

11/14/2025 10:59 AM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/05/2025	ABT MAILCOM OCTOBER UTILITY BILLING	1,155.70
	11/05/2025	AG SOURCE COOP SERVICES WU/SU/TESTING	1,364.00
	11/05/2025	AMERICAN PEST SOLUTIONS VH/QUARTERLY SERVICE	125.35
	11/19/2025	BAKKE NORMAN SC ATTORNEY SERVICES	1,032.75
	11/19/2025	BOWMAR APPRAISAL INC 4TH QUARTER ASSESSMENT SERVICES	3,375.00
	11/19/2025	CORE & MAIN LP WU/SU/SUPPLIES	1,123.40
	11/05/2025	DAREL L. HALL ANIMAL CONTROL SERVICES	768.80
	11/19/2025	ENERGENECS INC SU-ERF/PLC ANALOG INPUT	7,309.35
	11/05/2025	EO JOHNSON COMPANY COPIER LEASE	136.70
	11/19/2025	FERGUSON WATERWORKS #2516 WU/METERS/MARKING FLAGS	1,456.83
	11/05/2025	HAUGEN, HEIDI LIB/MILEAGE TO EVENT IN AMERY	36.40
Manual Check	10/28/2025	HSA BANK MONTHLY ACCOUNT FEES	25.00
	11/05/2025	HUDSON AREA PUBLIC LIBRARY LIB/ITEM REIMBURSEMENT	11.99
	11/05/2025	HUDSON HOSPITAL POL/TESTING	55.00
	11/05/2025	INGRAM LIBRARY SERVICES LIB/BOOKS	330.70
	11/05/2025	JOHNSON FORD POL/SQUAD MAINTENANCE	228.35
	11/05/2025	MENARDS-STILLWATER SU/SUPPLIES	111.36
	11/19/2025	MEYER TREE SERVICE LLC TREE REMOVAL-SPRING ST & MARTIN WAY	5,000.00
	11/05/2025	MIDWEST TAPE LIB/AUDIO/VIDEO	101.21

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In Progress Checks - Quick Report - ALL

Page: 2

ALL Checks by Payee

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Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/19/2025	MSA PROFESSIONAL SERVICES INC PROFESSIONAL SERVICES	13,251.78
	11/19/2025	MULCAHY SHAW WATER WWTP-SUPPLIES/MAINTENANCE	2,089.55
	11/05/2025	NORTHWEST COMMUNICATIONS TELEPHONE EXPENSE	1,428.50
	11/05/2025	O'ROURKE MEDIA GROUP LEGAL NOTICES	183.21
	11/19/2025	PARAGON DEVELOPMENT SYSTEMS INC BADGER BOOKS	6,924.00
Manual Check	10/28/2025	PITNEY BOWES POSTAGE MACHINE LEASE	142.53
	11/19/2025	QUIST, BLAKE LFMP/BALL FIELD MAINTENANCE	3,495.00
	11/05/2025	RASKA SEWER SERVICE PKS/PORTABLES AT DISC GOLF	157.50
	11/05/2025	RECKNER, CAROL MILEAGE TO EVENT IN AMERY	36.40
	11/19/2025	SOMERSET UTILITIES WU/SU/SERVICES	8,402.01
	11/19/2025	ST CROIX COUNTY HIGHWAY DEPT SPRAY PATCH	3,689.90
	11/05/2025	ST CROIX COUNTY INFORMATION TECHNOLOGY POL/VPN/NETMOTION MAINTENANCE	1,025.77
	11/19/2025	ST CROIX COUNTY TREASURER OCTOBER COURT	31.80
	11/19/2025	STATE OF WISCONSIN COURT FINES & SURCHARGES OCTOBER COURT	569.43
	11/19/2025	STERICYCLE INC RECYCLING SERVICES	550.44
	11/19/2025	TF INSPECTION AGENCY LLC OCTOBER BUILDING PERMITS	17,026.00
	11/05/2025	TRANSUNION RISK AND ALTERNATIVE CT/OCTOBER SERVICES	100.00
	11/05/2025	TRIPLE TIRE POL/2020 SQUAD TIRES	701.60
	11/05/2025	VERIZON WIRELESS PW/PKS/WU/SU/CELLULAR SERVICES	498.95

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In Progress Checks - Quick Report - ALL

Page: 3

ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/05/2025	vonBRIESEN & ROPER SC POL/ATTORNEY SERVICES	3,869.00
	11/05/2025	WAUKESHA COUNTY TECHNICAL COLLEGE POL/TRAINING FEE	160.00
	11/19/2025	WELD RILEY S.C. SPECIAL COUNSEL FEES/260 MAIN ST ZONING	1,797.00
	11/05/2025	WEST CENTRAL WISCONSIN BIOSOLIDS FACILITY SU/MONTHLY SERVICES	16,776.18
	11/05/2025	WI DEPT OF JUSTICE - TIME POL/TIME ACCESS	269.25
	11/05/2025	WISCONSIN PROFESSIONAL POLICE ASSOC NOVEMBER UNION DUES	228.50
		Grand Total	107,152.19

11/14/2025 10:59 AM

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

Page: 4
ACCT

Dated From:
Thru:

From Account:
Thru Account:

	Amount
Total Expenditure from Fund # 100 - VILLAGE GENERAL FUND	60,799.30
Total Expenditure from Fund # 430 - TAX INCREMENTAL DISTRICT #5	6,956.95
Total Expenditure from Fund # 470 - CAPITAL IMPROVEMENTS	6,924.00
Total Expenditure from Fund # 610 - WATER UTILITY FUND	3,310.78
Total Expenditure from Fund # 620 - SEWER UTILITY FUND	29,161.16
Total Expenditure from all Funds	107,152.19

**CONDITIONAL USE PERMIT
VILLAGE OF SOMERSET**

ISSUED TO: Ricky Brown, Rapid Sport Center, Inc., DBA Rapid Marine

SITE ADDRESS: 102 Aspen Drive

Permit No.: 2025-02

Parcel Number: 181-4118-03-000

Zoning: Highway Commercial District C-2

Conditional Use: Marine Sales & Service business

**Approved By
Village Board:** November 18, 2025

CONDITIONS SET BY THE VILLAGE BOARD AND PLAN COMMISSION

[NOTE: The Village of Somerset has the right to relinquish the conditional use permit if the following conditions are not met. The Village must be notified in writing of any change in ownership or scope of business within 30 days.

- 1) All vehicles offered for sale must be parked on site, no street parking.
- 2) All vehicles must be in working order and no storage of scrap vehicles.
- 3) All vehicles must remain on the paved, gravel, or grass areas and remain esthetically displayed.
- 4) All hazardous waste and solids, must be properly stored and disposed of within local, state and federal rules and regulations.
- 5) Waste dumpsters, tires, scrap metal, barrels, refuse and recyclables must be stored in an enclosed area (i.e. fence).
- 6) Facility and site must be well maintained.
- 7) Vehicles advertised for sale must be kept in orderly fashion.
- 8) An area must be designated for customer parking.
- 9) Hours of operation Monday through Sunday 8:00 am to 8:00 pm; 12 months a year.
- 10) Storage of customer boats must remain within the fenced area.
- 11) Any changes to the site must be approved by the Plan Commission and Village Board.

I certify that the Plan Commission and Village Board approved this application and a public hearing was held for public comment on the application.

Village Clerk

Date

Village President

Date



CONDITIONAL USE PERMIT APPLICATION
APPLICATION FEE \$250.00

Submit completed application, application fee, and two (2) copies of the application and attachments to:

Village Clerk
Village of Somerset
PO Box 356
Somerset, WI 54025

The Village Clerk will present them to the *Village Planning Commission* for a public hearing and recommendation to the *Village Board*. The Village Clerk will issue a **CONDITIONAL USE PERMIT** if your application is granted.

LANDOWNERS NAME AND ADDRESS SCMP INVESTMENTS LLC, 102 Aspen Drive, Somerset, WI, 54025

APPLICANT NAME Rapid Sport Center, Inc., DBA Rapid Marine (Ricky Brown)

APPLICANT'S ADDRESS [REDACTED]

PHONE [REDACTED]

EMAIL [REDACTED]

12-DIGIT COUNTY PARCEL NUMBER OF PROPERTY FOR WHICH CONDITIONAL USE IS SOUGHT:

181-4118-03-000

CURRENT ZONING OF PROPERTY (CIRCE ONE)

R-1 - Single Family Residence

R-5 - Twin Home

C-2 - Highway Commercial District

R-2 - Two Family Residence

A-1 - Agricultural

C-3 - Professional Office District

R-3 - Multiple Family Residence

W-1 - Conservancy

I-1 - Industrial

R-4 - Residential Estate District

C-1 Central Business District

PUD - Planned Unit Development

WHAT IS THE EXISTING USE OF THE PARCEL?

Marine & Powersports sales and service

WHAT IS THE PROPOSED USE OF THE PARCEL?

Marine Sales & Service

****ATTACH** a sketch showing location, size and shape of lot involved and plans of any proposed structures. Also include driveway exit and entrance locations.**

Applicant statement in writing that proposed **CONDITIONAL USE** shall conform to the standard set forth in Village Ordinances 13-1-66.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Hours of operation
 - a. Which months will the conditional use occur? All - 12 months
 - b. Which days of the week will the conditional use occur? Monday - Saturday
 - c. What will the start and end time be each day? 8 am - 5 pm
2. Will the conditional use create excessive noise? If so, please explain. No
3. Will the conditional use create outdoor dust, debris, etc.? If so, please explain. No
4. What is the estimated traffic count? 30-50 vehicles per day
5. What types, if any, of commercial vehicles will frequent the property? UPS/Fedex Delivery Trucks
Occasional semi-truck for unloading boats & freight

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



SIGNATURE OF APPLICANT

09/18/2025

DATE SIGNED

Authorization: The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby:

- _____ Accept your application for, and do hereby authorize the Village Clerk to issue a **CONDITIONAL USE PERMIT**.
- _____ Reject your application for **CONDITIONL USE PERMIT** for the reason(s) given below:

SIGNATURE OF VILLAGE PRESIDENT

DATE SIGNED

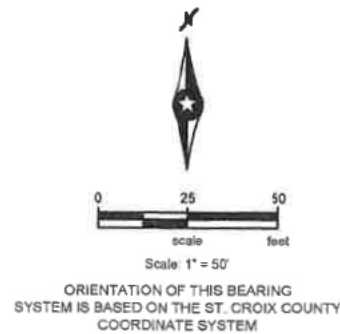
Site Plan Sketch for 102 Aspen Drive, Somerset, WI 54025



