Taxes	49,997.84
Taxes	0.00
Quote Total - USD	49,997.84

*Direct sale
\$ 42-45K*

30,000

Customer acceptance:

Quotation Number:: AD1287942

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt: Y ☐ / N ☐

2014 BOBCAT TOOLCAT 5610

Options

Utility Vehicles

Featured Listing



USD \$49,000

Payments as low as USD

\$1,041.11*

Hours: 669

Stock Number: TCLH11033

VIN: B2LH11033



Location: Grand Forks, North
Dakota

Email
Seller

(701) 314-
2275

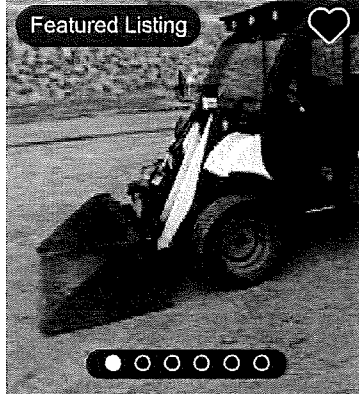
Seller: Bobcat of Grand Forks

2011 BOBCAT TOOLCAT 5610

Options

Utility Vehicles

Featured Listing



USD \$29,500

Payments as low as USD

\$626.79*

Hours: 4,451

Condition: Used

Engine Manufacturer: KUBOTA



Location: Craig, Colorado

Email
Seller

(970) 826-
0051

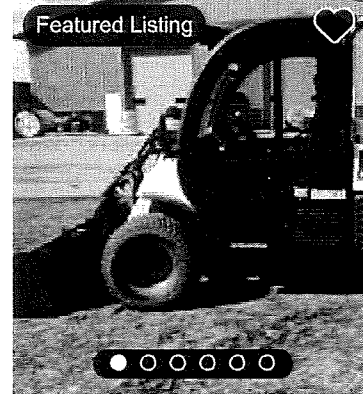
Seller: BYRNE EQUIPMENT
SALES

2020 BOBCAT TOOLCAT 5610

Options

Utility Vehicles

Featured Listing



USD \$53,200

Payments as low as USD

\$1,130.34*

Hours: 2,140

Drive: 4WD

Stock Number: 13826



Location: Cambridge, Minnesota

Email
Seller

(763) 689-
1794

Seller: Crawford's Equipment

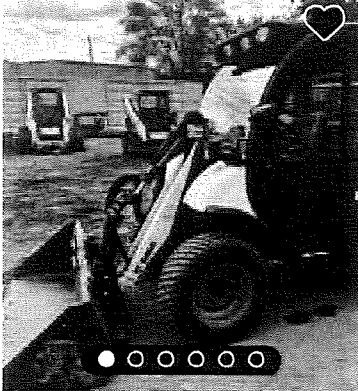
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2021 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$49,900

Payments as low as USD
\$1,060.23*

Stock Number: 204935

VIN: 204935

Condition: Used



Location: Shakopee, Minnesota

Email
Seller

(763) 780-
7714

Seller: Lano Equipment, Inc

2019 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$52,500

Payments as low as USD
\$1,115.47*

Hours: 633

Stock Number: 171118

VIN: B2LH11695



Location: Columbus, Wisconsin

Email
Seller

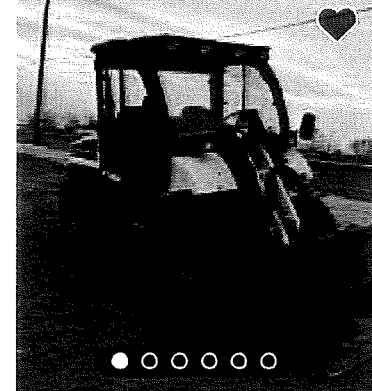
(888) 284-
3452

Seller: Mid-State Equipment

2016 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$45,000

Payments as low as USD
\$956.12*

Hours: 1,800

Drive: 4WD

VIN: B2LH11277



Location: Minot, North Dakota

Email
Seller

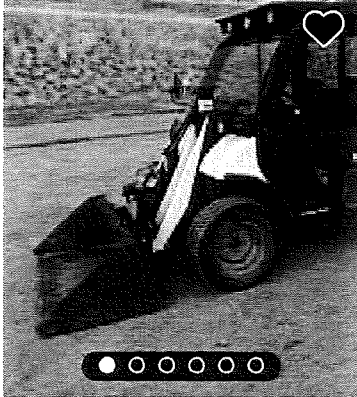
+1 701-666-
7139

Seller: Swanston Equipment -
Minot

2011 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$29,750

Payments as low as USD
\$632.10*

Condition: Used
Engine Manufacturer: KUBOTA
Year: 2011



Location: Craig, Colorado

Email
Seller

(970) 826-
0051

Seller: BYRNE EQUIPMENT
SALES

2008 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$32,500

Payments as low as USD
\$690.53*

Hours: 1,010
Stock Number: 12266
VIN: A7Y711020



Location: Littlestown, Pennsylvania

Email
Seller

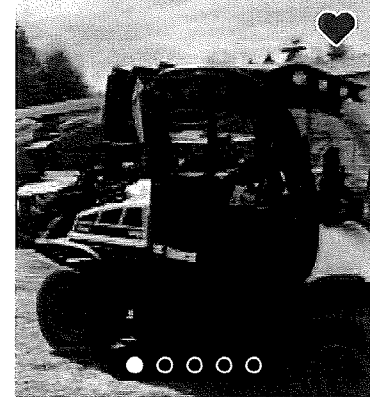
(717) 400-
7051

Seller: Kurtz Trading

2009 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$32,645

Hours: 2,832
Drive: 4WD
Stock Number: 1161



Location: Sherbrooke, Quebec,
Canada

Email
Seller

+1 888-681-
0918

Seller: Excellence Agridustrie
de l'Estrie

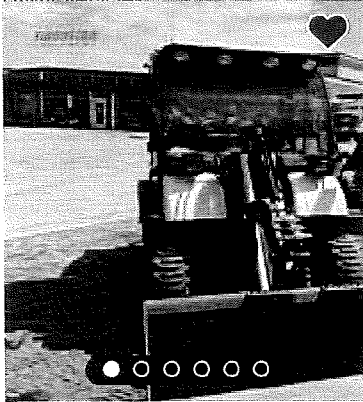
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2016 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$44,900

