



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE REGULAR TOWN BOARD MEETING
TUESDAY, FEBRUARY 27, 2024 AT 6:00 PM
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI**

AGENDA

IMMEDIATELY FOLLOWING THE STORMWATER UTILITY MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL & VERIFY PUBLIC NOTICE

4. PRESENTATIONS

4.a Baird Regarding 2024-2025 Borrowing

5. PUBLIC HEARINGS: NONE

6. PUBLIC COMMENT FORUM

Members of the public are welcome to address the Town Board. Individuals wishing to speak on any agenda item must sign in prior to the start of the meeting and may speak during the Public Comment Forum. The Public Comment Forum allows any member of the public to make their comments prior to Town Board discussion or action on an agenda related matter. Commentators must state name and address for the record. Individual comments are limited to no more than five minutes each. Once the public comment forum ends there will be no additional discussion from the audience. The Town Board may suspend this rule if deemed necessary.

7. CONSENT AGENDA

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

7.a Approval of the Minutes of the January 16, 2024 Town Board Meeting.

[1.16.2024 Town Board Minutes.pdf](#)

7.b Approval of January 2024 Treasurer Statement & Approve Bills.

[M-TB Monthly Treasurers Report and Bills for January 2024.docx](#)

[2024 Monthly Report.pdf](#)

[February 2024 Checks.pdf](#)

[February 2024 Deposits.pdf](#)

[January 2024 Budget.pdf](#)

[January P-Card.pdf](#)

7.c Operator's Licenses with No Applicable Violations per Town Policy.

[M-TB Operator's License for February 2024.docx](#)

[February 2024 Operators.pdf](#)

7.d Law Enforcement – Monthly/Quarterly Update on Town Law Enforcement Activities.

[M-TB Monthly Law Enforcement Report January 2024.docx](#)
[JAN 2024 BUCH ACTIVITY REPORT.pdf](#)

7.e Fire, EMS & Emergency Management - Report on Fire, EMS & Emergency Management Activities.

[M-TB Monthly BFR Report January 2024.docx](#)
[Fire-EMS January 2024 Monthly Report.pdf](#)

7.f Town Engineer – Update on Town Engineer Activities.

- i. **Contract A24 - 2024 Roadway Construction**
- ii. **CTH KK and State Park Road Intersection Signalization**
- iii. **Warranty Review Items**
- iv. **Contract B-24 Eisenhower Dr - Culvert Replacement**
- v. **Contract C-24 Eisenhower Drive Multi-Use Trail-TAP Grant**
- vi. **Contract C-24 Springfield Park Improvements**

[M-TB Monthly Engineers Report February 2024.docx](#)
[Buchanan Engineer's Report 2-27-2024.pdf](#)

7.g Clerk/Treasurer Report on Clerk/Treasurer Activities.

- i. **2024 Spring Elections Update**
- ii. **2023 Audit Update**
- iii. **WTA 2024 District & Quarterly Meeting**
- iv. **Open Book & Board of Review Dates**
- v. **Fox Cities Marathon Information**

[M-TB Monthly Clerk-Treasurer Report February 2024.docx](#)
[WTA District Meeting Information.pdf](#)

7.h Town Administrator Report on Administrative Activities.

- i. **Major Project Update**
- ii. **Training/Conference Opportunities**
- iii. **Darboy Sanitary District Minutes**
- iv. **Maintenance Updates**

[M-TB Monthly Administrator Report February 2024.docx](#)
[2024-01-09 Approved DSD Minutes.pdf](#)
[2024-01-23 Approved DSD Minutes.pdf](#)

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION: NONE

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION

10.a Resolution 2024-01 Providing for the Sale of Approximately \$1,850,000 General Obligation Promissory Notes – For Approval/Denial.

Motion to approve Resolution 2024-01.

[M - Resolution 2024-01.docx](#)
[Resolution 2024-01 Borrowing.docx](#)

10.b Springfield Park Playground Selection – For Approval/Denial.

Motion to select Proposal 142-180054-2 from Lee Recreation, LLC for the Springfield Park Playground Project.

[M - Springfield Park Playground.docx](#)
[Proposal 142-180054-2 from Lee Recreation, LLC.pdf](#)
[Playground Proposals.pdf](#)

10.c

Capital Improvement Plan – For Approval/Denial.

Motion to approve the 2024 Capital Improvement Plan.

[M - CIP.docx](#)
[CIP.pdf](#)

10.d

Road and Culvert Projects for 2024 – For Approval/Denial.

Motion to move forward with the road and culvert projects proposed in the staff report.

[M - Alternative Road and Culvert Projects.docx](#)

10.e

Van Handel Dr. Reconstruction Alternate Bid Items – For Approval/Denial.

Motion to add removal of trees along the ditch and installation of drainage pipe and fill behind the playground on the Town Hall property as alternate bid item as part of the Van Handle Dr. Reconstruction project.

[M - Van Handel Dr. Reconstruction Additions.docx](#)

10.f

Personnel Manual Update – For Approval/Denial.

Motion to approve the Personnel Manual.

[M - Personnel Manual.docx](#)
[Personnel Manual.pdf](#)

11. CLOSED SESSION:

Pursuant to Wisconsin State Statutes 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

12. FUTURE AGENDA ITEMS – *The next regularly scheduled meeting is March 19, 2024 at 6:00 pm or immediately following the Stormwater Utility meeting. Meeting agenda/discussion items and possible action on future Town Board agenda, including specific items for inclusion on or exclusion from a future agenda.*

13. ADJOURNMENT:

Other Future Meetings:

March 12, 2024 Plan Commission Meeting 7:00 p.m. (Please note day change)

March 19, 2024 Stormwater Utility Meeting 6:00 p.m. (if needed)

Cynthia Sieracki, Clerk

Posted: February 22, 2024

Public Notice: Agendas are posted in the following locations: Town Hall bulletin board, Town website:www.townofbuchanan.org, Buchanan Festival Foods and Darboy Joint Sanitary District.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: A quorum of the Plan Commission, Board of Review, and/or Board of Appeals may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Board of Review, and/or Board of Appeals will be taken at this meeting.



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF THE TOWN BOARD MEETING
TUESDAY, JANUARY 16, 2024 AT 6:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

IMMEDIATELY FOLLOWING THE STORMWATER UTILITY MEETING

OPENING:

1. **CALL MEETING TO ORDER:** Meeting called to order by Chairperson Coenen at 6:10 p.m.
2. **PLEDGE OF ALLEGIANCE:** Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Board Members present – Lawrence, Coenen, and Kavanaugh. Town officials present – Administrator Brown, Clerk/Treasurer Sieracki, Deputy Bell, and Town Engineer Keen. Other members of the public were also in attendance. Knuppel and Walsh were excused.