SURVEY & SITE PLAN

Aspen Dr, Village of Somerset, WI 54025

St. Croix County, Wisconsin



LEGEND

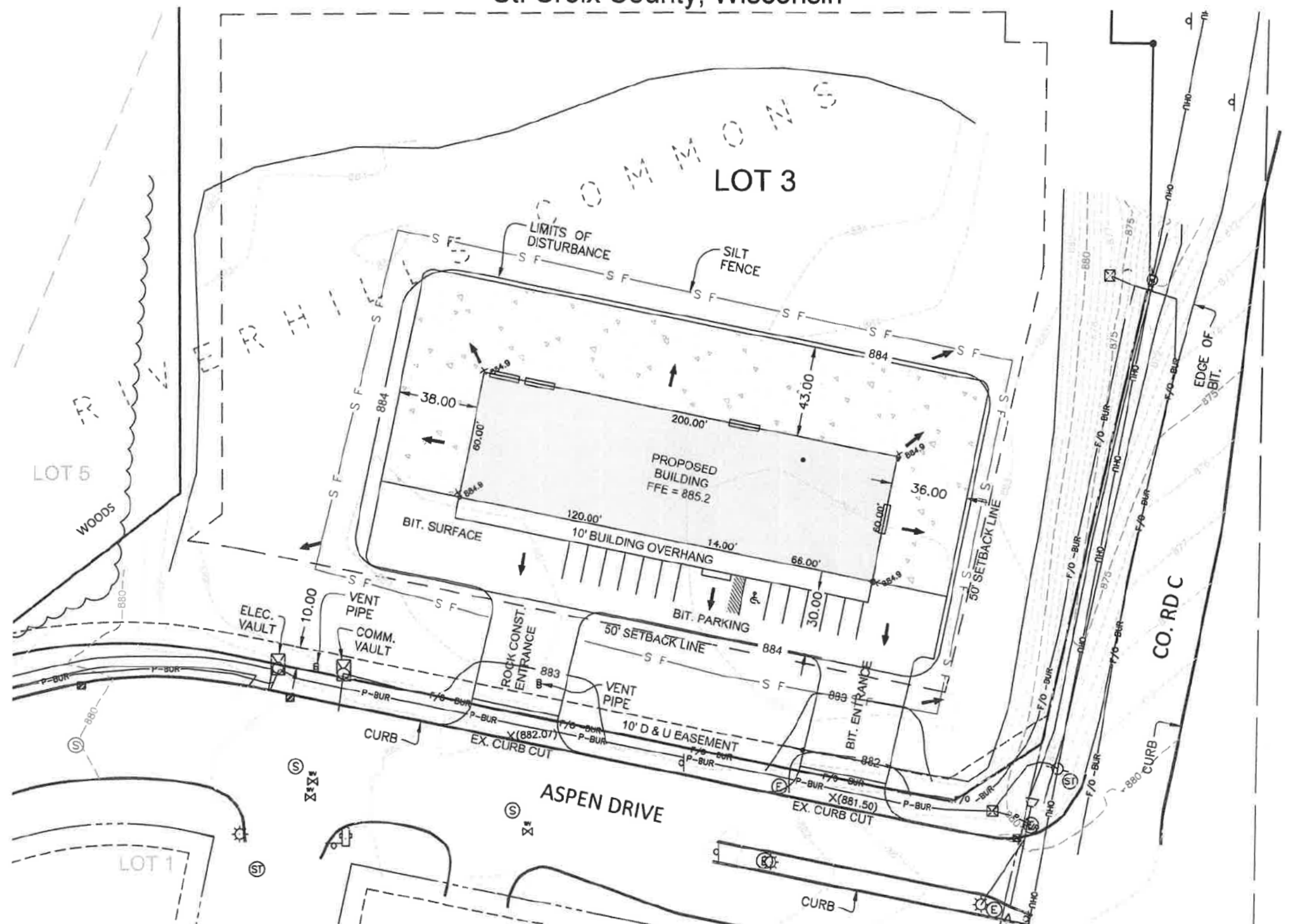
- FOUND IRON MONUMENT
- SET 3/4" x 18" IRON REBAR
- RIGHT OF WAY LINE
- PROPERTY LINE
- EASEMENT LINE
- ADJACENT PROPERTY LINE
- CURB LINE
- OVERHEAD POWER LINE
- TREE LINE
- BURIED FIBER OPTIC LINE
- SETBACK LINE
- SEWER MANHOLES
- ELECTRIC POLE
- HYDRANT
- DRAINAGE ARROW
- PROPOSED ELEVATION
- PROPOSED CONTOUR
- EXISTING CONTOUR
- UTILITY PEDESTAL
- SIGN
- TREE
- SPOT ELEVATION
- GRAVEL

Area Calculations:
 Total Lot Area = 3.7 AC
 Disturbed Acres = 43,450 S.F.

Legal Description:
 Lot 3, Plat of Riverhills Commons in the Village of Somerset, St. Croix County, Wisconsin.

CLIENT:
 Structural Buildings

SURVEYOR:
 St. Croix Surveying, LLC
 116 Heritage Boulevard
 Hudson, WI 54016
 greg@stcroixsurveying.com



REV. NO.	DATE	BY	CHK	DESCRIPTION

VIL. OF SOMERSET
WISCONSIN

I, GREG B. LUNDQUIST, HEREBY CERTIFY THAT THE ABOVE DESCRIBED AND MAPPED PROPERTY WAS SURVEYED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT THIS MAP IS A CORRECT REPRESENTATION TO SCALE OF THE BOUNDARIES TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Greg B. Lundquist
 DATE: 5-15-2017

DESIGNED
 GBL
 DRAWN
 GBL
 CHECKED
 GBL



St. Croix Surveying

SURVEY & SITE PLAN
RIVERHILLS COMMONS - LOT 3
ST. CROIX COUNTY, WI

SHEET
 1
 OF
 1

STREET USE PERMIT

VILLAGE OF SOMERSET

APPLICANT NAME, ADDRESS & PHONE NO.

SOMERSET CHAMPIONS COUNCIL (LIGHT THE NIGHT)
488 LIBERTY CIR SOMERSET WI 54025
CALEB GARN (517) 227-7598

NAME, ADDRESS & PHONE NO. OF ORGANIZATION REQUESTING PERMIT

SAME AS ABOVE

NAME, ADDRESS & PHONE NO. OF CONTACT PERSON FOR STREET USE

SAME AS ABOVE

PROPOSED STREETS: (VILLAGE PARK) NO STREETS UPPER LEVEL

DATE OF USE: SATURDAY DEC 13TH 2025

TIME OF USE: SET UP 9:00AM EVENT 5-8PM TAKE DOWN BY 11:00PM

PROJECTED ATTENDANCE: 50-150

PROPOSED ^{PARK}~~STREET~~ USE (Describe in detail):

OUR ANNUAL "LIGHT THE NIGHT CELEBRATION" WILL BE IN VILLAGE
PARK. WE WILL NEED ACCESS TO POWER AND THE REST ROOMS.
THERE WILL "NOT" BE THE BIG TREE, JUST SEVERAL SMALLER
TREE'S AND SANTA.

*** PAVEMENT MARKING IS NOT ALLOWED ON ANY STREET ****

-
- **INSURANCE:** Required to indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss damage or expense incurred by the Village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant is required to furnish a Certificate of Comprehensive General Liability Insurance with the Village of Somerset. The applicant is required to furnish a performance bond prior to being granted the permit.

THE CHAMPIONS HAVE INSURANCE I CAN GET THE POLICY IF NEEDED

☐ Insurance Requirement Waived

☐ Proof of Insurance Provided

For office use:

Date Reviewed by Village Board: _____ Approved _____ Denied _____

Somerset Fire/Rescue

from the office of Chief Belisle

Nov 1st, 2025

Dear Board Members –

This is the update for October 2025. This month we responded to 51 calls for service. The breakdown is as follows: 25 calls in the Village consisting of 14 medicals and 11 Fire/Rescue calls; 16 in the Township consisting of 9 medicals and 7 fire/rescue calls; and 10 auto aid calls, 8 in St. Joe, 1 in Star Prairie and 1 in New Richmond. This brings us to a total of 423 runs for the year compared to 443 for the same time in 2024.

The month of October was busy, averaging over 1.5 calls per day. We did have a larger shed fire in Star Prairie Township that we arrived first on via Auto Aid as well as a smaller structure fire in the Village that caused minimal damage. As you are aware 5 Bugle Training & Consulting was awarded the contract for our Strategic Plan. Jason and I have met with Bruce, our members have submitted surveys, and it sounds like Bruce has been able to meet with some board members and other staff. We will be meeting again with him soon to do a station tour as well as looking at our current fleet of vehicles. We will also be looking to choose some local business owners for him to sit down and speak with as well. More to come each month!

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

USE AND OCCUPANCY AGREEMENT

This Use and Occupancy Agreement ("Agreement") is made this 18 day of November 2025, between OMJ PROPERTIES LLC ("Olson Sanitation") and Village of Somerset ("Village") concerning a portion of land located on the property legally described as Outlot 2 of CSM 27-6170, Village of Somerset, St. Croix County, Wisconsin, as shown on Exhibit A ("Property").

Olson Sanitation currently stores roll-off containers located on the Property owned by Village. Olson Sanitation has requested, and Village has agreed, to allow Olson Sanitation to use and occupy the Property on a non-permanent basis for the operation of its roll-off container storage under the terms and conditions of this Agreement. Use by Olson Sanitation shall include the nonexecutive right of access over the Village's adjoining property to the adjacent public roads.

Olson Sanitation and Village, for good and valuable consideration, the adequacy of which is hereby acknowledged, agree as follows:

1. Olson Sanitation agrees to pay the Village the sum of \$1.00 per year for the use and occupancy of the Property ("Use and Occupancy Fee") beginning on January 1, 2025 until the termination of this Agreement. Use of the Property shall be limited to the storage of empty roll off containers used in the business of Olson Sanitation.
2. In addition to the Use and Occupancy Fee, Olson Sanitation agrees to arrange for and pay for all utilities and services delivered to the Property, including, but not limited to, water, electricity, gas, garbage collection, telephone, and internet, if any.
3. Olson Sanitation shall be responsible, at its sole cost and expense, for maintaining the Property, including mowing, snow removal and trash collection to include the plowing and maintaining the access road to and from adjoining public roads.
4. Olson Sanitation agrees to maintain general commercial liability insurance during their period of occupancy in an amount of not less than \$1,000,000.00 naming Village as an additional insured and further agrees to maintain insurance on all Olson Sanitation's personal property located at the Property. Village shall in no way be responsible or liable for any damage to any vehicle, equipment or personal property of Olson Sanitation located at or on the Property.
5. Olson Sanitation shall maintain the Property in the same condition as it is now in, reasonable wear and tear excepted. Notwithstanding the foregoing, Olson Sanitation may undertake repairs, maintenance and improvements to the Property and will be responsible for all the related expenses. Any improvements to the Property will require notification and permission from Village in its sole discretion.