Payments as low as USD

\$953.99*

Hours: 1,801

Drive: 4WD

VIN: B2LH11277



Location: Fargo, North Dakota

Email
Seller

(701) 355-
5722

Seller: Swanston Equipment -
Fargo

2015 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$29,500

Payments as low as USD

\$626.79*

Hours: 3,442

Stock Number: 2097351

VIN: B2LH11202



Location: Irving, Texas

Email
Seller

(972) 848-
2092

Seller: Bobcat CCE

2014 BOBCAT TOOLCAT 5610

Utility Vehicles

Options



USD \$42,500

Payments as low as USD

\$903.00*

Hours: 1,528

Drive: 4WD

Stock Number: 5536



Location: Wright City, Missouri

Email
Seller

(636) 856-
8555

Seller: Craig Equipment

DATE Oct 09, 2025

Visit our website: www.fabickcat.com

NO AGREEMENTS OTHER THAN THOSE EITHER PRINTED OR WRITTEN ON THIS ORDER ARE BINDING ON EITHER PARTY OF THIS CONTRACT. This order is subject to the terms and conditions set forth on both front and reverse sides including the applicable manufacturer's warranty. In the event this machine is equipment with Product Link, I understand data concerning this machine, its condition, and its operation is being transmitted by Product Link to Caterpillar Inc., its affiliates (Caterpillar), and/or its dealers to better serve me and to improve upon Caterpillar products and services. The information transmitted may include: machine serial number, machine location, and operation data, including but not limited to: fault codes, emissions data, fuel usage, service meter hours, software and hardware version numbers, and customer privacy. I agree to allow this data to be accessed by Caterpillar and/or its dealers.

BY _____
SIGNATURE

TITLE

TERMS AND CONDITIONS

This order is subject to the following terms and conditions:

1. The Seller reserves the right to accept or reject this order and shall not be required to give any reason for non-acceptance.
2. This order when accepted by Seller shall become a binding contract, but shall be subject to strikes, lockouts, accidents, fire, delays in manufacture or transportation, acts of God, embargoes, or Governmental action and any other causes beyond the control of the Seller whether the same as, or different from the matters and things hereinbefore specifically enumerated, and any of said causes shall absolutely absolve the Seller from any liability to the purchaser under the terms hereof.
3. Title to the machine(s) being purchased shall remain in the name of Seller until the purchase price is fully paid, and release of the machine(s) to Purchaser for demonstration or as an accommodation shall not transfer title until payment for the machine is received. In the event of nonpayment, receipt of insufficient funds check, stop payment order, or other failure to pay agreed consideration, customer agrees that it is leasing any to be purchased machine in its possession or control at Fabick's daily rental rate from date of possession until return of possession to Fabick, and subject to Fabick's standard Rental Terms, which are incorporated herein by reference. In the event of default, Fabick shall be entitled to its costs of collection or repossession, including reasonable attorneys' fees and 18% per annum interest on delinquent payment.
4. The Seller's responsibility for shipment ceases upon delivery to the transportation company at Seller's place of business, or manufacturer's place of business if direct shipped to Purchaser, and any and all Risk of Loss for in transit damage, delay claims or shortages after such delivery is at Purchaser's risk (not Seller's risk) and claims shall be made by Purchaser to the transportation company. Purchaser agrees to acquire insurance on the machine prior to shipment.
5. Upon receipt of possession, Purchaser shall immediately inspect the machine(s) for non-compliance with terms of purchase, pre-transit damage, shortage claims, or any other claim against Seller, and shall immediately notify Seller of any such claims in writing, and shall be deemed to have accepted the machine in its as is condition if no written claim is made within fifteen days of receipt of possession, which the parties agree is a commercially reasonable period for inspection.
6. Upon acceptance by Seller, this contract contains all terms and conditions of purchase, and prior negotiations, different terms, or representations are superseded by the terms of this contract. Seller is not bound by any representation or term made or allegedly made by any agent or employee of Seller which is not expressly set forth in this contract.
7. Purchaser is buying the machines or goods herein subject to the manufacturer's warranty, if any. Seller **DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE**. Purchaser assumes the risk of damage and/or injury from use or operation of the machines or goods, both personal injury and property or casualty damage, suffered or sustained in the operation thereof, and agrees to hold Seller harmless therefrom. Purchaser waives and holds Seller harmless from any and all claims in connection with delays, lost profits, consequential damages, and incidental damages. All used machines or goods being purchased are sold "as is" without any warranty, express or implied (except Seller warrants title), unless said warranty is set forth on page 1 of this contract in the section entitled WARRANTY ON EQUIPMENT EXTENDED BY SELLER, USED EQUIPMENT and is signed or initialed by both of the parties hereto.
8. New Caterpillar Products (to include machines, engines, attachments and parts manufactured by Caterpillar Tractor Co.), are warranted by Caterpillar as set forth in Caterpillar Warranty forms, which the Purchaser has reviewed and accepts in lieu of any and all warranties by the Seller, whether express or implied. All non-Caterpillar new products being purchased including machines, engines, attachments and parts are subject to their Manufacturer's Warranty, if any, which the buyer has reviewed and accepts in lieu of any and all warranties by the Seller, whether express or implied.
9. To the extent applicable, the contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.
10. Please read the Cat® Embedded Software License Agreement ("Agreement") carefully, available at: <https://www.caterpillar.com/onboard-eula>. The agreement governs your access to and use of software installed, embedded, or otherwise resident on Cat® products, and all related documentation and provided data (see the agreement for comprehensive definitions).