PRESENTATIONS & PUBLIC FORUM:

4. **PRESENTATIONS:** NONE
5. **PUBLIC HEARINGS:** NONE
6. **PUBLIC COMMENT FORUM:** No one spoke

TOWN BOARD BUSINESS AGENDA:

7. **CONSENT AGENDA:**
 - a). Approval of the Minutes of the December 19, 2023 Town Board Meeting.
 - b). Approval of December 2023 Treasurer Statement & Approve Bills.
 - c). Operator's Licenses with No Applicable Violations per Town Policy.
 - d). Law Enforcement – Monthly/Quarterly Update on Town Law Enforcement Activities.
 - e). Fire, EMS & Emergency Management - Report on Fire, EMS & Emergency Management Activities.
 - f). Town Engineer – Update on Town Engineer Activities.
 - i. Contract A24 - 2024 Roadway Construction
 - ii. CTH KK and State Park Road Intersection Signalization
 - iii. Warranty Review Items
 - iv. Contract B-24 Eisenhower Dr - Culvert Replacement
 - v. Contract C-24 Eisenhower Drive Multi-Use Trail-TAP Grant
 - vi. Contract C-24 Springfield Park Improvements
 - g). Clerk/Treasurer Report on Clerk/Treasurer Activities.
 - i. Tax Collection Update
 - ii. Spring Primary Election
 - iii. 2023 Audit Update
 - iv. WTA 2024 District Meeting
 - v. Personal Property Tax Changes
 - h). Town Administrator Report on Administrative Activities.
 - i. Major Project Update
 - ii. Training/Conference Opportunities
 - iii. Darboy Sanitary District Minutes
 - iv. Maintenance Updates

Motion by Lawrence/Kavanaugh to approve items in the consent agenda as presented. Motion carried 3 to 0 by voice vote.

After the consent agenda was approved, Chairperson Coenen asked for several items to be spoken on for clarification.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION: NONE

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Annual Special Assessment Increase for 2024 – For Approval/Denial.

Administrator Brown gave an overview of the process and explained the increase.

The Board discussed.

Motion by Lawrence/Kavanaugh to set the 2024 Special Assessment residential lot amount at \$4,333.20. Motion passed 3 to 0 by voice vote.

- b). Offer to Purchase Parcel 030058312 for Stormwater Purposes – For Approval/Denial.

Administrator Brown stated that this was approved at the Stormwater Utility meeting. Brown updated the Board with the offer and the process.

Motion by Lawrence/Kavanaugh to approve the purchase amount of \$56,000 for Parcel 030058312 for stormwater purposes. Motion passed 3 to 0 by voice vote.

- c). Eisenhower Culvert Replacement – For Discussion and Possible Action.

Administrator Brown stated that the budget does contain funds for culvert replacements. Eisenhower Dr. has three large culverts that should be replaced.

Engineer Keen reviewed options for grant funding that could be available to help with the cost of the culverts. That would free up the budgeted funds for other projects.

The Board discussed.

Motion by Lawrence/Kavanaugh to approve Cedar's recommended course of action to pursue the WISDOT Local Bridge Grant Funding for the Eisenhower Drive Culvert Replacement in lieu of the Town completing the replacement work in 2024 with Town funds. Motion passed 3 to 0 by voice vote.

- d). Springfield Park Phase 2 Letter of Authorization – For Approval/Denial.

Administrator Brown gave an overview of the project.

Engineer Keen reviewed the Letter of Authorization and the process of Phase 2.

The Board discussed.

Motion by Lawrence/Kavanaugh to approve the Springfield Park Phase 2 Letter of Authorization not to exceed \$35,900. Motion passed 3 to 0 by voice vote.

11. CLOSED SESSION: NONE

CLOSING:

- 12. FUTURE AGENDA ITEMS** – *The next regularly scheduled meeting is February 27, 2024 at 6:00 pm. Meeting agenda/discussion items and possible action on future Town Board agenda, including specific items for inclusion on or exclusion from a future agenda.*

13. ADJOURNMENT: *Motion made to adjourn at 7:10 p.m. by Kavanaugh/Lawrence. Motion carried 3 to 0.*

Other Future Meetings:

February 13, 2024 Joint Plan Commission and Town Board Meeting 7:00 p.m. (Please note day change)

February 27, 2024 Stormwater Utility Meeting 6:00 p.m. (if needed)

Note: February Election 2/20/24

Cynthia Sieracki, Clerk
Drafted: January 17, 2024

DRAFT



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Cynthia Sieracki, Treasurer
Date: February 27, 2023
RE: Treasurer's Report & Approval of Bills

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached Treasurer's Report is for the period ending January 31, 2024. Also attached is a list which includes all bills and deposits for the period January 7, 2024 through February 17, 2024. Included is the working budget summary for the period ending December 31, 2023 and all charges to the P-Card for January 2024.

If you have specific questions regarding the bills including payroll, please contact my office prior to the meeting to discuss. Questions for an individual employee's salary and wages should be discussed with me directly as these are wages for direct hours worked. Specific employee performance should not be discussed in open session. If you'd like to discuss performance of a specific employee, please contact my office to schedule a meeting or a 'closed session' agenda item.

POLICY/PLAN REFERENCE(S):

1. Wis. Stats. §64.45 - Disbursements from town treasury.
2. Wis. Stats. §66.0607 - Withdrawal or disbursement from local treasury.
3. Town of Buchanan Budget & Financial Policy, adopted March 2010.

FISCAL IMPACT:

1. As shown on list of bills and deposits for period.

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Attachments:

1. January 2024 Treasurer's Report
2. January 7, 2024 through February 17, 2024 Bills & Deposits List
3. Town Budget Summary for period ending January 31, 2024
4. January 2024 Credit Card (P-Card) Charges

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.