6. Olson Sanitation agrees to accept the Property in its present condition. Upon termination of this Agreement, Olson Sanitation shall vacate the Property, remove its personal property, properly terminate all utility connections and leave the Property in good condition and free of trash.
7. Village shall not be responsible for any loss or any damage to any or all of Olson Sanitation's personal belongings. Olson Sanitation agrees to indemnify, defend, and hold the Village harmless from any claims, losses, damages and expenses, including reasonable attorney's fees, of any nature, whether for personal injury, property damage, or any other damage, or costs, arising of Olson Sanitation's use and occupancy of the Property.
8. Either party shall have the right to terminate this Agreement upon 21 days written notice for any or no reason. In the event Village terminates effective mid-month, Village shall refund on a prorated basis any unused Use and Occupancy Fee.
9. Olson Sanitation shall at all times operate its business in accordance with all Federal, State, and Village laws and ordinances.
10. This Agreement is made as an accommodation to Olson Sanitation and shall be construed as a temporary license to enter and use the Property on said basis. In no event shall a landlord/tenant relationship be established. In the event Village incurs any expense whatsoever, in enforcing the terms of this Agreement Olson Sanitation shall be liable for payment of the same to the Village.
11. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Signature page to follow.

OLSON SANITATION:

By: Steve Olson
Its: Owners

Date

VILLAGE:

By: Donnie Kern
Its: Village President

Date

**CONDITIONAL USE PERMIT
VILLAGE OF SOMERSET**

ISSUED TO: Olson Sanitation

SITE ADDRESS: N/A (La Grandeur Rd/Shay St/SMC Dr). Land owned by Village of Somerset.

LEGAL DESCRIPTION: CSM 27-6170, Outlot 2

Permit No.: 2025-03

Parcel Number: 181-1045-01-010

Zoning: Local

Conditional Use: Temporary Storage of Empty 10-20-30 Yard Roll-Off Containers in a Safe Manner

**Approved By
Village Board:** November 18, 2025

CONDITIONS SET BY THE VILLAGE BOARD AND PLAN COMMISSION

[NOTE: The Village of Somerset has the right to relinquish the conditional use permit if the following conditions are not met. The Village must be notified in writing of any change in ownership or scope of business within 30 days.

- 1) Maintain Proper Land/Site Maintenance (i.e. mowing, weed whipping)
- 2) Full Restoration of Land after Use
- 3) Subject to the Use and Occupancy Agreement being duly executed, currently effective, and free of any default
- 4) Continually store and maintain empty roll off containers in a safe manner
- 5) Storage of empty containers should be arranged at an angle
- 6) During winter months, the maximum number of containers should not exceed 20
- 7) Review CUP in 1-year

I certify that the Plan Commission and Village Board approved this application and a public hearing was held for public comment on the application.

Village Clerk

Date

Village President

Date



CONDITIONAL USE PERMIT APPLICATION
APPLICATION FEE \$250.00

Submit completed application, application fee, and two (2) copies of the application and attachments to:

Village Clerk
Village of Somerset
PO Box 356
Somerset, WI 54025

The Village Clerk will present them to the *Village Planning Commission* for a public hearing and recommendation to the *Village Board*. The Village Clerk will issue a **CONDITIONAL USE PERMIT** if your application is granted.

LANDOWNERS NAME AND ADDRESS DMJ Properties POBOX 327 Somerset

APPLICANT NAME DISON Sanitation

APPLICANT'S ADDRESS 1051 Shay St Somerset WI 54025

PHONE [REDACTED]

EMAIL [REDACTED]

12-DIGIT COUNTY PARCEL NUMBER OF PROPERTY FOR WHICH CONDITIONAL USE IS SOUGHT:

CURRENT ZONING OF PROPERTY (CIRCLE ONE)

R-1 - Single Family Residence

R-5 - Twin Home

C-2 - Highway Commercial District

R-2 - Two Family Residence

A-1 - Agricultural

C-3 - Professional Office District

R-3 - Multiple Family Residence

W-1 - Conservancy

I-1 - Industrial

R-4 - Residential Estate District

C-1 Central Business District

PUD - Planned Unit Development

WHAT IS THE EXISTING USE OF THE PARCEL?

Village utilities / pass through

WHAT IS THE PROPOSED USE OF THE PARCEL?

Roll off dumpster parking

****ATTACH**** a sketch showing location, size and shape of lot involved and plans of any proposed structures. Also include driveway exit and entrance locations.

Applicant statement in writing that proposed CONDITIONAL USE shall conform to the standard set forth in Village Ordinances 13-1-66.

PLEASE ANSWER THE FOLLOWING QUESTIONS

- 1. Hours of operation
 - a. Which months will the conditional use occur? Annual / all
 - b. Which days of the week will the conditional use occur? Annual / all
 - c. What will the start and end time be each day? 5am - 8 pm
- 2. Will the conditional use create excessive noise? If so, please explain. NO
- 3. Will the conditional use create outdoor dust, debris, etc.? If so, please explain. NO
- 4. What is the estimated traffic count? 1 Roll off truck
- 5. What types, if any, of commercial vehicles will frequent the property? 1 Roll off truck

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



SIGNATURE OF APPLICANT

10-13-25

DATE SIGNED

Authorization: The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby:

_____ Accept your application for, and do hereby authorize the Village Clerk to issue a
CONDITIONAL USE PERMIT.

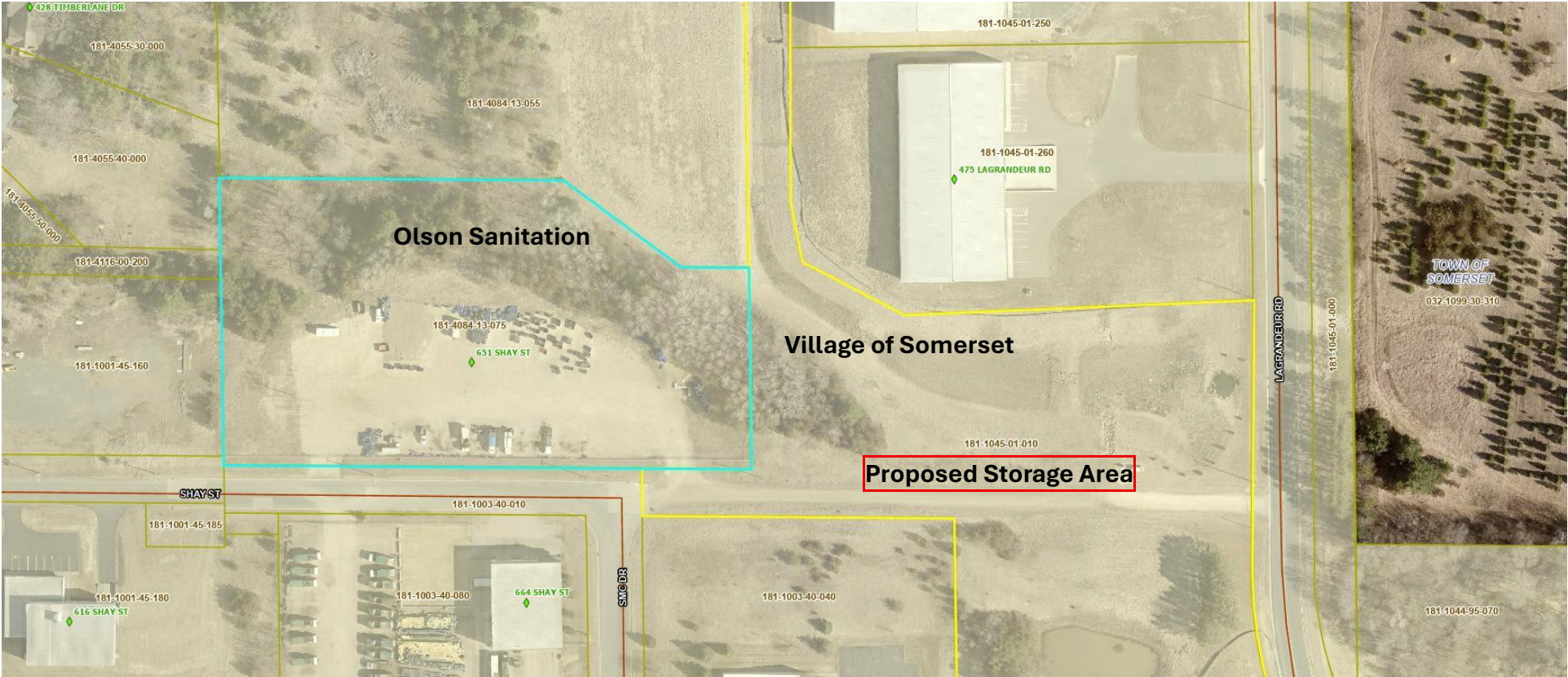
_____ Reject your application for CONDITIONL USE PERMIT for the reason(s) given below:

SIGNATURE OF VILLAGE PRESIDENT

DATE SIGNED

CUP Application – Olson Sanitation; 651 Shay Street (PID 181-4084-13-075)

Village of Somerset (PID 181-1045-01-010)



Village of Somerset Equipment Charge List

RATE/HOUR		EQUIPMENT TYPE
*	\$16.58	Pickups 2WD,< 13000#
*	\$16.58	Pickups 4WD,< 13000#
*	\$68.52	Maintenance Trucks >= 26,5000#
*	\$136.30	Sweeper
*	\$23.00	Pickup - One Ton w/dump box
*	\$105.54	Vactor Truck
*	\$35.00	Spreaders,tailgate mounted
*	\$15.78	Plows, Truck reversable
*	\$17.66	Underbody blade
*	\$14.62	Wings widening
	\$88.24	Tractors, 4WD 65-80 hp / Loader
	\$29.98	Mower 60" cut or more
	\$18.90	Mower 48" cut
	\$36.24	Toolcat
	\$46.52	Broom / Toolcat Mtd
	\$20.44	Snow Blower/ Toolcat Mtd
	\$37.88	Post Hole Auger/Tool Cat Mtd
	\$29.98	Field Mower/Toot Cat Mtd
	\$18.10	Herbicide Sprayer/Tool Cat Mtd
	\$20.44	Ball field Drag / Toolcat Mtd
*	\$9.79	Weed Trimmer
	\$10.22	Water Tank
	\$9.97	Post Pushers
*	\$58.56	Concrete Saw w/o blade
*	\$10.21	Chain Saw
	\$12.94	Welder/generator
	\$40.66	Brush Chipper
	\$10.21	gas pole saw
	\$40.53	Trash Pump (water pump diaphragm)
Equipment hourly rates do not include man-hour charges and are charged at a two hour minimum. Man-hour charges will be charged at current employee hourly rate plus applicable benefits.		
Lawn Mowing man-hour charges for village mowed lots are at current wage rate per worker with a two hour minimum.		
Sidewalk Snow Removal charges village for cleared sidewalk are at current wage rate per worker with a two hour minimum.		
Listed Charges are for reimbursment of services not contract for hire.		
*Rate set as determined by Wisconsin Department of Transportation. equipment rental rates and will follow rates as updated by WI DOT unless otherwise determined.		

October 15, 2025

CapVest, LLC
1411 Winchester Way, Suite 8
Altoona, WI 54720

Latitude 45, Somerset, WI
MSA #8783119

Punch List – Preliminary

Sanitary Sewer & Water Main:

1. Sanitary sewer manholes, adjust all manholes to finished grade.
2. Flush & bacteria test water main.
3. Complete 8" DIP forcemain connection to existing forcemain.
4. Complete hydrostatic test on 8" DIP forcemain to lift station.
5. Existing Lift Station, complete L.S. modification work per plan sheet 4.
6. Provide sanitary sewer televising report to the Village of Somerset.
7. EX 8" GV (Growing Wings), raise prior to wear course.