INITIAL

BILL OF SALE FOR PROPERTY TAKEN IN TRADE

For value received, I/we hereby grant, sell, transfer and deliver unto John Fabick Tractor Company, One Fabick Drive, Fenton, Missouri 63026 at _____

I/we hereby certify that there is no lien, claim, debt, mortgage or encumbrance of any kind, nature or description against this property now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property. I/we agree to assume all risk of loss and/or damage to above described equipment, beyond normal wear, until delivery is made to and accepted by Fabick.

by _____

(Title)

SIGNATURE



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Cat Central even enables you to directly navigate to VisionLink for additional telematic asset information or to the asset's location within your preferred map application.



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VILLAGE OF SOMERSET, WISCONSIN

RESOLUTION NO. 2025-09

INTENTION TO JOIN THE STATEWIDE PUBLIC SAFETY INTEROPERABLE COMMUNICATION SYSTEM

WHEREAS, the Village of Somerset and the Somerset Police Department recognize the critical importance of reliable and interoperable public safety communications to protect the health, safety, and welfare of residents, businesses, and visitors; and

WHEREAS, effective communication with surrounding jurisdictions and agencies during emergencies is essential for coordinated response, mutual aid, and disaster preparedness; and

WHEREAS, Wisconsin Statute § 323.29(5) requires the Wisconsin Department of Military Affairs to provide grants to local units of government for public safety interoperable communication system upgrades; and

WHEREAS, the Wisconsin Department of Military Affairs refers to the statewide public safety interoperable communication system as WISCOM, and the upgraded 7/800 MHz system as WISCOM 800; and

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 requires that, to be eligible for a grant, a local unit of government's governing body submit a resolution or other written commitment indicating its intent to join the replacement statewide public safety interoperable communication system when it becomes available; and

WHEREAS, Wisconsin Statute § 323.29(5)(b)2 further requires that, to be eligible for a grant, a local unit of government's governing body submit a resolution or other written commitment indicating its intent to expend local funds in an amount equal to 20 percent of the total grant awarded;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Somerset that the Somerset Police Department is hereby committed to joining the replacement statewide public safety interoperable communication system (WISCOM 800) as an interoperable user when it becomes available, and that the Village of Somerset will expend its own funds in an amount equal to 20 percent of the total of any grant awarded.

Adopted by the Village Board on October 21, 2025.

Ryan S. Sicard, Village President

Jessica Lehman, Village Clerk

Issue Statement

Evaluation & Recommendation to Transition from Municode to eCode360

Submitted By: Jessica Lehman

October 21, 2025

Issue:

The Village of Somerset currently utilizes Municode by CivicPlus for its municipal code hosting and codification services, at an annual renewal cost of \$2,555. As we continue to evaluate ways to improve service quality and reduce recurring expenses, an alternative codification platform, eCode360 by General Code, presents a potentially more cost-effective and flexible option.

Background:

eCode360 by General Code offers an initial setup and transition fee of \$2,350, with three ongoing service tiers to accommodate different needs:

- Lite: \$695/year
- Standard: \$1,045/year
- Premium: \$1,295/year

Each tier includes varying levels of features and support, enabling the Village to select a plan aligned with its budget and operational needs. Even at the highest tier, the annual cost remains \$1,260 less than the current Municode renewal fee.

Financial Comparison (Annualized over 5 years):

Assuming a transition to eCode360 Premium:

- Year 1: \$2,350 (initial fee) = \$2,350
- Years 2–5: \$1,295/year = \$5,180
- Total 5-Year Cost (eCode360 Premium): \$7,530
- Total 5-Year Cost (Municode): \$12,775
- Total Savings over 5 Years: \$5,245

Further savings are possible if the Lite or Standard tiers meet the Village's needs.

Considerations:

- eCode360 is widely used by municipalities and offers a user-friendly public interface.
- General Code provides professional codification services with a long-standing reputation in the public sector.
- Transition efforts would require some short-term coordination but offer long-term benefits in cost and potential service enhancements.

<i>Pricing as of January 1, 2026</i>	\$ 695.00	\$ 1,045.00	\$ 1,295.00
Functionality	Lite	Standard	Premium
Public Code Access	X	X	X
Search	X	X	X
Print	X	X	X
Email	X	X	X
View New Laws	X	X	X
User Management	X	X	X
Custom Banner	X	X	X
Translate	X	X	X
Search Selected Chapters	X	X	X
Archives	X	X	X
Share on Social Media	X	X	X
Index	X	X	X
Search App	X	X	X
Customizable Home Page	X	X	X
Multicode		X	X
Download to Word		X	X
Dashboard - Analytics of Code Use		X	X
Notes		X	X
Search Facets to Narrow Results		X	X
PubDocs			X
Download to PDF			X
New Law Indicators			X
New Law Notes in-line with Code			X
Advanced Search in Menu Bar			X
eAlert Update Notifications			X

Recommendation:

It is recommended that the Board of Trustees consider authorizing a transition from Municode to eCode360, selecting an appropriate tier of service based on feature requirements and budget priorities. This move aligns with our ongoing goal of enhancing operational efficiency while ensuring fiscal responsibility.



Proposal for Conversion Services

PREPARED FOR:

Village of Somerset, Wisconsin

PREPARED BY:

FAYE MOORE

CODIFICATION ACCOUNT MANAGER

fmoore@generalcode.com

800.836.8834

DATE:

August 18, 2025

(Valid for six months)

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Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Village of Somerset's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Village achieve its goals.

Situation Analysis

The Village of Somerset's Code was originally codified in 2007, and is currently maintained online by another codifier. The Village would like to make it easier for constituents and staff to find information by implementing a feature-rich and fully searchable online version of its Code, housed on our unparalleled eCode360® platform. Additionally, the Village would like to keep its Code reliable, accurate and up-to-date through General Code®'s ongoing supplementation services.

Our Solution

Our comprehensive codification solution for Somerset includes:

- > **Converting your Code to be housed on our innovative eCode360 platform**
General Code will convert your Code into our XML publishing system and place it on *eCode360*. Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable. We may need to make nonsubstantive organizational or structural changes to your Code in order to convert the Code into our XML publishing system.
- > **5 custom printed Code books, with an option for additional printed volumes**
We will provide you with 5 fully customized print copies of your new Code, with additional copies as requested.

Solution Benefits

A comprehensive codification solution from *General Code* will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Somerset's Code enforceable
3. Improve transparency with constituents
4. Save Somerset's staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date, and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

Somerset's Investment

The price of *General Code*'s recommended solution will be \$2,350.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 10.

General Code, America's Next Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At *General Code*, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to overcome challenges and create opportunities for growth more effectively. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

Our Experience

For 60 years, *General Code* has worked with more than 4,000 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

A Member of the ICC Family of Solutions

The International Code Council is the leading global source of model codes and standards and building safety solutions. Code Council codes, standards and solutions are used to ensure safe, affordable and sustainable communities and buildings worldwide.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values, and long-standing commitment to building strong partnerships with local governments. It also gives *General Code* even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With *General Code*, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, *General Code* provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

Our Process

General Code's process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

The General Code Recommended Solution and Process

Below is an outline of the process for completing your conversion project.

Project Launch

General Code will consult with Somerset's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Village. To begin the project, the Village and *General Code* shall confirm the source materials for the project.

For more detail, see the source materials listed on page 7.

Convert Code

General Code will convert the Code into our XML publishing system. This system enables the Code to be printed efficiently. It also provides the foundation for providing the Code online in a variety of formats, outputs, and solutions.

Editorial Work

The text of the current Code and any additional materials that may not already be codified will be input and thoroughly proofread to ensure complete accuracy. While we will generally match the style of the Code, please note it is *General Code's* policy not to include the following code enhancements unless specifically directed to do so by the Village Attorney: cross-references; state law references; and Code comparative tables.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, *General Code* will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Somerset's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code

A trusted, "go-to" resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

Premium eCode360
Annual Fee \$1,295
New Laws
Easy and Flexible Searching
Table of Contents
Email or Share Links
Printing
Archive View

"Sticky" Table Headers
Administrative Tools
Google Translate to 132 Languages
eCode360 Search App
Public and Private Notes
Sample Legislation (Multicode Search)
Download to Word
Download to PDF
New Laws Indicator
Advanced Search
Get Updates
Public Documents Module

For more information about eCode360 see page 13.

Publish a Custom Printed Code

General Code will publish 5 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also include the Village's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization, a printed index and will also be serial-numbered for easy identification.

Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Village keeps the Code up-to-date after initial publication. *General Code's* supplementation services are designed to make the process easy, fast and accurate.

To select your ongoing supplementation schedule, please see page 12. For more information about *General Code's* Supplementation Services, see page 19.

Project Materials

Source Materials

General Code will use the following source materials for the project:

- > A copy of the Village's 2007 Code, as updated to Ordinance No. A-703

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Somerset set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

The Conversion and Formatting Changes to Your Code

General Code may need to make nonsubstantive organizational or structural changes to your Code in order to convert the Code into our XML publishing system. Standardized formatting and structure leverages our technology to create uniformity and consistency throughout the Code, which enables the features and functionality of *eCode360* to work as intended and provide you with the best user experience. As part of our process for the conversion, *General Code* will:

Scheme, Numbering and Structure

- > **Scheme.** Include a list of section titles at the beginning of each chapter, as a quick-reference outline of what is in the chapter and to make sought-after material easier to find.
- > **Unnumbered paragraphs/text/chapters.**
 - Unnumbered paragraphs following numbered text will be left as is unless clarity requires their numbering in the context of the surrounding subsections.
 - If the Code has a numbering system that varies based on whether a section starts with an unnumbered paragraph or not, we will add the first-level section number or letter as appropriate to the unnumbered paragraph. This is necessary for the search and other functions of *eCode360* to work as intended.
 - If the Code includes unnumbered chapters in the Appendix, we may add chapter numbers and use those as the start of the section numbers throughout the chapter, consistent with the rest of the Code.
- > **Structure.** We will create uniformity and consistency of structure at these levels:
 - **Chapter numbering.** If the Code includes duplicate numbered chapters in different titles (e.g., Title 1 contains Chapter 1 and Chapter 2; Title 2 contains Chapter 1 and Chapter 2), we will impose uniform numbering so that each chapter has a unique number. Therefore, we may renumber as Chapters 1-1, 1-2, 2-1, 2-2, etc., incorporating the title number into the chapter numbers and thereby reflecting the title in which they appear. These chapter numbers will also filter through to the section numbers if they do not already follow that system.
 - **Section numbering.**
 - If the Code includes duplicate numbered sections in different chapters (e.g., Section 1, 2, etc.), we will impose uniform numbering so that each section has a unique number. Therefore, we may renumber as Sections 1-1, 1-2, 2-1, 2-2, etc., incorporating the chapter number into the section number and thereby reflecting the chapter in which they appear.
 - If the Code includes different styles of point sections (1-12.1, 1-12A), we will make the style consistent throughout the Code.
 - **Subsection numbering.**
 - **Structure.** If the Code includes inconsistent subsection designations throughout [e.g., if one chapter uses levels a., 1, (a), and another uses levels 1, A, and (1)], we will apply consistent subsection designations throughout the Code.

- **Consecutive numbering.** Misnumbered subsection items (e.g., 1, 2, 3, 3, 5) will be renumbered as necessary to correct obvious errors.

Formatting

- > **Histories.** Where histories are located at the end of each section, we move them up to the section title for each section so that the base history for each section appears at the section level and subsequent amendments can be noted off the section or its subsections as appropriate.
- > **Tables.** Standard formatting will be added to tables—boldfaced and centered headers, lines, light gray header shading, and indents where needed.
- > **Bullets.** Bullets may be retained as is unless clarity for indexing purposes requires their numbering.
- > **Single-column layout.** All Codes will be presented in a single-column format.
- > **Pagination.** Each chapter will begin on a new right-hand page. Page numbers will correlate with the chapter number.
- > **Attachments.** In *eCode360*, attachments are included as PDFs at the top of a chapter, and, in the printed Code book, they are included at the end of the chapter.
- > **Appendix material to the Code.** If there are Appendix lists or other tables at the end of the Code which were created by the prior codifier, we will confirm with the Village whether such material is still used and should be retained and maintained through supplementation, or if they should be removed.
- > **References.** Except with prior approval and agreement from the Village, we will remove publisher-added footnotes or section notes such as cross-references, statutory references, and charter reference items; these items are copyrighted property of the former codifier.

Editorial

- > **General Code** will retain the existing legislative text, with the exception of obvious typos, or other items requiring clarity: clarification of numbers, missing punctuation, incorrect order of punctuation, changing Roman numeral chapter numbers to Arabic numbers, capitalizing the name of the Village, and capitalizing the titles of certain officials for consistency (e.g., Mayor, Clerk, Attorney, etc.).
- > **Spell-check.** A complete spell-check will be performed, and we will correct any obvious typos.

Code Adoption

- > **Code Adoption, if applicable.** If the Village and its Municipal Attorney believe any of the numbering (or other nonsubstantive format changes) identified here require readoption of the Code, *General Code* will provide a simple draft ordinance/local law for readoption.

Investment Details and Options

Conversion Project Price

\$2,350

Services included with the codification project:

- > Convert the Code, as updated through Ordinance No. A-703, to XML Publishing System
- > Editorial Work
- > Proofreading
- > Shipping

Final deliverables included with the codification project:

- > Premium *eCode360*
- > *eCode360* Search App
- > Publication of 5 Code Volumes in Standard Imprinted Post Binders
- > Comprehensive Index
- > Disposition List
- > Customizable Tabs

Optional Components

TrackBack Ordinance Tracking

\$600

(\$250 one-time setup fee/\$350 first time annual fee)

As a new ordinance is codified and added to your Code, TrackBack automatically embeds links in the related Code section so you can easily reference the original ordinance. Simply click the link and the original ordinance is immediately available to view. TrackBack is an excellent way to help clarify or confirm aspects of a particular law, help solve disputes or simply serve as a starting point for updating ordinances. This service begins with New Ordinances provided to *General Code* going forward *and* does not include any Ordinances going back in time. **TrackBack's annual fee of \$350 will be invoiced concurrent with *eCode360* annual billing.**

Ongoing Services

Premium *eCode360* Annual Maintenance

\$1,295

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of *eCode360*. Therefore, we recommend that the Village budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Future Supplementation Services

General Code will provide supplementation services at a rate of \$24.00 per page for a period of three years from date of publication. Tables Graphics and Charts will be billed at \$10.00 per change.

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

To select your ongoing supplementation schedule, please see page 12. For more information about *General Code's* Supplementation Services, see page 19.

Note: Full zoning rewrites are outside of the scope of this contract regarding supplementation rates. Pricing estimates available upon request.

Performance and Payment Schedule

Performance Schedule:

- > Delivery of *eCode360*: within 12 to 14 weeks of contract signing and receipt of materials

Payment Schedule:

- > 100% will be invoiced upon posting of *eCode360*

Authorization and Agreement

The Village of Somerset, eMigrate, August 18, 2025

Conversion Project Price

\$2,350

Optional Components

___ TrackBack

\$600

\$250 one-time setup fee/\$350 first time annual fee

Supplementation Schedule Selection

Based on our experience of legislative activity, we will use a **Quarterly Supplement Schedule** for future updates to the Code after this project is complete. If you would prefer a different schedule, please select from the options below:

☐ Electronic monthly supplementation (Annual Print)

☐ Semi-Annual supplementation

Total Investment

Including all of the options selected above, the total project price will be:

\$

The Village of Somerset, Wisconsin, hereby agrees to the procedures outlined above, and to *General Code's* Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Village of Somerset, St. Croix County, Wisconsin

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Somerset for its records.

Scan and email the completed form to contracts@generalcode.com. You may also return it by mail to *General Code*, 3490 Winton Place, Rochester, NY 14623.

Appendix

Wisconsin Communities We Serve

For more than half a century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the municipalities in Wisconsin that have trusted *General Code* to codify their laws:

Adams County

Adams County
Town of Rome

Ashland County

Town of La Pointe

Barron County

City of Rice Lake

Bayfield County

City of Bayfield

Brown County

Town of Lawrence
Town of Ledgeview
Town of Pittsfield
Village of Allouez
Village of Bellevue
Village of Denmark
Village of Hobart
Village of Wrightstown

Burnett County

Village of Grantsburg
Village of Siren
Village of Webster

Crawford County

Village of Soldiers Grove

Douglas County

Village of Superior

Dunn County

Village of Colfax

Jackson County

Village of Hixton

Juneau County

City of New Lisbon

La Crosse County

Village of Holmen

Marathon County

Town of Cleveland
Town of McMillan

Village of Athens

Village of Kronenwetter

Village of Rothschild

Village of Spencer

Village of Stratford

Marinette County

Town of Goodman
City of Montello
Village of Neshkoro
Village of Westfield

Menominee County

Menominee Indian Tribe of WI

Monroe County

Village of Wilton

Oconto County

City of Gillett
City of Oconto Falls

Oneida County

Oneida County
Town of Lake Tomahawk
Town of Woodruff

Outagamie County

Town of Buchanan
Town of Grand Chute
Town of Greenville
Village of Kimberly

Pierce County

City of Prescott
Pierce County

Polk County

City of Amery
Village of Balsam Lake
Village of Clayton
Village of Dresser
Village of Luck
Village of Osceola

Price County

City of Park Falls

City of Phillips

Price County

Village of Prentice

Richland County

Village of Lone Rock

Rock County

Town of Fulton
Town of Milton
Village of Footville
Village of Orfordville

Sauk County

City of Reedsburg
Village of Sauk City

Shawano County

City of Shawano
Town of Washington
Village of Gresham
Village of Tigerton
City of Marion

St. Croix County

City of Glenwood City
City of Hudson
Town of Hudson
Town of St. Joseph
Village of Baldwin
Village of Woodville

Trempealeau County

City of Arcadia
Village of Trempealeau

Vilas County

Town of Arbor Vitae
Town of Boulder Junction
Town of Manitowish Waters
Town of Phelps

Waupaca County

City of Manawa
City of Weyauwega
Village of Fremont

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our *eCode360* platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. *eCode360* is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building *eCode360* from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. *General Code* employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happyecode/>.