Monthly Report

January 2024

| | | |
|---|---|-------------------------|
| Operating Account Nicolet National Bank | Previous Balance | \$ 9,137,287.55 |
| | Deposits | \$ 4,786,483.96 |
| | Checks | \$ 3,576,569.76 |
| | Interest Credited on 1/31/2024 | \$ 25,535.91 |
| | Balance as of 1/31/2024 | \$ 10,372,737.66 |
| | <i>(Interest Year to Date: \$25535.91)</i> | |
| | Segregated Funds (included in above total) | |
| | ARPA Local Recovery Funds | \$ 675,545.01 |
| Fire Reserve Fund | \$ 105,744.00 | |
| Building Improvement Fund | \$ 45,679.29 | |
| P-Card Rebate Funds | 24,382.03 | |
| Trail Development Fund | \$ 30,066.00 | |
| Hickory Park Trail | \$ 69,979.00 | |
| Contingency Account Nicolet National Bank | Previous Balance | \$ 160,882.84 |
| | Deposits | \$ - |
| | Withdrawals | \$ - |
| | Interest Credited on 1/31/2024 | \$ 145.46 |
| | Balance as of 1/31/2024 | \$ 161,028.30 |
| <i>(Interest Year to Date: \$145.46)</i> | | |
| Park Impact Fees Nicolet National Bank | Previous Balance | \$ 19,671.77 |
| | Deposits | \$ 2,064.00 |
| | Withdrawals | \$ - |
| | Interest Credited on 1/31/2024 | \$ - |
| | Balance as of 1/31/2024 | \$ 21,735.77 |
| Fire Department Fundraising Nicolet National Bank | Previous Balance | \$ 14,071.65 |
| | Deposit | \$ - |
| | Withdrawals | \$ - |
| | Interest Credited on 1/31/2024 | \$ - |
| | Balance as of 1/31/2024 | \$ 14,071.65 |
| Investment Ehlers | Previous Balance | \$ 1,159,462.91 |
| | Investment Increase/Decrease | \$ 7,770.59 |
| | Investment Withdrawal | \$ - |
| | Balance as of 1/31/2024 | \$ 1,167,233.50 |
| Baird Bond | Balance as of 1/31/2024 | \$ 4,685,000.00 |
| <i>(Interest Paid Year to Date: \$100,995.00)</i> | | |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-----------------------------------|------------|
| ACH | 1/26/2024 | WRS | 2,815.66 |
| | Manual Check | DECEMBER | |
| ACH | 1/26/2024 | WISCONSIN DEPARTMENT OF REVENUE | 1,172.22 |
| | Manual Check | PAYROLLS DECEMBER | |
| ACH | 1/16/2024 | PAUL HERMES | 1,571.59 |
| | Manual Check | 2024 JANUARY | |
| ACH | 1/16/2024 | EFTPS | 3,024.17 |
| | Manual Check | SOCIAL SECURITY | |
| ACH | 2/02/2024 | UNUM LIFE INSURANCE | 482.09 |
| | Manual Check | EMPLOYEE LIFE INSURANCE-2024 | |
| ACH | 1/23/2024 | EFTPS | 671.32 |
| | Manual Check | SOCIAL SECURITY | |
| ACH | 2/02/2024 | DELTA DENTAL | 222.71 |
| | Manual Check | MONTHLY INVOICE 2/24 | |
| ACH | 1/30/2024 | EFTPS | 3,341.20 |
| | Manual Check | SOCIAL SECURITY | |
| ACH | 2/05/2024 | STAMPS.COM | 19.99 |
| | Manual Check | MONTHLY FEE | |
| ACH | 1/23/2024 | USPS | 200.00 |
| | Manual Check | POSTAGE OFFICE | |
| ACH | 2/05/2024 | NETWORK HEALTH | 3,870.62 |
| | Manual Check | MONTHLY INVOICE 2024 | |
| ACH | 2/13/2024 | EFTPS | 3,176.16 |
| | Manual Check | SOCIAL SECURITY | |
| ACH | 2/15/2024 | PAUL HERMES | 1,571.59 |
| | Manual Check | 2024 FEBRUARY | |
| 39248 | 1/08/2024 | MARTIN SYSTEMS, INC | 83.85 |
| | | MONITORING 1/1/24-3/31/24 | |
| 39249 | 1/08/2024 | TDS METROCOM | 825.00 |
| | | REFUND | |
| 39250 | 1/08/2024 | WE ENERGIES | 2,644.17 |
| | | N178-ELECTRIC | |
| 39251 | 1/08/2024 | WORKHORSE SOFTWARE SERVICES, INC | 4,150.00 |
| | | 2024 SUPPORT | |
| 39252 | 1/10/2024 | DARBOY JOINT SANITARY DISTRICT #1 | 42,181.84 |
| | | JANUARY SETTLEMENT OF TAXES | |
| 39253 | 1/10/2024 | FOX VALLEY TECHNICAL COLLEGE | 257,323.12 |
| | | JANUARY SETTLEMENT OF TAXES | |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|--------------|
| 39254 | 1/10/2024 | KAUKAUNA AREA SCHOOL DISTRICT JANUARY SETTLEMENT OF TAXES | 486,155.53 |
| 39255 | 1/10/2024 | KIMBERLY AREA SCHOOL DISTRICT JANUARY SETTLEMENT OF TAXES | 1,503,501.19 |
| 39256 | 1/10/2024 | OUTAGAMIE COUNTY - TREASURERS OFFICE JANUARY SETTLEMENT OF TAXES | 1,055,773.13 |
| 39257 | 1/10/2024 | WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT JANUARY SETTLEMENT OF TAXES | 25,513.77 |
| 39258 | 1/15/2024 | CEDAR CORPORATION SPRINGFIELD PARK | 36,404.66 |
| 39259 | 1/15/2024 | DANIEL OR SANDRA SIMONIS REFUND - OVERPAYMENT | 74.60 |
| 39260 | 1/15/2024 | GAR TUYLS REFUND FOR PARK BENCH | 750.00 |
| 39261 | 1/15/2024 | JOSHUA AERTS TAX OVER PAYMENT | 366.15 |
| 39262 | 1/15/2024 | KAUKAUNA UTILITIES STREET LIGHTS | 129.49 |
| 39263 | 1/15/2024 | KWIK TRIP INC DECEMBER BILL | 435.57 |
| 39264 | 1/15/2024 | LAD PARTNERS DBA JP GRAPHICS EL-120 ENVELOPES (2,500) | 1,005.50 |
| 39265 | 1/15/2024 | OUTAGAMIE COUNTY FIRE CHIEF'S ASSN 2024 ASSOCIATION DUES | 50.00 |
| 39266 | 1/15/2024 | OUTAGAMIE COUNTY FIRE INVESTIGATION ANNUAL DUES | 25.00 |
| 39267 | 1/15/2024 | RANDALL & SARAH HESS TAX OVER PAYMENT | 128.64 |
| 39268 | 1/15/2024 | SHERI L JONES TAX OVER PAYMENT | 179.12 |
| 39269 | 1/15/2024 | USPS POSTAGE FOR ABSENTEE BALLOTS | 660.00 |
| 39270 | 1/13/2024 | TANNER'S GRILL AND BAR HOLIDAY PARTY | 883.61 |
| 39271 | 1/22/2024 | ADAM WILLIAMS TAX OVERPAYMENT | 80.78 |
| 39272 | 1/22/2024 | CORPORATE NETWORK SOLUTIONS, INC BARRACUDA | 1,524.00 |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|-----------|
| 39273 | 1/22/2024 | FOX VALLEY HUMANE ASSOCIATION, LTD ANIMALS | 400.00 |
| 39274 | 1/22/2024 | IMAGETREND, INC. ANNUAL FEE | 400.00 |
| 39275 | 1/22/2024 | IRON MOUNTAIN SHREDDING | 57.50 |
| 39276 | 1/22/2024 | LOWE'S | 28.46 |
| 39277 | 1/22/2024 | MARCO TECHNOLOGIES, LLC NW 7128 COPIER | 188.94 |
| 39278 | 1/22/2024 | MOTOROLA SOLUTIONS RADIOS | 3,037.14 |
| 39279 | 1/22/2024 | OUTAGAMIE COUNTY HIGHWAY DEPT GENERAL MAINTENANCE | 14,624.29 |
| 39280 | 1/22/2024 | OUTAGAMIE COUNTY TREASURER-R&SW | 7,749.64 |
| 39281 | 1/22/2024 | STRYKER SALES, LLC ASSEMBLY BATTERY REPLACEMENT KIT | 742.56 |
| 39282 | 1/22/2024 | TDS MONTHLY BILL | 511.98 |
| 39283 | 1/22/2024 | THEDACARE AT WORK EAP CONTRACT | 1,054.00 |