Storm Sewer & Ponds:

8. Complete storm sewer STM-30, 31.
9. FES-41 (48"), erosion issue, washing out from under structure (no fabric installed).
10. FES Stm-41, 39, 1, install Type HR geotextile fabric and riprap per detail C/111.
11. Complete infiltration basin and wet pond construction per plan.
12. Install storm sewer cleanouts per detail S/206.
13. Install structure marker sign/post per detail.

Streets & Sidewalks:

14. Complete 5' x 4" sidewalk per plan.
15. Install concrete apron from Parent St cul-de-sac to private street per sheet 27.
16. Complete wear course paving.
17. GV's and MH's, adjust to final grade, prior to wearing course paving.
18. Remove and replace damaged concrete curb prior to paving wear course (5' minimum section).
19. Street lighting, complete installation per plan / developers' agreement.
20. Traffic control and street signs, complete signage install per plan.
21. Install Type III barricades at future street dead-ends.

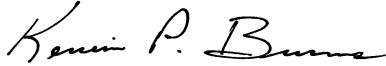
General Site:

22. 10' Maintenance access, complete per plan sheet 18.
23. Private utilities, several transformers, pedestals are severely out of plumb, re-plumb as required.
24. Complete all property corner pin install.
25. Complete grading & landscaping per erosion control plan.
26. Review turf restoration per Erosion Control plan in spring 2025.
27. Remove all silt fence and BMP's when the Village of Somerset Public Works Department accepted turf restoration.
28. Provide Grading As Built / verification to the Village of Somerset.

-
29. Provide infiltration basin and wet pond as-built, verify capacity volumes to the Village of Somerset.
 30. Provide Utility As Built to the Village of Somerset.

Please call Kevin Burns, (651) 271-6584, MSA Professional Services, at least 48 hours prior to completion of these items to schedule an inspection of the work to be completed. All items listed above are subject to final compliance walk-through.

Sincerely,
MSA Professional Services

A handwritten signature in black ink that reads "Kevin P. Burns". The signature is written in a cursive style with a large, stylized "K" and "B".

Kevin P. Burns, Senior Engineering Technician

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

Charles D. Schwartz, P.E.

Phone: (612) 548-3141

Cell: (651) 272-0041

cschwartz@msa-ps.com



DATE: NOVEMBER 6, 2025

NEUMANN FARMS ATHLETIC COMPLEX MASTER PLAN

MSA spent the month of October developing concept plans for Village review. These plans are currently under review by staff and will be presented on November 12 Public Works meeting.

REQUESTED ACTION:

Update only, no action needed.

2025 MAIN STREET BRIDGE INSPECTION

The Main Street Bridge over the Apple River was inspected October 6th. No major bridge findings were noted. A report will be prepared by the end of the year.

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.

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. Xcel Energy currently has a crew on-site to install power to the lift station.

REQUESTED ACTION:

Update only, no action needed.

PROJECT UPDATE

TID #5 – LATITUDE 45 DEVELOPMENT

Intersection of Parent St/180th Ave intersection wear course is paved. The pond liner is scheduled to be installed the next month weather permitting. The contractor plans to raise all manhole castings & gate valve boxes and complete the remaining second lift of pavement in the development next year.

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 and bituminous trail next year.

REQUESTED ACTION:

Update only, no action needed.

WINESAP PRAIRIE FIRST ADDITION

A preconstruction meeting has been scheduled for the week of October 13. Albrightson Excavating, Inc. is scheduled to start utilities the week of November 10 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.

“OTHER THINGS GOING ON”

- MSA has developed cost estimates for the creation of TID 6.



1411 Winchester Way, Suite 8
Altoona, WI 54720
Phone: 715-214-1360
CapVestPartner.com

November 12, 2025

Mr. Robert Gunther
Public Works/Economic Development Director
Village of Somerset
110 Spring Street, P.O. Box 356
Somerset, WI 54025

RE: Latitude 45 Development Agreement

Dear Mr. Gunther:

L45-Somerset, LLC ("Developer") executed a developer's agreement ("Agreement") with the Village of Somerset ("Village") dated December 5, 2024. Per Article IV. Developer Obligations (F. Construct Public Improvements/Infrastructure), the Developer agreed to construct and install all public utilities and infrastructure improvements necessary to serve the Property. The Village shall provide approval of the Public Improvements upon inspection by the Village. The Developer requests the Village to adopt a resolution for the Acceptance of Public Street, Public Utility and Public Stormwater Improvements at Latitude 45. The Developer has completed outstanding items per preliminary punch list received from MSA Professional Services, Inc. excluding the HMA wear course – see attached.

The Developer requests per Article IV. Developer Obligations (P. Letter of Credit), the reduction in financial guarantee from \$399,306.29 to \$84,153.47 which consists of HMA wear course in the amount of \$76,503.15 plus 10%. See attached AIA Application and Certificate for Payment by Dan's Construction & Excavation, Inc. (highlighted in green) and subsequent lien waivers for documentation.

The HMA wear course installation was requested to be delayed for a freeze & thaw per MSA Professional Services, Inc. and Village. The Developer requests reimbursement in the amount of \$4,625.00 due to 2026 asphalt price increase by Monarch Paving Company – see attached exhibit.

Upon acceptance of the Public Improvements, the Village shall be responsible for snow removal on Parent Street. The Village shall be financially responsible and make repairs for damage resulting from snow removal by Village staff to Public Improvements.

Per Article III. Village Obligations. (A. Up-Front Payment), the Village shall pay \$1,116,800.00 of financial assistance to Developer within sixty (60) days after the first of the following to occur: (1) the issuance of a building permit for the first multi-residential family building within the Project; or (2) the completion of the first binder of asphalt to the public improvements. The Village issued the first building permit on August 25, 2025 – see attached. The first binder of asphalt was installed by Monarch Paving Company on September 22, 2025. Developer requests deferment of payment by Village until January 2026.

The Developer requests reimbursement for change orders resulting from civil plan changes requested by MSA Professional Services, Inc. that were not inclusive in preliminary design, costs, and material quantity provided to Developer by MSA Professional Services, Inc. consisting of:

1. DOT Trail Crossing – Dan's Excavating - \$60,000.00 x 6% CapVest GC Fee (3,600.00) equals \$63,600.00)

2. Storm Sewer Revision – Dan’s Excavating - $\$30,662.00 \times 6\%$ CapVest GC Fee (\$1,839.72) equals \$32,501.72.

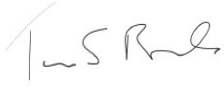
See attached AIA Application and Certificate for Payment by Dan’s Construction & Excavation, Inc. (highlighted in blue). The Developer recognizes that it should be assumed that a pedestrian crossing would need to be installed to connect Parent Street to Highway 35.

The Developer’s civil engineer, AEC designed the storm water system which site plan was approved by the Village of Somerset Board on November 19, 2024, and Village of Somerset Plan Commission on December 5, 2024, along with the State of Wisconsin DSPS. After subsequent approvals, MSA requested modifications due to recurring backyard drainage issues that the Village has had to address.

Subsequently, the Developer requests reimbursement for the Storm Sewer Revision. In lieu of reimbursement, the Developer would agree too the Village assuming responsibility for the snow removal on Meridian Street for a term commensurate with the Agreement, per Article IX. Termination is December 31, 2041.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Bohland'.

Trevor Bohland
CEO

Wisconsin Division
of Safety and Buildings
Wisconsin Stats 101.63, 101.73

**Wisconsin Uniform Building
Permit Application**

App. NO.
Parcel No.

25-198

XXX-XXXX-XX-XXX

The information you provide may be used by other
government agency programs (Privacy Law, s. 15.04 (1)(m))

Other

**Permit
Requested**

☒ Construction ☒ HVAC ☒ Electrical ☒ Plumbing ☒ Erosion ☐ Other

	Owner/Contractor	Lic/Cert#	Mailing Address	Tel & Fax	email
Owner	Capital Investment Partners		1411 WINCHESTER WAY SUITE 8 ALTOONA, WI 54720	(715)214-1360	billing@capvestpartner.com
Dwelling Contractor	Capital Investment Partners	NotApplicable	1411 WINCHESTER WAY SUITE 8		
Dwelling Qualifier	Capital Investment Partners	NotApplicable			
HVAC	Wiersgalla Co,	3214	1710 TRUAX BLVD EAU CLAIRE, WI 54702-0902	(715)839-0707	dian@wiersgalla.com
Electrical Contractor	Richardson Electric	839765	N6265 COUNTY RD V DURAND, WI 54736	(715)672-3357	office@richardsonelectric.net
Master Electrician	Richardson, Jay	1031008	N6146 DARWIN MILL RD DURAND, WI 54736	(715)672-3357	jay@richardsonelectric.net
Plumbing	Kadlec, Jonathan A	230345	14660 46TH AVE N CHIPPEWA FLS, WI 54729-4864	(715)828-8863	kadleckps@yahoo.com

Project Name		8 UNIT APARTMENT	
Project Description		Multi-Family Units	
Project Location	Lot Area	☐ One acre of soil or	☐ City of ☐ Town of ☒ Village of
	Sq. ft.	more will be disturbed	SOMERSET
Building Add.		761 PARENT ST SOMERSET, WI 54025	
County		Subdivision	
Zoning District		Zoning Permit #	
Setbacks:		Front ft. Rear ft. Left ft. Right ft.	
1. Project		3. Occupancy	
New Commercial		☐ Single Family ☐ Two Family ☐ Garage ☒ Other	
2. AREA INVOLVED (sq ft)		4. Const. Type	
Unfin Bsmt	0	Total	0
Living Area	9200		9200
Garage	3640		3640
Deck	448		448
Porch	448		448
Totals	13736		13736
5. Stories		6. Electric	
☐ 1 Story ☒ 2 Story ☐ Other ☐ Plus Basement		Entrance Panel Amps 600 ☒ Underground ☐ Overhead	
7. Walls		8. Use	
☐ Wood Frame ☐ Steel ☐ ICF ☐ Timber/Pole ☐ Other		☐ Seasonal ☒ Permanent ☐ Other	
9. HVAC Equip.		10. Sewer	
☐ Furnace ☒ Radiant Basebd ☐ Heat Pump ☐ Boiler ☐ Central A/C ☐ Fireplace ☐ Other		☒ Municipal ☐ Sanitary ☐ Permit #	
11. Water		12. Energy Source	
☒ Municipal ☐ On-Site Well		Space Htg ☐ Nat. Gas ☐ LP ☐ Oil ☒ Elec. ☐ Solid ☐ Solar Water Htg ☐ Nat. Gas ☐ LP ☐ Oil ☒ Elec. ☐ Solid ☐ Solar	
13. Heat Loss		BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rez-check report)	
14. Estimated Building Cost w/o LAND			
Construction:		Plumbing:	
HVAC:		Erosion:	
Electrical:		Other:	
Un-itemized: \$1,067,000.00		TOTAL: \$1,067,000.00	

I understand that I am subject to all applicable codes, laws, statutes; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality, and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and storm water management. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purposes to inspect the work which is being done.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility.

APPLICANT (Print) <u>David Green</u>		Signature: <u>[Signature]</u>		Date: <u>8/25/2025</u>	
Electronic Signature: David Green		Date: <u>7/7/2025</u>		Municipality Number of Dwelling Location	
Issuing Jurisdiction: ☐ City of ☐ Town of ☒ Village of		State Contracted Inspection Agency #		Municipality Number of Dwelling Location	
Fees		Total		Permits Issued	
Inspection \$4,660.00		\$4660.00		☒ Construction ☒ HVAC ☒ Electrical ☒ Plumbing ☒ Erosion ☐ Other	
State Permit Seal #		Permit Issued By		Name <u>Tony Feuerhelm</u>	
715-207-2343				Phone <u>715-386-5410</u>	
				Date <u>8/21/2025</u>	
				Cert # <u>1090566</u>	

Approval Conditions: This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.

Receipt # 106029

TO OWNER/CLIENT:

CapVest, LLC
1411 Winchester Way
Altoona, Wisconsin 54720

PROJECT:

Latitude 45 - Somerset
Somerset, Wisconsin 54025

APPLICATION NO: 14**INVOICE NO:** 25-009-14**PERIOD:** 11/01/25 - 11/20/25**PROJECT NO:** 25-009**CONTRACT DATE:****FROM CONTRACTOR:**

Dan's Construction & Excavation, Inc.

VIA ARCHITECT/ENGINEER:**CONTRACT FOR:** Bid Package #2**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$3,344,189.00
2.	Net change by change orders	\$226,400.75
3.	Contract Sum to date (Line 1 ± 2)	\$3,570,589.75
4.	Total completed and stored to date (Column G on detail sheet)	\$2,965,862.80
5.	Retainage:	
	a. 4.01% of completed work	\$114,475.60
	b. 4.75% of stored material	\$5,415.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$119,890.60
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$2,845,972.20
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$2,773,390.35
8.	Current payment due:	\$72,581.85
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$724,617.55

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$279,259.00	\$(56,607.00)
Total approved this month:		\$3,748.75	\$0.00
	Totals:	\$283,007.75	\$(56,607.00)
Net change by change orders:		\$226,400.75	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Dan's Construction & Excavation, Inc.

By:

Date:

State of:

County of:

Subscribed and sworn to before

me this day of

Notary Public:

My commission expires:

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$72,581.85

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By:

Date:

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Item Number	Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
	Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
1 Grading																			
1.1	CLEARING AND GRUBBING	2.1	\$3,500.00	\$7,350.00	2.1	\$7,350.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2.1	\$7,350.00	100.00%	\$0.00	\$0.00
1.2	STRIPPING TOPSOIL	23.2	\$3,000.00	\$69,600.00	23.2	\$69,600.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	23.2	\$69,600.00	100.00%	\$0.00	\$0.00
1.3	COMMON EXCAVATION	1	\$194,700.00	\$194,700.00	1	\$194,700.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$194,700.00	100.00%	\$0.00	\$2,235.00
1.4	BORROW EXCAVATION (ADJACENT SITE)	1	\$28,500.00	\$28,500.00	1	\$28,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$28,500.00	100.00%	\$0.00	\$1,425.00
1.5	RESTORATION (Full) (Seed, mulch, fert.;Incl. 6" topsoil)	14.2	\$5,000.00	\$71,000.00	14.2	\$71,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	14.2	\$71,000.00	100.00%	\$0.00	\$3,550.00
1.6	RESTORATION (Temp.) (seed & 2" topsoil)	3.9	\$2,500.00	\$9,750.00	3.9	\$9,750.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	3.9	\$9,750.00	100.00%	\$0.00	\$487.50
1.7	INLET PROTECTION (Type-A)	32	\$50.00	\$1,600.00	41	\$2,050.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	41	\$2,050.00	128.13%	(\$450.00)	\$102.50
1.8	EROSION LOGS (8' LENGTH)	15	\$85.00	\$1,275.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	\$1,275.00	\$0.00
1.9	EROSION MAT	34,062	\$1.75	\$59,608.50	30,776.2857	\$53,858.50	0	\$0.00	3,285.714	\$5,750.00	0	\$0.00	3,285.714	\$5,750.00	34,062	\$59,608.50	100.00%	\$0.00	\$2,692.93
1.10	STONE TRACKING PAD	1	\$350.00	\$350.00	1	\$350.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$350.00	100.00%	\$0.00	\$17.50
1.11	SILT FENCE	4,827	\$2.00	\$9,654.00	3,750	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	3,750	\$7,500.00	77.69%	\$2,154.00	\$0.00
1.12	FOUNDATION EXCAVATION	11	\$35,000.00	\$385,000.00	6	\$210,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$210,000.00	54.55%	\$175,000.00	\$10,500.00
1.13	SEWER & WATER SERVS. STUBBED UP IN EACH BUILDING	11	\$5,000.00	\$55,000.00	11	\$55,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	11	\$55,000.00	100.00%	\$0.00	\$1,250.00
Grading Subtotals				\$893,387.50		\$709,658.50		\$0.00		\$5,750.00		\$0.00		\$5,750.00		\$715,408.50	80.08%	\$177,979.00	\$22,260.43

Item Number	Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
	Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
3.1	REMOVE EX. FORCEMAIN (1.5")	307	\$5.00	\$1,535.00	307	\$1,535.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	307	\$1,535.00	100.00%	\$0.00	\$76.75
3.2	REMOVE EX. FORCEMAIN (4")	202	\$20.00	\$4,040.00	202	\$4,040.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	202	\$4,040.00	100.00%	\$0.00	\$202.00
3.3	REMOVE EX. SAN STUB (8")	28	\$100.00	\$2,800.00	28	\$2,800.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	28	\$2,800.00	100.00%	\$0.00	\$140.00
3.4	CONNECT TO EXISITING PIPE @ LIFT STATION	1	\$1,500.00	\$1,500.00	1	\$1,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$1,500.00	100.00%	\$0.00	\$75.00
3.5	CONNECT TO EXISTING MANHOLE (8" CORE DRILL)	1	\$1,500.00	\$1,500.00	1	\$1,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$1,500.00	100.00%	\$0.00	\$75.00
3.6	CONNET TO EX FORCEMAIN	2	\$1,500.00	\$3,000.00	0	\$0.00	0	\$0.00	2	\$3,000.00	0	\$0.00	2	\$3,000.00	2	\$3,000.00	100.00%	\$0.00	\$150.00
3.7	48" PRECAST CONCRETE MANHOLE (10 structures)	201	\$300.00	\$60,300.00	201	\$60,300.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	201	\$60,300.00	100.00%	\$0.00	\$1,005.00
3.8	FRAME & COVER (Neenah R-1642)	11	\$400.00	\$4,400.00	0	\$0.00	0	\$0.00	11	\$4,400.00	0	\$0.00	11	\$4,400.00	11	\$4,400.00	100.00%	\$0.00	\$220.00
3.9	8" DIP CL 52 FORCEMAIN	1,940	\$61.00	\$118,340.00	1,940	\$118,340.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1,940	\$118,340.00	100.00%	\$0.00	\$4,132.75
3.10	8" SANITARY SEWER SDR 35 (<20' DEPTH)	733	\$35.00	\$25,655.00	733	\$25,655.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	733	\$25,655.00	100.00%	\$0.00	\$0.00
3.11	8" SANITARY SEWER SDR 26 (>20 DEPTH)	2,019	\$40.00	\$80,760.00	2,019	\$80,760.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2,019	\$80,760.00	100.00%	\$0.00	\$2,306.00
3.12	8"X6" WYES	15	\$400.00	\$6,000.00	15	\$6,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	15	\$6,000.00	100.00%	\$0.00	\$100.00
3.13	6" RISERS ON SANITARY MAIN (12)	85.4	\$10.00	\$854.00	85.4	\$854.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	85.4	\$854.00	100.00%	\$0.00	\$42.70

Item Number	Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
	Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
3.14	6" SANITARY SERVICES (W/ TRACER WIRE)	928	\$25.00	\$23,200.00	996	\$24,900.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	996	\$24,900.00	107.33%	(\$1,700.00)	\$831.25
3.15	TRACER WIRE ACCESS BOX	15	\$75.00	\$1,125.00	15	\$1,125.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	15	\$1,125.00	100.00%	\$0.00	\$56.25
Sanitary Subtotals				\$335,009.00		\$329,309.00		\$0.00		\$7,400.00		\$0.00		\$7,400.00		\$336,709.00	100.51%	(\$1,700.00)	\$9,412.70
4 Water Main																			
4.1	CONNECT TO EXISTING 12" WATERMAIN	2	\$1,000.00	\$2,000.00	2	\$2,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2	\$2,000.00	100.00%	\$0.00	\$100.00
4.2	4" OFFSET PACKAGE	1	\$3,500.00	\$3,500.00	1	\$3,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$3,500.00	100.00%	\$0.00	\$0.00
4.3	6" OFFSET PACKAGE	1	\$5,000.00	\$5,000.00	1	\$5,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$5,000.00	100.00%	\$0.00	\$250.00
4.4	8" OFFSET PACKAGE	1	\$7,000.00	\$7,000.00	1	\$7,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7,000.00	100.00%	\$0.00	\$0.00
4.5	12" OFFSET PACKAGE	1	\$8,000.00	\$8,000.00	1	\$8,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$8,000.00	100.00%	\$0.00	\$0.00
4.6	HYDRANT ASSEMBLY (hydrant, valve & lead)	7	\$8,500.00	\$59,500.00	7	\$59,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	7	\$59,500.00	100.00%	\$0.00	\$1,275.00
4.7	8-INCH VALVE & BOX	3	\$3,500.00	\$10,500.00	3	\$10,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	3	\$10,500.00	100.00%	\$0.00	\$175.00
4.8	8-INCH C900 (W/TRACER WIRE)	934	\$40.00	\$37,360.00	961	\$38,440.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	961	\$38,440.00	102.89%	(\$1,080.00)	\$406.00
4.9	12-INCH VALVE & BOX	4	\$6,500.00	\$26,000.00	5	\$32,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	5	\$32,500.00	125.00%	(\$6,500.00)	\$650.00
4.10	12-INCH C900 (W/TRACER WIRE)	2,014	\$72.00	\$145,008.00	2,149	\$154,728.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2,149	\$154,728.00	106.70%	(\$9,720.00)	\$6,825.60
4.11	6-INCH VALVE & BOX	4	\$2,800.00	\$11,200.00	4	\$11,200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$11,200.00	100.00%	\$0.00	\$560.00
4.12	6-INCH C900 (W/TRACER WIRE)	245	\$30.00	\$7,350.00	270	\$8,100.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	270	\$8,100.00	110.20%	(\$750.00)	\$405.00
4.13	4-INCH VALVE & BOX	11	\$2,600.00	\$28,600.00	11	\$28,600.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	11	\$28,600.00	100.00%	\$0.00	\$650.00

Item Number	Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
	Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
4.14	4-INCH C900 (W/TRACER WIRE)	655	\$20.00	\$13,100.00	673	\$13,460.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	673	\$13,460.00	102.75%	(\$360.00)	\$360.00
4.15	TRACER WIRE ACCESS BOX	15	\$75.00	\$1,125.00	15	\$1,125.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	15	\$1,125.00	100.00%	\$0.00	\$56.25
4.16	INSULATION-EXTRUDED POLYSTYRENE (1-INCH 4'X8' SHT)	80	\$85.00	\$6,800.00	80	\$6,800.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$6,800.00	100.00%	\$0.00	\$340.00
Water Main Subtotals				\$372,043.00		\$390,453.00		\$0.00		\$0.00		\$0.00		\$0.00		\$390,453.00	104.95%	(\$18,410.00)	\$12,052.85
5 Storm Sewer																			
5.1	12" RCP	621	\$41.00	\$25,461.00	621	\$25,461.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	621	\$25,461.00	100.00%	\$0.00	\$1,273.05
5.2	15" RCP	30	\$45.00	\$1,350.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	\$1,350.00	\$0.00
5.3	18" RCP	342	\$49.00	\$16,758.00	342	\$16,758.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	342	\$16,758.00	100.00%	\$0.00	\$837.90
5.4	24" RCP	96	\$61.00	\$5,856.00	64	\$3,904.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	64	\$3,904.00	66.67%	\$1,952.00	\$195.20
5.5	30" RCP	1,137	\$140.00	\$159,180.00	1,137	\$159,180.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1,137	\$159,180.00	100.00%	\$0.00	\$7,959.00
5.6	36" RCP	691	\$182.00	\$125,762.00	782	\$142,324.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	782	\$142,324.00	113.17%	(\$16,562.00)	\$7,116.20
5.7	48" RCP	394	\$275.00	\$108,350.00	146	\$40,150.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	146	\$40,150.00	37.06%	\$68,200.00	\$2,007.50
5.8	12" HDPE	849	\$20.00	\$16,980.00	857	\$17,140.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	857	\$17,140.00	100.94%	(\$160.00)	\$857.00
5.9	15" HDPE	822	\$24.00	\$19,728.00	765	\$18,360.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	765	\$18,360.00	93.07%	\$1,368.00	\$918.00
5.10	6" PVC	2,510	\$30.00	\$75,300.00	1,380.5	\$41,415.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1,380.5	\$41,415.00	55.00%	\$33,885.00	\$2,070.75
5.11	8" PVC	3,178	\$25.00	\$79,450.00	1,741.9	\$43,547.50	0	\$0.00	6	\$150.00	0	\$0.00	6	\$150.00	1,747.9	\$43,697.50	55.00%	\$35,752.50	\$2,184.88
5.12	CLEANOUTS W/ Castings	47	\$1,500.00	\$70,500.00	0	\$0.00	0	\$0.00	47	\$70,500.00	0	\$0.00	47	\$70,500.00	47	\$70,500.00	100.00%	\$0.00	\$3,525.00
5.13	CATCH BASIN (2'X3' BOX)	13	\$1,400.00	\$18,200.00	13	\$18,200.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	13	\$18,200.00	100.00%	\$0.00	\$910.00
5.14	36" CONCRETE MANHOLE	0	\$525.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	\$0.00	\$0.00
5.15	48" PRECAST CONCRETE MANHOLE	51.9	\$550.00	\$28,545.00	51.9	\$28,545.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	51.9	\$28,545.00	100.00%	\$0.00	\$1,427.25

Item Number		Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
		Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
6.1		Additional Valve	1	\$6,500.00	\$6,500.00	1	\$6,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$6,500.00	100.00%	\$0.00	\$325.00
CO1 - Additional Valve Subtotals					\$6,500.00		\$6,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$6,500.00	100.00%	\$0.00	\$325.00
7 CO2 - Storm Sewer Revisions																				
7.1		84" Outlet Control Structure	1	\$15,300.00	\$15,300.00	1	\$15,300.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$15,300.00	100.00%	\$0.00	\$765.00
7.2		Rip Rap	260	\$50.00	\$13,000.00	260	\$13,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	260	\$13,000.00	100.00%	\$0.00	\$650.00
7.3		36" RCP Pipe	158	\$182.00	\$28,756.00	158	\$28,756.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	158	\$28,756.00	100.00%	\$0.00	\$1,437.80
7.4		2'x3' Curb Inlet	7	\$1,400.00	\$9,800.00	7	\$9,800.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	7	\$9,800.00	100.00%	\$0.00	\$490.00
7.5		12" RCP Pipe	69	\$41.00	\$2,829.00	69	\$2,829.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	69	\$2,829.00	100.00%	\$0.00	\$141.45
7.6		Neenah 3067L Casting & Grate	7	\$700.00	\$4,900.00	7	\$4,900.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	7	\$4,900.00	100.00%	\$0.00	\$245.00
7.7		12" HDPE Pipe	23	\$20.00	\$460.00	23	\$460.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	23	\$460.00	100.00%	\$0.00	\$23.00
7.8		18" HDPE Pipe	119	\$32.00	\$3,808.00	118	\$3,776.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	118	\$3,776.00	99.16%	\$32.00	\$188.80
7.9		18" RCP Pipe	34	\$49.00	\$1,666.00	34	\$1,666.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	34	\$1,666.00	100.00%	\$0.00	\$83.30
7.10		Inlet Protection	5	\$50.00	\$250.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	\$250.00	\$0.00
7.11		DEDUCT 15" HDPE Pipe	-118	\$24.00	(\$2,832.00)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	(\$2,832.00)	\$0.00
7.12		DEDUCT 15" RCP Pipe	-30	\$45.00	(\$1,350.00)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	(\$1,350.00)	\$0.00
7.13		DEDUCT 48" RCP	-167	\$275.00	(\$45,925.00)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	(\$45,925.00)	\$0.00
CO2 - Storm Sewer Revisions Subtotals					\$30,662.00		\$80,487.00		\$0.00		\$0.00		\$0.00		\$0.00		\$80,487.00	262.50%	(\$49,825.00)	\$4,024.35
8 CO3 - Elevation Issues on 48in RCP																				
8.1		Pipe Crew T&M 10 Hours @ \$790/HR	10	\$790.00	\$7,900.00	10	\$7,900.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	10	\$7,900.00	100.00%	\$0.00	\$395.00
CO3 - Elevation Issues on 48in RCP Subtotals					\$7,900.00		\$7,900.00		\$0.00		\$0.00		\$0.00		\$0.00		\$7,900.00	100.00%	\$0.00	\$395.00
9 CO4 - Storm Sewer Revisions R2																				

Item Number		Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
		Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
9.1		DEDUCT 48" End Wall w/ Trash Guard	-1	\$6,500.00	(\$6,500.00)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00%	(\$6,500.00)	\$0.00
9.2		36" RCP ENDWALL w/ Trash Guard	1	\$4,500.00	\$4,500.00	1	\$4,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$4,500.00	100.00%	\$0.00	\$225.00
CO4 - Storm Sewer Revisions R2 Subtotals					(\$2,000.00)		\$4,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$4,500.00	-225.00%	(\$6,500.00)	\$225.00
10 CO5 - DOT Crossing																				
10.1		Pavement Markings	1	\$10,000.00	\$10,000.00	1	\$10,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$10,000.00	100.00%	\$0.00	\$500.00
10.2		Traffic Control Allowance	1	\$10,000.00	\$10,000.00	1	\$10,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$10,000.00	100.00%	\$0.00	\$500.00
10.3		Concrete Work	1	\$20,000.00	\$20,000.00	1	\$20,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$20,000.00	100.00%	\$0.00	\$1,000.00
10.4		Excavating Work	1	\$20,000.00	\$20,000.00	1	\$20,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$20,000.00	100.00%	\$0.00	\$1,000.00
CO5 - DOT Crossing Subtotals					\$60,000.00		\$60,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$60,000.00	100.00%	\$0.00	\$3,000.00
11 CO6 - Remobilization																				
11.1		Remobilization	1	\$9,000.00	\$9,000.00	1	\$9,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$9,000.00	100.00%	\$0.00	\$450.00
CO6 - Remobilization Subtotals					\$9,000.00		\$9,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$9,000.00	100.00%	\$0.00	\$450.00
12 CO7 - Pond Liner																				
12.1		Pond Liner	1	\$63,770.00	\$63,770.00	0.5	\$31,885.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.5	\$31,885.00	50.00%	\$31,885.00	\$1,594.25
CO7 - Pond Liner Subtotals					\$63,770.00		\$31,885.00		\$0.00		\$0.00		\$0.00		\$0.00		\$31,885.00	50.00%	\$31,885.00	\$1,594.25
13 CO8 - Aggregate Base Change																				
13.1		Aggregate Base Price Increase	1	\$30,000.00	\$30,000.00	1	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$30,000.00	100.00%	\$0.00	\$1,500.00
CO8 - Aggregate Base Change Subtotals					\$30,000.00		\$30,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$30,000.00	100.00%	\$0.00	\$1,500.00
14 CO10 - 2" Conduit Add																				
14.1		2" Conduit Add	510	\$14.00	\$7,140.00	510	\$7,140.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	510	\$7,140.00	100.00%	\$0.00	\$357.00
CO10 - 2" Conduit Add Subtotals					\$7,140.00		\$7,140.00		\$0.00		\$0.00		\$0.00		\$0.00		\$7,140.00	100.00%	\$0.00	\$357.00

Item Number	Line Item Details	Value			Work Completed				Materials						Total Completed & Stored Materials				Retainage
	Description of Work	Scheduled Quantity	Unit Price	Scheduled Value	From Previous Application (Qty.)	From Previous Application (\$)	This Period (Qty.)	This Period (\$)	Previous Materials Stored (Qty.)	Previous Materials Stored	New Materials Stored (Qty.)	New Materials Stored	Materials Presently Stored (Qty.)	Materials Presently Stored	Total to Date (Qty.)	Total to Date (\$)	Total to Date (%)	Balance to Finish	Total
15 CO11 - Expanded Adjustment Rings																			
15.1	Expanded Adjustment Rings	1	\$9,680.00	\$9,680.00	1	\$9,680.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$9,680.00	100.00%	\$0.00	\$484.00
CO11 - Expanded Adjustment Rings Subtotals				\$9,680.00		\$9,680.00		\$0.00		\$0.00		\$0.00		\$0.00		\$9,680.00	100.00%	\$0.00	\$484.00
16 CO12 - Concrete Testing																			
16.1	Concrete Testing	1	\$3,748.75	\$3,748.75	0	\$0.00	1	\$3,748.75	0	\$0.00	0	\$0.00	0	\$0.00	1	\$3,748.75	100.00%	\$0.00	\$187.44
CO12 - Concrete Testing Subtotals				\$3,748.75		\$0.00		\$3,748.75		\$0.00		\$0.00		\$0.00		\$3,748.75	100.00%	\$0.00	\$187.44
Grand Totals				\$3,570,589.75		\$2,775,410.85		\$76,401.95		\$114,050.00		\$0.00		\$114,050.00		\$2,965,862.80	83.06%	\$604,726.95	\$119,890.60