Free Introductory eCode Webinar for Municipal Staff

Our eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents! Register here: <https://www.generalcode.com/training/#webinars>

“Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

Premium eCode360 features

New Laws	Between regular Code supplements, <i>General Code</i> will post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your <i>eCode360</i> by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Archive View	View a permanent archive of your Code, updated with each supplement
“Sticky” Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
View Code Analytics	See how many views your Code is getting, discover the most commonly searched topics
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of <i>eCode360</i> to the affected Code chapters or articles
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicators	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles of New Laws	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Add Code adjacent documents to your eCode site. They will be searchable right alongside the Code. Documents can be made available to the public, or remain private to the municipal staff.

Sample eCode360 Screens

The eCode360 web application interface is shown across four overlapping screenshots, each highlighting a specific feature:

- 1 Custom Home Page:** The top screenshot displays the 'City of Townsville' home page. It features a search bar at the top, a navigation sidebar on the left, and a main content area with links to 'Code', 'Agendas', 'Minutes', and 'Resolutions'. A 'Quick Links' section and 'Contact Information' are also visible.
- 2 Public and Private Notes:** The middle screenshot shows the 'Part II: General Ordinances' page. It includes a 'Mobile Apps' section with links to download the app for Apple and Android devices. Below this is a 'New Laws' section with a table of recent ordinances.
- 3 Public Documents Portal:** The bottom-left screenshot displays the 'Resolutions' page. It features a list of resolutions for 2024 and 2023, with filters for Year, Month, and Day. A 'Public Documents Portal' is also visible.
- 4 Multicode:** The bottom-right screenshot shows the 'Find Codes' and 'Add Codes' modal. It includes a table of codes with columns for Add, Type, Name, County, State, and Population. A search bar is provided at the bottom.

- 1 Custom Home Page
- 2 Public and Private Notes
- 3 Public Documents Portal
- 4 Multicode

Additional Online Services

MapLink™ powered by ZoningHub™

MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Village, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments and make your Building Code regulations available from anywhere at any time, even if the Village only has one set of printed books.

Application Programming Interface

Application Programming Interfaces (API) make it possible for your Code in *eCode360* to "talk" with additional external systems to share information. *General Code* has APIs that deliver structured Code information contained in *eCode360* to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

TrackBack

As a new ordinance is codified and added to your code, Trackback automatically embeds links in the related code section so you can easily reference the original ordinance — no more searching through old files. Simply click the link and the original ordinance is immediately available to view. TrackBack is an excellent way to help clarify or confirm aspects of a particular law, help solve

disputes or simply serve as a starting point for updating ordinances. This service begins with new Ordinances provided to *General Code* going forward. It does not include any Ordinances going back in time.

For more information on our additional online services please contact us at sales@generalcode.com

Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. To maintain your community's trust and reliance on your Code, *General Code* offers supplementation services that will help to keep your Code reliable, accurate and up to date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, *General Code* provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Rapid Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Materials

After the enactment of new legislation, the Village can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Village. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, *General Code* will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, *General Code* will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Somerset. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Village.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Somerset, unless it chooses to utilize *General Code's* Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions



memo

Village of Somerset

To: Finance/Personnel Committee & Village Board
From: Andrea Otto, Treasurer
CC: Jessica Lehman, Clerk
Date: 9/15/25
Re: Employee Handbook Update

Comments: At the July Village Board meeting, an updated handbook was approved to add language required by state and federal laws. Prior to the updated version being presented, I reviewed the language being added but did not review any other items in the revision. After the Village Board meeting, I sent the updated handbook to all Village staff as is required. Kristina at the Library pointed out the handbook that was approved did not have the correct holidays and benefit language.

It was discovered that our representative from JA Counter was working from a previous version of the handbook when he added the new required language. The Village Board needs to approve the updated handbook again tonight.

Memo

To: Finance/Personnel Committee & Village Board

From: Andrea Otto, Treasurer

Cc: Jessica Lehman, Clerk

Date: 09/15/2025

Re: Employee Handbook Additions

In addition to correcting the Employee Handbook, I would like you to consider adding the following language/policies.

LEAVES OF ABSENCE (pg 18)

The Village recognizes that employees may experience circumstances requiring time away from work and will consider requests in good faith.

Examples of reasons for which a personal leave may be considered include but are not limited to: personal or family needs, educational or training opportunities, personal hardship, wellness needs, or travel.

Unpaid personal leave may be granted by the employee's department head upon written request, 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.

Employees may choose whether to apply accrued vacation, sick, personal, or compensatory time toward an approved leave to offset any potential loss of pay. Any portion of the leave not covered by accrued time will be unpaid. The Village will continue to maintain the employee's insurance coverage for up to ninety (90) days of approved leave. 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.

Requests from department heads shall be submitted to the Finance & Personnel Committee for approval. The Finance & Personnel Committee may approve leaves of up to ninety (90) calendar days within a rolling twelve (12) month period. Requests exceeding

ninety (90) days shall require approval of the Village Board. Approval shall be made by majority vote of the Finance & Personnel Committee or Board at a properly noticed meeting in compliance with Wisconsin's Open Meetings Law. The Committee Chair is authorized to sign the official approval on behalf of the Committee following its action. If a request for leave is denied, the employee may submit a written appeal to the Village Board within ten (10) working days of the denial, whose decision shall be final.

Upon return, employees on approved leave will be reinstated to the same position with equivalent pay, benefits, and seniority.

In extraordinary or extenuating circumstances, the Finance & Personnel Committee or Village Board may, at its discretion, extend or otherwise modify these limits in the best interest of both the employee and Village operations.

If an employee on approved leave is expected to return periodically to perform essential duties (for example, every two weeks to process payroll or conduct critical departmental business), those hours will be treated as paid work time and will not interrupt the continuity of the leave. Intermittent work during a leave does not restart the leave clock, but hours worked will be compensated normally.

COMPENSATORY TIME – EXEMPT EMPLOYEES (pg 16)

While salaried exempt employees are not eligible for overtime pay under the Fair Labor Standards Act (FLSA), the Village recognizes that certain assignments may require additional time commitments beyond the normal work schedule. In such cases, exempt employees may be granted compensatory time off at the discretion of their department head.

- Compensatory time for exempt employees will accrue on an hour-for-hour basis for hours worked beyond the employee's normal schedule.
- The maximum amount of compensatory time that may be banked is forty-eight (48) hours. Once an employee uses a portion of their accrued time, additional comp time may be earned, provided the balance never exceeds 48 hours.
- The scheduling of comp time is subject to the approval of the department head to ensure adequate staffing and operational needs are met.
- Compensatory time has no cash value and will not be paid out upon separation of employment.

HOLIDAYS (pg 14)

Village staff is allowed to close Village offices on federal holidays not listed when the post office and federal reserve are closed (i.e. Columbus Day, Juneteenth). The Village is not designating these as paid holidays and employees would be required to use personal/comp/vacation time.

VACATION TIME (pg 14)

For purposes of this section, “proper written notice” is defined as the requested four (4) weeks for exempt employees and two (2) weeks for non-exempt employees.

VILLAGE OF SOMERSET

Employee Handbook

September 2025

TABLE OF CONTENTS

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

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 in the course of 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 (with the exception of 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 pocket knives 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 locked at all times 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. Furthermore, the Village does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported will be treated with as much confidentiality as possible. 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 a 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 an accommodation are cost, the effect an 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 as long as 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 update and other information.

VOTING LEAVE

When you are not able to 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 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 of time 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 in order 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. 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 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 change 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 concerns, 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 arose. 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 work days, 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.

VISITORS

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

Unless otherwise noted, employee benefits are restricted to regular full-time employees. Regular part time employees (those averaging 25 hours or more 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 would 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 cases 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 taken into account 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
Martin Luther King Jr Day
President's Day
Friday before Easter
Memorial Day
July 4
Labor 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 considered to be the holiday. If any of the above-mentioned holidays fall on a Sunday, the following Monday shall be considered to 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 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 in order 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 shall 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 forfeit 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 to 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 worker's 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 time card. 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 requesting employee, the village treasurer will again notify qualified employees of the need for addition 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 in excess of 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 assure 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; employee remains 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 a need for leave qualifies under FMLA, the Village must notify the employee about eligibility. If eligible, provide a 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 in order 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 as a result 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 expense covered by the plan documents controlling the HSA.

EMPLOYEE ASSISTANCE PROGRAM

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 participation in the Wisconsin Income Continuance Plan. Contributions to the Wisconsin Income Continuance Plan shall be made by the Village and/or by 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 a circumstance 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 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

Longevity Pay

Full-time five (5) through nine (9) years	\$500/each year
Part-time five (5) through nine (9) years	\$250/each year
Full-time 10 through 14 years	\$1,000/each year
Part-time 10 through 14 years	\$500/each year
Full-time 15 years	\$1,500
Part-time 15 years	\$750

Full-time every five (5) years after completing 15 years	an additional \$500/year
Part-time every five (5) years after completing 15 years	an additional \$250/year

CONTINUING EDUCATION OPPORTUNITIES

Employees attending workshops, conventions or other schooling for business purposes shall be compensated 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

In order 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 instructions, 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 expense 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

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 also provide updates as to their continued ability to return on the date indicated. If an illness or emergency occurs during work hours that cause 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.

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 treated respectfully at all times. 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 wear Village uniforms at all times 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 also 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 general 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 wear their seat belts at all times.
- 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 comply with this policy at all times 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 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 licenses 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 work day, 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.

WORKER'S COMPENSATION

All employees are covered by worker's 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 receipt of 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 is able to 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

In an effort 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 as a result 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 in order to expedite the hearing. The Impartial Hearing Officer will have the authority to administer oaths, issue subpoenas at the request of either party, and 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 receipt of 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 timely requested, 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 are 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 in processing his/her grievance through the various steps of the grievance procedure.

II. 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 timely requested, 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 a 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 the 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, in an effort 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 June 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 June 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 in order 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)



2026 BUDGET PRIORITIES

CHRIS DUBAK

1. Public Safety-new radio purchase
2. New fire truck
3. Additional PW employee/employee satisfaction

CALEB GARN

1. Parks
2. Village facilities: Shop, Hall, PD
- 3.

DONNIE KERN

1. Fire Truck Purchase
2. Road Repair/Replace Plan
3. Infrastructure Plan-Police, Fire, Admin, PW

BRANDON KROHN

1. Village Park improvements. (Begin phase 1
2. Village Park Master Plan
3. 5.5 mil for new shop, renovated village hall for police, new building for admin.

CHRIS MORENO

- 1.
- 2.
- 3.

JESSICA PLOURDE

1. Roads
1. Police
1. Fire Department

RYAN SICARD

1. Limit tax impact to residents and increase alternative revenue sources
2. Fund Staffing Requests (Police, Zoning, Admin)
3. Build Capacity of the General Fund & Capital Projects to help increase projects completed & our credit rating
4. Fund essential infrastructure & TIF projects to support economic development
5. Improve transparency and Village & Board/Committees operations by funding advanced technology

Jessica Lehman

From: Jessica Plourde
Sent: Thursday, September 25, 2025 8:45 AM
To: Jessica Lehman; Ryan Sicard
Subject: Budget

Hi,

It was requested last board meeting for us to send a list of where the budget should go towards.

My list, in no order as they are all my number 1's:

Roads

Police

Fire department

Get [Outlook for iOS](#)

Jessica Lehman

From: Chris Dubak
Sent: Monday, September 29, 2025 8:20 PM
To: Ryan Sicard; Jessica Lehman; Andrea Otto
Subject: Budget Priorities

Hi Ryan,

I wanted to give you some of my budget priorities. I'm sorry I haven't done this sooner, but I've been quite sick.

Obviously, for me, public safety comes to mind first. We will be spending a significant amount of money on the new squad car and hiring an additional officer. It would be highly beneficial this next year to save as much as possible towards the inevitable new radio purchases before the full impact of paying eight officers. Since this has all been discussed at length, I won't go into more detail.

I think it's also incredibly important for us to be saving money towards the purchase of the new fire truck. I'm proud that we were able to put away \$50,000 last year, and although that it is just a drop in the bucket towards such a large purchase, that is how the bucket gets filled! I think it's very important to save as much as possible towards this large purchase because the more we can save, the less we have to borrow, which obviously will cost us less in interest in the long run.

As far as public works goes, I know Bob does a terrific job managing his budget. I believe that as the village grows, it is inevitable that we will have to hire another worker. While that is certainly Bob's department, I'm always in favor of treating our employees well and making sure they feel valued and not overworked or overburdened.

Please feel free to reach out with questions or concerns. I appreciate the fact that you are seeking input from the entire board!

Sincerely,

Chris Dubak
Village of Somerset Trustee



Jessica Lehman

From: Ryan Sicard
Sent: Thursday, October 2, 2025 1:27 PM
To: Jessica Lehman
Subject: My 2026 Budget Priorities

Jessica,

1. Limit tax impact to residents and increase alternative revenue sources
2. Fund Staffing Requests (Police, Zoning, Admin)
3. Build Capacity of the General Fund & Capital Projects to help increase projects completed & our credit rating
4. Fund essential infrastructure & TIF projects to support economic development
5. Improve transparency and Village & Board/Committees operations by funding advanced technology

Have received from anyone else other than Jessica & Chris D?

Ryan S. Sicard
Village President

rsicard@villageofsomerset.us

(715) 494-3566 **NEW**

 [Book time to meet with me
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Missed a meeting: [Watch Village Board & Committee Meetings on our YouTube Channel](#)

Village Website: villageofsomerset.us

Village: [Facebook Page](#)

Economic Development: ChooseSomerset.com

Get [Outlook for iOS](#)

NOTE: Edited by Grammarly & Co-Pilot A.I.

Jessica Lehman

From: Caleb Garn
Sent: Tuesday, October 14, 2025 8:23 AM
To: Jessica Lehman
Subject: Re: 2026 Budget Priorities

Parks
Village facilities: shop, hall, police dept

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Jessica Lehman <jlehman@villageofsomerset.us>
Sent: Tuesday, October 14, 2025 8:05:28 AM
Subject: 2026 Budget Priorities

Hello Trustees (bcc'd),

As we continue preparing the 2026 budget, I'm asking each of you to please send me your top three budget priorities for the upcoming year by this Friday.

If there were specific items discussed during recent Public Works or Public Safety meetings that you believe should be included or highlighted, please note those in your response as well.

Your input is important to help shape a budget that reflects the Village's needs and goals. If you have any questions, feel free to reach out.

If you have already responded, but would like to add additional information, please don't hesitate to follow-up with me.

Thank you,

Jessica Lehman
Clerk/Deputy Treasurer
(715) 247-3395



Office Hours: 8-4 M-Th
8-12 F

Jessica Lehman

From: Brandon Krohn
Sent: Tuesday, October 14, 2025 1:51 PM
To: Jessica Lehman
Subject: Re: 2026 Budget Priorities

Good Morning Jessica,
I would like to see the following items funded.

1. Village park improvements. (Begin phase 1 Village Park Master Plan)
2. 5.5 million for new shop, renovated village hall for police, new building for administrative.

Thanks a bunch,
Trustee BK

Village Trustee - Public Works Committee
715-338-6776



From: Jessica Lehman <jlehman@villageofsomerset.us>
Sent: Tuesday, October 14, 2025 8:05 AM
Subject: 2026 Budget Priorities

Hello Trustees (bcc'd),

As we continue preparing the 2026 budget, I'm asking each of you to please send me your top three budget priorities for the upcoming year by this Friday.

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If you have already responded, but would like to add additional information, please don't hesitate to follow-up with me.

Thank you,

Jessica Lehman
Clerk/Deputy Treasurer

Jessica Lehman

From: Donnie Kern
Sent: Thursday, October 16, 2025 10:58 PM
To: Jessica Lehman
Subject: Re: 2026 Budget Priorities

my top three would be

1. upcoming fire truck purchase.... Continue to allocate same as this year for the next four years to lessen the burden on borrowing for the taxpayers.
2. Roads are deteriorating and without a plan put forth with detail as to the need to set aside resources, in areas that are in need over the next several years. We are continuing to add miles and miles to streets without a plan to set aside money for repair and replace.
3. village infrastructure needs to be addressed with the growth of our community our infrastructure needs to be updated as it has not been and additional needs of our growing community should be addressed in the near future. This is police, fire, administrative and public works.

Donnie Kern
Trustee
Village of Somerset

From: Jessica Lehman <jlehman@villageofsomerset.us>
Sent: Tuesday, October 14, 2025 7:05 AM
Subject: 2026 Budget Priorities

Hello Trustees (bcc'd),

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