| 39284 | 1/22/2024 | VILLAGE OF GREENVILLE MILITARY ELECTION ENVELOPES | 19.45 |
| 39285 | 1/22/2024 | WISCONSIN DEPARTMENT OF JUSTICE DECEMBER | 21.00 |
| 39286 | 1/22/2024 | WISCONSIN DEPT OF TRANSPORTATION NEW ROAD | 5,925.85 |
| 39287 | 1/29/2024 | BATTERIES PLUS LLC BATTERIES | 66.24 |
| 39288 | 1/29/2024 | CENTRAL TEMPERATURE MAINTENANCE | 490.00 |
| 39289 | 1/29/2024 | CORPORATE NETWORK SOLUTIONS, INC BEYOND TRUST | 175.00 |
| 39290 | 1/29/2024 | DISTRICT 2, INC IGNITION SWITCH | 37.16 |
| 39291 | 1/29/2024 | ELECTION SYSTEMS & SOFTWARE. LLC LICENSE & WARRANTY | 205.00 |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|--|------------|
| 39292 | 1/29/2024 | FOX-WOLF WATERSHED ALLIANCE 2024 MEMBERSHIP | 1,290.00 |
| 39293 | 1/29/2024 | GLATFELTER SPECIALTY BENEFITS 20 FIRE/EMS | 21,200.00 |
| 39294 | 1/29/2024 | HOLLANDTOWN FIRE DEPARTMENT ANNUAL MUTUAL AID AGREEMENT | 4,000.00 |
| 39295 | 1/29/2024 | TOWN COUNSEL LAW & LITIGATION, LLC DECEMBER BILL | 868.50 |
| 39296 | 1/29/2024 | VILLAGE OF WRIGHTSTOWN ANNUAL AID AGREEMENT | 4,000.00 |
| 39297 | 2/05/2024 | ASSOCIATED TRUST COMPANY GENERAL OBLIGATION PROMISSORY NOTES | 918,505.00 |
| 39298 | 2/05/2024 | EMERGENCY MEDICAL PRODUCTS SUPPLIES | 4.39 |
| 39299 | 2/05/2024 | GARY & KARI BERN OVERPAYMENT | 31.78 |
| 39300 | 2/05/2024 | GENE FREDERICKSON 11/22/23 | 600.00 |
| 39301 | 2/05/2024 | GRAPHIC COMPOSITION LLC EMS SNAP SET BOOKS W/WRAP COVER | 394.00 |
| 39302 | 2/05/2024 | JEREMIAH FALCK OVERPAYMENT | 163.85 |
| 39303 | 2/05/2024 | MICHAEL BROWN JANUARY MILEAGE | 35.51 |
| 39304 | 2/05/2024 | OUTAGAMIE COUNTY - TREASURERS OFFICE TAX BILLS | 1,754.92 |
| 39305 | 2/05/2024 | OUTAGAMIE COUNTY HIGHWAY DEPT WINTER MAINTENANCE | 8,599.94 |
| 39306 | 2/05/2024 | WE ENERGIES N178-ELECTRIC | 2,914.74 |
| 39307 | 2/12/2024 | CORPORATE NETWORK SOLUTIONS, INC COMPUTERS | 3,100.00 |
| 39308 | 2/12/2024 | DARBOY JOINT SANITARY DISTRICT #1 | 79.49 |
| 39309 | 2/12/2024 | FASTSIGNS OF APPLETON 1300 YARD WASTE STICKERS | 637.71 |
| 39310 | 2/12/2024 | FOX CITIES CONVENTION & VISITORS BUREAU M. BROWN BREAKFAST REGISTRATION | 10.00 |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|------------|---|--------------|
| 39311 | 2/12/2024 | KAUKAUNA UTILITIES STREET LIGHTS | 132.18 |
| 39312 | 2/12/2024 | LOGAN MAYNARD REPLACEMENT CHECK | 38.35 |
| 39313 | 2/12/2024 | VILLAGE OF COMBINED LOCKS CEU2023-02 | 357.06 |
| 39314 | 2/15/2024 | DARBOY JOINT SANITARY DISTRICT #1 FEBRUARY SETTLEMENT | 47,588.55 |
| 39315 | 2/15/2024 | FOX VALLEY TECHNICAL COLLEGE FEBRUARY SETTLEMENT OF TAXES | 289,678.19 |
| 39316 | 2/15/2024 | KAUKAUNA AREA SCHOOL DISTRICT FEBRUARY SETTLEMENT | 547,283.32 |
| 39317 | 2/15/2024 | KIMBERLY AREA SCHOOL DISTRICT FEBRUARY SETTLEMENT OF TAXES | 1,692,547.10 |
| 39318 | 2/15/2024 | OUTAGAMIE COUNTY - TREASURERS OFFICE FEBRUARY SETTLEMENT OF TAXES | 1,029,379.71 |
| 39319 | 2/15/2024 | WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT FEBRUARY SETTLEMENT OF TAXES | 28,721.79 |
| V2785 | 1/10/2024 | BROWN, MICHAEL Pay period 12/24/2023 to 01/06/2024 | 3,396.53 |
| V2786 | 1/10/2024 | BURKE, JAMES Pay period 12/24/2023 to 01/06/2024 | 210.57 |
| V2787 | 1/10/2024 | JANDREY, DENNIS Pay period 12/24/2023 to 01/06/2024 | 1,870.82 |
| V2788 | 1/10/2024 | NIELSEN, NICHOLE Pay period 12/24/2023 to 01/06/2024 | 1,089.42 |
| V2789 | 1/10/2024 | SIERACKI, CYNTHIA Pay period 12/24/2023 to 01/06/2024 | 1,567.41 |
| V2790 | 1/10/2024 | BERG, DENNIS Pay period 12/24/2023 to 01/06/2024 | 200.29 |
| V2791 | 1/10/2024 | CORNING, BRUCE Pay period 12/24/2023 to 01/06/2024 | 76.23 |
| V2792 | 1/10/2024 | EFFERTZ, SAWYER Pay period 12/24/2023 to 01/06/2024 | 9.70 |
| V2793 | 1/10/2024 | GRONES, MICHAEL Pay period 12/24/2023 to 01/06/2024 | 80.51 |
| V2794 | 1/10/2024 | HANSON, TIMOTHY Pay period 12/24/2023 to 01/06/2024 | 50.12 |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-------------------------------------|----------|
| V2795 | 1/10/2024 | HOOYMAN, JEFFREY | 6.34 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2796 | 1/10/2024 | JAHN, TIMOTHY | 10.27 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2797 | 1/10/2024 | KOX, JEREMY | 21.19 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2798 | 1/10/2024 | KOX, MEGAN | 123.83 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2799 | 1/10/2024 | KRUEGER, SAMUEL | 14.18 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2800 | 1/10/2024 | MAYNARD, LOGAN | 38.35 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2801 | 1/10/2024 | MEEHAN, EMMETT | 9.92 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2802 | 1/10/2024 | MINTEN, ZACHARY | 18.71 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2803 | 1/10/2024 | MOHR, RAY | 897.70 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2804 | 1/10/2024 | PRELLWITZ, GENE | 126.89 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2805 | 1/10/2024 | SCOTT, GABRIEL | 7.13 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2806 | 1/10/2024 | WISNIEWSKI, CHRISTOPHER | 38.35 |
| | Manual Check | Pay period 12/24/2023 to 01/06/2024 | |
| V2807 | 1/18/2024 | COENEN, JOSEPH | 797.60 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2808 | 1/18/2024 | KAVANAUGH, CHARLES | 248.75 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2809 | 1/18/2024 | KNUPPEL, PAUL | 265.57 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2810 | 1/18/2024 | LAWRENCE, KAREN | 411.75 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2811 | 1/18/2024 | WALSH, THOMAS | 415.57 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2812 | 1/24/2024 | BROWN, MICHAEL | 3,396.53 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2813 | 1/24/2024 | BURKE, JAMES | 519.72 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-------------------------------------|----------|
| V2814 | 1/24/2024 | JANDREY, DENNIS | 1,870.82 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2815 | 1/24/2024 | NIELSEN, NICHOLE | 1,081.83 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2816 | 1/24/2024 | SIERACKI, CYNTHIA | 1,510.02 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2817 | 1/24/2024 | ARCHER, ISAAC | 33.38 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2818 | 1/24/2024 | BERG, DENNIS | 606.40 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2819 | 1/24/2024 | CORNING, BRUCE | 152.47 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2820 | 1/24/2024 | EFFERTZ, SAWYER | 77.57 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2821 | 1/24/2024 | GRONES, MICHAEL | 87.82 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2822 | 1/24/2024 | HANSON, TIMOTHY | 37.00 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2823 | 1/24/2024 | HOOYMAN, JEFFREY | 32.21 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2824 | 1/24/2024 | JAHN, DANIEL | 18.42 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2825 | 1/24/2024 | JAHN, TIMOTHY | 25.68 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2826 | 1/24/2024 | KOX, JEREMY | 111.22 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2827 | 1/24/2024 | KOX, MEGAN | 331.23 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2828 | 1/24/2024 | KRUEGER, SAMUEL | 81.51 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2829 | 1/24/2024 | LA MAIDE, BRANDON | 20.24 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2830 | 1/24/2024 | MEEHAN, EMMETT | 69.49 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2831 | 1/24/2024 | MINTEN, ZACHARY | 72.50 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2832 | 1/24/2024 | MOHR, RAY | 897.70 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-------------------------------------|----------|
| V2833 | 1/24/2024 | NEWHOUSE, JAMIE | 108.40 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2834 | 1/24/2024 | PRELLWITZ, GENE | 179.76 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2835 | 1/24/2024 | RILEY, MATTHEW | 9.90 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2836 | 1/24/2024 | SCOTT, GABRIEL | 52.74 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2837 | 1/24/2024 | THYSSEN, BRADEN | 66.75 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2838 | 1/24/2024 | THYSSEN, NICHOLAS | 75.33 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2839 | 1/24/2024 | VANDERMOSS, TAYLOR | 61.09 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2840 | 1/24/2024 | WALSH, JOHN | 40.41 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2841 | 1/24/2024 | WISNIEWSKI, CHRISTOPHER | 52.72 |
| | Manual Check | Pay period 01/07/2024 to 01/20/2024 | |
| V2842 | 2/07/2024 | BROWN, MICHAEL | 3,396.53 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2843 | 2/07/2024 | BURKE, JAMES | 445.48 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2844 | 2/07/2024 | JANDREY, DENNIS | 1,870.82 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2845 | 2/07/2024 | NIELSEN, NICHOLE | 1,085.62 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2846 | 2/07/2024 | SIERACKI, CYNTHIA | 1,441.13 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2847 | 2/07/2024 | ZOOK, ALEXA | 156.99 |
| | Manual Check | Pay period 01/01/2024 to 01/31/2024 | |
| V2848 | 2/06/2024 | ARCHER, ISAAC | 25.68 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2849 | 2/06/2024 | BERG, DENNIS | 492.54 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2850 | 2/06/2024 | CORNING, BRUCE | 35.19 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2851 | 2/06/2024 | EFFERTZ, SAWYER | 106.67 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-----------|--------------|-------------------------------------|--------|
| V2852 | 2/06/2024 | GRONES, MICHAEL | 43.91 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2853 | 2/06/2024 | HANSON, TIMOTHY | 92.13 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2854 | 2/06/2024 | JAHN, DANIEL | 67.55 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2855 | 2/06/2024 | JAHN, TIMOTHY | 41.08 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2856 | 2/06/2024 | KOX, JEREMY | 66.21 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2857 | 2/06/2024 | KOX, MEGAN | 159.21 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2858 | 2/06/2024 | KRUEGER, SAMUEL | 28.35 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2859 | 2/06/2024 | LA MAIDE, BRANDON | 15.40 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2860 | 2/06/2024 | MEEHAN, EMMETT | 54.60 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2861 | 2/06/2024 | MINTEN, ZACHARY | 37.42 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2862 | 2/06/2024 | MOHR, RAY | 897.70 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2863 | 2/06/2024 | NEWHOUSE, JAMIE | 43.36 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2864 | 2/06/2024 | PRELLWITZ, GENE | 118.95 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2865 | 2/06/2024 | RILEY, MATTHEW | 29.72 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2866 | 2/06/2024 | SCOTT, GABRIEL | 18.53 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2867 | 2/06/2024 | THYSSEN, BRADEN | 28.24 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2868 | 2/06/2024 | THYSSEN, NICHOLAS | 37.66 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2869 | 2/06/2024 | VANDERMOSS, TAYLOR | 23.27 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| V2870 | 2/06/2024 | WALSH, JOHN | 23.09 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |

2/22/2024

9:52 AM

Reprint Check Register - Quick Report - ALL

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ACCT

NICOLET NATIONAL BANK - GENERAL

ALL Checks

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|-------------|--------------|-------------------------------------|--------------|
| V2871 | 2/06/2024 | WISNIEWSKI, CHRISTOPHER | 67.11 |
| | Manual Check | Pay period 01/21/2024 to 02/03/2024 | |
| Grand Total | | | 8,117,273.03 |

NICOLET NATIONAL BANK - GENERAL

ALL Checks

| | | |
|--------------|-----------|---------------|
| Posted From: | 1/07/2024 | From Account: |
| Thru: | 2/17/2024 | Thru Account: |

Amount

| | |
|--|--------------|
| Total Expenditure from Fund # 100 - GENERAL | 7,150,565.29 |
| Total Expenditure from Fund # 300 - DEBT SERVICE | 918,505.00 |
| Total Expenditure from Fund # 401 - CAPITAL PROJECTS | 39,413.01 |
| Total Expenditure from Fund # 601 - STORMWATER | 8,789.73 |
| Total Expenditure from all Funds | 8,117,273.03 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Receipt Nbr | Receipt Date | Payor | Amount |
|-------------|--------------|---------------------------------------|------------|
| 241 | 1/08/2024 | TAX COLLECTION BATCH 34 | 128,879.64 |
| 242 | 1/09/2024 | TAX COLLECTION BATCH 35 | 228,147.37 |
| 244 | 1/12/2024 | TAX COLLECTION BATCH 36 | 128,389.34 |
| 245 | 1/16/2024 | TAX COLLECTION BATCH 37 | 129,896.98 |
| 246 | 1/19/2024 | TAX COLLECTION BATCH 38 | 219,324.13 |
| 247 | 1/19/2024 | TAX COLLECTION BATCH 39 | 149,700.90 |
| 248 | 1/23/2024 | TAX COLLECTION BATCH 40 | 350,177.64 |
| 249 | 1/23/2024 | TAX COLLECTION BATCH 41 | 271,840.07 |
| 250 | 1/25/2024 | TAX COLLECTION BATCH 42 | 150,609.62 |
| 251 | 1/26/2024 | TAX COLLECTION BATCH 43 | 200,665.70 |
| 252 | 1/29/2024 | TAX COLLECTION BATCH 44 | 237,855.15 |
| 253 | 1/30/2024 | TAX COLLECTION BATCH 45 | 140,993.03 |
| 254 | 1/30/2024 | TAX COLLECTION BATCH 46 | 198,951.03 |
| 255 | 1/31/2024 | TAX COLLECTION BATCH 47 | 293,698.93 |
| 256 | 2/01/2024 | TAX COLLECTION BATCH 48 | 103,808.90 |
| 257 | 2/02/2024 | TAX COLLECTION BATCH 49 | 119,717.66 |
| 258 | 1/31/2024 | NICOLET NATIONAL BANK JANUARY 2024 | 25,535.91 |
| 259 | 2/02/2024 | TAX COLLECTION BATCH 50 | 74,449.91 |
| 260 | 1/30/2024 | NICOLET NATIONAL BANK RETURN CHECK | -3,308.29 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Receipt Nbr | Receipt Date | Payor | Amount |
|-------------|--------------|---|------------|
| 261 | 2/08/2024 | TAX COLLECTION BATCH 51 | 137,646.98 |
| 3610 | 1/05/2024 | TITLE INQUIRIES CHECK 5258016987 | 25.00 |
| 3611 | 1/05/2024 | BULKY ITEM PAID CASH N246 MAIN ST | 40.00 |
| 3612 | 1/08/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 17176 | 30.00 |
| 3613 | 1/08/2024 | TITLE INQUIRIES CHECK 073446 | 25.00 |
| 3614 | 1/08/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 017701 | 40.00 |
| 3617 | 1/10/2024 | TITLE INQUIRIES CHECK 041481 | 25.00 |
| 3618 | 1/12/2024 | PET LICENSE CASH & CHECKS | 168.00 |
| 3619 | 1/12/2024 | COURT/TRAFFIC FEES CHECK #612782 | 477.52 |
| 3621 | 1/12/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 16845 | 75.00 |
| 3622 | 1/15/2024 | BULKY ITEM W2644 BARNEY COURT | 40.00 |
| 3623 | 1/17/2024 | TITLE INQUIRIES CHECK 26277 | 25.00 |
| 3624 | 1/18/2024 | PET LICENSE #8539-8600 | 469.00 |
| 3626 | 1/22/2024 | OPERATOR LICENSES PAID WITH CASH | 30.00 |
| 3628 | 1/23/2024 | TITLE INQUIRIES CHECK 041486 | 25.00 |
| 3629 | 1/23/2024 | TITLE INQUIRIES CHECK 041497 | 75.00 |
| 3630 | 1/23/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 017766 | 40.00 |
| 3631 | 1/24/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK #1132 N296/N298 LODERBAUER #0224 | 125.00 |
| 3632 | 1/24/2024 | ANNEXATION PAYMENTS CHECK #562596 | 3,770.06 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Receipt Nbr | Receipt Date | Payor | Amount |
|-------------|--------------|--|----------|
| 3633 | 1/24/2024 | FRANCHISE FEE CHECK #426946 | 1,409.28 |
| 3634 | 1/24/2024 | USPS | -11.70 |
| 3635 | 1/24/2024 | DOLLAR TREE | -2.64 |
| 3636 | 1/24/2024 | RESIDENTIAL BUILDING NEW CHECK 7674 | 560.00 |
| 3637 | 1/24/2024 | RESIDENTIAL BUILDING NEW CHECK 7673 | 625.00 |
| 3641 | 1/25/2024 | ADDRESS PERMIT CHECK #7676 | 50.00 |
| 3642 | 1/25/2024 | RESIDENTIAL BUILDING NEW CHECK 25636 | 1,235.00 |
| 3647 | 1/25/2024 | RESIDENTIAL BUILDING NEW CHECK 25638 | 1,235.00 |
| 3648 | 1/23/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL PAID ON CREDIT CARD 030246800 | 330.11 |
| 3649 | 1/29/2024 | TITLE INQUIRIES CHECK 1271 | 25.00 |
| 3650 | 1/29/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 5992 | 30.00 |
| 3651 | 1/29/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 5995 | 30.00 |
| 3652 | 1/29/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 32826 | 30.00 |
| 3653 | 1/29/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 28484 | 40.00 |
| 3656 | 1/30/2024 | FRANCHISE FEE CHECK #82329478 | 365.70 |
| 3657 | 1/29/2024 | OUTAGAMIE COUNTY - TREASURERS OFFICE RECEIVED ACH | 1,378.12 |
| 3658 | 2/01/2024 | OPERATOR LICENSES CASH | 30.00 |
| 3659 | 2/01/2024 | OPERATOR LICENSES CASH | 30.00 |
| 3660 | 2/02/2024 | OUTAGAMIE COUNTY TREASURER-R&SW CHECK #1175592 | 6,880.90 |
| 3661 | 2/02/2024 | PET LICENSE | 274.00 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Receipt Nbr | Receipt Date | Payor | Amount |
|-------------|--------------|---|----------|
| 3662 | 2/02/2024 | PETTY CASH M. BROWN | -15.00 |
| 3663 | 2/05/2024 | TITLE INQUIRIES CHECK 5258017326 | 25.00 |
| 3664 | 2/05/2024 | OPERATOR LICENSES CHECK 502913016 | 10.00 |
| 3665 | 2/05/2024 | HALL RENTAL CHECK 2996 | 75.00 |
| 3666 | 2/06/2024 | OPERATOR LICENSES CASH | 30.00 |
| 3667 | 2/06/2024 | HALL RENTAL CHECK 103 | 75.00 |
| 3668 | 2/06/2024 | OPERATOR LICENSES OPERATOR LICENSE 2023-165PV | 30.00 |
| 3669 | 2/07/2024 | ROAD CUT CHECK #16881 | 1,575.00 |
| 3670 | 2/07/2024 | COPIES CASH | 25.00 |
| 3671 | 2/08/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 282193 | 1,500.00 |
| 3672 | 2/09/2024 | TITLE INQUIRIES CHECK 041515 | 25.00 |
| 3673 | 2/12/2024 | COMMERCIAL PERMITS CHECK #19416 | 50.00 |
| 3674 | 2/12/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 8206 | 35.00 |
| 3675 | 2/12/2024 | GENERAL BUILDING PERMIT - RESIDENTIAL CHECK 017831 | 40.00 |
| 3676 | 2/12/2024 | YARD WASTE SITE STICKER YARD WASTE STICKER 001 AND 002 | 40.00 |
| 3678 | 2/12/2024 | TITLE INQUIRIES CHECK 041521 | 25.00 |
| 3679 | 2/12/2024 | BULKY ITEM W2601 OAKMEADOW CT | 20.00 |
| 3680 | 2/12/2024 | TOWN OF BUCHANAN | 200.00 |
| 3681 | 2/12/2024 | COURT/TRAFFIC FEES CHECK #612995 | 963.27 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

Posted From: 1/07/2024 From Account:
Thru: 2/17/2024 Thru Account:

| Receipt Nbr | Receipt Date | Payor | Amount |
|-------------|--------------|---|--------------|
| 3682 | 2/12/2024 | TANNER'S GRILL AND BAR CHECK #14278 | 40.68 |
| BILLING | 1/12/2024 | Billing Receipts - REIMBURSEMNT - 01/12/2024 | 78,909.19 |
| BILLING | 1/19/2024 | Billing Receipts - EMONS PROJCT - 01/19/2024 | 3,948.94 |
| BILLING | 1/25/2024 | Billing Receipts - EMONS PROJCT - 01/25/2024 | 46,036.63 |
| BILLING | 1/31/2024 | Billing Receipts - ESCROW - 01/31/2024 | 3,000.00 |
| BILLING | 2/13/2024 | Billing Receipts - REIMBURSEMNT - 02/13/2024 | 3,700.17 |
| ASSESSMT | 1/25/2024 | Assessmt Receipts - 2022 PAVEMNT - 01/25/2024 | 282.33 |
| ASSESSMT | 1/31/2024 | Assessmt Receipts - EMONS RD - 01/31/2024 | 386.91 |
| ASSESSMT | 2/13/2024 | Assessmt Receipts - 2022 PAVEMNT - 02/13/2024 | 8,992.69 |
| Grand Total | | | 3,457,054.76 |

NICOLET NATIONAL BANK - GENERAL

ALL Receipts

| | | |
|--------------|-----------|---------------|
| Posted From: | 1/07/2024 | From Account: |
| Thru: | 2/17/2024 | Thru Account: |

Amount

| | |
|--|--------------|
| Total Revenue from Fund # 100 - GENERAL | 3,447,395.47 |
| Total Revenue from Fund # 401 - CAPITAL PROJECTS | 9,661.93 |
| Total Revenue from Fund # 601 - STORMWATER | -2.64 |
| Total Revenue from all Funds | 3,457,054.76 |

Fund: 100 - GENERAL

| | 2024 January | 2024 Actual 01/31/2024 | 2024 Budget | Budget Status | % of Budget |
|-------------------------------|-------------------|------------------------------|---------------------|----------------------|----------------|
| TAXES | 5,191.27 | 5,191.27 | 1,817,533.00 | -1,812,341.73 | 0.29 |
| STATE GRANT REVENUE | 78,147.57 | 78,147.57 | 780,196.00 | -702,048.43 | 10.02 |
| LICENSES AND PERMITS | 7,690.20 | 7,690.20 | 63,050.00 | -55,359.80 | 12.20 |
| FINES, FORFEITS AND PENALTIES | 477.52 | 477.52 | 6,100.00 | -5,622.48 | 7.83 |
| PUBLIC CHARGES FOR SERVICES | 1,774.00 | 1,774.00 | 377,268.00 | -375,494.00 | 0.47 |
| INTERGOV'T. CHARGES FOR SERV. | 128,894.76 | 128,894.76 | 1,800.00 | 127,094.76 | 7,160.82 |
| MISCELLANEOUS REVENUES | 32,083.39 | 32,083.39 | 101,500.00 | -69,416.61 | 31.61 |
| ===== | | | | | |
| Total Revenues | 254,258.71 | 254,258.71 | 3,147,447.00 | -2,893,188.29 | 8.08 |
| ===== | | | | | |

Fund: 100 - GENERAL

| | 2024 January | 2024 Actual 01/31/2024 | 2024 Budget | Budget Status | % of Budget |
|------------------------------|-------------------|------------------------------|---------------------|---------------------|----------------|
| GENERAL GOVERNMENT | 40,775.28 | 40,775.28 | 601,974.00 | 561,198.72 | 6.77 |
| PUBLIC SAFETY | 38,119.36 | 38,119.36 | 736,805.00 | 698,685.64 | 5.17 |
| PUBLIC WORKS | 36,975.94 | 36,975.94 | 937,473.00 | 900,497.06 | 3.94 |
| CULTURE, RECREATION AND EDU. | 54.67 | 54.67 | 9,000.00 | 8,945.33 | 0.61 |
| CONSERVATION AND DEVELOPMENT | 0.00 | 0.00 | 12,968.00 | 12,968.00 | 0.00 |
| CAPITAL OUTLAY | 3,162.14 | 3,162.14 | 121,300.00 | 118,137.86 | 2.61 |
| OTHER FINANCING USES | 0.00 | 0.00 | 727,927.00 | 727,927.00 | 0.00 |
| ===== | | | | | |
| Total Expenses | 119,087.39 | 119,087.39 | 3,147,447.00 | 3,028,359.61 | 3.78 |
| ===== | | | | | |
| Net Totals | 135,171.32 | 135,171.32 | 0.00 | -135,171.32 | |

2/22/2024

9:59 AM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

US BANK - VISA - P-CARD

ALL Checks

Posted From: 1/01/2024 From Account:
Thru: 1/31/2024 Thru Account:

| Check Nbr | Check Date | Payee | Amount |
|--------------------|--------------|--|-----------------|
| ACH | 1/02/2024 | WISCONSIN ECONOMIC DEVELOPMENT ASSOCIATION | 350.00 |
| | Manual Check | MICHAEL BROWN MEMBERSHIP FEE | |
| ACH | 1/02/2024 | AMERICAN PLANNING ASSN | 533.00 |
| | Manual Check | MICHAEL BROWN MEMBERSHIP FEE | |
| ACH | 1/04/2024 | CINTAS | 143.22 |
| | Manual Check | 4178992245 | |
| ACH | 1/10/2024 | CHARTER COMMUNICATIONS | 129.98 |
| | Manual Check | 0047605122523 | |
| ACH | 1/02/2024 | AMAZON | 31.08 |
| | Manual Check | | |
| ACH | 1/09/2024 | SPECTRUM | 11.82 |
| | Manual Check | | |
| ACH | 1/07/2024 | AMAZON | 5.73 |
| | Manual Check | NAME TAGES HOLIDAY PARTY | |
| ACH | 1/04/2024 | O'REILLY AUTO PARTS | 17.99 |
| | Manual Check | AIR FILTER | |
| ACH | 1/08/2024 | UPS | 56.09 |
| | Manual Check | COST TO RETURN | |
| ACH | 1/09/2024 | FESTIVAL FOODS | 200.27 |
| | Manual Check | SODA & WATER | |
| Grand Total | | | 1,479.18 |

2/22/2024

9:59 AM

Reprint Check Register - Quick Report - ALL

Page: 2
ACCT

US BANK - VISA - P-CARD

ALL Checks

| | | |
|--------------|-----------|---------------|
| Posted From: | 1/01/2024 | From Account: |
| Thru: | 1/31/2024 | Thru Account: |

Amount

Total Expenditure from Fund # 100 - GENERAL

1,470.19

Total Expenditure from Fund # 601 - STORMWATER

8.99

Total Expenditure from all Funds

1,479.18

TOWN BOARD MEETING:

February 27, 2024

AGENDA ITEM #: 7c

ACTION TYPE:

Administrative Action

(For Approval/Denial)

"In the Spirit of Town Government"



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Cynthia Sieracki, Clerk/Treasurer
Date: February 27, 2024
RE: Operator's License Applications for Approval/Denial

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached list of bartender operator's license and/or agent applications were submitted for Town Board consideration.

POLICY/PLAN REFERENCE(S):

1. §125.17 Wis. Stats.
2. Town of Buchanan Municipal Code: Chapter §339-24G – Operators.
3. Alcohol License (Operators) Applications Policy, adopted January 2009.

FISCAL IMPACT: NONE

CRS

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Attachments:

1. New and Renewal Applicants for Operator's Licenses/Agent Change

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.

February 2024 - Applicants for Bartender Operators License

| | <u>NAME & ADDRESS OF APPLICANT</u> | <u>Business Name</u> | <u>VIOLATIONS PERTAINING TO LICENSE APPLICATION</u> | <u>NEW OR RENEWAL</u> |
|------------------------|---|----------------------|---|-----------------------|
| 2023-161 PV | Sumarjot Gill W6378 Wildflower Trail Menasha, WI 54952 | The Store | No | New |
| 2023-162 PV | Nicholas Hayes 1221 Woodland Ct Appleton, WI 54911 | The Store | No | New |
| 2023-163 PV | Hiyauntae Benjamin 2330 S Walden Ave #9 Appleton, WI 54915 | The Store | No | New |
| 2023-164 PV | Alan Matthews 1012 S Lawe Street Appleton, WI 54915 | The Store | No | New |
| 2023-165 PV | Michael Tiede 2809 Schaefer Circle Appleton, WI 54915 | Valley Grand Cinema | No | New |
| change of agent | Matthew Sullivan 3126 N Country Run Dr Appleton, WI 54915 Shelby Bartelt | Pick N' