VILLAGE OF WHITING
RESOLUTION 2026-05
COMPLIANCE MAINTENANCE ANNUAL REPORT

NOW THEREFORE BE IT RESOLVED that the Village of Whiting informs the Wisconsin Department of Natural Resources that the following actions were taken by the Village Board of the Village of Whiting:

1. Reviewed the 2025 Compliance Maintenance Report.
2. Determined no remedial actions are necessary to maintain effluent requirements contained in the WPDES permit at this time.

Adopted this 9th day of June, 2026 by the Village Board of the Village of Whiting.

By_____
Bill Taugner, Village President

Attest:
By_____
Pam Filtz, Clerk-Treasurer

Compliance Maintenance Annual Report

Village Of Whiting

Last Updated: 5/19/2026 Reporting For: **2025**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.2514	x	135	x	8.34	=	283
February	0.2369	x	130	x	8.34	=	256
March	0.2358	x	118	x	8.34	=	231
April	0.2890	x	102	x	8.34	=	247
May	0.3073	x	102	x	8.34	=	261
June	0.2893	x	95	x	8.34	=	230
July	0.2840	x	88	x	8.34	=	208
August	0.2607	x	97	x	8.34	=	211
September	0.2480	x	101	x	8.34	=	209
October	0.2275	x	127	x	8.34	=	240
November	0.2191	x	139	x	8.34	=	255
December	0.2105	x	126	x	8.34	=	222

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.79	x	90	=	0.711
		x	100	=	.79
Design BOD, lbs/day	859	x	90	=	773.1
		x	100	=	859

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					**0**

0

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3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

● Yes Enter last calibration date (MM/DD/YYYY) 2025-01-06

o No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

o No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

o Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
o Yes	o Yes	o Yes
● No	● No	● No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

o Yes gallons

● No

Holding Tanks

o Yes gallons

● No

Grease Traps

o Yes gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

o Yes

● No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

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- ○ Yes
- ● No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	4	1	0	0
March	30	27	5	1	0	0
April	30	27	6	1	0	0
May	30	27	5	1	0	0
June	30	27	5	1	0	0
July	30	27	5	1	0	0
August	30	27	4	1	0	0
September	30	27	5	1	0	0
October	30	27	2	1	0	0
November	30	27	2	1	0	0
December	30	27	2	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						**0**

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

o Yes Enter last calibration date (MM/DD/YYYY)

● No

If No, please explain:

We operate a mechanical plant that does not have an effluent flow meter. Effluent flow is determined from the influent flow meter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

o Yes

● No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

o Yes

● No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

o Yes

o No

● N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance	
January	30	27	7	1	0	0	
February	30	27	7	1	0	0	
March	30	27	7	1	0	0	
April	30	27	7	1	0	0	
May	30	27	8	1	0	0	
June	30	27	8	1	0	0	
July	30	27	9	1	0	0	
August	30	27	8	1	0	0	
September	30	27	9	1	0	0	
October	30	27	5	1	0	0	
November	30	27	6	1	0	0	0
December	30	27	6	1	0	0	
* Equals limit if limit is <= 10							
Months of Discharge/yr				12			
Points per each exceedance with 12 months of discharge:					**7**	**3**	
Exceedances					0	0	
Points					0	0	
Total Number of Points						**0**	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.93	0.393	1	0
February	.93	0.423	1	0
March	.93	0.390	1	0
April	.93	0.431	1	0
May	.93	0.386	1	0
June	.93	0.417	1	0
July	.93	0.381	1	0
August	.93	0.350	1	0
September	.93	0.453	1	0
October	.93	0.346	1	0
November	.93	0.324	1	0
December	.93	0.300	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				**10**
Exceedances				0
Total Number of Points				**0**

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

294.3 acres

2.1.2 How many acres did you use?

24 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year? **0**

- ○ Yes (30 points)
- ● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- ● Yes
- ○ No (10 points)
- ○ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - AEROBIC CAKE SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75									<6.8					0	0
Cadmium		39	85									.78					0	0
Copper		1500	4300									530					0	0
Lead		300	840									56					0	0
Mercury		17	57									1.3					0	0
Molybdenum	60		75									6.2				0		0
Nickel	336		420									40				0		0
Selenium	80		100									<13				0		0
Zinc		2800	7500									670					0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- ● 0 (0 Points)

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- o 1-2 (10 Points)
- o > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- o Yes
- o No (10 points)
- ● N/A - Did not exceed limits or no HQ limit applies (0 points)
- o N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- ● 0 (0 Points)
- o 1 (10 Points)
- o > 1 (15 Points)

0

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- o Yes (20 Points)
- ● No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	**003**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2025 - 12/31/2025
Density:	335,237
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	A second set of 7 discrete fecal coliform samples were collected from our sludge storage area as the first set of results were inconsistent and significantly lower than what we normally observe. Both sets of samples were collected prior to land applying our sludge.

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Outfall Number:	**003**
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2025 - 12/31/2025
Density:	340
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Aerobic digestion is utilized to process sludge. Sludge is then dewatered and stored in sludge storage beds.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	**003**
Method Date:	10/22/2025
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	45.2

0

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

- ○ Yes (40 Points)
- ● No

If yes, what action was taken?

6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

- ● >= 180 days (0 Points)
- ○ 150 - 179 days (10 Points)
- ○ 120 - 149 days (20 Points)
- ○ 90 - 119 days (30 Points)
- ○ < 90 days (40 Points)
- ○ N/A (0 Points)

0

6.2 If you checked N/A above, explain why.

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7. Issues

7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

NA

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

- ● Yes
- o No

If No, please explain:

Could use more help/staff for:

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

- ● Yes
- o No

If No, please explain:

2. Preventative Maintenance

2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?

- ● Yes (Continue with question 2) ☐☐
- o No (40 points)☐☐

If No, please explain, then go to question 3:

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?

- ● Yes
- o No (10 points)

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

- ● Yes
  - ● Paper file system
  - o Computer system
  - o Both paper and computer system
- o No (10 points)

0

3. O&M Manual

3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?

- ● Yes
- o No

4. Overall Maintenance /Repairs

4.1 Rate the overall maintenance of your wastewater plant.

- ● Excellent
- o Very good
- o Good
- o Fair
- o Poor

Describe your rating:

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All equipment is regularly maintained, repaired promptly when needed and all work is clearly documented.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ● Yes (0 points)
- o No (20 points)

Name: JACOB M WILCOX

Certification No: 37200

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Basic	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory		X		
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- ● Yes (0 points)
- o No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- o Yes
- o No
- ● N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- ● Yes
- o No
- o N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

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3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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☐ An arrangement with another certified operator ☐ An arrangement with another community with a certified operator ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year ☐ A consultant to serve as your certified operator ☐ None of the above (20 points) If "None of the above" is selected, please explain:	**0**
4. Continuing Education Credits 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: o Averaging 6 or more CECs per year. o Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. o Averaging less than 8 CECs per year.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Financial Management

1. Provider of Financial Information

Name: Pam Filtz

Telephone: 715 341 2742 (XXX) XXX-XXXX

E-Mail Address (optional): clerk@vi.whiting.wi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- o No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2025

- ● 0-2 years ago (0 points) ☐☐
- o 3 or more years ago (20 points)☐☐
- o N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- o No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2025

- ● 1-2 years ago (0 points)☐☐
- o 3 or more years ago (20 points)☐☐
- o N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 363,453.04
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 363,453.04
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 76,651.97

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 440,105.01

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Additions include earned interest and an annual deposit to the equipment replacement fund. There were no subtractions from the fund in 2025.

3.3 What amount should be in your Replacement Fund? $ 788,930.00

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ○ Yes
- ● No

If No, please explain.

Our Village Clerk transfers equipment replacement funds to its designated account annually. $60,000 was transferred in 2025. We will continue to add to this account and replenish funds when they are utilized for equipment repairs and replacements.

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4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.☐☐
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Our sludge press has become obsolete and we can no longer purchase replacement parts. The sludge dewatering system will have to be replaced as our current sludge dewatering system has reached the end of its useful life.	$700,000	2028
2	SCADA Computer Replacement	$17,500	2026

5. Financial Management General Comments

Our Utility Committee closely monitors revenues and expenditures to ensure the wastewater utility has the funds needed to operate efficiently.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	657	
February	370	
March	174	
April	204	
May	186	
June	163	
July	194	
August	202	
September	203	
October	167	
November	135	
December	185	
Total	**2,840**	**0**
Average	**237**	**0**

6.1.2 Comments:

There are three lift stations in our collection system. However, we are only responsible for the energy costs associated with one of those lift stations. The data reported is representative of that single lift station.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

We do not have any practices or equipment changes planned for the future at this time.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	20,938	7.79	2,688	8.77	2,387	692
February	19,200	6.63	2,896	7.17	2,678	706
March	19,098	7.31	2,613	7.16	2,667	636
April	18,570	8.67	2,142	7.41	2,506	505
May	19,833	9.53	2,081	8.09	2,452	280
June	20,442	8.68	2,355	6.90	2,963	6
July	21,864	8.80	2,485	6.45	3,390	7
August	19,696	8.08	2,438	6.54	3,012	7
September	20,216	7.44	2,717	6.27	3,224	6
October	18,255	7.05	2,589	7.44	2,454	4
November	16,634	6.57	2,532	7.65	2,174	217
December	21,820	6.53	3,342	6.88	3,172	560
Total	**236,566**	**93.08**		**86.73**		**3,626**
Average	**19,714**	**7.76**	**2,573**	**7.23**	**2,757**	**302**

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☒ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System

☒ UV Disinfection
☒ Variable Speed Drives
☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Improvements and repairs to outdated HVAC system and replacing failed light fixtures with more efficient LED fixtures.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?
● No
○ Yes

If Yes, how is the biogas used (Check all that apply):
☐ Flared Off
☐ Building Heat
☐ Process Heat
☐ Generate Electricity
☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?
○ No
● Yes

☒ Entire facility
Year: 2021
By Whom: Wisconsin Rural Water Association
Describe and Comment:

A representative from the Wisconsin Rural Water Association assess every piece of equipment at our wastewater treatment facility and was able to identify specific equipment that was consuming large amounts of energy. Recommendations were provided on how to improve energy efficiency which have since been put into practice.

☐ Part of the facility
Year:

Compliance Maintenance Annual Report

Village Of Whiting

Last Updated: 5/19/2026

Reporting For: **2025**

By Whom:

Describe and Comment:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Village Of Whiting

Last Updated: 5/19/2026 Reporting For: **2025**

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Clean 33% of sewer pipes.
2. Inspect 33% of sewer manholes.
3. Inspect and test lift station equipment and alarms weekly.

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2021-03-01

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Village Of Whiting

Last Updated: 5/19/2026 Reporting For: **2025**

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
☒ A description of routine operation and maintenance activities (see question 2 below)
☒ Capacity assessment program
☒ Basement back assessment and correction
☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
☒ Construction, Inspection, and Testing
☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures
☒ Response order, timing and clean-up
☒ Public notification protocols
☒ Training
☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis
☐ Sewer System Evaluation Survey (SSES)
☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
☐ Lift Station Evaluation Report
☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	42	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1	% of system/year
Manhole inspections	36	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

Compliance Maintenance Annual Report

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Private sewer I/I removal: 0 % of private services

River or water crossings: 0 % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

29.9	Total actual amount of precipitation last year in inches
32.6	Annual average precipitation (for your location)
14.5	Miles of sanitary sewer
3	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
0.254	Average daily flow in MGD (if available)
0.320	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

o Yes

● No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

o Yes

Compliance Maintenance Annual Report

Village Of Whiting

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- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

A section of deteriorated force main was replaced with new sewer pipe and manholes resulting in decreased I/I in 2025.

5.4 What is being done to address infiltration/inflow in your collection system?

Sewer televising is periodically conducted to identify deficiencies in our collection system as well as performing manhole inspections. When deficiencies are identified they are reported immediately and repaired as needed.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Village Of Whiting

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Grading Summary

WPDES No: 0021636

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			**32**	**128**
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

Compliance Maintenance Annual Report

Village Of Whiting

Last Updated: 5/19/2026 Reporting For: **2025**

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00

VILLAGE OF WHITING

REQUEST FOR SOLID WASTE AND RECYCLING SERVICES PROPOSALS

The Village of Whiting, Portage County, Wisconsin seeks proposals for Residential Curbside Solid Waste and Recycling Collection and Disposal Services for its 612 residences.

Scope of Work

- The Village requests weekly collection of both waste and recycling services.
- Service Provider will provide each household with one 95-gallon container for waste and one 95-gallon container for recycling.

Term

The Contract Period would begin on January 1, 2027 and end on December 31, 2032 with an optional one -year renewal.

The Village of Whiting reserves the right to reject any or all proposals.

For more information, contact Pam Filtz, Village of Whiting, at (715) 341-2742 or at clerk@vi.whiting.wi.gov for more information.

Proposals are to be sent to the Whiting Village Hall, 3600 Water Street, Stevens Point, WI and must be received by noon June 22, 2026.

From: **Joe Eichsteadt** <jeichsteadt@protonmail.com>
Date: Tue, May 26, 2026 at 8:22 PM
Subject: GiTi Development LLC formal request
To: <btwhiting39@gmail.com>, <clerk@vi.whiting.wi.gov>
Cc: <roger_teske@hotmail.com>, <jwilcox@villageofwhiting.com>

Good evening,

GiTi Development LLC would like to make a formal request of the Village to partially deviate from 26.08 requiring water from the Village for Paper Mill Estates.

Please find the attached request. Of course, please let me know if you have any questions.

Thank you,

Joe Eichsteadt, PE
JE Engineering & Design
715-315-0062



JE
CIVIL ENGINEERING

To: Mr. Bill Taugner, Village of Whiting President

From: Joe Eichsteadt, PE on behalf of Mr. Roger Teske, GiTi Development LLC

Date 5/26/26

RE: Paper Mill Estates & Request for water services from the City of Stevens Point.

GiTi Development LLC would like to formally request that Lots 1-8 be served by water main already existing along the north side of Sherman Avenue. Lots 7&8 would be served by village-owned water main. Lots 1-6 are requested to be served by City of Stevens Point.

During the plan development phase, at the end of April, cost estimates were derived for Phase 1 of Paper Mill Estates Subdivision. Phase 1 costs to install water main is estimated to be $275,000 (34,375/lot). The design for phase 1 includes routing 8-inch water main along Sherman Avenue from Whiting Rd westward to service the 8 new lots along Sherman Ave and then turning south for several hundred feet to loop water main to the future Log Yard Court.

In consideration of the high infrastructure costs, it was required that we review other options. We wanted to find a way to reduce the amount of infrastructure in a way that does not diminish the Village's ability to maintain and operate an extension to the water main system. The proposal is to have 6 lots along Sherman Ave be serviced by the City of Stevens Point for the primary reason that on water already exists and economically does not make sense for the developer nor does it seem to make sense for the Village. The Village would not need to maintain nor replace the high-valued water main infrastructure in perpetuity for those 6 lots. It is a cost that would be borne by the utility customers and annual water rate revenues would not support.

According to the September 17, 2025 Water Utility rates from the PSC, the cost for water service to the 6 lots is approximately $5100/year. It would take nearly 54 years to recoup today's capital cost. This does not include water treatment costs nor operational and maintenance costs. Over the same 54-year period, using a 1.5% inflation replacement costs could be over $600,000. Obviously there are a lot of variables at play, including looking at the water main as a 80 to 100-year asset. However, this starts to point toward the amount of infrastructure compared to the amount of services for this initial phase of the project.

When comparing the cost to Phase II of the project, the costs per lot will essentially but cut in half because lots will be on both sides of the roadway.

Also, water main looping will remain for the future phases of the subdivision.

Getting service from the water main already along Sherman Ave would cost just over $100,000. Water services would be extended across Sherman Ave to the 8 lots. 6 lots could be serviced via Stevens Point water main and 2 lots serviced by Village water main.

JE ENGINEERING & DESIGN jeichsteadt@protonmail.com 715-315-0062

JE
CIVIL ENGINEERING

Thank you for your consideration of this request.

Joe Eichsteadt

Enclosures:

- *Ordinance Background*
- *Cost Estimates*
- *Phase I plans prior to cost review*

Cc: Roger Teske, Jacob Wilcox, Director of Public Works and Utilities, Pam Filtz, Village Clerk

JE ENGINEERING & DESIGN jeichsteadt@protonmail.com 715-315-0062

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CIVIL ENGINEERING

Village Ordinances:

Chapter 26.08 of the Village of Whiting ordinances requires that "A public water main extension adequate to serve the subdivision and compatible with the Village-wide water system shall be provided and include a lateral connection for each lot and a satisfactory connection to the Village water system."

Sec. 26.17 Variations and Exceptions

1) Where the Plan Commission finds that extraordinary hardships or particular difficulties may result from strict compliance with these regulations, it may recommend to the Village Board variations or exceptions to the regulations so that substantial justice may be done and the public interest secured, provided that such variation or exception shall not have the effect of nullifying the intent and purpose of this Chapter.

2) The Plan Commission shall not recommend variation or exceptions to the regulations of this Chapter unless it shall make findings based upon the evidence presented to it in each specific case that:

a. The granting of the variation will not be detrimental to the public safety, health, or welfare or injurious to other property or improvements in the neighborhood in which the property is located. ***(Requester finds no detrimental effects to the public safety health or welfare nor injurious in any way.)***

b. The conditions upon which the request for a variation is based are unique to the property for which the variation is sought and are not applicable, generally to other property. ***(Requester finds that this situation is unique and not applicable to other properties, generally, and has no intention of pursuing this request for other lots in the subdivision.)***

c. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out. ***(Requester finds that an additional $175,000 when water main already present is a hardship and puts the residential development in jeopardy of not moving forward.)***

13.09 City of Stevens Point Ordinance has been addressed verbally and in writing with Mr. Joel Lemke, Director of Public Utilities and Transportation for the City of Stevens Point who stated in a May 14th email that, "It's true that the properties are not mentioned as authorized for service through our ordinance. If requested, I would take an ordinance amendment forward to see if we could get those properties approved. Given that the infrastructure is there, I don't see why it would be denied." Mr. Lemke, of course, acknowledges that the Village would need to be in agreement prior to action being taken by the Village.

Paper Mill Estates

Phase 1 - water services from St. Point for lots 1-6, 2 water services from Whiting to lot 7&8. No water main, no looping. Double set of services per crossing along Sherman Ave for lots 1&2, 3&4, 5&6 and possibly for *Cheapest*

4/23/2026

Bid Item	Unit	Qty	Unit Price	Item Cost
Mobilization	LS	1	$ 10,000.00	$ 10,000.00
WATER MAIN				
8-Inch PVC Water Main - Sherman Ave	LF	0	$ 60.00	$ -
8-Inch PVC Water Main - Easement	LF	0	$ 60.00	$ -
Remove Existing Hydrant	EA	0	$ 600.00	$ -
Fire Hydrant, Complete	EA	0	$ 5,900.00	$ -
8-Inch Gate Valve & Box	EA	0	$ 2,900.00	$ -
8-Inch X 8-Inch Tee	EA	0	$ 1,200.00	$ -
8-Inch Bends	EA	0	$ 700.00	$ -
8-Inch Plug	EA	0	$ 400.00	$ -
6-Inch Plug	EA	0	$ 400.00	$ -
Corporation, Curb Stop, & Box- 1.25-Inch	EA	8	$ 900.00	$ 7,200.00
1.25" Inch HDPE Water Service	LF	691	$ 60.00	$ 41,460.00
Connect To Existing Water Main	EA	0	$ 4,800.00	$ -
SANITARY				
4-Inch Sch 40 PVC	LF	150	$ 60.00	$ 9,000.00
48-inch Sanitary Manhole, with casting	EA	0	$ 10,000.00	$ -
8-inch SDR 35 PVC Sanitary Main	LF	0	$ 68.00	$ -
STREET				
Concrete Sidewalk Removal	SF	0	$2.00	$ -
Concrete Curb and Gutter Removal	LF	0	$5.00	$ -
Curb and Gutter, 36-in.	LF	0	$30	$ -
Sawcut Asphalt	LF	240	$5.00	$ 1,200.00
HMA Pavement - 4 LT 58-28S	TON	40	$98.80	$ 3,952.00
Salvage Topsoil Restoration, Seed, Mulch, Fertilize	SY	715	$ 6.00	$ 4,290.00
Erosion Control	LS	1	$ 5,000.00	$ 5,000.00
Traffic Control	LS	1	$ 5,000.00	$ 5,000.00
Tree Removal	LS	1	$ 5,000.00	$ 5,000.00
			Sub Total	$ 92,102.00
			Contingency	$ 9,210.20
			Total	$ 101,312.20

Paper Mill Estates

Phase 1 - as designed, with new water main from Sherman / Whiting intersection plus looping via easement to Logyard Ct. Does not include sewer and water extension south along Whiting Rd.

4/23/2026

Bid Item	Unit	Qty	Unit Price	Item Cost
Mobilization	LS	1	$ 10,000.00	$ 10,000.00
WATER MAIN				
8-Inch PVC Water Main - Sherman Ave	LF	1208	$ 60.00	$ 72,480.00
8-Inch PVC Water Main - Easement	LF	297	$ 60.00	$ 17,820.00
Remove Existing Hydrant	EA	1	$ 600.00	$ 600.00
Fire Hydrant, Complete	EA	4	$ 5,900.00	$ 23,600.00
8-Inch Gate Valve & Box	EA	6	$ 2,900.00	$ 17,400.00
8-Inch X 8-Inch Tee	EA	2	$ 1,200.00	$ 2,400.00
8-Inch Bends	EA	2	$ 700.00	$ 1,400.00
8-Inch Plug	EA	1	$ 400.00	$ 400.00
6-Inch Plug	EA	1	$ 400.00	$ 400.00
Corporation, Curb Stop, & Box- 1-Inch	EA	9	$ 800.00	$ 7,200.00
1-Inch HDPE Water Service	LF	285	$ 60.00	$ 17,100.00
Connect To Existing Water Main	EA	1	$ 4,800.00	$ 4,800.00
SANITARY				
4-Inch Sch 40 PVC	LF	150	$ 60.00	$ 9,000.00
48-inch Sanitary Manhole, with casting	EA	0	$ 10,000.00	$ -
8-inch SDR 35 PVC Sanitary Main	LF	0	$ 68.00	$ -
STREET				
Concrete Sidewalk Removal	SF	1662	$2.00	$ 3,324.00
Concrete Curb and Gutter Removal	LF	50	$5.00	$ 250.00
Curb and Gutter, 36-in.	LF	50	$30	$ 1,500.00
Sawcut Asphalt	LF	80	$5.00	$ 400.00
HMA Pavement - 4 LT 58-28S	TON	20	$98.80	$ 1,976.00
Salvage Topsoil Restoration, Seed, Mulch, Fertilize	SY	7050	$ 6.00	$ 42,300.00
Erosion Control	LS	1	$ 5,000.00	$ 5,000.00
Traffic Control	LS	1	$ 5,000.00	$ 5,000.00
Tree Removal	LS	1	$ 5,000.00	$ 5,000.00
			Sub Total	$ 249,350.00
			Contingency	$ 24,935.00
			Total	$ 274,285.00

PAPER MILL ESTATES

(PHASE 1)

VILLAGE OF WHITING
PORTAGE COUNTY
WISCONSIN

PROJECT LOCATION





SHEET INDEX:

1 – TITLE SHEET
2 – OVERVIEW
3 – TYPICAL CROSS–SECTION
PP– PLANS & PROFILES
EC– EROSION CONTROL
TC– TRAFFIC CONTROL
SD– DETAILS
CS– CROSS SECTIONS

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
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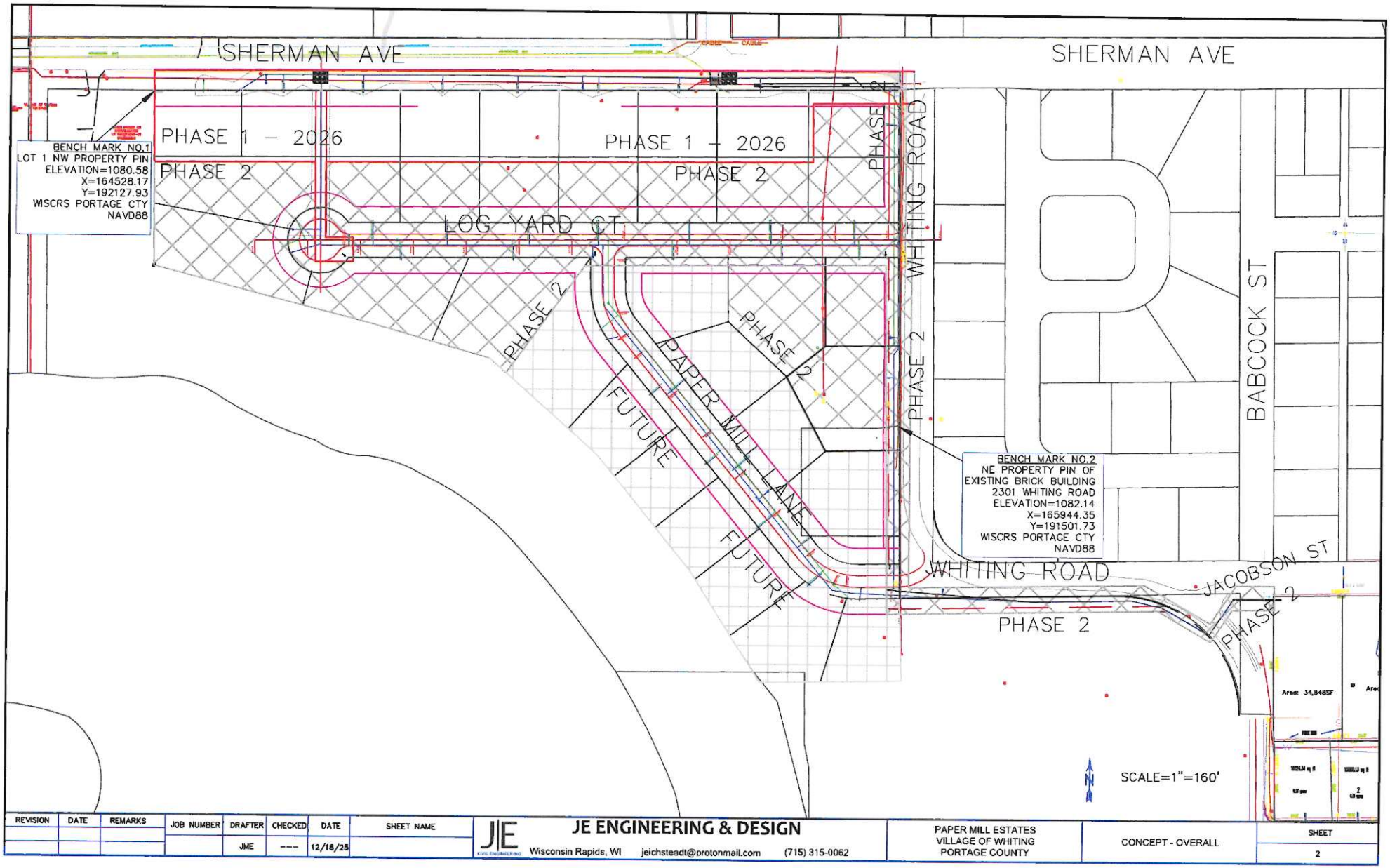
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

JE ENGINEERING & DESIGN
Wisconsin Rapids, WI jeichsteadt@gmail.com (715) 315-0062

PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

TITLE

SHEET 1



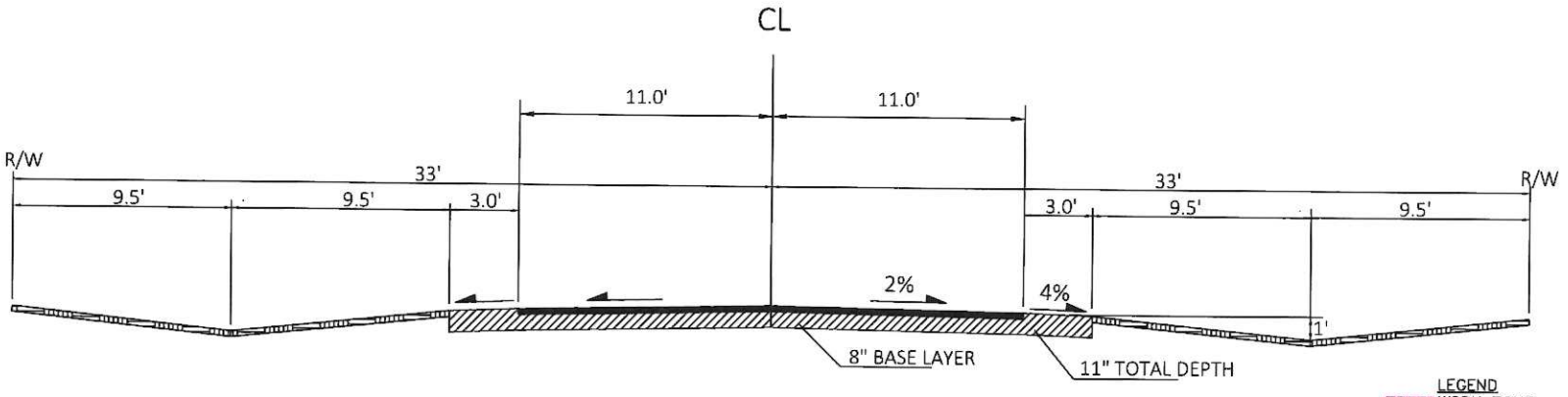
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	---	12/18/25	

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Wisconsin Rapids, WI jeichsteadt@protonmail.com (715) 315-0062

PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

CONCEPT - OVERALL

SHEET 2



3" HMA PAVEMENT 5 LT 58-28 S

8" BASE AGGREGATE DENSE 1 ¼"

3" TOPSOIL, SEED, FERTILIZER, & MULCH

LEGEND

- WORK ZONE
- FIBER
- CABLE
- GAS
- GAS LOCATE MARKS
- ELECTRIC
- TELEPHONE
- TELEPHONE PED
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED STORM SEWER LATERAL
- PROPOSED STORM MANHOLE
- EXISTING STORM MANHOLE
- STORM DRAIN
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- PROPOSED SAN SEWER LATERAL
- PROPOSED SANITARY MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING WATER MAIN
- PROPOSED WATER MAIN
- PROPOSED WATER SERVICE WITH CURB STOP
- HYDRANT
- WATER VALVE
- SIGN
- ELECTRICAL POLE
- PROPERTY PIN
- OVERHEAD ELECTRIC
- DISTURBANCE LIMITS
- TREE CLEARING LOCATIONS

PROPOSED TYPICAL SECTION

BENCH MARK NO.1
LOT 1 NW PROPERTY PIN
ELEVATION=1080.5768
X=164528.17
Y=192127.93
WISCRS PORTAGE CTY
NAVD88

BENCH MARK NO.2
NE PROPERTY PIN OF
EXISTING BRICK BUILDING
2301 WHITING ROAD
ELEVATION=1082.14
X=165944.35
Y=191501.7286
WISCRS PORTAGE CTY
NAVD88

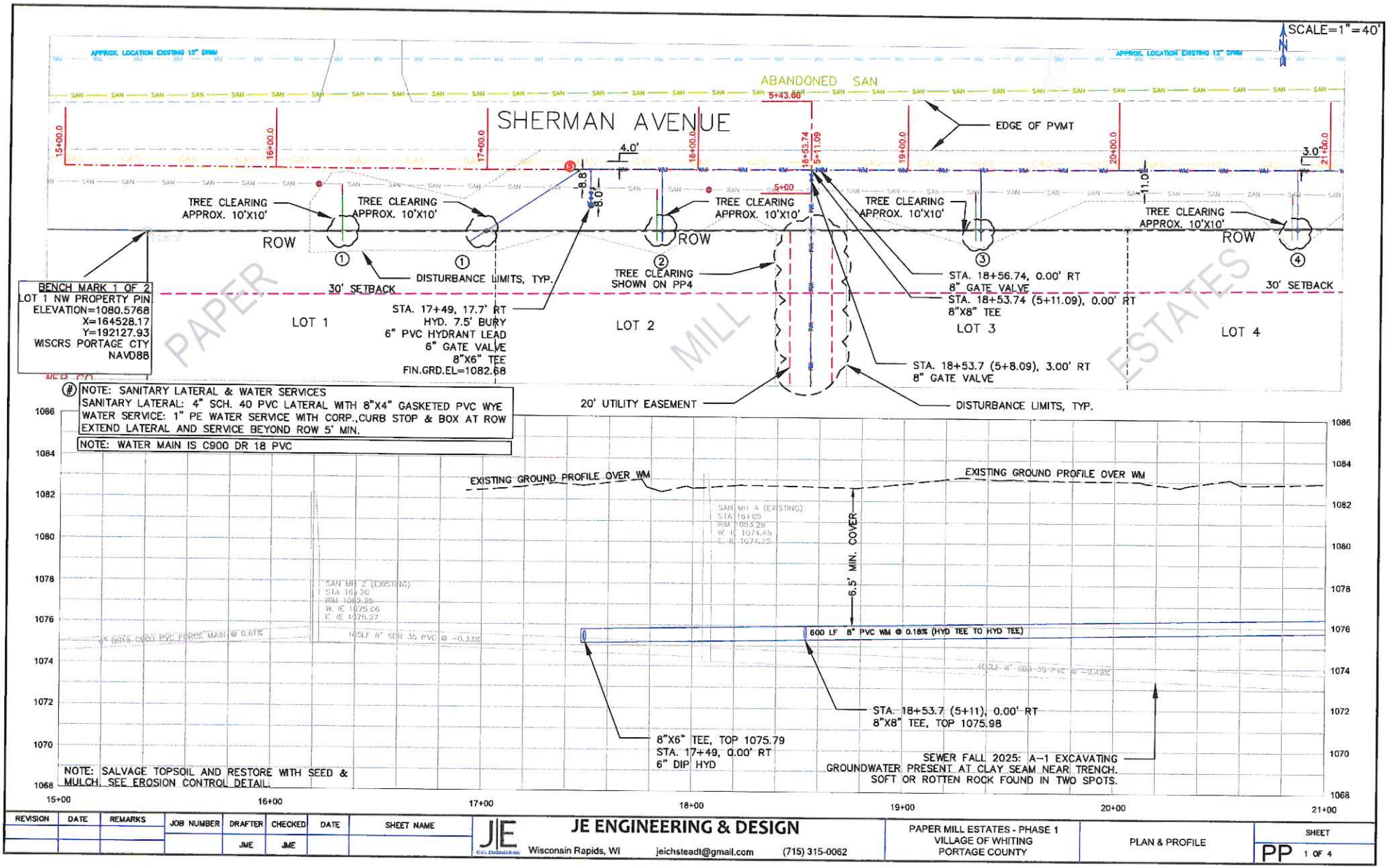
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				JME	JME		

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Wisconsin Rapids, WI jeichsteadt@protonmail.com (715) 315-0062

PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

TYPICAL CROSS SECTION

SHEET 3



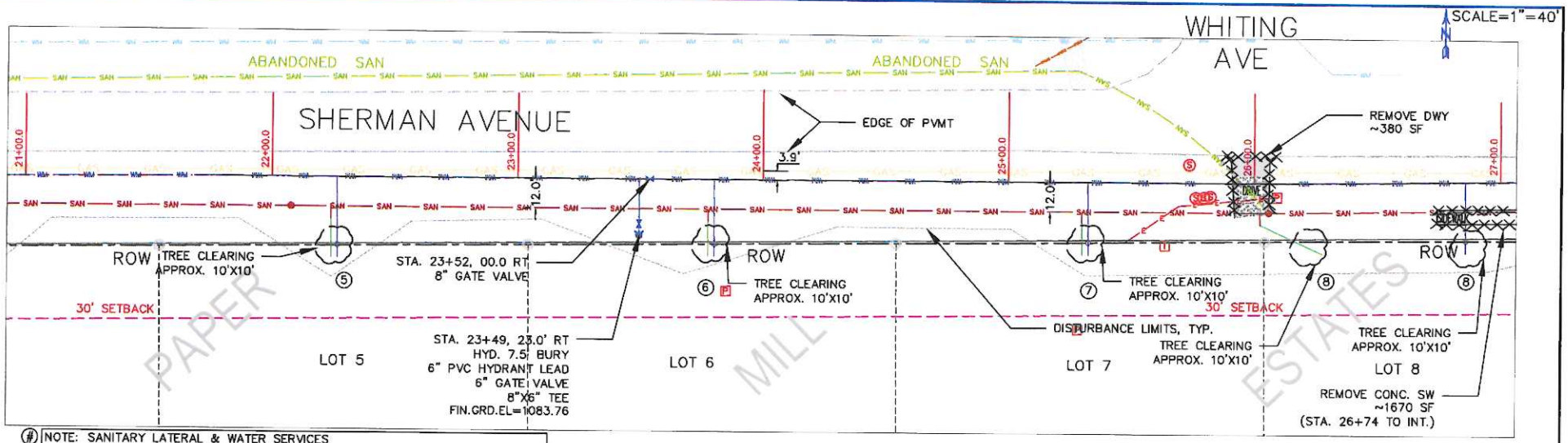
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				JME	JME		

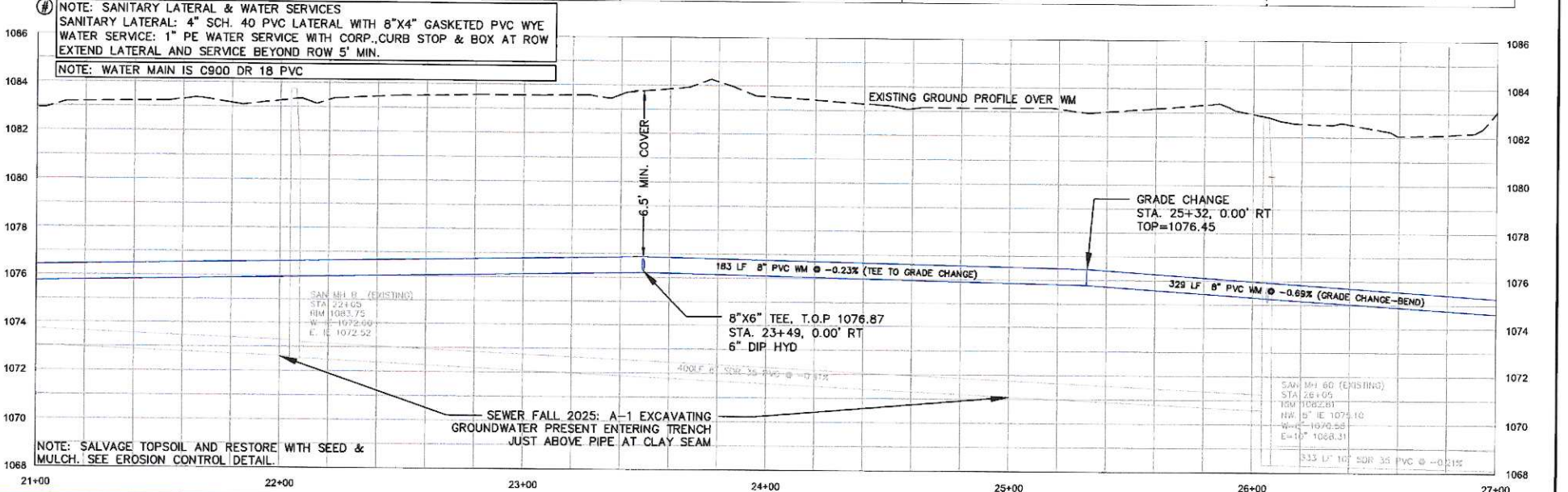
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PAPER MILL ESTATES - PHASE 1
VILLAGE OF WHITING
PORTAGE COUNTY

PLAN & PROFILE

SHEET PP 1 OF 4





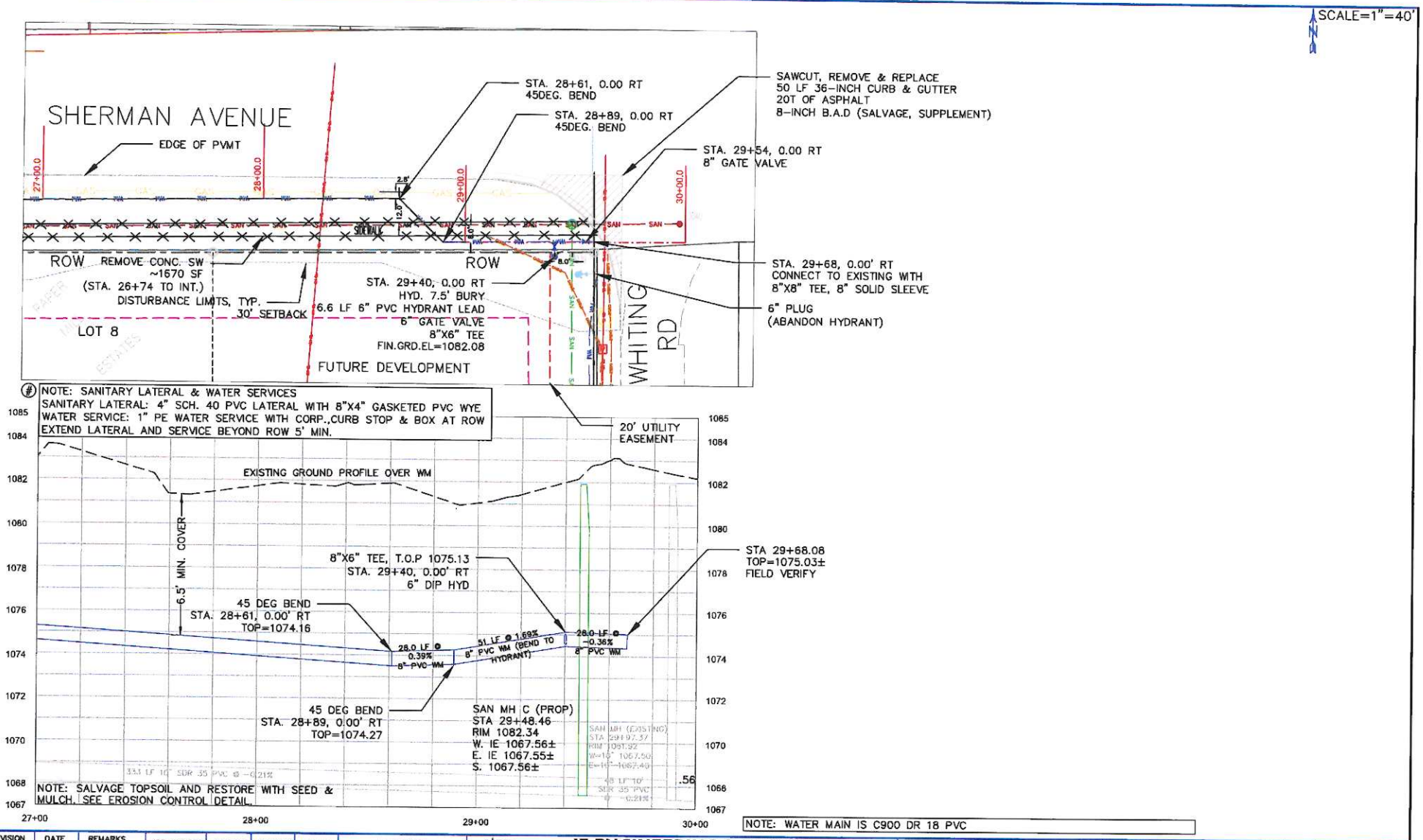
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				JME	JME		

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PAPER MILL ESTATES - PHASE 1
VILLAGE OF WHITING
PORTAGE COUNTY

PLAN & PROFILE

SHEET PP 2 OF 4



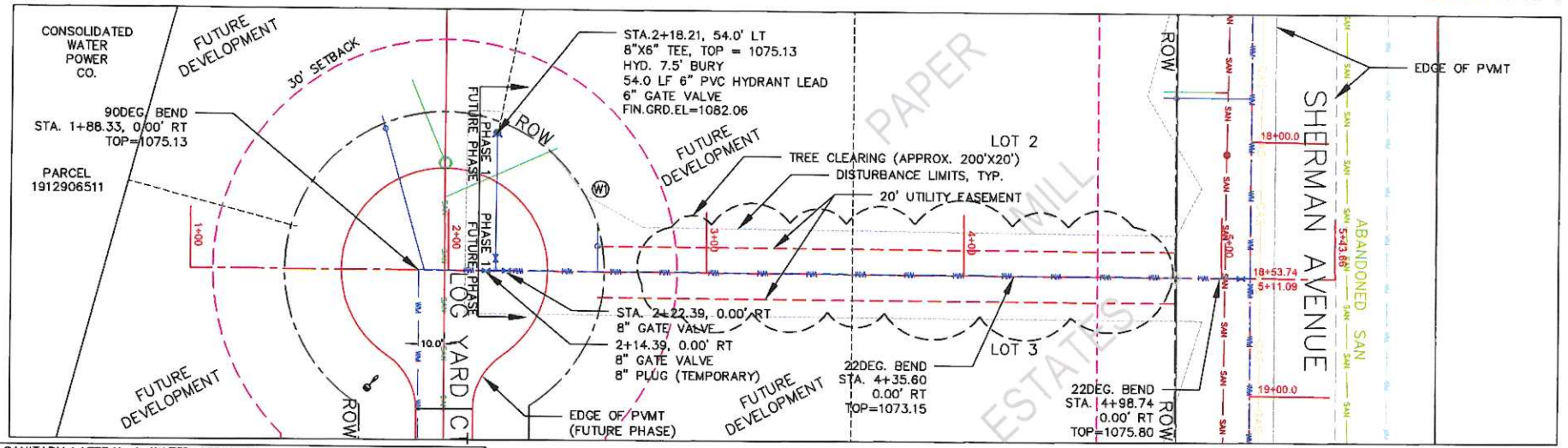
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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PAPER MILL ESTATES - PHASE 1
VILLAGE OF WHITING
PORTAGE COUNTY

PLAN & PROFILE

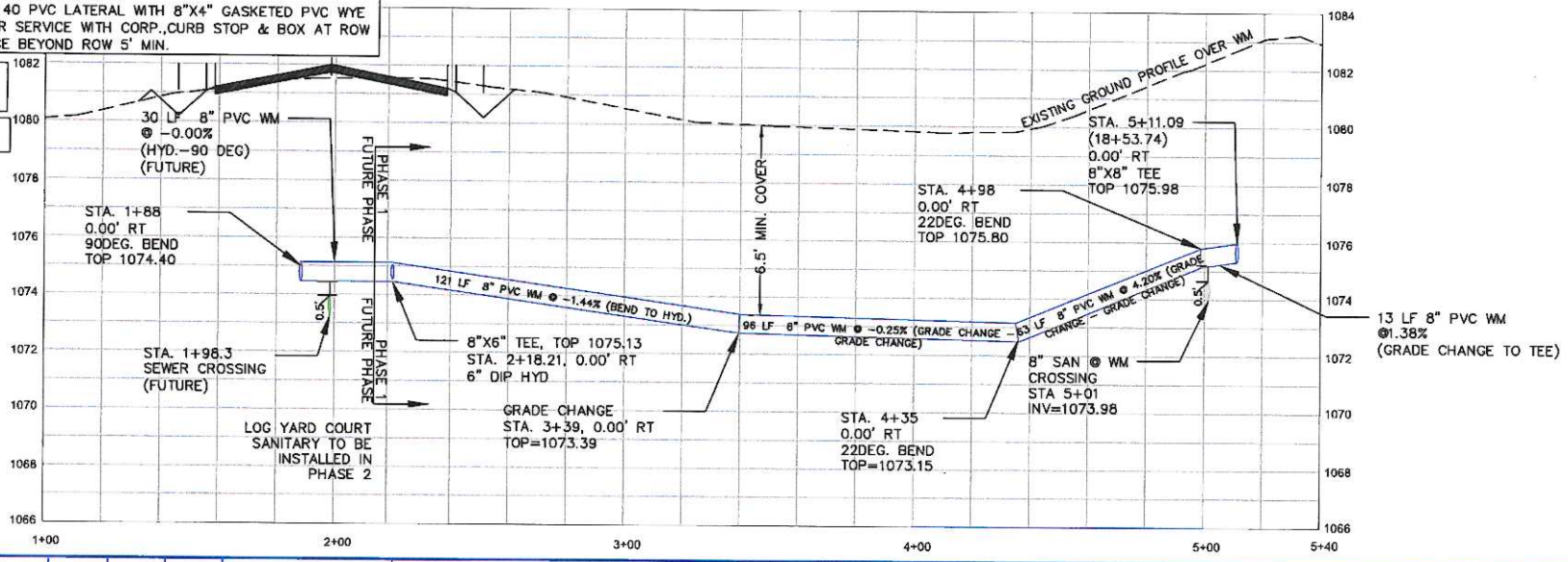
SHEET
PP 3 OF 4



(#) NOTE: SANITARY LATERAL & WATER SERVICES
SANITARY LATERAL: 4" SCH. 40 PVC LATERAL WITH 8"X4" GASKETED PVC WYE
WATER SERVICE: 1" PE WATER SERVICE WITH CORP.,CURB STOP & BOX AT ROW
EXTEND LATERAL AND SERVICE BEYOND ROW 5' MIN.

(W) NOTE: WATER SERVICE ONLY. SAN LATERAL TO BE INSTALLED IN PHASE 2.

NOTE: WATER MAIN IS C900 DR 18 PVC



NOTE: SALVAGE TOPSOIL AND RESTORE WITH SEED & MULCH. SEE EROSION CONTROL DETAIL.

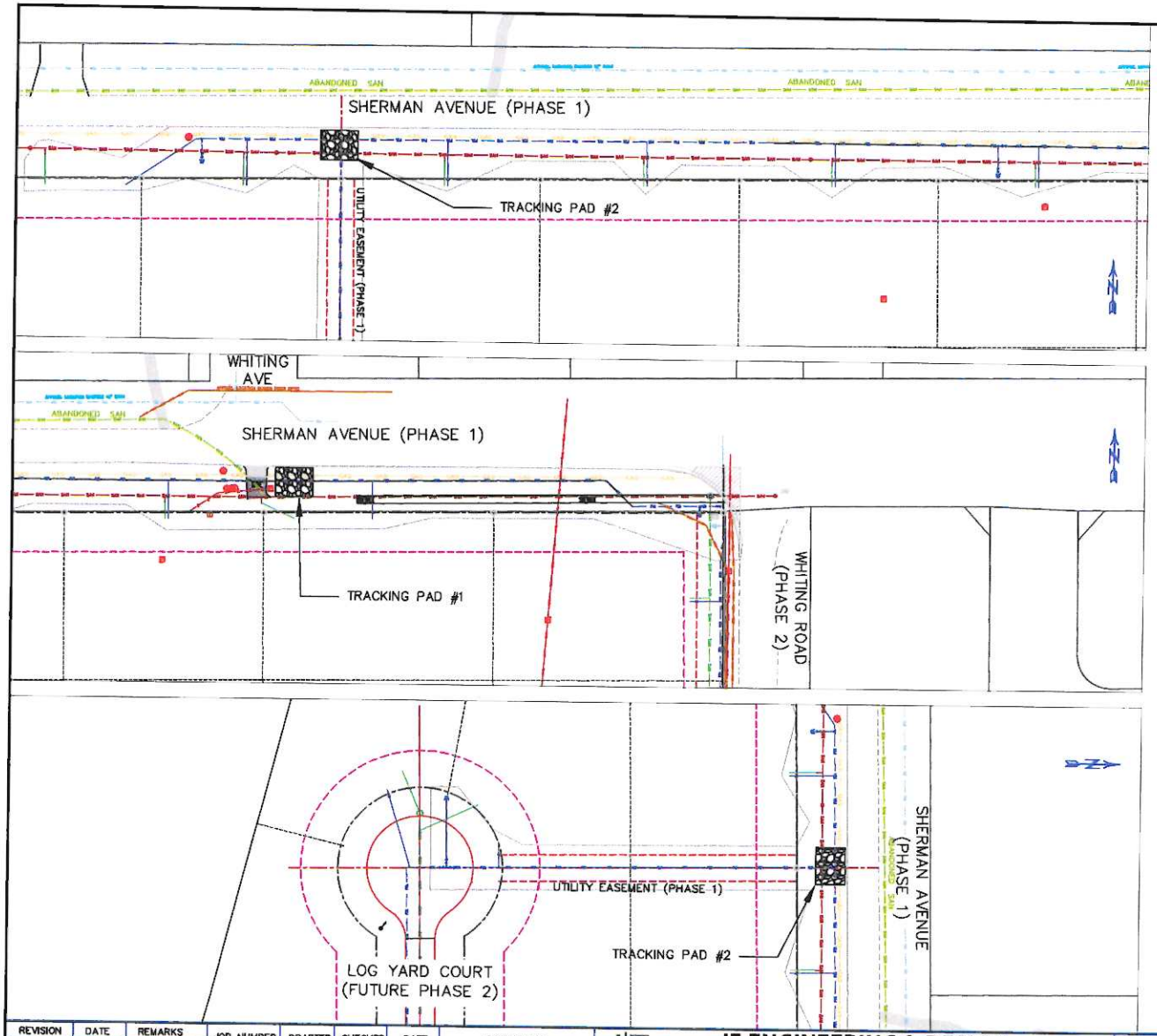
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				JME	JME		

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PAPER MILL ESTATES - PHASE 1
VILLAGE OF WHITING
PORTAGE COUNTY

PLAN & PROFILE

SHEET PP 4 OF 4



EROSION CONTROL NOTES:

1. POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
2. KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
3. SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION
4. CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS ATLEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
5. INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
6. WHEN POSSIBLE: PRESERVE EXISTING VEGETATION, MINIMIZE SOIL COMPACTION, AND PRESERVE TOP SOIL.
7. INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
8. INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060. USE INLET PROTECTION TYPE "D" ON ALL NEW INLETS, AND EXISTING INLETS IMMEDIATELY DOWNSTREAM OF CONSTRUCTION LIMITS.
9. STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMMULATIVE EXPOSED AREA CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
10. PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLYFITTED HOSE AND GEOTEXTILEFILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
11. COMPLETE AND STABILIZE SEDIMENT BASINS/TRAPS OR WET PONDS PRIOR TOMASS LAND DISTURBANCE TO CONTROL RUNOFF DURING CONSTRUCTION. REMOVE SEDIMENT AS NEEDED TO MAINTAIN 3 FEET OF DEPTH TO THE OUTLET, AND PROPERLY DISPOSE OF SEDIMENT REMOVED DURING MAINTENANCE (REFER TO NR 528). CONSTRUCT AND MAINTAIN THE SEDIMENT BASIN PERWDNR TECHNICAL STANDARD SEDIMENT BASIN #1064 AND SEDIMENT TRAP #1063.
12. CONSTRUCT AND PROTECT THE BIOINFILTRATION BASIN AND VEGETATION FROM RUNOFF AND SEDIMENT DURING CONSTRUCTION. REFERENCE THE WDNR TECHNICAL STANDARD BIORETENTION FOR INFILTRATION # 1004.
13. INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILTFENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ON E-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
14. REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
15. IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL. IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
16. IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, ANDA PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
17. FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS PROVIDE CLASS I TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053
18. INSTALL AND MAINTAIN A DESIGNATED CONCRETE WASHOUT BASIN TO BE USED BY CONCRETE CONTRACTORS.
19. TYPE A INLET PROTECTION TO BE USED DURING CONSTRUCTION. TYPE D INLET PROTECTION TO BE USED ONCE THE CURB IS INSTALLED.

WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS LOCATED AT
http://dnr.wi.gov/topic/stormwater/standards/const_standards.html

LEGEND

SILT FENCE

TRACKING PAD

DITCH CHECK

NOTES

-TEMPORARY STOCK PILES, IF NEEDED, ARE TO BE ENCIRCLED WITH SILT FENCE UNTIL STABILIZED WITH GRASS.
-CONCRETE WASH-OUT AREAS SHALL BE PROVIDED IN AN AREA AWAY FROM STORM INLETS AND WETLAND AREAS.

RESTORATION NOTES

SALVAGE TOPSOIL AND RESTORE WITH SEED AND MULCH. SEED MIX SHALL BE DOT MIX NO. 40

TREE CLEARING NOTES

AVOID TRIMMING OR REMOVING OAK TREES BETWEEN APRIL 1 AND JULY 15TH.

SCALE=1"=80'

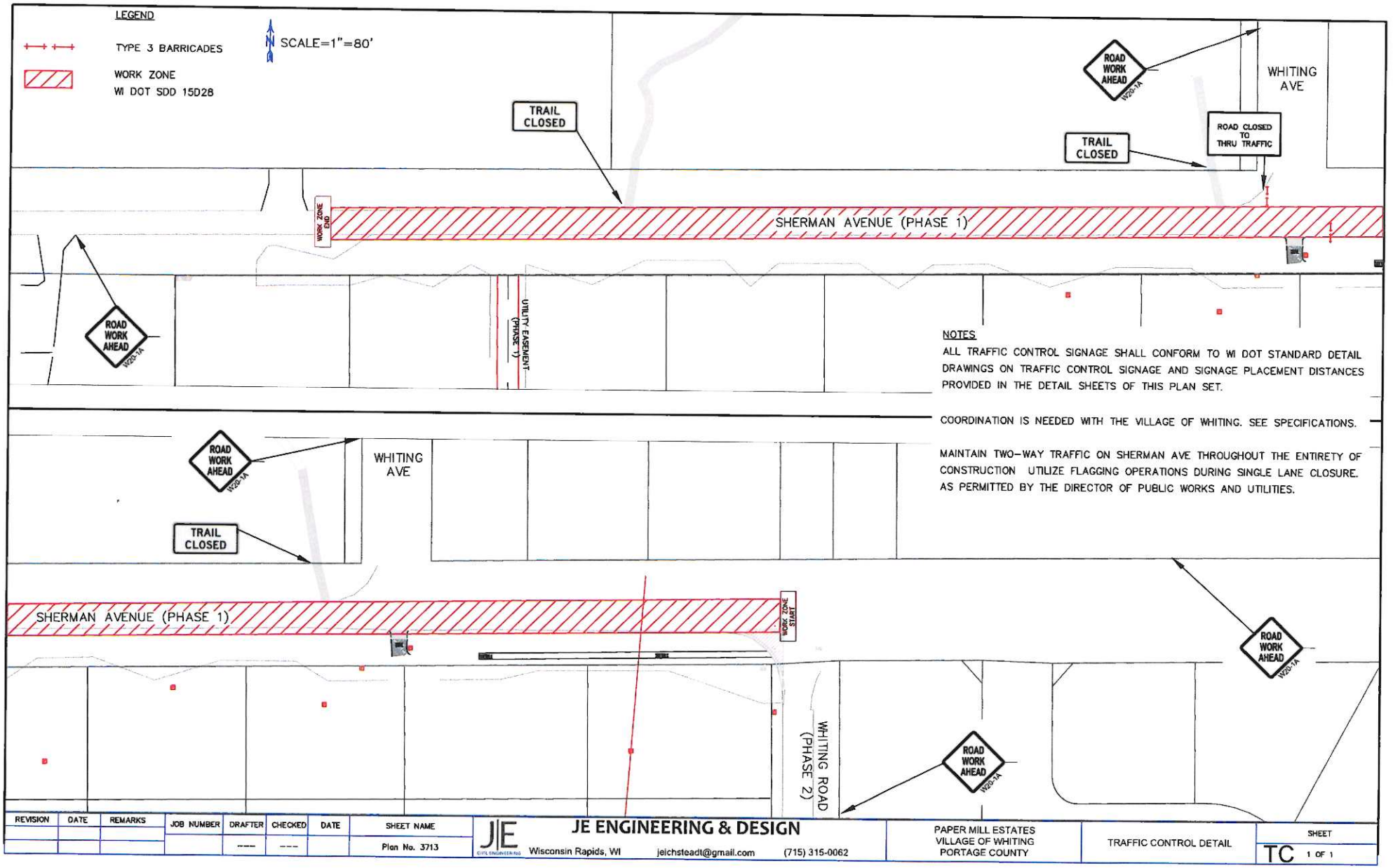
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
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PAPER MILL ESTATES - PHASE 1
VILLAGE OF WHITING
PORTAGE COUNTY

EROSION CONTROL DETAIL

SHEET EC 1 OF 1



REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				---	---		Plan No. 3713

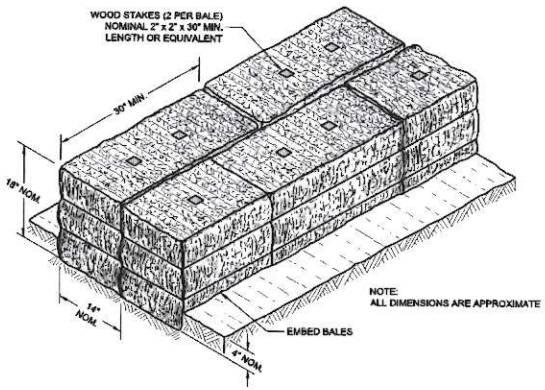
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PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

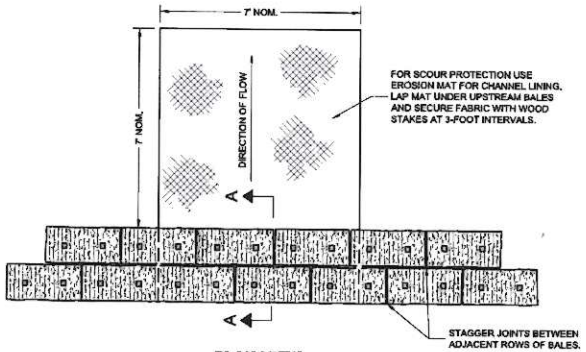
TRAFFIC CONTROL DETAIL

SHEET TC 1 OF 1

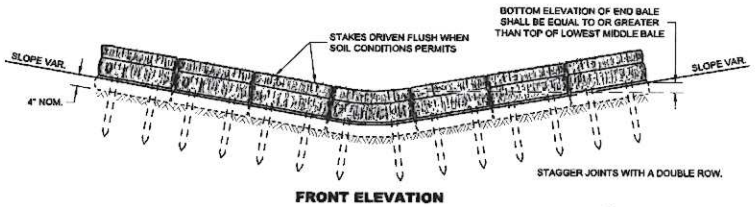
SDD 08E08 Typical Installations of Erosion Bales / Temporary Ditch Checks



SECTION A - A



PLAN VIEW



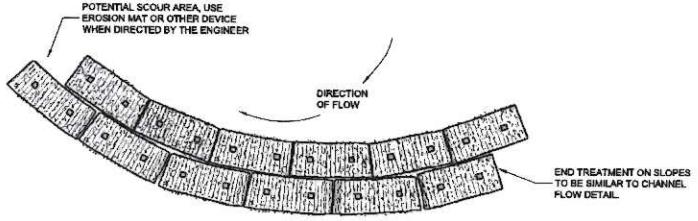
FRONT ELEVATION

TEMPORARY DITCH CHECK USING EROSION BALES ①

GENERAL NOTES

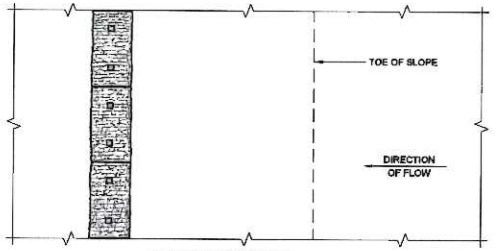
DETAILS OF CONSTRUCTION, MATERIALS AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND THE APPLICABLE SPECIAL PROVISIONS.

① TEMPORARY DITCH CHECKS, EITHER EROSION BALES OR MANUFACTURED SHALL BE PAID FOR UNDER THE BID ITEM OF TEMPORARY DITCH CHECK. THE DEPARTMENT WILL NOT PAY FOR TEMPORARY DITCH CHECKS CONSTRUCTED OF A SINGLE ROW OF EROSION BALES.

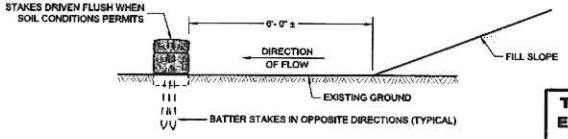


PLAN VIEW

WHEN ALTERING THE DIRECTION OF FLOW



PLAN ELEVATION



FRONT ELEVATION

WHEN EXISTING GROUND SLOPES AWAY FROM FILL SLOPE

EROSION BALES FOR SHEET FLOW

TYPICAL INSTALLATIONS OF EROSION BALES/TEMPORARY DITCH CHECKS

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

APPROVED
6/4/02 — DATE
/S/ Beth Cannestra — CHIEF ROADWAY DEVELOPMENT ENGINEER

6

SDD 08E08 - 03

6

SDD 08E08 - 03

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

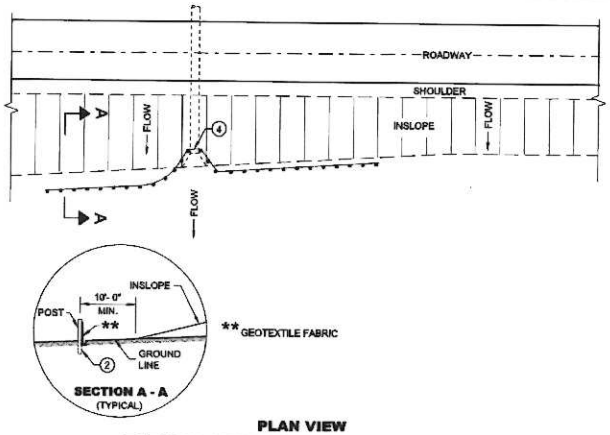
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PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

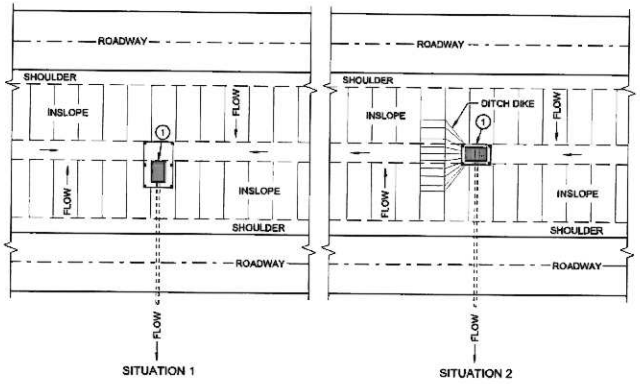
DETAIL DRAWING

SHEET
SD 1 OF 7

SDD 08E09 Silt Fence



PLAN VIEW
TYPICAL APPLICATION OF SILT FENCE

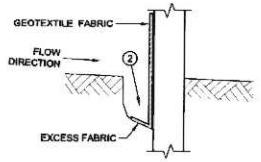


PLAN VIEW
SILT FENCE AT MEDIAN SURFACE DRAINS

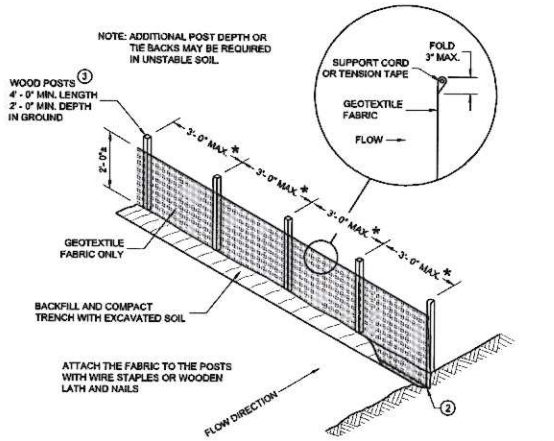
GENERAL NOTES

DETAILS OF CONSTRUCTION NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.

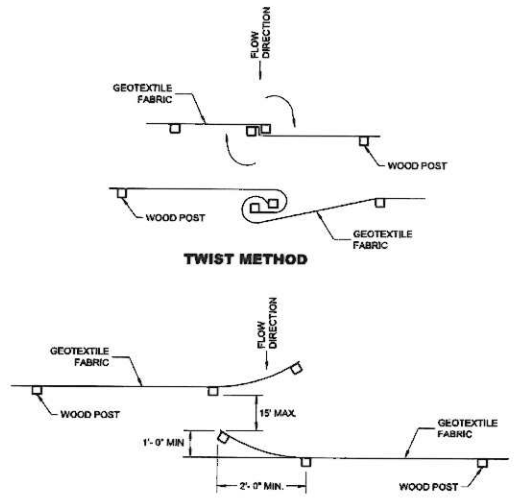
1. HORIZONTAL BRACE REQUIRED WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.
2. FOR MANUAL INSTALLATIONS THE TRENCH SHALL BE A MINIMUM OF 4" WIDE AND 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL AND COMPACT TRENCH WITH EXCAVATED SOIL.
3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 ½" X 1 ½" OF OAK OR HICKORY.
4. SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.
5. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS; A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH.



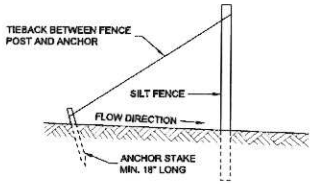
TRENCH DETAIL



SILT FENCE



JOINING TWO LENGTHS OF SILT FENCE 6



SILT FENCE TIE BACK
(WHEN REQUIRED BY THE ENGINEER)

SILT FENCE

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

APPROVED
4/29/05 — DATE
/S/ Beth Cannestra — CHIEF ROADWAY DEVELOPMENT ENGINEER

SDD 08E09 - 06

6

6

SDD 08E09 - 06

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

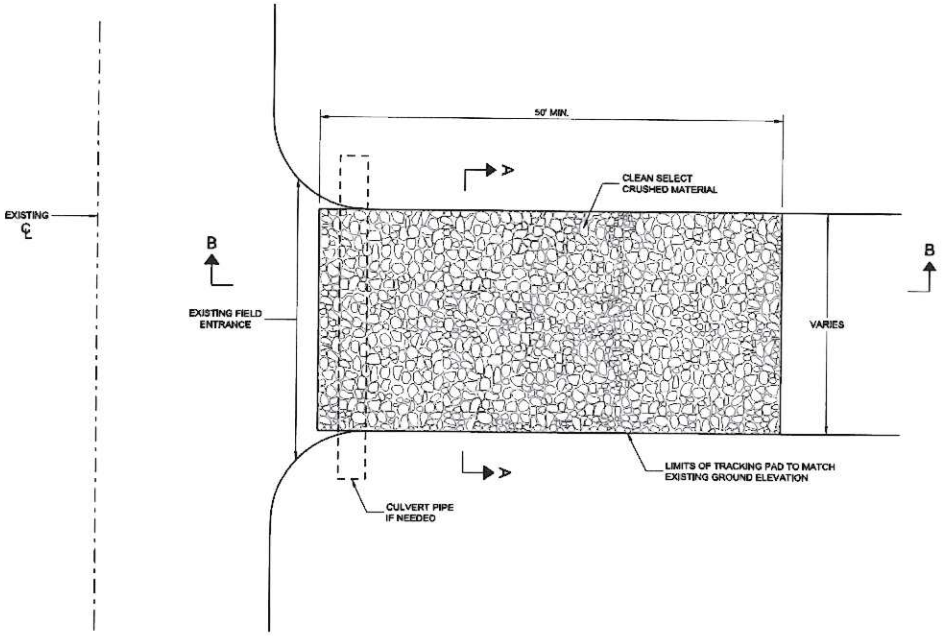
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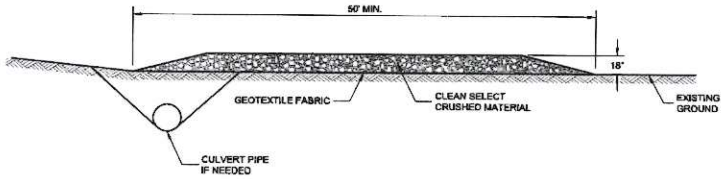
PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

DETAIL DRAWING

SHEET
SD 2 OF 7

SDD 08E14 Tracking Pad





SECTION B - B

GENERAL NOTES

DETAILS OF CONSTRUCTION, MATERIALS AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND THE APPLICABLE SPECIAL PROVISIONS.

TRACKING PAD SHALL BE INSPECTED DAILY. DEFICIENT AREAS SHALL BE REPAIRED OR REPLACED IMMEDIATELY.

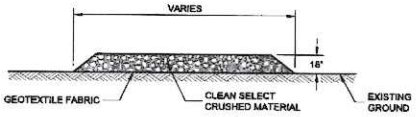
TRACKING PAD TO BE REMOVED AFTER CONSTRUCTION IS COMPLETED.

TRACKING PAD SHALL BE THE FULL WIDTH OF THE EGRESS POINT.

SURFACE WATER MUST BE PREVENTED FROM PASSING THROUGH THE TRACKING PAD. FLOWS SHALL BE DIVERTED AWAY, AROUND OR CONVEYED UNDER THE TRACKING PAD.

CULVERT PIPE OR OTHER BMP USED TO DIVERT WATER AWAY, AROUND OR UNDER THE TRACKING PAD SHALL BE DESIGNED TO CONVEY THE 2 YEAR - 24 HOUR EVENT.

THE COST OF ADDITIONAL BMP TO DIVERT WATER ARE INCIDENTAL TO THE TRACKING PAD BID ITEM.



SECTION A - A

6

6

SDD 08E14 - 01

SDD 08E14 - 01

TRACKING PAD

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

APPROVED
3/24/2011 — DATE
/S/ Jerry H. Zogg — ROADWAY STANDARDS DEVELOPMENT ENGINEER
FHWA

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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CIVIL ENGINEERING
Wisconsin Rapids, WI jeichsteadt@gmail.com (715) 315-0062

PAPER MILL ESTATES
VILLAGE OF WHITING
PORTAGE COUNTY

DETAIL DRAWING

SHEET
SD 3 OF 7

SDD 15D28 Traffic Control, Work on Shoulder or Parking Lane, Undivided Roadway

LEGEND

- SIGN ON PERMANENT SUPPORT
- TRAFFIC CONTROL DRUM
- DIRECTION OF TRAFFIC
- WORK ZONE

GENERAL NOTES

ALL SIGNS ARE 48"X48" UNLESS OTHERWISE NOTED. IF NECESSARY DUE TO SPACE CONSTRAINTS IN URBAN AREAS, 36" X 36" SIGNS MAY BE USED IF APPROVED BY THE REGIONAL TRAFFIC UNIT.

"WO" SIGN IS THE SAME AS "W" SIGN EXCEPT THE BACKGROUND IS ORANGE.

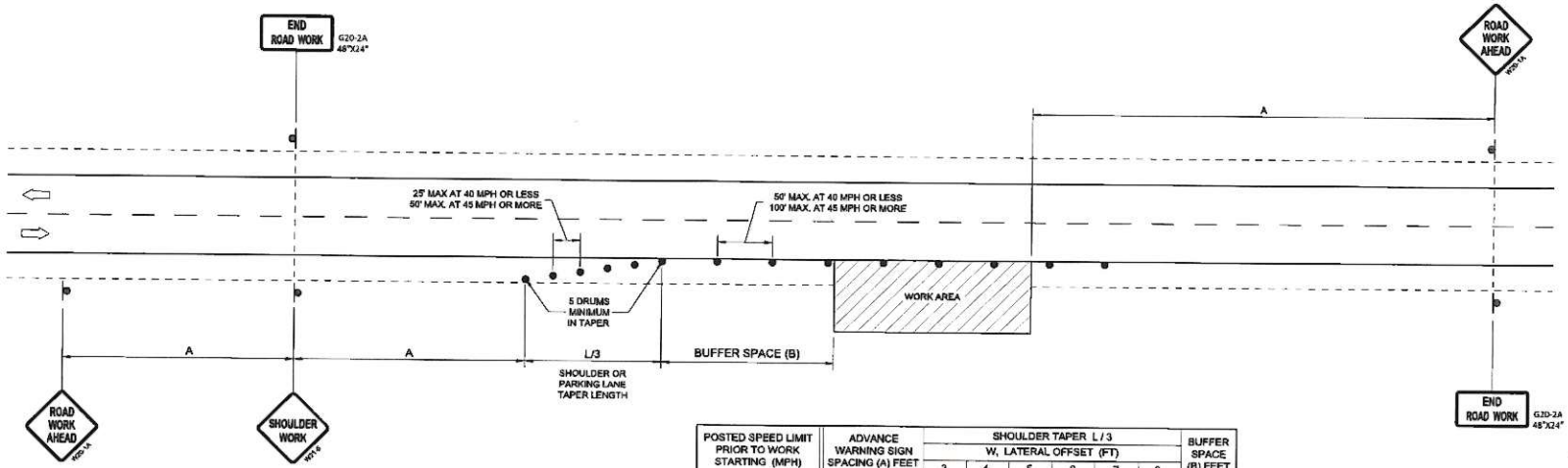
ANY SIGNS TEMPORARY OR EXISTING, WHICH CONFLICT WITH THE TRAFFIC CONTROL "IN USE" SHALL BE REMOVED OR COVERED AS NEEDED AND AS APPROVED BY THE ENGINEER.

THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

CHANNELIZING DEVICES PLACED ADJACENT TO WORK AREA SHALL BE PULLED BACK FROM THE TRAVEL LANE WHEN WORK IS NOT IN PROGRESS.

SIGNS THAT WILL BE IN PLACE LESS THAN 7 CONTINUOUS DAYS AND NIGHTS MAY BE MOUNTED ON PORTABLE SUPPORTS.

W20-1A AND G20-2A SIGNS ARE NOT REQUIRED IF THE WORK AREA IS WITHIN A LARGER WORK ZONE WHERE THESE SIGNS ARE ALREADY PRESENT. G20-2A SIGNS MAY ALSO BE OMITTED IF DURATION OF WORK IS LESS THAN 7 CONTINUOUS DAYS AND NIGHTS.



POSTED SPEED LIMIT PRIOR TO WORK STARTING (MPH)	ADVANCE WARNING SIGN SPACING (A) FEET	SHOULDER TAPER L / 3 W, LATERAL OFFSET (FT)						BUFFER SPACE (B) FEET
		3	4	5	6	7	8	
25	200'	10	14	17	21	24	28	55
30	200'	15	20	25	30	35	40	85
35	350'	20	27	34	40	47	54	120
40	350'	26	35	44	53	62	70	170
45	500'	45	59	74	89	104	119	220
50	500'	50	66	83	99	116	132	280
55	500'	64	73	91	109	127	145	335'

TRAFFIC CONTROL, WORK ON SHOULDER OR PARKING LANE, UNDIVIDED ROADWAY

STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION

APPROVED
May 2020 — DATE
/S/ Andrew Heidtke — STATEWIDE WORK ZONE TRAFFIC SAFETY ENGINEER

SDD 15D28 - 04

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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SHEET SD 4 OF 7

NOTES:

EXISTING WATER SYSTEM AND PROPOSED ISOLATION GATE VALVES SHALL ONLY BE OPERATED BY MARSHFIELD UTILITIES.

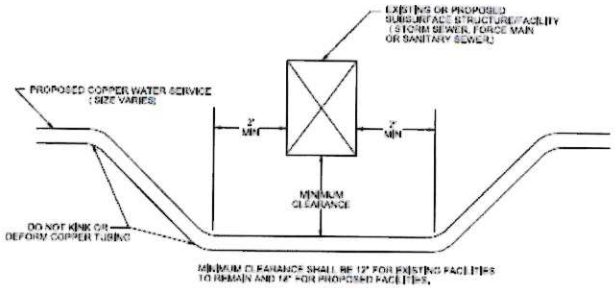
CONTRACTOR TO PROVIDE A CONTINUOUS SUPPLY OF SAFE WATER TO AFFECTED PROPERTIES, WHEN APPLICABLE.

ALL PIPE, VALVES, FITTINGS AND HYDRANTS TO BE POLYWRAPPED.

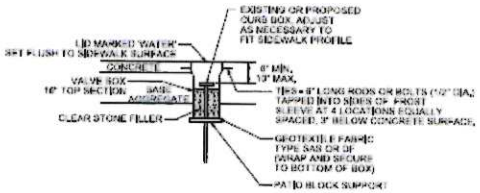
CONDUCTIVITY PROVISIONS SUCH AS STRAPS OR CABLES ARE REQUIRED FOR ALL JOINTS INCLUDING PIPE, VALVES, FITTINGS AND SLEEVES. CONDUCTIVITY TESTING WILL BE REQUIRED.

HYDROSTATIC TEST PRESSURE FOR WATER PIPE SHALL BE 150 PSI.

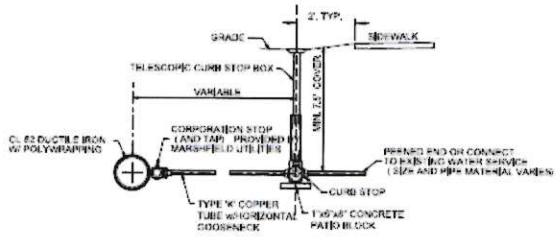
SPECIAL COMPACTION IS REQUIRED AT HYDRANTS, VALVE BOXES, CURB BOXES, AND OTHER RISERS.



WATER SERVICE OFFSET

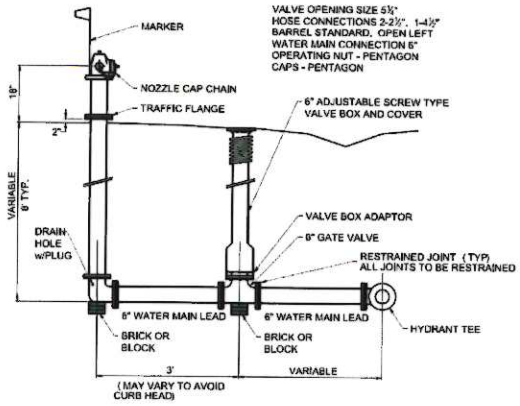


CURB BOX FROST SLEEVE



TYPICAL WATER SERVICE CONNECTION

PROFILE VIEW



TYPICAL HYDRANT, HYDRANT LEAD, AND GATE VALVE INSTALLATION

JOINT RESTRAINT SHALL BE REQUIRED. ACCEPTABLE MATERIALS INCLUDE ¾" THREADED RODS (2) WRETAINER GLANDS, RESTRAINING PIPE JOINT GASKETS, OR RESTRAINING MECHANICAL JOINT GLANDS (MEGA LUGS, ETC).

LENGTH OF PIPELINE TO BE RESTRAINED SHALL BE AS FOLLOWS:

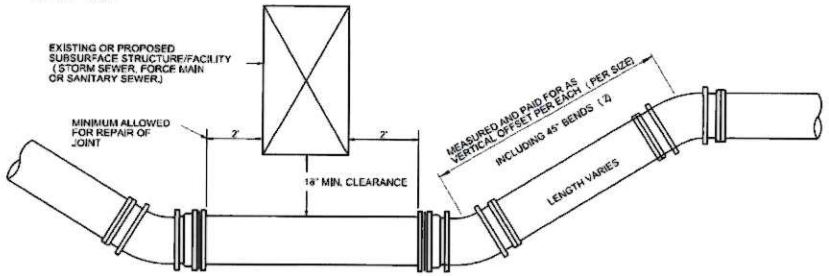
RUN OF TEE
ALL SIZES = 10 LF EACH SIDE OF BRANCH

BRANCH OF TEE:
6" & 8" PIPE = 35 LF
10" PIPE = 45 LF
12" PIPE = 55 LF
16" PIPE = 65 LF

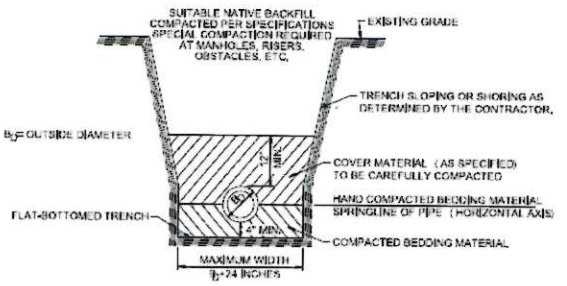
BENDS:
6" & 8" PIPE = 25 LF EACH SIDE OF FITTING
10" PIPE = 35 LF EACH SIDE OF FITTING
12" PIPE = 45 LF EACH SIDE OF FITTING
16" PIPE = 55 LF EACH SIDE OF FITTING

NOTE: MJ OFFSET FITTINGS MAY BE USED IF APPROVED BY THE ENGINEER.

DEAD ENDS:
6" & 8" PIPE = 35 LF
10" PIPE = 45 LF
12" PIPE = 55 LF
16" PIPE = 65 LF



WATER MAIN OR HYDRANT LEAD VERTICAL OFFSET

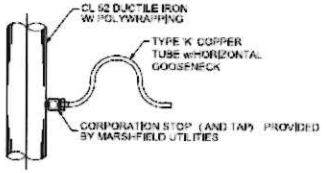


NOTES:

BEDDING AND COVER MATERIAL MATERIAL SHALL BE BANK-RUN SAND, CRUSHED BANK RUN GRAVEL, OR OTHER APPROVED MATERIAL CONFORMING SUBSTANTIALLY TO THE FOLLOWING GRADING REQUIREMENTS.

SIEVE SIZE	PERCENTAGE PASSING BY WEIGHT
1"	100
¾"	45 TO 100
NO. 40	15 TO 35
NO. 200	2 TO 10

TYPICAL TRENCH SECTION
WATER MAIN AND WATER
SERVICE CONSTRUCTION



TYPICAL WATER SERVICE CONNECTION

PLAN VIEW

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

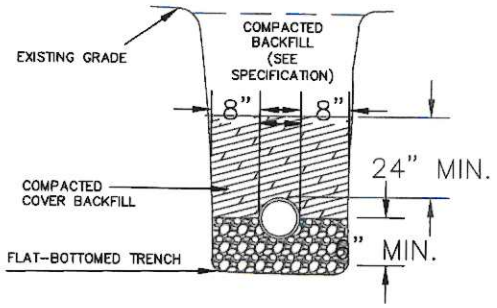
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SD 5 OF 7

PVC MAIN INSTALLATION

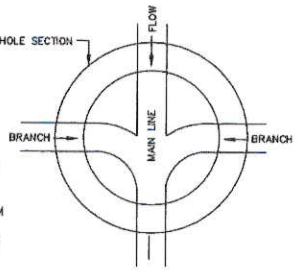


NOTES:

1.BEDDING TO BE CRUSHED STONE CHIPS MEETING THE FOLLOWING GRADING REQUIREMENTS.

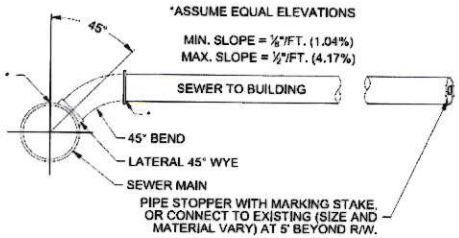
SIEVE SIZE	PERCENTAGE PASSING BY WEIGHT
½"	100
⅜"	90 TO 100
NO.8	0 TO 15
NO. 30	0 TO 3

2. GRAVEL BACKFILL REQUIRED IN PAVED AREAS. NATIVE MATERIAL CAN BE USED IN NON PAVED AND NON GRAVEL AREAS.

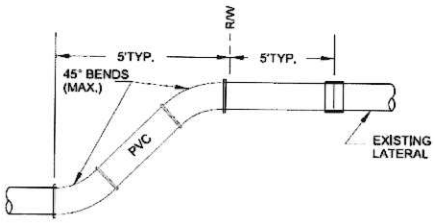


NOTES:

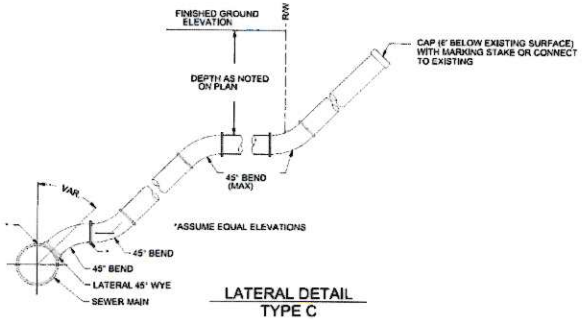
1. MANUFACTURED TO ASTM C-478 SPECIFICATIONS
2. CONCRETE STRENGTH – 4000 PSI
3. STEEL DESIGN IN ACCORDANCE WITH ASTM C-478 0..12 SQ IN/FT.
4. ALL REINFORCING IS DESIGNED FOR MIN. 1" COVER
5. STEP-STEEL, PLASTIC COATED 16" ON CENTER
6. MONOLITHIC BASE WITH INLET AND OUTLET OPENINGS AS REQUIRED.
7. 48" DIAMETER-5" WALL 890 LBS/FT
8. CONNECTIONS APPROACHING AT LESS THAN 90° FROM MAIN LINE, NOT PERMITTED.
9. DESIGNED FLOW CHANNELS REQUIRED. ALL FLOWLINES SHALL BE SMOOTH. FROM EACH INFLOWING PIPE TO THE DISCHARGE PIPE. (ALSO REQUIRED FOR DEAD-END MANHOLES.)
10. ALL STRUCTURES AND COMPONENTS SHALL BE LABELED BY THE MANUFACTURER IN ACCORDANCE WITH PLANS/SCHEDULE IDENTIFICATION.
11. PROVIDE WATER-TIGHT PIPE TO MANHOLES SEALS WITH TWO STAINLESS STEEL CLAMPS PER BOOT. GROUT ANNULAR SPACES, ALL CONNECTIONS, INSIDE AND OUTSIDE OF MANHOLE. PROVIDE A 6-INCH THICK CONCRETE COLLAR AROUND EXPOSED EXTERIOR SURFACE OF BOOT AND CLAMP.



LATERAL DETAIL
TYPE A



DROP CONNECTION TO EXISTING LATERAL

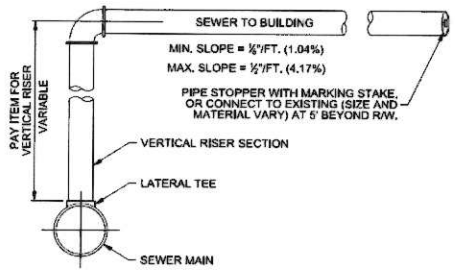


LATERAL DETAIL
TYPE C

NOTES: MAINTAIN 30" HORIZONTAL CLEARANCE WHERE SANITARY SEWER LATERALS PARALLEL WATER SERVICES.

USE COVER MATERIAL AS BACKFILL FOR VERTICAL RISER

FERNCO CONNECTOR IF EXISTING LATERAL IS NOT PVC. GASKETED COUPLING IF EXISTING LATERAL IS PVC.



LATERAL/RISER DETAIL
TYPE B

REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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VILLAGE OF WHITING
PORTAGE COUNTY

DETAIL DRAWING

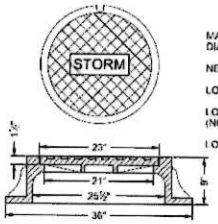
SHEET
SD 6 OF 7

GENERAL NOTES:

DRIVEWAY SLOPES: DESIRABLE MAXIMUM

11% AWAY FROM SIDEWALK (SAG)
8% DOWN AWAY FROM SIDEWALK (CREST)

PROVIDE CONSTRUCTION JOINTS ALONG THE CENTER OF THE CONCRETE FOR DRIVEWAYS UNDER 20 FEET IN WIDTH AND AT THE THIRD POINTS OVER 20 FEET IN WIDTH.



MANHOLE LID WITH TYPE C DIAMOND TOP DESIGN

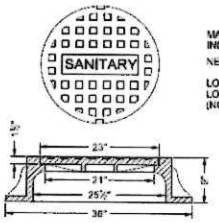
NEENAH NO. R-1550-A

LOW PROFILE DESIGNATED "J-LP"

LOW PROFILE FRAME - NEENAH NO. R-1689 (NON-ROCKING)

LOGO / LETTERING REQUIRED

MANHOLE COVER-TYPE "J"



MANHOLE LID WITH TYPE B INDENTED TOP DESIGN

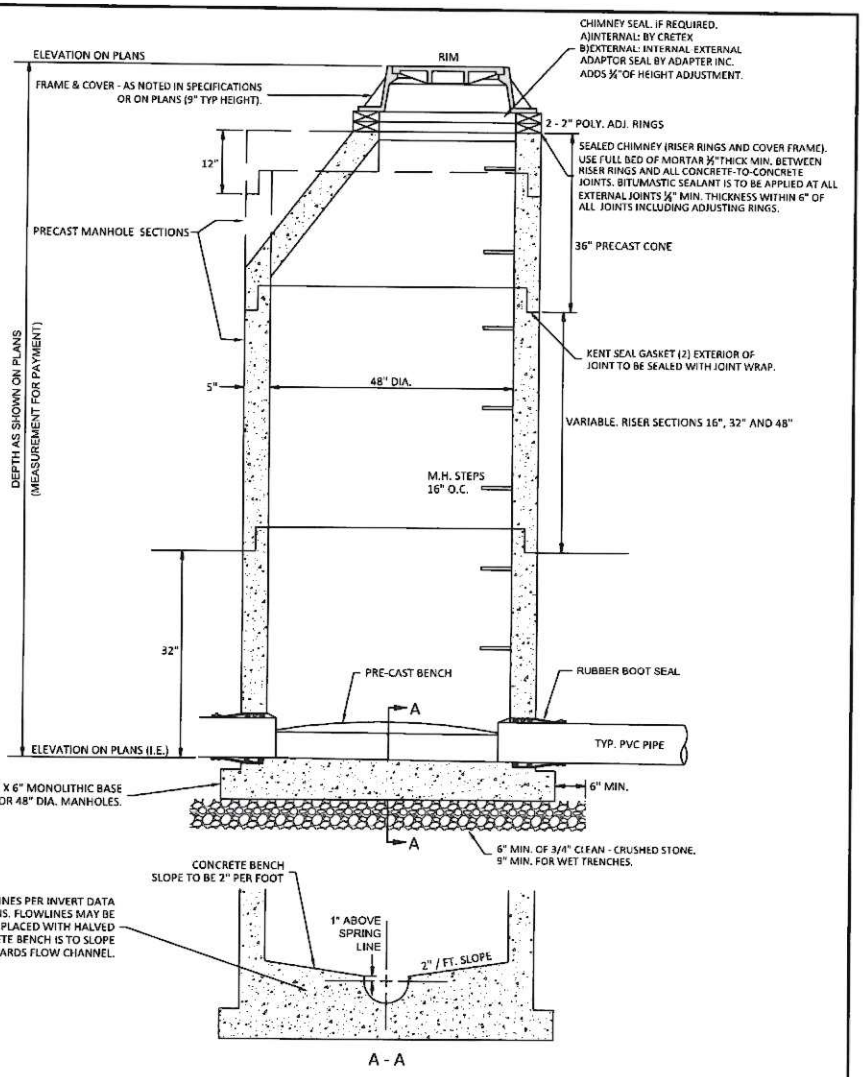
NEENAH NO. R-1550-A

LOW PROFILE DESIGNATED "JM-LP"
LOW PROFILE FRAME - NEENAH NO. R-1689 (NON-ROCKING)

NOTE: TYPE "JM" IS SELF SEALING. NOT NON-ROCKING STYLE. LID HAS CONCEALED PICKHOLES WITH A T-SEAL GASKET AND MACHINED BEARING.

LOGO / LETTERING REQUIRED

MANHOLE COVER-TYPE "JM"



TYPICAL PRE-CAST SANITARY M.H. TYPE - 48" DIA.

FOR 8" THRU 21" SEWER MAIN

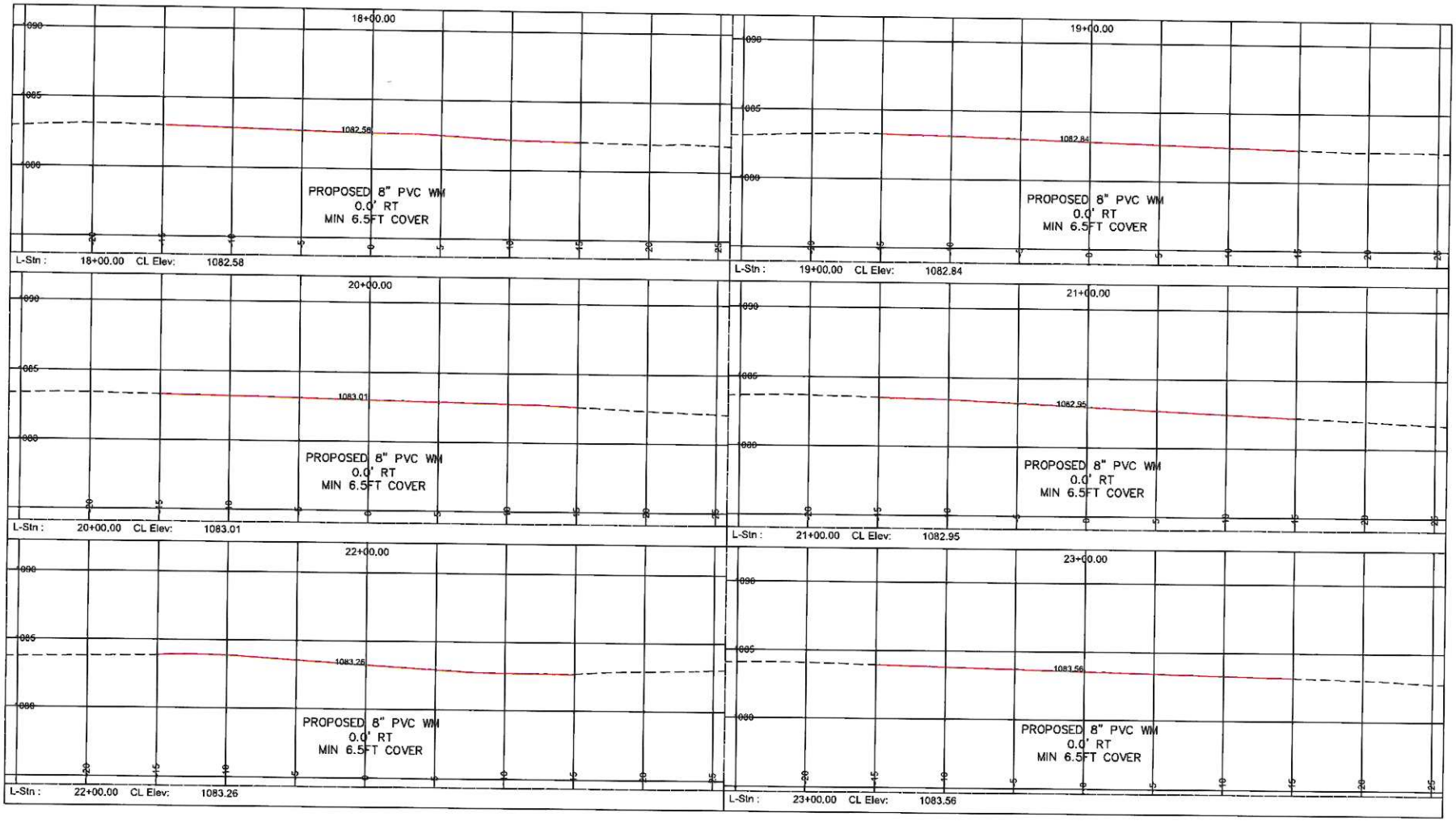
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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DETAIL DRAWING

SHEET
SD 7 OF 7



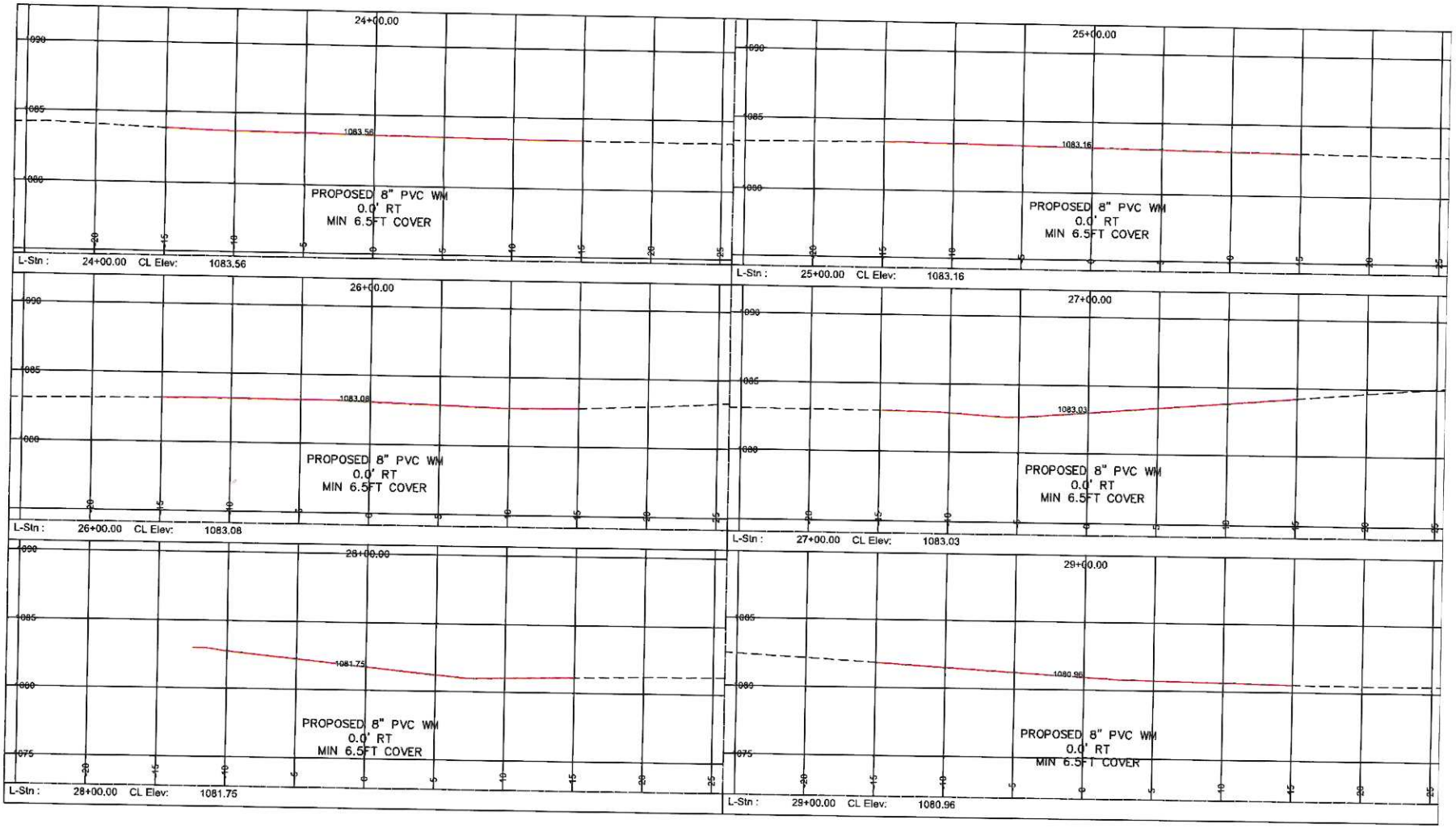
REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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VILLAGE OF WHITING
PORTAGE COUNTY

CROSS SECTION

SHEET
CS 1 OF 2



REVISION	DATE	REMARKS	JOB NUMBER	DRAFTER	CHECKED	DATE	SHEET NAME
				JME	JME		

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VILLAGE OF WHITING
PORTAGE COUNTY

CROSS SECTION

SHEET
CS 2 OF 2

APPLICATION TO VILLAGE OF WHITING PLAN COMMISSION FOR CONDITIONAL USE PERMIT

Applicant:

Name: Samantha Pavlik

Address: 2616 Locust st

Stevens Point
(City, State, Zip Code)

Telephone Number: 715 496 9072

Agent for Applicant:

Name: _____

Address: _____

_____
(City, State, Zip Code)

Telephone Number: 715 496 9072

REQUESTED CHANGE: (State briefly what is being requested and why).

I would like to operate my Retail buisness Elbows deep Aquatics and Garden Center LLC From my home part time with limited hours and only open Fri. Sat. & Sun.

PROPERTY LOCATION AND DESCRIPTION:

Lot _____ Block 40 Subdivision assesors Plat of whiting

NE 1/4 of the SE 1/4 of Section ~~23~~ 9 Township 23N N, Range 8 East

Legal Description of Property: S123 of N256 of W128 of BLK 40 assess plat of whiting

Address of Property: 2616 Locust St Stevens Point WI 54481

Signature of Applicant: [signature] Date: 5-1-24

****

FOR OFFICE USE ONLY

Disposition:

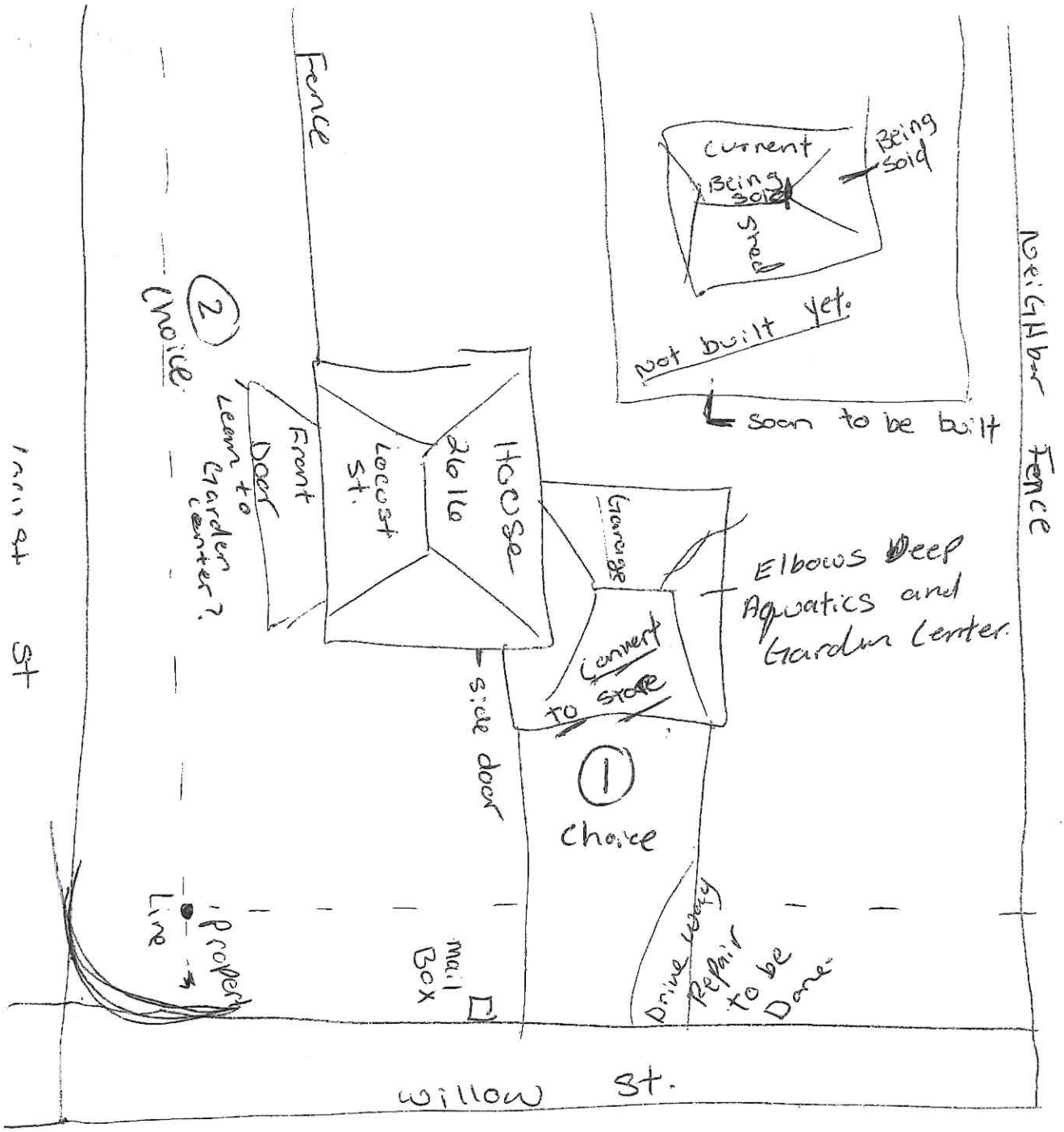
Date of Publishing: _____/_____/_____

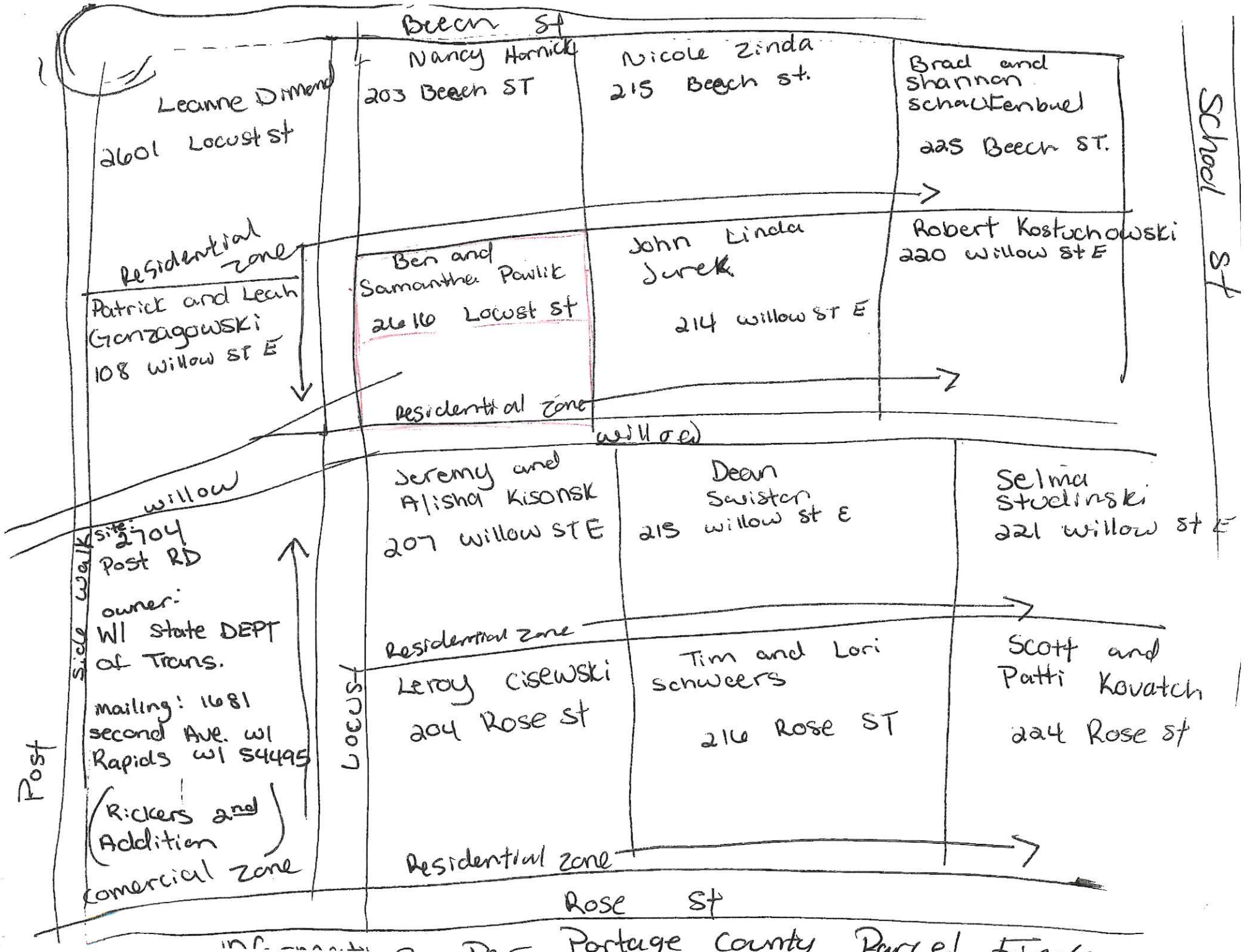
Date of Request: 5/1/2024 **Date of Hearing:** _____

Commission Action: _____ **Date of Action:** _____

Village Board Action: _____ **Date of Action:** _____

$75.00 Non-Refundable Fee Required for Conditional Use Permit Paid On 4/26


Fence
current
Being sold
Being sold
Shed
Not built yet.
soon to be built
Neighbor Fence
2 Choice
Front Door
Lawn to Garden Center?
Locust St.
House 2616
Garage
Elbows Deep Aquatics and Garden Center.
Convert to Store
side door
1 Choice
Property Line
mail Box
Drive way Repair to be Done
Willow St.
Locust St


Beech St
Nancy Hornick
203 Beech ST
Nicole Zinda
215 Beech st.
Brad and Shannon Schautenbuel
225 Beech ST.
School St
Leanne Dimond
2601 Locust st
Residential zone
Ben and Samantha Pawlik
2616 Locust St
John Linda Jurek
214 willow ST E
Robert Kostuchowski
220 willow st E
Patrick and Leah Gonzagowski
108 willow ST E
Residential zone
willow
Jeremy and Alisha Kisonsk
207 willow ST E
Dean Swister
215 willow st E
Selma Studinski
221 willow st E
willow
Side walk
site: 2704 Post RD
owner: WI State DEPT of Trans.
mailing: 1681 second Ave. WI Rapids WI 54495
(Rickers 2nd Addition
comercial zone
Locust
Residential zone
Leroy Cisewski
204 Rose st
Tim and Lori Schweers
216 Rose ST
Scott and Patti Kovatch
224 Rose st
Post
Residential zone
Rose St
Portage County Parcel Tundra









Elbows Deep Aquatics and Garden Center LLC

Samantha Pavlik (Owner)

2616 Locust St. Stevens Point WI, 54481

(715) 496-9072

samantha@elbowsdeepagc.com

www.elbowsdeepagc.com

I created my business with a long-held and genuine passion for plants and aquatic life. What started as a simple love of caring for houseplants, growing garden varieties, and maintaining aquariums, has grown into a hobby that is ready to be taken to the next level. Over the years, I found myself spending ample time researching and learning everything I could about my two favorite hobbies. I advanced my cultivating and aquarist skills and I found a real passion for sharing what I grew with friends, neighbors, and other hobbyists.

This business is a natural extension of that passion. It allows me to take something I truly enjoy and turn it into a meaningful adventure that I can share with my community. My mission is to utilize my acquired knowledge to share my cultivations and ornamental aquatics with those that share that same passion.

Elbows Deep Aquatics and Garden Center LLC is built on care, curiosity, and a passion for living things. It's a humble, home-based way to continue doing what I enjoy while offering something beautiful and positive to my community.

Store Hours, Appointments, & Traffic Controle

Store Hours: (Appointment-Only)

- **Friday:** 10:00 AM – 8:00 PM
- **Saturday:** 10:00 AM – 8:00 PM
- **Sunday:** 10:00 AM – 8:00 PM

These hours keep traffic minimal and predictable while giving customers enough flexibility to schedule visits.

Appointment Process:

All customer visits will be scheduled online, via my website. This ensures:

- Only **one customer/household** is present at a time
- **No** unexpected traffic or drop-ins
- A personalized, calm, safe environment for both livestock and visitors

1. The customer views my available inventory online from my website. **www.elbowsdeepagc.com**
2. If interested in purchasing, they can select an available time slot on my scheduler from my website to do so.
3. I confirm the appointment.
4. The customer arrives at their scheduled time, parks in my driveway, and enters through the garage door.
5. The customer picks out the individual items they are interested in.
6. Customers can choose to pay with cash or card and will depart prior to the next appointment.

Traffic Impact:

A shopping session can be booked for a 15-minute time slot. Time slots are available in increments of 30 minutes. This allows for a 5-minute buffer between appointments. Should my store see a fully booked schedule, that would be 1 vehicle every ½ hour of open operation. This would equal to no more than 20 vehicles, one at a time, per open day at max out.

This system will keep my business organized and respectful of my neighborhood and community.

Village of Whiting
Ordinance Committee Recommendation

Agenda Item: Amendment to Section 4.09 – Deputy Clerk-Treasurer Appointment

Background:
The Ordinance Committee reviewed Sections 4.08 and 4.09 of the Municipal Code to ensure consistency between the appointment provisions for the Clerk-Treasurer and Deputy Clerk-Treasurer positions.

Currently, Section 4.09 states:

"The Village President may appoint, in odd-numbered years, a Deputy Clerk-Treasurer subject to confirmation by a majority vote of the Village Board."

The Committee noted that this language differs from the appointment language used for the Clerk-Treasurer and does not specify when the appointment is to occur.

Recommended Amendment:
Replace the current language with the following:

"The office of Deputy Clerk-Treasurer shall be an appointive office. The Deputy Clerk-Treasurer shall be appointed by the Village President at the first regular meeting of the Board in May in odd-numbered years, subject to confirmation by a majority vote of the Village Board."

Purpose of Amendment:
The proposed amendment clarifies that the Deputy Clerk-Treasurer is an appointive office and establishes a specific appointment timeline. The change aligns Section 4.09 with the appointment process already established for the Clerk-Treasurer in Section 4.08, creating consistency within the Municipal Code.

Committee Action:
At its meeting June 2, 2026, the Ordinance Committee reviewed the proposed amendment and recommends approval by the Village Board.

Village of Whiting
Personnel Committee Recommendation

Agenda Item: Review and Consideration of Draft Village Board Handbook

Background:
The Personnel Committee has been developing a Village Board Handbook to serve as a reference guide for elected officials. The handbook is intended to provide Trustees and Village officials with information regarding municipal government structure, board responsibilities, meeting procedures, ethics requirements, committee functions, and other resources relevant to the performance of official duties.

The Committee has conducted multiple reviews of the draft document and incorporated revisions based on member feedback, additional research, and organizational improvements. The handbook is intended to supplement, but not replace, applicable state statutes, Village ordinances, policies, and legal guidance.

Committee Review:
At its meeting, the Committee reviewed the draft Village Board Handbook, including proposed content, organization, formatting, and edits discussed during the meeting. Following discussion, the Committee approved the draft as amended.

Committee Action:
At its meeting May 22nd, 2026, Motion by Mike Kaczmarek, second by Jeanna Trzebiatowski, to approve the draft Village Board Handbook as edited and recommend it be forwarded to the Village Board for review and consideration. Motion carried.

Recommendation:
The Personnel Committee recommends that the Village Board review the attached draft Village Board Handbook and consider its adoption as a resource for current and future Village officials.



VILLAGE OF WHITING

Portage County, Wisconsin

VILLAGE TRUSTEE HANDBOOK

A Reference Guide to Duties, Responsibilities, and Procedures

Based on the Village of Whiting Municipal Code

Current Edition – 2026

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CHAPTER 1: WELCOME TO THE VILLAGE BOARD

Congratulations on your election, or appointment, as a Trustee of the Village of Whiting, Portage County, Wisconsin. Service as a Village Trustee is one of the most direct and meaningful forms of public service available in a democratic community. You have accepted the responsibility of governing a municipality on behalf of your fellow residents, and this handbook is designed to help you fulfill that obligation with confidence and integrity.

This handbook is organized around the Village of Whiting Municipal Code and is intended to serve as your primary desk reference throughout your term. It summarizes the legal framework for your role, the procedures you will follow at meetings, the ethical standards you must uphold, and the services and functions of the Village government you now help lead.

Nothing in this handbook supersedes the Municipal Code itself or the Wisconsin Statutes. When questions of legal interpretation arise, you should consult the Village Attorney. The full text of all ordinances is available for review with the Village Clerk-Treasurer.

CHAPTER 2: THE VILLAGE OF WHITING – AN OVERVIEW

2.1 LEGAL STATUS AND GOVERNING LAW

The Village of Whiting is a body corporate and politic with the powers of a municipality at common law. It is governed by the provisions of Chapters 61 and 66 of the Wisconsin Statutes, laws amending those chapters, other acts of the Wisconsin Legislature, and the Constitution of the State of Wisconsin. (Municipal Code Sec. 3.01)

The Village's Municipal Code took effect pursuant to Wis. Stats. §66.0103, and all subsequent ordinances take effect from and after their passage and publication as required by law. Citations to the code are made by section number (e.g., Section 3.04, Village of Whiting Municipal Code).

2.2 OFFICIAL NEWSPAPER AND PUBLIC COMMUNICATION

The official newspaper of the Village of Whiting is the Stevens Point Journal. (Sec. 3.02) All general ordinances imposing forfeiture penalties are published in this paper, and public hearing notices are typically published there as required by law. The Village also maintains an official website and may maintain official social media accounts. The Village President bears ultimate responsibility for ensuring that new and amended ordinances are communicated to the public, channels may include the Village website and social media platforms. (Sec. 3.15 and Sec. 3.22

2.3 ELECTION POLL HOURS

Voting polls in the Village of Whiting are open from 7:00 a.m. to 8:00 p.m. for all elections. (Sec. 3.03

CHAPTER 3: VILLAGE BOARD COMPOSITION AND OFFICERS

3.1 COMPOSITION OF THE BOARD

The Village Board consists of six Trustees plus the Village President, who serves as a Trustee by virtue of the office of President. Three Trustees are elected at each annual spring election for two-year terms commencing on the third Tuesday of April in the year of their election. (Sec. 3.04 and 3.05)

A quorum of the Village Board is four members, including the President. The President is counted when computing a quorum. A lesser number may adjourn a meeting or compel attendance of absent members. (Sec. 3.11)

Board Composition at a Glance	
Total Board Members:	7 (6 Trustees + Village President)
Quorum Required:	4 members (including President)
Trustee Term:	2 years; 3 seats elected each spring
President Term:	2 years; elected in odd-numbered years
Term Start Date:	Third Tuesday of April in the election year

3.2 THE VILLAGE PRESIDENT

The Village President is elected at the annual spring election in odd-numbered years for a two-year term. The President is, by virtue of the office, a Trustee and presides at all meetings of the Board. The President signs all ordinances, rules, bylaws, regulations, and commissions adopted by the Board, and all orders drawn on the treasury. The President is responsible for maintaining peace and good order and for ensuring that Village ordinances are faithfully obeyed. (Sec. 3.06)

A Village Trustee may be nominated and elected by a majority of Trustees to serve as Village President to fill an incomplete term. (Sec. 3.05)

3.3 PRESIDENT PRO TEM

At the annual organizational meeting held on the third Tuesday of April, the Village Board nominates and elects, by majority vote of the Trustees, a President pro tem from among its members. In the absence of the Village President, the President pro tem presides over Board meetings and exercises the powers and duties of the President, with one exception: the President pro tem may not approve an act that the Village President has disapproved by filing objections with the Clerk-Treasurer. When so officiating, the President pro tem is considered 'Acting President.' (Sec. 3.12)

3.4 MUNICIPAL OFFICERS AND EMPLOYEES

The Village employs or appoints several officers who support Village operations. Key appointed positions include:

Position	***Appointment Authority & Term***
Village Clerk-Treasurer	Appointed by Village President at first regular Board meeting in May of odd-numbered years; confirmed by majority vote of Board; two-year term.
Deputy Clerk-Treasurer	Appointed by Village President in odd-numbered years; confirmed by majority vote; two-year term. Acts in Clerk-Treasurer's absence.
Village Attorney	Appointed by Village President at first regular Board meeting in May of odd-numbered years; confirmed by majority; term begins June 1.
Building Inspector	Appointed by Village President at first regular Board meeting in May of odd-numbered years; confirmed by majority; term begins June 1.

Position	Appointment Authority & Term
Village Assessor	Appointed by Village President at first regular Board meeting in May of odd-numbered years; confirmed by majority; term begins June 1.

All officers have generally the powers and duties prescribed for like officers of Towns and Villages under Wisconsin Statutes, except as otherwise provided in the Municipal Code. (Sec. 4.01)

3.5 ELIGIBILITY REQUIREMENTS FOR TRUSTEES

No person shall be elected to a Village office who is not, at the time of election, a citizen of the United States and the State of Wisconsin, an elector of the Village, and residing therein. Board members must remain Village residents throughout their terms of office. (Sec. 4.02 and Sec. 3.09)

In addition, under the Wisconsin Constitution, a person convicted of a felony in any court within the United States or convicted of a misdemeanor involving a violation of public trust, is not eligible to seek or hold state or local elective office in Wisconsin unless the person has received a full pardon of the conviction.

3.5A COMPATIBILITY OF OFFICES AND EMPLOYMENT

Wisconsin law and the common-law incompatibility doctrine may prohibit a person from simultaneously holding certain public offices, appointed positions, or employment roles where conflicts of interest or supervisory conflicts exist. Trustees should consult the Village Attorney before accepting another elected office, appointed position, compensated Village role, or employment relationship that may create incompatibility concerns under Wisconsin law. Certain dual-service arrangements may be expressly permitted by statute, including limited service as volunteer emergency personnel or other specifically authorized roles.

3.6 OATH OF OFFICE

Within five business days after election or appointment, the Village Clerk-Treasurer will notify the elected or appointed person. Every person elected or appointed to the office of Village President, Clerk-Treasurer, or Trustee must take and file the official oath within five days after election or notice thereof. The form, filing, and general procedure for oaths are governed by Ch. 19, Subchapter I, Wis. Stats. (Sec. 4.03)

3.7 VACANCIES

Vacancies in elective positions occur as provided in Sections 17.03 and 17.035, Wis. Stats. Vacancies in elective offices are filled by appointment by a majority vote of the Village Board for the remainder of the incomplete term. If any officer is absent or temporarily incapacitated, the Board may appoint a person to discharge those duties until the officer returns or the disability is removed. (Sec. 4.04)

3.8 REMOVAL FROM OFFICE

Elected officials may be removed by the Village Board as provided in Sections 17.12(1)(a) and 17.16, Wis. Stats. Removal of an elected Village officer requires a majority vote of all members of the Village Board. Appointed officials may be removed as provided in Sections 17.12(1)(c) and 17.16, Wis. Stats., generally by an affirmative vote of two-thirds of all members of the removing body, unless otherwise provided by law. Because removal from office is a significant legal action, the Village Board should consult with the Village Attorney before proceeding. (Sec. 4.05)

CHAPTER 4: VILLAGE BOARD MEETINGS

4.1 TYPES OF MEETINGS

Regular Meetings

Regular meetings of the Village Board are held on the second Tuesday of each calendar month at 6:00 p.m. local time, or at other times as the Board may direct. If a regular meeting falls on a legal holiday, it is rescheduled by majority vote of the Board at a previous meeting. All Board meetings must be held at the Village of Whiting Municipal Building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at least two hours prior to the meeting. All meetings must take place within the boundaries of the Village of Whiting. (Sec. 3.11)

Annual Organizational Meeting

The Village Board holds an annual meeting on the third Tuesday of April for the purpose of organization. At this meeting, the President pro tem is elected, standing committee assignments are made, and citizen appointments to boards and committees are confirmed. (Sec. 3.11 and Sec. 5.02)

Special Meetings

Special meetings may be called by the Village President or by two Trustees filing a written request with the Clerk-Treasurer in person or by any form of electronic communication at least twenty-four hours before the meeting. The Clerk-Treasurer must immediately notify each Trustee of the time and purpose, either personally, electronically, or by Village Mailbox. No business may be transacted at a special meeting unless a quorum of Trustees is in attendance. Notice to the public must conform to the Wisconsin Open Meetings Law. (Sec. 3.11)

Open Meetings

All meetings of the Board and its committees must be open to the public unless the subject matter falls within a lawful exception of the Wisconsin Open Meetings Law. A Trustee who believes a closed session is warranted should consult with the Village Attorney before calling one. (Sec. 3.11)

4.2 ORDER OF BUSINESS

At all meetings, the following order of business may be observed at the discretion of the presiding officer: (Sec. 3.13)

1. Call to Order by presiding officer
2. Pledge of Allegiance
3. Roll Call. (If a quorum is not present, the meeting shall adjourn, which may be to a specified date)
4. Reading, correcting, and approval of the minutes of the last preceding meeting or meetings
5. Reports from interested people
6. Reports of committees
7. Unfinished business from previous meetings
8. New business, including the introduction of ordinances and resolutions
9. Reports of Village officers
10. Communications and miscellaneous business
11. Adjournment

No business may be taken up out of order unless authorized by the Village President or by majority consent of all Trustees in the absence of any debate. (Sec. 3.13)

4.3 ROLL CALL AND QUORUM

As soon as the Board is called to order, the Clerk-Treasurer calls the last names of Trustees in alphabetical order, notes who is present and who is absent, and records this in the proceedings. If a quorum is not

present, the Board may adjourn, or the presiding officer (or in the case of absence, the Clerk-Treasurer) may issue a process to any policeman to summon the absentees. (Sec. 3.14)

4.4 CONDUCT OF DELIBERATIONS AND VOTING

The proceedings of all Village Board meetings are governed by Robert's Rules of Order, except where superseded by statute or by the Municipal Code. (Sec. 3.16) Key rules include:

- No Trustee shall address the Board until recognized by the presiding officer, or open discussion. The Trustee shall address the Board, confine remarks to the question under discussion, and avoid all personalities.
- When two or more members seek recognition simultaneously, the presiding officer names who speaks first.
- No person other than a member shall address the Board except under the Order of Business, unless citizens are given permission to address a matter being currently considered.
- The presiding officer may speak upon any question or make any motion without relinquishing the chair.
- Any member may appeal a decision of the presiding officer; such appeal is not debatable and must be sustained by majority vote of the members present, excluding the presiding officer.

Roll Call Votes

A roll call vote is required in the following circumstances: (Sec. 3.16)

- When requested by any member
- On confirmation and on the adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the Village or any fund thereof
- When required by Wisconsin Statutes

All aye and nay votes must be recorded in the official minutes.

4.5 RECONSIDERATION OF QUESTIONS

When a question has been decided, any member of the majority (or, in the case of a tie, any member who voted in the affirmative) may move a reconsideration. If a motion to reconsider is made on a day subsequent to the day the question was decided, a vote of the majority of the entire Board is required to sustain it. (Sec. 3.17)

4.6 INTRODUCTION OF ORDINANCES AND RESOLUTIONS

Requests or proposals for new ordinances or ordinance revisions are introduced at a regular Village Board meeting. After discussion, the request is referred to by the appropriate committee. The committee makes recommendations at the next regular meeting unless the Board grants a longer time. (Sec. 3.15)

All ordinances must be in writing. Every ordinance requires two readings before passage, and the first and second readings may not occur on the same day, except under suspension of the rules for compelling circumstances requiring prompt action. Each ordinance must relate to no more than one subject.

Resolutions or ordinances may only be placed on the agenda for Board action if submitted to the

Clerk-Treasurer in written form a minimum of four days prior to the meeting at which action is requested. The Board may act on an ordinance or resolution only if it appears on the written agenda.

4.7 AMENDMENT AND SUSPENSION OF RULES

The rules of Chapter 3 of the Municipal Code (governing Board procedure) shall not be rescinded or amended unless the proposed amendment is laid over from a regular meeting, and then it requires a vote of two-thirds of all Board members. Rules may not be suspended except by a two-thirds vote of all Board members. (Sec. 3.19 and Sec. 3.20)

4.8 MEETING DECORUM AND DISORDERLY CONDUCT

The Village Board retains authority to regulate its proceedings, preserve order, establish reasonable procedural rules, and ensure meetings are conducted efficiently and lawfully consistent with Wisconsin law and the Municipal Code.

Whenever disturbance or disorderly conduct occurs at a board meeting, the President may cause the room to be cleared of all persons guilty of such disorderly conduct except the Trustees. (Sec. 3.18)

4.8 TRUSTEE PREPARATION AND RESPONSIVENESS

- Trustees are expected to remain informed, responsive, and prepared to conduct Village business. Basic expectations include:
- Check Village email on a regular basis and review all meeting notices, agendas, packets, and correspondence in a timely manner.
- Check Village mailbox at least weekly, or more frequently when meetings, notices, or time-sensitive matters are pending.
- Review agenda materials before each meeting and come prepared to discuss and act on matters before the Board or Committee.
- Research questions or concerns in advance when possible, including reviewing relevant ordinances, policies, prior minutes, reports, or supporting documents.
- Contact the Village President, Committee Chair, Clerk-Treasurer, or appropriate staff before the meeting when clarification is needed.
- Avoid using meeting time for questions that could reasonably have been addressed beforehand, unless the issue requires public discussion or Board direction.

4.8 COMMUNICATION PRACTICES

- Use a dedicated email for Village business
- Avoid reply-all emails
- Use CC for awareness and BCC appropriately
- Assume all communications are public records

4.8 MEETING ATTENDANCE AND EXCUSAL

- Attend all meetings whenever possible
- Notify the Village President or Committee Chair ASAP if unable to attend
- Provide advance notice when possible

4.8 VILLAGE PROPERTY AND ACCESS

- Do not duplicate Village keys
- Report lost keys immediately to the Clerk-Treasurer
- Use Village property for official purposes only

4.8 PROFESSIONAL CONDUCT

Common Mistakes Trustees Make:

- Even well-intentioned Trustees can unintentionally create risk for themselves and the Village. The following are common mistakes to avoid:
- Engaging in email or text discussions with multiple Trustees about Village business, creating potential Open Meetings Law violations.
- Using personal email accounts or devices for Village business without understanding public records obligations.
- Replying all to emails or participating in group message chains that resemble deliberation outside of a noticed meeting.

- Coming to meetings unprepared, resulting in inefficient use of meeting times or delayed decision-making.
- Directing Village staff individually rather than working through the Village President, Clerk-Treasurer, or established channels.
- Speaking publicly or on social media in a manner that could be interpreted as representing the Village without authorization.
- Failing to disclose conflicts of interest or participating in discussions where a personal interest exists.
- Sharing or discussing closed session information outside of authorized settings.
- Making commitments or promises on behalf of the Village without Board approval.
- Not asking questions when unsure—leading to avoidable errors or misunderstandings.

CHAPTER 5: MEETING CONTROL, PUBLIC PARTICIPATION, AND LEGAL SAFEGUARDS

This chapter supplements the meeting procedures in Chapter 4 and the operating expectations in Chapter 4A. It is intended to help Trustees, Committee Members, and Chairs avoid common procedural problems and keep Village meetings orderly, transparent, and legally defensible.

5.1 ROLE AND AUTHORITY OF THE PRESIDING OFFICER

The Village President, President pro tem, Committee Chair, or other presiding officer is responsible for guiding the meeting so that Village business is handled efficiently, fairly, and in compliance with applicable law. The presiding officer does not lose the right to participate in discussion or vote merely because they are chairing the meeting, unless a conflict of interest or other legal limitation applies.

The presiding officer should:

- Call the meeting to order and confirm that a quorum is present before business is conducted.
- Follow the posted agenda and keep discussion focused on the item under consideration.
- Recognize Trustees, Committee Members, staff, and members of the public before they speak.
- State motions clearly before discussion and before the vote is taken.
- Ensure debate remains respectful, relevant, and orderly.
- Ask for votes on each side of a question and clearly announce the result.
- Respond to reasonable procedural questions or points of order.
- Maintain neutrality when speaking for the Board as a body and clearly distinguish personal opinions from official Board action.

A member who disagrees with a procedural ruling of the presiding officer may appeal the ruling as allowed under the Village Code, Robert's Rules of Order, or other applicable procedure. The goal is not to win a parliamentary wrestling match; the goal is to keep the meeting lawful and understandable to the public.

5.2 PUBLIC PARTICIPATION AND PUBLIC HEARINGS

Open meetings law gives the public the right to attend and observe meetings of governmental bodies, subject to lawful closed-session exceptions. It does not automatically give every person the right to speak at every meeting item. The Board may allow public comments, limit the time for comments, limit repetitive comments, and require comments to occur during the appropriate portion of the agenda.

Public comments should generally be handled as follows:

The presiding officer should identify when public comments are open and when they are closed.

Comments should be directed to the Board or Committee, not to individual members, staff, or residents.

Reasonable time limits may be used to ensure fairness and allow the meeting to proceed.

The Board should avoid debating, acting on matters or responding to public comments unless the topic is properly noticed on the agenda.

Disruptive, threatening, or disorderly conduct may be addressed by the presiding officer consistent with Village Code and applicable law.

A public hearing is different from ordinary public comments. When a statute or ordinance requires a public hearing, the purpose is to receive testimony or input on the specific matter noticed for hearing. Once the

hearing is closed, further public input should generally occur only if the presiding officer or body asks a clarifying question.

5.3 COMMON LEGAL PITFALLS IN MEETINGS

Trustees and Committee Members should be especially careful with communications and informal discussions involving Village business. A procedural mistake may not be dramatic, but it can still create legal risk, public distrust, and the kind of meeting cleanup nobody volunteers for twice.

Issue	Why It Matters	Best Practice
Walking quorum	A series of conversations, emails, texts, or other communications among members can violate open meetings law if members effectively reach agreement outside a noticed meeting.	Do not use serial calls, texts, emails, or intermediaries to build agreement among enough members to control an outcome.
Negative quorum	Even fewer than a quorum may create a legal concern if the number of members involved could block action requiring a supermajority or larger vote.	Avoid discussing how members will vote outside a noticed meeting, especially on items requiring more than a simple majority.
Reply-all deliberation	Group email chains can quickly move from scheduling or information-sharing into deliberation.	Use reply-all sparingly. Keep substantive discussion for noticed meetings.
Action without quorum	Official action generally requires a lawful quorum. Action taken without a quorum may be void or subject to challenge.	Confirm quorum before conducting business and note arrivals or departures that affect quorum.
Tie votes	A tie vote means the motion fails because it did not receive the required affirmative vote.	State the result clearly in the minutes and, if needed, bring the matter back properly at a future meeting.
Abstentions and conflicts	An abstention is not an affirmative vote and may affect whether a motion passes. Conflicts of interest may require abstention and nonparticipation.	When a conflict may exist, disclose it early and consult the Village Attorney when needed.

5.4 CLOSED SESSION CHECKLIST

Closed sessions should be used carefully and only when authorized by Wisconsin law. When in doubt, the Village Attorney should be consulted before the meeting is noticed or before the Board enters closed session.

Before entering closed session, the Board or committee should confirm:

- The agenda identifies the closed-session item and cites the specific statutory authority.
- The motion to enter closed session states the statutory exception and the general subject matter to be discussed.
- The motion is seconded and approved by roll call vote.
- Only authorized individuals remain for the closed session.
- Discussion remains limited to the noticed closed-session subject.
- No final action is taken in closed session unless permitted by law and properly noticed.
- The agenda states whether the body may reconvene in open session and whether action may be taken after reconvening.

Closed-session discussions are confidential. Members should not disclose closed-session information unless disclosure is authorized by the Board, required by law, or approved after consultation with the Village Attorney.

5.5 ATTORNEY CONSULTATION AND REFERRAL GUIDANCE

The Village Attorney should be used strategically for legal interpretation, risk review, and matters where informal judgment is not enough. Legal questions should generally be routed through the Village President, Clerk-Treasurer, Committee Chair, or as otherwise directed by the Board, so requests are coordinated and costs remain controlled.

Attorney consultation should be considered for:

- Closed-session questions or agenda language.
- Potential conflicts of interest, ethics concerns, or abstention questions.
- Ordinance drafting, repeal, amendment, or interpretation.
- Personnel, discipline, removal from office, or employment matters.
- Public records or open meetings questions that are not routine.
- Contracts, intergovernmental agreements, real estate, easements, or liability concerns.
- Threatened litigation, claims, enforcement actions, or matters likely to become contested.
- Routine administrative questions should be handled by the appropriate Village official or committee when possible. Legal counsel should not be used as a substitute for policy discussion by the Board.

5.6 PARLIAMENTARY PROCEDURE QUICK GUIDE

Robert's Rules of Order apply unless superseded by Wisconsin law or the Village Code. The following guide is intended as a practical reference, not a replacement for the code, statutes, or legal advice.

Motion or Action	***Purpose***	***General Notes***
Main motion	Introduces a new item of business for action.	Requires a second, discussion, and vote unless otherwise provided.
Seconding Motion	To show that at least two members wish to consider a motion.	A formal second is generally required before discussion. However, if another member immediately discusses or supports the motion without objection, the chair may treat the requirement for a second as satisfied.
Amend a motion	Changes wording before the main motion is voted on.	Must be related to the pending motion. Vote on the amendment first, then the main motion as amended or not amended.
Refer to committee	Sends an item to a committee or staff for review and recommendation.	Useful when more research, drafting, or public input is needed.
Postpone to a certain time	Delays consideration to a specific future meeting or date.	The future meeting should be clear enough for minutes and agenda planning.
Table	Temporarily sets aside a pending matter.	Should not be used to avoid difficult votes. If the intent is delay, postpone is usually cleaner.
Point of order	Raises procedural concern during the meeting.	The chair rules on the point. The ruling may be appealed where allowed.
Appeal the chair	Allows the body to decide whether to sustain or overturn a procedural	Handled according to the Village Code and applicable parliamentary

Motion or Action	Purpose	General Notes
	ruling.	rules.
Reconsider	Brings back a matter previously decided.	Must comply with Village Code timing and voting requirements.
Adjourn	Ends the meeting.	Usually not debatable once properly made and seconded.

CHAPTER 6: GENERAL POWERS AND RESPONSIBILITIES OF THE VILLAGE BOARD

6.1 GENERAL POWERS

The Village Board is vested with all powers of the Village not specifically given to other Village officials. The Board has management and control of Village property, finances, highways, streets, navigable waters, and public services. It has the power to act for the government and good order of the Village, for its commercial benefit, and for the health, safety, welfare, and convenience of the public. The Board may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment, and other necessary or convenient means. All grants of power to the Board shall be liberally construed in favor of the Village's rights, powers, and privileges to promote the general welfare. (Sec. 3.07)

6.1A AUTHORITY OF INDIVIDUAL TRUSTEES

Individual Trustees possess authority only when acting collectively as part of the Village Board through properly authorized Board action, unless otherwise specifically authorized by law or ordinance. Individual Trustees generally may not direct Village staff, commit Village resources, make promises on behalf of the Village, or represent official Village positions without Board authorization. Trustees are encouraged to communicate concerns and requests through the Village President, Clerk-Treasurer, Committee structure, or other established administrative channels.

6.2 PROPERTY ACQUISITION AND DISPOSAL

The Village Board may acquire property, real or personal, within or outside the Village for parks, libraries, recreation, streets, waterworks, sewage or waste disposal, harbors, vehicle parking, and any other public purpose. The Board may also acquire easements and property rights, including rights of access and use, negative or positive easements, restrictive covenants, and scenic easements. The Board may sell and convey property or easements when no longer needed for public use. (Sec. 3.07)

6.3 DISPOSAL OF SURPLUS VILLAGE PROPERTY

'Surplus Village Property' is property owned by the Village that has no further usefulness to it. The procedures for disposal depend on estimated fair market value: (Sec. 3.21)

- Items valued at $500 or less: The Village President, in conjunction with the Clerk-Treasurer or Director of Public Works and Utilities, may determine the item is surplus and dispose of it without further Board authorization.
- Items valued above $500: The Village Board must determine whether the item is surplus property and authorize disposal.
- No Village officer, employee, or immediate family member (spouse or dependent minor children) may purchase surplus Village property.
- If surplus property cannot be sold, it may be donated to a qualifying 501(c)(3) organization with a principal place of business in the Village, or if none exists in the Village, within Portage County.

6.4 COOPERATION WITH OTHER MUNICIPALITIES

The Village Board may join with other villages, towns, or cities in a cooperative arrangement for executing any power or duty to attain greater economy or efficiency, including joint employment of employees. (Sec. 3.08)

6.5 SALARIES

The President and other Trustees may, by majority vote of all Board members, determine that an annual salary be paid to the President and Trustees. Salaries already established remain in effect until changed by ordinance or resolution. Salaries may not be increased or diminished during the current terms of office of those being compensated. (Sec. 3.10)

The Village President is paid monthly, at the end of each month. Trustees and appointed citizen members are paid quarterly.

CHAPTER 7: COMMITTEES, BOARDS, AND COMMISSIONS

7.1 GENERAL PROVISIONS

Every committee, board, and commission created by or existing under Village ordinances must: fix a date, time, and place for its meetings; publish notice in the official Village newspaper in advance of each scheduled meeting; and post an agenda at the Village Hall and on the Village website. Special meetings may be called for good cause with some notice requirements waived but must comply with applicable law. Minutes must be filed with the Village Clerk-Treasurer. (Sec. 5.01)

7.2 STANDING COMMITTEES

At the annual organizational meeting, the Village President appoints Trustees to each standing committee. The President designates the chair of each committee, and all committee appointments (except designation of chair) are subject to confirmation by a majority vote of the Village Board. The Village President is an ex officio member of each standing committee. (Sec. 5.02)

Standing Committee	Membership & Jurisdiction
Finance Committee	Three Trustees; Clerk-Treasurer is ex officio member. Oversee financial structure, annual budget, bond issues, loans, and payment of Village indebtedness.
Public Safety Committee	Three Trustees. Oversee firefighting equipment, police protection, traffic control and safety, animal control, and general protection of persons and property.
Public Works and Parks Committee	Three Trustees and two citizen members. Oversees streets, alleys, sidewalks, drainage, weed control, street signs, Village parks, and compost site operations.
Personnel Committee	Three Trustees. Oversee all personnel and employment relations matters.
Committee on Municipal Buildings	Two Trustees and the Fire Chief. Oversees maintenance and operation of the Village Hall.
Ordinance Committee	Three Trustees. Reviews and recommends Board action on proposed legislation and ordinances.
Utilities Committee	Two Trustees and three citizen members of recognized experience. Advises the Village Board on sewer and water utility operations, customer complaints, utility bills, personnel evaluations, code changes, and the annual utility budget.
Plan Commission	Village President, one Trustee elected annually by the Board, and five citizen members appointed by the Village President and confirmed by the Board. Responsible for preparation and maintenance of the Village Master Plan and review of zoning amendments, plats, public facilities, and development proposals.

7.3 BOARD OF REVIEW

The Board of Review consists of the Village President, Clerk-Treasurer, and all Trustees. The Village President appoints two alternate members (confirmed by majority vote of the Board) who serve when a regular member is removed or unable to serve. (Sec. 5.03)

For Board of Review purposes, at least one member must complete the required Board of Review training within the 12-month period prior to the first meeting of the Board of Review. The Board of Review is typically held in May of each year, unless the schedule is adjusted due to a revaluation or other applicable circumstances.

7.4 ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of five members and one alternate, appointed by the Village President subject to Board confirmation. The Village President designates the chairman. The Board hears appeals of administrative decisions in enforcement of the Zoning Code or Floodplain Zoning Code, considers special exceptions, and authorizes variances where enforcement would cause unnecessary hardship. A concurring vote of four members is necessary to reverse any determination or grant a variance. (Sec. 5.05)

7.5 TREE BOARD

Advises on matters related to trees within the Village, including tree planting, maintenance, preservation, removal, and related policies or recommendations as provided by Village ordinance or Board direction.

CHAPTER 8: ETHICS AND STANDARDS OF CONDUCT

8.1 OVERVIEW

The proper operation of democratic government requires that public officials be independent, impartial, and responsible to the people. The Village's Ethics Code (Chapter 7 of the Municipal Code) establishes ethical standards of conduct for all officials and directs disclosure of private financial or other interests in matters affecting the Village. All elected and appointed Village officials and employees are 'public officials and employees' within the meaning of this chapter. (Sec. 7.01)

8.2 RESPONSIBILITIES OF PUBLIC OFFICE

As a Trustee, you are bound to: (Sec. 7.02)

- Discharge faithfully the duties of your office regardless of personal considerations
- Hold the public interest as your primary concern
- Maintain conduct above reproach in both official and private affairs
- Uphold the United States Constitution and the Wisconsin Constitution
- Carry out impartially the laws of the nation, state, and municipality

8.3 DEDICATED SERVICE

Public officials shall not exceed their authority or breach the law or ask others to do so, and shall work in full cooperation with other public officials and employees unless prohibited by law or by officially recognized confidentiality. (Sec. 7.03)

8.4 USE OF PUBLIC PROPERTY

No Trustee or public official shall request, use, or permit the use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for use in the conduct of official business. No official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen. (Sec. 7.04)

8.5 CONFLICT OF INTEREST

No Trustee or other public official shall engage in any business or transaction or have any financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of official duties or will tend to impair independence or judgment in the performance of duties. Personal interest includes an interest arising from blood or marriage relationships or close business or political association. (Sec. 7.05)

Specific conflicts of interest include:

- Incompatible Employment: No Trustee shall engage in private employment or render services for private interests when incompatible with official duties. A Trustee with a financial or personal interest in any business or transaction must disclose the nature and extent of that interest to the Village Board on record.
- Confidential Information: No Trustee may disclose confidential information concerning Village property, government, or affairs without proper legal authorization, or use such information to advance private financial interests.
- Gifts and Favors: No Trustee may accept any gift with a value greater than $5.00 from any person interested in Village business dealings. Any gift accepted must be disclosed in the minutes of the next Board meeting.
- Representing Private Interests: No Trustee whose salary is paid by the Village may appear on behalf of private interests before any Village agency or represent private interests in any action against the Village's interest in litigation to which the Village is a party.

8.6 CONTRACTS WITH THE VILLAGE

Any Trustee who has a substantial financial interest in any business entity proposing to enter a transaction or contract with the Village for the sale of real estate, material supplies, or services must disclose that interest to the Village Board in the minutes. A Trustee with such an interest must refrain from discussion and voting upon or otherwise participating in the transaction or making of such contract. (Sec. 7.07)

8.7 DISCLOSURE OF INTEREST IN LEGISLATION

A Trustee who has a financial or other private interest in any legislation must disclose on the records of the Board the nature and extent of that interest. This provision does not apply if the Trustee disqualifies himself or herself from voting. (Sec. 7.08)

8.8 ADVISORY OPINIONS

Any question about the interpretation of the Ethics Chapter should be referred to the Village Attorney for an Advisory Opinion. The opinion will be given to the Board for any action deemed necessary. (Sec. 7.10)

Note: Access to the Village Attorney, without prior approval, is limited to the Village President, Village Clerk-Treasurer, and Village Director of Public Works and Utilities. With prior approval by the Village President, Trustees may access the Village Attorney's services for Village business. (Sec. 4.10)

8.9 SANCTIONS

Violations of the Ethics Code raise questions as to whether voluntary resignation or other action is appropriate to promote the best interest of the Village. Violations may constitute cause for suspension, removal from office or employment, or other disciplinary action. (Sec. 7.11)

CHAPTER 9: VILLAGE FINANCES

9.1 FISCAL YEAR

The fiscal year of the Village of Whiting is the calendar year (January 1 – December 31). (Sec. 6.05)

9.2 ANNUAL BUDGET PROCESS

The Village follows a structured annual budget process: (Sec. 6.02)

- By October 15 each year, the Village President, Clerk-Treasurer, and Director of Public Works must file with the Clerk-Treasurer itemized statements of prior-year disbursements, receipts, and estimates for the upcoming fiscal year.
- By the first week of November, the Committee on Finance prepares a proposed budget presenting the financial plan for the coming year.
- A summary of the budget and notice of the public hearing is published as a class 1 notice at least fifteen days before the hearing.
- The public hearing is held, at which any resident or taxpayer may be heard. The hearing may be adjourned as needed.
- After the hearing, the proposed appropriation ordinance may be changed or amended and follows the standard ordinance process before the Board.

9.3 BUDGET CHANGES

The amounts of various appropriations in the approved budget may not be changed except upon the recommendation of the Village President and upon a two-thirds vote of the entire Village Board. Notice of any funds transfer must be published in the official Village newspaper within eight days. (Sec. 6.03)

A minor overage allowance exists to allow timely payment of accounts: expenditures previously budgeted up to $5,000 may be exceeded by up to 10%; expenditures budgeted above $5,000 may be exceeded by up to 1% before the formal budget change process is required. (Sec. 6.04)

9.4 CLAIMS AGAINST THE VILLAGE

Before any account, demand, or claim is submitted to the Village Board for payment approval, the Clerk-Treasurer must certify that funds are available under the budget, that the item or service was duly authorized by the proper official and received as agreed, and that the claim is accurate and a proper charge against the treasury. All orders drawn on the Village Treasury must be signed by the Village President and countersigned by the Clerk-Treasurer, except for regular wages paid by payroll. All orders are approved by the Board at its next meeting. (Sec. 6.07)

9.5 BIDDING PROCEDURE

The Village has adopted the provisions of Section 62.15 of the Wisconsin Statutes as a complete alternative to Sections 61.54 and 61.55 of the Wisconsin Statutes for all Village contracts. The authority vested in the board of Public Works by Section 62.15 is exercised by the Village Board. (Sec. 6.12)

9.6 SPECIAL ASSESSMENTS

The Village Board may levy and collect special assessments upon property in a limited and determinable area for special benefits conferred by any municipal work or improvement. The assessment shall not exceed the value of the benefits accruing to the property. Prior to making special assessments, the Board must adopt a preliminary resolution declaring its intention and directing preparation of a required report. A public hearing must be held with notice being published at least ten days but not more than forty days before the hearing. After the hearing, the board may approve, disapprove, modify, or re-refer the assessment report. (Sec. 6.14)

CHAPTER 10: ENFORCEMENT AND PENALTIES

10.1 USE OF CITATIONS

Pursuant to Chapter 66.119 of the Wisconsin Statutes, citations may be issued for violations of the Village of Whiting Municipal Code. (Sec. 2.01)

Authorized officials who may issue citations include:

- Any law enforcement officer exercising lawful authority within the Village
- Any peace officer designated by the Village Board
- Village President and Village President Pro-Tem
- Village Clerk-Treasurer
- Village Director of Public Works and Utilities
- Building Inspector, Fire Chief, Fire Marshal, and Humane Officers (within their areas of responsibility)
- Persons whose authority has been delegated in writing by the above officials, provided the Village Board is notified and has not rescinded such authority

The Portage County Sheriff's Department has been designated as the primary law enforcement agency authorized to enforce Village ordinances. (Sec. 2.03)

10.2 PENALTIES

A consolidated schedule of cash deposits for violations is established by the Village Board and maintained by the Village Clerk. The schedule includes established forfeitures plus all applicable fees, costs, and assessments authorized under Wisconsin Statutes. (Sec. 2.04)

- First Offense Forfeiture: See Chapter 34, Section 34.02, Paragraph 1 for current amount.
- Second Offense Forfeiture: See Chapter 34, Section 34.02, Paragraph 2 for current amount.
- Continued Violations: Each violation and each day a violation constitutes a separate offense.

The Village may also pursue all other remedies afforded by the Wisconsin Statutes. The issuance of a citation does not preclude the Village from proceeding under any other ordinance, law, or enforcement method.

CHAPTER 11: PUBLIC RECORDS AND OPEN GOVERNMENT

11.1 PUBLIC RECORDS

Wisconsin's public records law (Wis. Stats. Ch. 19.31) gives members of the public the right to inspect and copy most government records. As a Trustee, you must be careful about how you handle Village records and communications. Village records are generally public and subject to the open records law. The Village Clerk-Treasurer is the primary custodian of Village records.

Whenever any standard code, rule, regulation, statute, or other written matter is adopted by reference in the Municipal Code, the Clerk-Treasurer maintains a copy in the office as a public record, open to reasonable examination by any person during office hours. (Sec. 1.05)

Village records must be retained in accordance with applicable records retention schedules and Wisconsin law. Trustees should not independently destroy, delete, or dispose of Village records relating to official business without authorization or confirmation that retention requirements have been satisfied. Electronic communications relating to Village business may also constitute records subject to retention requirements.

11.2 OPEN MEETINGS LAW

All meetings of the Village Board and its committees must be open to the public unless a lawful closed session exception applies under Wisconsin's Open Meetings Law (Wis. Stats. Ch. 19, Subchapter V). Before convening in closed session, the Board must state the specific statutory basis for doing so and must first convene in open session.

Practical reminders for Trustees:

- Avoid conducting Board business in informal gatherings of a quorum outside of properly noticed meetings.
- Communications among Trustees via email, text, or social media about matters pending before the Board can implicate the Open Meetings Law and should be handled with caution.
- Consult the Village President, Clerk followed by the Village Attorney if you are uncertain whether a proposed closed session is legally permissible.

11.3 SOCIAL MEDIA

The Village maintains an official social media presence to share municipal updates and community information. Only authorized individuals — the Village President, Village Clerk-Treasurer, Village Director of Public Works and Social Media Advisor— may manage and post content without prior approval. Other officials and community members may submit posting requests to any of those authorized individuals. The Village President has final responsibility for approval or denial of such requests (except in emergencies). (Sec. 3.22)

As a Trustee, you should not post content on official Village social media accounts without following the authorization process described above. Any personal social media posts touching on Village business should clearly reflect your personal views and not be construed as official Village communications.

CHAPTER 12: KEY REGULATORY AREAS OF VILLAGE GOVERNMENT

12.1 OVERVIEW

As a Trustee, you will be called upon to vote on matters across a wide range of subject areas governed by the Municipal Code. The following is a brief orientation to key regulatory chapters you will encounter in your service. Full text of all chapters is available from the Village Clerk-Treasurer.

12.2 FIRE PROTECTION AND PREVENTION (CHAPTER 11)

The Village's fire protection regulations establish standards for fire prevention, the roles of the Fire Chief and Fire Marshal, and the response framework for fire emergencies within the Village. Trustees on the Committee on Public Safety have primary oversight responsibility for fire protection matters.

12.3 PUBLIC WORKS

Public works regulations govern the maintenance and construction of streets, alleys, sidewalks, curbs, drainage, and related infrastructure. The Director of Public Works and Utilities coordinates day-to-day operations. The Committee on Public Works and Parks oversees policy direction. Trustees should be familiar with the bidding and contracting procedures that apply to public works projects, including the Village's adoption of Wis. Stat. 62.15 for public contracts and public works procedures. (Sec. 6.12) Parks and Recreation (Chapter 13)

The Village maintains parks and recreation facilities for community use. The Committee on Public Works and Parks oversees matters pertaining to the maintenance, equipping, and usage of Village parks. Trustees may be called upon to review park ordinances, set policies for park use, and approve capital improvements to park facilities.

12.4 SEWER AND WATER UTILITIES (CHAPTERS 16–17)

Whiting Utilities provides public water and sewer service to residents. The Village Board (through the Utilities Committee) sets rates and policies. All matters relating to extensions of service, providing service beyond Village limits, and rate applications are under direct control of the Village Board. The Committee on Finance and the Utilities Committee work jointly on utility budget review and financial recommendations.

12.5 LAND USE AND BUILDING CODE (CHAPTER 18)

The Building Inspector oversees all permits, inspections, and building code enforcement within the Village. The Building Inspector issues a Notice and Order for Correcting Violations when code violations are found, giving the property owner 30 days to take corrective action. The Village President performs a final review of building permit requests in multi-family, commercial, and industrial districts before issuance.

12.6 ZONING DISTRICTS (CHAPTER 19)

Zoning regulations establish permitted uses of land within the Village. The Plan Commission makes recommendations on zoning matters to the Village Board, and the Zoning Board of Appeals hears variance and appeal requests. The Board of Trustees makes final decisions on zoning amendments. Trustees should familiarize themselves with the Village's zoning map and the different zoning district classifications.

12.7 FLOODPLAIN CONTROL AND PROTECTION (CHAPTER 20)

The Village's floodplain regulations protect properties and persons from flood hazards. These regulations are also subject to Wisconsin Department of Natural Resources oversight and must comply with state and federal floodplain management requirements. The Zoning Board of Appeals has appellate jurisdiction over floodplain zoning decisions.

12.8 PUBLIC NUISANCES (CHAPTER 21)

The Village's nuisance ordinances define and regulate conditions harmful to public health, safety, or welfare. Enforcement of nuisance violations typically involves the Building Inspector and may involve citation procedures outlined in Chapter 2 of the Municipal Code. Trustees may receive constituent complaints regarding nuisance conditions and should refer those concerns to the Village official or department responsible for enforcement of the applicable ordinance, including the Building Inspector, Director of Public Works and Utilities, law enforcement, or other designated enforcement official, as appropriate.

12.9 TRAFFIC AND VEHICULAR CONTROL (CHAPTER 22)

Traffic regulations govern vehicle operation, speed limits, parking, and related matters within the Village. Enforcement is primarily carried out by the Portage County Sheriff's Department as the designated law enforcement agency. The Committee on Public Safety has oversight responsibility for traffic safety matters.

CHAPTER 13: REVIEW OF ADMINISTRATIVE DETERMINATIONS

13.1 OVERVIEW

Any person aggrieved by an administrative determination of the Village Board or any board, commission, committee, agency, officer, or employee of the Village may have that determination reviewed as provided in Chapter 8 of the Municipal Code. The remedies provided are not exclusive, but election to proceed under Chapter 8 constitutes an election of remedies. (Sec. 8.01)

13.2 REVIEWABLE DETERMINATIONS

The following types of determinations may be reviewed under Chapter 8: (Sec. 8.02)

- Grant or denial of an initial permit, license, right, privilege, or authority (except a fermented malt beverage or intoxicating liquor license)
- Suspension, revocation, or nonrenewal of an existing permit, license, right, privilege, or authority
- Denial of a grant of money or other thing of value where eligibility conditions are prescribed
- Imposition of a penalty or sanction on any person (other than a municipal employee or officer, and other than by a court)
- Suspension or removal of a Village officer or employee

13.3 NON-REVIEWABLE DETERMINATIONS

The following are not reviewable under Chapter 8: (Sec. 8.03)

- Legislative enactments (ordinances, resolutions, or adopted motions of the Village Board)
- Actions subject to administrative or judicial review under state statutes, administrative code, or other provisions of the Municipal Code
- Denial of tort or contract claims for money required to be filed with the Village
- Grant, denial, suspension, or revocation of a fermented malt beverage or intoxicating liquor license
- Court judgments and orders
- Determinations made during municipal labor negotiations
- Determinations subject to grievance, arbitration, or other procedures in collective bargaining agreements

CHAPTER 14: QUICK REFERENCE GUIDE

14.1 Key Contacts

Role	Contact Information
Village Clerk-Treasurer	Village of Whiting Municipal Building - clerk@vi.whiting.wi.gov
Village President	Contact via Village Clerk-Treasurer
Village Attorney	Access through Village President approval (except for Village President, Clerk-Treasurer, and Director of Public Works & Utilities who may contact directly)
Building Inspector	Contact via Village Clerk-Treasurer
Director of Public Works & Utilities	Contact via Village Clerk-Treasurer
Portage County Sheriff (non-emergency)	Law enforcement for Village ordinance enforcement- 715-346-1400

14.2 Important Dates and Deadlines

Date/Deadline	Action Required
Annual Spring Election (April)	Three Trustees elected; Village President elected in odd years
Third Tuesday of April	Annual Organizational Meeting; President Pro Tem elected; committee appointments made
Second Tuesday of each month, 6:00 p.m.	Regular Village Board Meeting
By October 15 annually	Departmental budget estimates due to Clerk-Treasurer
By first week of November	Finance Committee prepares proposed budget
15 days before budget hearing	Budget summary and hearing notice published
4 days before Board meeting	Ordinances/resolutions must be submitted to Clerk-Treasurer to appear on agenda
Within 5 days of election/appointment	Official oath must be taken and filed

14.3 Voting Thresholds at a Glance

Action	Vote Required
Most Board actions	Majority of members present (quorum of 4 required)
Budget changes after approval	Two-thirds vote of entire Board membership
Amendment or suspension of Board rules	Two-thirds vote of entire Board membership
Reversal of Zoning Board of Appeals determination	Four concurring votes of ZBA members
Plan Commission adoption of master plan or part	Majority of all Plan Commission members, plus majority confirmation by Board
Filling vacancy in elective office	Majority vote of Village Board - 4 affirmative votes
Motion to reconsider (subsequent meeting)	Majority of entire Board

14.4 Robert's Rules: Common Motions

Proceedings of the Board and Committees are governed by Robert's Rules of Order, except where superseded by statute or the Municipal Code. The following common motions are used regularly. Any motion made at a Village board or committee meeting requires a second.

Motion	Purpose and Rules
Main Motion	Introduces a new item of business.; debatable; majority vote.
Seconding Motion	A formal second is generally required before discussion. However, if another member immediately discusses or supports the motion without objection, the chair may treat the requirement for a second as satisfied.
Motion to Table	Temporarily postpones a matter. Not debatable; majority vote.
Motion to Postpone	Delays action to a specific time. Debatable as to time; majority vote.
Motion to Refer	Sends a matter to committee for study. Debatable; majority vote.
Motion to Amend	Changes a pending motion. Debatable; majority vote.
Motion to Reconsider	Brings a decided matter back for another vote. Must be made by a member of the prevailing side; debatable; majority vote (requires majority of entire Board if made at a subsequent meeting).
Motion to Adjourn	Ends the meeting. Not debatable; majority vote.

CHAPTER 15: GLOSSARY OF KEY TERMS

The following key terms appear in the Village of Whiting Municipal Code and this Handbook: (Sec. 1.03)

Term	Definition
Person	Extends to natural persons, firms, corporations, associations, partnerships, or other bodies politic and all entities capable of being sued, unless plainly inapplicable.
Code / Municipal Code	The Municipal Code of the Village of Whiting.
Fine / Forfeiture	These terms are equivalent and interchangeable in the Municipal Code.
Joint Authority	Words giving joint authority to three or more Village officers are construed as giving authority to a majority of such officers.
Law or Regulation	Any legally promulgated federal statute, federal regulation, state statute, state administrative code, county ordinance, or local ordinance.
Wisconsin Statutes	Applicable Wisconsin Statutes, as amended or renumbered from time to time.
Wisconsin Administrative Code	The current Wisconsin Administrative Code as of adoption of the Municipal Code, as amended or renumbered.
Officer	A Village President, Clerk-Treasurer, Attorney, Assessor, Trustee, and appointed citizen members of municipally created committees, boards, and commissions.
Quorum	Four members of the Village Board (including the President) — the minimum number required to conduct official business.
Surplus Village Property	Village-owned property that has no further usefulness to the Village (as specifically defined in Sec. 3.21 of the Municipal Code).
Recusal	A member removes themselves from participation entirely, often leaving the dais/table, and avoids discussion, influence, debate, and voting.
Abstention	A member remains seated as part of the body but does not vote.

CHAPTER 16: TRUSTEE ACKNOWLEDGMENT

Upon receiving this Trustee Handbook, each Trustee should complete and return a signed copy of the following acknowledgment to the Village Clerk-Treasurer. Newly elected or appointed Trustees should return the signed acknowledgment no later than the May Village Board meeting following their election or appointment. The Clerk-Treasurer will retain the signed acknowledgment in the official Village records.

TRUSTEE ACKNOWLEDGMENT FORM

Village of Whiting, Portage County, Wisconsin

I, the undersigned, hereby acknowledge that I have received a copy of the Village of Whiting Trustee Handbook, that I have read and understand its contents, and that I agree to fulfill the duties and responsibilities of the office of Trustee in accordance with the Village of Whiting Municipal Code, the Wisconsin Statutes, and the ethical standards described herein.

Trustee Name (Print):

Signature:

Date:

Term of Office:

Please return the completed form to:

Village Clerk-Treasurer

Village of Whiting Municipal Building

Village of Whiting, Portage County, Wisconsin

This handbook is provided as a reference guide. It does not constitute legal advice. For authoritative interpretations of any provision of the Village of Whiting Municipal Code or the Wisconsin Statutes, Trustees should consult the Village Attorney.

APPENDIX A: LEGAL FOUNDATIONS AND REFERENCES

This handbook incorporates guidance from the League of Wisconsin Municipalities, Wisconsin Village Officials Handbook

Key principles reflected in this handbook include:

- Village Boards act collectively as governing bodies, and individual trustees do not have independent authority.
- Wisconsin cities and villages operate under constitutional home rule authority pursuant to Article XI, Section 3 of the Wisconsin Constitution, allowing local self-governance except where limited or preempted by state law.
- Meeting procedures, quorum requirements, and voting expectations are based on Wisconsin Statutes and accepted parliamentary procedure.
- Ethical conduct, conflicts of interest, open government obligations, and certain liability standards applicable to Village officials are established under Wisconsin Statutes, including Wis. Stat.19.59, Chapters 19 and 946, and related governmental liability provisions.
- Public records and open meetings compliance follow Wisconsin Open Government Laws, with the Clerk-Treasurer serving as records custodian.

Primary Reference:
Wisconsin Village Officials Handbook, League of Wisconsin Municipalities (2026).

Note: This handbook is intended as a practical guide and does not replace legal counsel. Trustees should consult the Village Attorney via the Clerk or President for legal interpretation when necessary.

APPENDIX B: TRUSTEE QUICK REFERENCE GUIDE

Village of Whiting – Trustee Quick Reference Guide
(Based on Wisconsin Law & League of Wisconsin Municipalities Guidance)

Governance Basics
- The Board acts collectively, not individually
- No Trustee has authority unless approved by Board action
- Decisions are made at properly noticed meetings

Open Meetings Law (Wis. Stat. §§ 19.81–19.98)
DO:
- Discuss Village business only at noticed meetings
- Keep deliberations public
AVOID:
- Group texts or emails discussing decisions
- Serial communications that lead to consensus outside meetings

Public Records Law (Wis. Stat. §§ 19.31–19.39)
- Emails, texts, and messages about Village business are public records
- Use a separate email account for Village business
- Assume anything written could be requested and published

Meetings & Voting
- A quorum is required to conduct business
- Trustees are expected to vote unless a conflict exists
- Abstentions should be limited and justified

Conflicts of Interest
- Do not participate in matters where you have a financial interest
- When in doubt: disclose and recuse
- Avoid the appearance of impropriety

Trustee vs Staff Roles
- Trustees set policy, staff handles operations
- Do not direct staff individually
- Work through the Village President, Clerk-Treasurer, or committees

Media & Public Communication
- Clarify when speaking personally
- Do not present personal views as Village positions
- Refer legal, personnel, or emergency matters to the President or staff

Closed Session & Confidentiality
- Do not disclose closed session discussions
- Violations may create legal liability

Email & Communication Tips
- Avoid unnecessary reply-all
- Use BCC appropriately
- Maintain professional tone

Village Property
- Do not duplicate keys

- Report lost keys immediately to the Clerk-Treasurer

When in Doubt
Pause and ask before acting.

Reference:
Wisconsin Village Officials Handbook, League of Wisconsin Municipalities (2026).