MONARCH PAVING COMPANY

A DIVISION OF MATHY CONSTRUCTION CO. ■ AMERY, WI

768 U.S. Highway 8
Amery, WI 54001
(715) 268-2687
www.monarchpaving.com
EOE, including disability / vets

To:	Dans Construction & Excavation Inc.	Contact:	Chad Olson
Address:	7929 CTH Q Chippewa Falls, WI 54729 UNITED STATES	Phone:	715-456-0098
CO Name:	2026 Asphalt Pricing Increase	Fax:	
Project Location:	180th Ave (Corner Of 35 And CTH C), Somerset, WI	CO ID:	CO 2
		CO Date:	10/10/2025

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
10	Street Surface 2026 Price Increase -Parent Street From 180th Ave To The East -All Of The Private Road.	1.00	LS	\$4,625.00	\$4,625.00
20	Lower Lift Parking Areas Price Increase For Lower Lift Parking Area Paving In 2026 Buildings: 5, 6, 7, 9, 10, 11	1.00	LS	\$4,200.00	\$4,200.00
30	Parking Area Surface Paving 2026 Surface All Parking Areas In 2026	1.00	LS	\$6,800.00	\$6,800.00
40	2" Trail Paving	1.00	LS	\$1,160.00	\$1,160.00

Total Bid Price: \$16,785.00

Notes:

- A signed contract is required prior to the start of work.
- This proposal shall be included in contract. Progress payments shall be invoiced and paid monthly.
- Final price will be determined by Unit(s) Used & Unit Price(s) listed above.
- After signing, please retain one copy and forward a copy to our office on or before the cancellation date.
- This proposal shall be automatically cancelled if written acceptance has not been received by Contractor within 30 days of the Proposal Date and/or at any time before performance of the work hereunder upon CONTRACTOR'S determination that there is inadequate assurance of payment.
- Same terms and conditions as the original contract

Payment Terms:

Payment is due upon receipt of invoice.

By my signature herein I authorize CONTRACTOR to review personal OR business Credit Reports to evaluate financial readiness to pay amounts set forth in this Proposal/Contract.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Monarch Paving Company  Authorized Signature: _____ Estimator: Randy Mewes 219-805-3763 randy.mewes@monarchpaving.com
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ORDINANCE A-710

AN ORDINANCE AMENDING SECTION 10-1-28(b)(5), CODE OF ORDINANCES, IN
THE VILLAGE OF SOMERSET, WISCONSIN

THE VILLAGE BOARD OF THE VILLAGE OF SOMERSET, WISCONSIN DOES
ORDAIN AS FOLLOWS:

THAT SECTION 10-1-28(b)(5) Parking prohibited or limited at certain times and
places, of the Village Ordinances is hereby amended as follows:

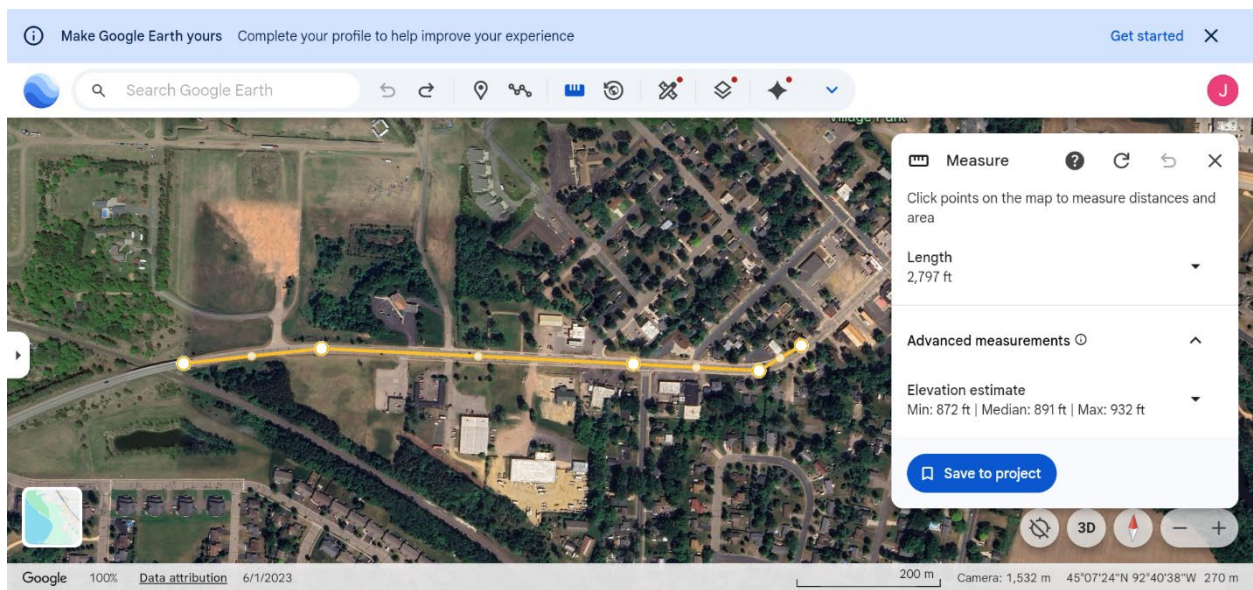
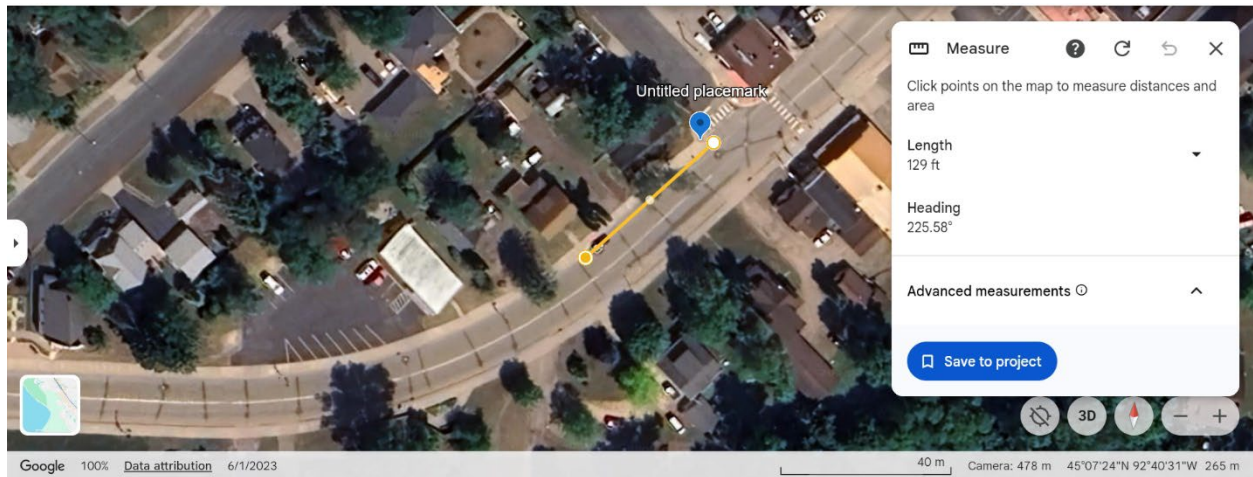
No person shall stop, park or allow any vehicle to stand at any time on either side
of the roadway of Main Street (City Road VV) beginning ~~at~~ 130 feet west of the
intersection of ~~Depot~~ Hud Street thence westerly two thousand ~~one~~ eight
hundred ~~fifty (2,150)~~ (2,800) feet to the western part of the Village limits, Village
of Somerset.

Enacted this 18th day of November 2025

Donald Kern, Village President

Jessica Lehman, Village Clerk

10-1-28(b)(5) No person shall stop, park or allow any vehicle to stand at any time on either side of the roadway of Main Street (City Road VV) beginning at **130ft west of** the intersection of ~~Depot Street~~ **Hud Street** thence westerly ~~two thousand one hundred fifty (2,150)~~ **two thousand eight hundred (2,800)** feet to the western part of the Village limits, Village of Somerset.



Sec. 10-1-28. - Parking prohibited or limited at certain times and places.

(a) *All Night Parking Prohibited.* No person shall park or leave standing a vehicle whether attended or unattended between the hours of 4:30 a.m. and 7:00 a.m. in any given year, on any of the following streets:

- (1) On Main Street and Church Hill Road (State Highway #35) from the west Village limits to the north Village limits.
- (2) On Main Street (State Highway #35) from Church Hill Road to the east Village limits.
- (3) On Spring Street and Sunrise Drive from the north Village limits to the south Village limits.
- (4) On Cloutier Drive from Sunrise Drive to Depot Street.
- (5) The Municipal Parking Lot located at 110 Spring Street.
- (6) Somerset Public Library parking at 208 Hud Street.

(b) *Parking Prohibited.*

- (1) No person shall stop, park or allow any vehicle to stand at any time on either side of the highway of Church Hill Road (State Highway #35), beginning at its intersection with Main Street (State Highway #35) thence Northerly for a distance of nine hundred forty (940) feet on the west side and no parking on the east side to the Village limits all in the Village of Somerset, St. Croix County, Wisconsin.
- (2) No person shall stop, park or allow any vehicle to stand at any time on either side of the roadway of Main Street (State Highway #35), beginning at its intersection with Church Hill Road (State Highway #35) thence Easterly for a distance of one thousand three hundred twenty (1,320) feet, all in the Village of Somerset, St. Croix County, Wisconsin.
- (3) No person shall stop, park or allow any vehicle to stand at any time on either side of Main Street from the intersection of Spring Street Easterly to the intersection of Church Hill Road.
- (4) No person shall stop, park, or allow any vehicle to stand at any time on the northeasterly side of Spring Street from River Street eighty-three (83) feet northwest.
- (5) No person shall stop, park or allow any vehicle to stand at any time on either side of the roadway of Main Street (City Road VV) beginning at the intersection of Depot Street thence westerly two thousand one hundred fifty (2,150) feet to the western part of the Village limits, Village of Somerset.
- (6) No person shall stop, park or allow any vehicle to stand, at any time, except for an emergency as defined in Sec. 346.50, Wis. Stats., from Memorial Day weekend through Labor Day weekend of each year, except "floaters" buses loading at a designated bus stop, on the following street:

River Street from Spring Street to Main Street.

- (7) The only exceptions to this Subsection are those enumerated in Sec. 346.50, Wis. Stats., and they are hereby incorporated by reference, with the same effect as if set out in full herein.
- (8) No person shall stop, park or allow any vehicle to stand at any time on the south side of Schachtner Street.
- (9) No person shall stop, park or allow any vehicle to stand at any time on the southerly side of Meadow Lane beginning at the intersection of City Road VV and Meadow Lane going easterly to the intersection of Meadow Lane and Somerset Lane.
- (10) No person shall stop, park, or allow any vehicle to stand at any time on the west side of Depot Street.
- (c) *Stopping Prohibited.* No person shall stop, park, or allow any vehicle to stand, at any time except for an emergency as defined in Sec. 346.50, Wis. Stats., on Parent Street from the intersection of Main Street (State Highway #35) southeasterly to the Village limits.
- (d) *Parking Time Limit.* No person shall park any vehicle longer than one-half (½) hour between the hours of 9:00 a.m. to 3:00 p.m. Monday through Friday on the following streets:
 - (1) On the northeasterly side of Spring Street beginning two hundred forty (240) feet northwesterly from the southeasterly corner of Spring Street to three hundred seventy-two (372) feet northwesterly from said corner.
 - (2) No person shall park any vehicle longer than one-half (½) hour on the following streets between the hours of 10:00 a.m. and 10:00 p.m.:
 - (3) On the northeasterly side of Spring Street beginning one hundred thirty-two (132) feet from the southeast corner of Spring Street and Main Street to one hundred forty-eight (148) feet southeast.
 - (4) No person shall park any vehicle longer than one-half (½) hour on the following street between the hours of 11:00 a.m. to 8:00 p.m., Tuesday through Friday:
 - a. On the northeasterly side of Hud Street, beginning twenty (20) feet from the southeast corner of Hud Street and Garfield, then southeasterly fifty (50) feet.
 - (5) No person shall park any vehicle longer than fifteen (15) minutes on the following street:
 - a. On the northeasterly side of Hud Street beginning thirty (30) feet from the southeast corner of Hud Street at Main Street, then northeasterly fifty (50) feet.
- (e) *Winter Parking Restrictions.* No person shall park or leave standing a vehicle or trailer attended or unattended on any street within the Village of Somerset between the hours of 2:30 a.m. and 6:00 a.m. from November 15 through April 1 of the following year.

(Ord. No. A-586, 2-23-2010; Ord. No. A-601, 9-20-2011; Ord. No. A-603, 10-16-2012; Ord. No. A-621, 4-21-2015; Ord. No. A-691, 2-13-2024; Ord. No. A-694, 8-20-2024)

VILLAGE OF SOMERSET, WISCONSIN

RESOLUTION NO. 2025-11

RESOLUTION TO BORROW FROM THE TRUST FUNDS OF THE STATE OF WISCONSIN IN AN AMOUNT NOT TO EXCEED \$1,510,000.00, FOR FINANCING TID #7 PROPERTY ACQUISITION

BE IT RESOLVED by the Village Board of the Village of Somerset, in the County of St. Croix, Wisconsin, will borrow from the Trust Funds of the State of Wisconsin the sum of One Million Five Hundred Ten Thousand and 00/100 Dollars (\$1,510,000.00) for the purpose of financing TID #7 property acquisition and for no other purpose.

Adopted by the Village Board on November 18, 2025.

Donald Kern, Village President

Jessica Lehman, Village Clerk

VILLAGE OF SOMERSET, WISCONSIN

RESOLUTION NO. 2025-12

RESOLUTION TO BORROW FROM THE TRUST FUNDS OF THE STATE OF WISCONSIN IN AN AMOUNT NOT TO EXCEED \$993,486.00, FOR FINANCING TID #5 UTILITY INFRASTRUCTURE

BE IT RESOLVED by the Village Board of the Village of Somerset, in the County of St. Croix, Wisconsin, will borrow from the Trust Funds of the State of Wisconsin the sum of Nine Hundred Ninety Three Thousand Four Hundred Eighty Six and 00/100 Dollars (\$993,486.00) for the purpose of financing TID #5 Utility Infrastructure and for no other purpose.

Adopted by the Village Board on November 18, 2025.

Donald Kern, Village President

Jessica Lehman, Village Clerk

To: Village of Somerset Trustees

From: Janna Stewart (516 Hud St, email [REDACTED])

Date: 11/02/2025

Subject: Village Board Trustee Vacancy

I am a resident of the Village of Somerset, over age 18, and a legal citizen of the United States. I am interested in serving as a Somerset Village Trustee

- 1) I would like to use my skills and experience to assist the Board in making Somerset a safe, vibrant, and well-run community. I have served on similar boards in other communities, and I have found this work to be important and rewarding. I believe residents need to be engaged and active in community government. There is always more work than there are citizens willing to work.
- 2) I am a retired attorney, formerly licensed in Minnesota and Alaska, with more than 30 years of legal experience in public/nonprofit service. I was a prosecutor, a lower court judge, and an attorney for the Alaska Supreme Court. I worked on legislation and coordinating regulations. I trained magistrates and child support enforcement workers, and prepared training materials for the general public. I wrote and evaluated grants for state agencies and the Federal Bureau of Justice Assistance. I lived and worked in communities both large and small, including remote and rural villages in Alaska accessible only by air. I was in charge of awarding millions of dollars in funds provided by the Government of Japan for the cleanup of marine debris that inundated that coastline of Alaska and other states following the 2011 Tohoku tsunami.
- 3) I was on the Board of Directors of several non-profit boards, including one with an endowment of over a billion dollars where I advocated for the health needs of small rural communities. I served on a municipal property appraisal review board. I twice served on community and neighborhood advisory boards. I have been assisting at the Somerset food Community Food Pantry since I came to Somerset.
- 4) My goal would be to step in and learn to assist the Trustees with the work that they are presently doing for the community. I respect the need for continuity, and I don't presume to yet have insight into new or looming issues. I believe with my skills and experience I might be able to offer fresh insight. I have no community biases, serve no favorites, and have no axe to grind.

Personal Details: I grew up in a suburb of Minneapolis, attended state universities in Minnesota and California, and lived for nearly a decade in a small rural farm community in Missouri. Although I have lived in Somerset only since May, I've been visiting the community for ten years, and for years it has been my plan to move here to be near family. My husband died in February at the age of 94, after serving in the US Air Force for 24 years, including underground at the Strategic Air Command headquarters during the Cuban missile crisis. I am MUCH younger than he was! After his death, I moved to Somerset where he and I had been informally investing in real estate with my niece and her husband.

November 2, 2025

Dear Village of Somerset Board of Trustees,

I am writing to express my sincere interest in serving on the Somerset Village Board to fill the current trustee vacancy.

1. Why I am interested in serving on the Somerset Village Board

I am genuinely committed to the future of Somerset and care about the well-being of our residents. Stability and continuity on the Board are essential to advancing the important work already underway. Filling this interim position with someone who understands the community, has a proven record of board leadership, and can step in seamlessly will help maintain momentum and ensure that decisions reflect both consistency and thoughtful vision. I would be honored to contribute my experience and energy to help guide our village through its next chapter with care and dedication.

2. Qualifications that I feel would make me an effective trustee

Professionally, I serve as Director of Solution Engineering at CBORD, a technology company within Roper Industries. In this role, I lead a team that scopes and delivers large-scale projects for hospitals, universities, and major food service clients, including US Foods and Aramark. This work has sharpened my ability to manage complex initiatives, balance diverse stakeholder priorities, and drive results under pressure - skills that translate directly to the responsibilities of the Village Board.

In addition, I serve as the President of the National Association of College and University Food Service (NACUFS) Industry Advisory Task Force. In this role, I bring together many industry stakeholders who serve and support our collegiate dining partners. I lead strategic planning, engagement initiatives, and financial contributions to ensure strong support of our institutional partners. I have honed my ability to build consensus and foster collaboration to achieve shared goals.

In 2015, I earned a Certificate in Servant Leadership from the University of Wisconsin's School of Business. The principles I embraced through that training continue to guide my approach to public service, ensuring that our community's needs remain at the forefront. Servant leaders lead with humility, placing the well-being of others above personal interests. This philosophy fosters inclusive participation, creating space for every voice to be heard and for others to lead, contribute, and take ownership in shaping our shared future.

3. Prior municipal and/or community service

Before relocating to Somerset, I served on the board of directors of the Community Action Coalition for Southcentral Wisconsin for seven years, including four years as Board President. I led a 15-member board in the financial planning and oversight of a \$28 million budget, ensuring compliance with a range of federal, state, and private grant requirements. I also led two comprehensive community needs assessments across Dane, Jefferson, and Waukesha Counties, helping to shape responsive programming and resource allocation for underserved populations.

As a founder and President of the Somerset Champions Council, I have worked to transform this grassroots organization into a growing nonprofit that recently received its second grant for initiatives that improve the lives of people in the Somerset community. My work with the Somerset Champions Council has focused on building organizational capacity, fostering community partnerships, supporting families, and promoting inclusive community engagement.

4. My goals and priorities if appointed to the Board

If appointed, my priorities would include:

- Ensuring fiscal responsibility and long-term planning for village initiatives
- Supporting responsible growth and development that reflects the needs and values of Somerset residents
- Enhancing transparency and communication between the Board and the community
- Strengthening partnerships with local organizations and businesses

I am ready to serve with commitment, collaboration, and a deep respect for the work that has already been done. Thank you for your consideration.

Warm regards,

Cathy Ness

[REDACTED]

[REDACTED]

Somerset Village Board Members,

Letter of Interest in Village Trustee Vacancy

This is to formally express my interest in filling the vacant Trustee position on the Village Board for the remainder of its term, April 2026.

1. Why are you interested in serving on the Somerset Village Board?

I have been actively involved on the sidelines for many years and would like the opportunity to step forward and serve on the Board to help set a path for improving the growth of our community. I feel Somerset is at a cornerstone with many great opportunities and has plenty to offer.

2. Qualifications that you feel would make you an effective trustee.

I have had 45 years in the construction industry from residential to large commercial projects. My experience can offer insight to how we develop in our community.

3. Prior municipal and/or community service.

Currently sitting on the: Somerset Planning Commission
Fire Commission
Joint Review Board

Past Youth mentoring through Coaching and Board positions:

Somerset Baseball and Softball
Somerset Youth Hockey Association
Somerset High School Boys Hockey
Somerset/New Richmond Girls High School Hockey

Member of St Anne's Church, actively involved in church and school projects.

4. Your respective goals/priorities if appointed to the Board for the duration of the term.

My goal will be to bring the most impact in the short time remaining on this seat. I will draw on my past experiences from construction, engineering and project design.

In closing, I will be open to the needs and requests of our community. I will listen to what is presented and ask questions, respectfully discuss, with the goal of bringing productive and great change to our community. Our future looks bright and I would like to be a part of it.

Thank you for your time and consideration.

Respectfully submitted
David Wolner

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

November 2025

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

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EMPLOYMENT PRACTICES AND COMPLAINTS

EQUAL EMPLOYMENT OPPORTUNITY

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 clerk 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 head, 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 head 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 Continuation Plan. Contributions to the Wisconsin Income Continuation 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 department head and the village clerk 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 clerk 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 department head and the village clerk of your need to respond. If notification is not possible or you are unable to contact your department head and the village clerk, 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 clerk.

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 department head and the village clerk 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 department head and all department heads 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, and visitors 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 November 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 an employment contract with me. I understand that the employee handbook, dated November 2025, supersedes and replaces all previous employee handbooks, manuals, any inconsistent verbal or written policy statements, policies and/or procedures on the matters addressed herein and that any previous employee handbook and/or manuals no longer have any force or effect.

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

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

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

Employee Signature

Date

Employee Name (Print)

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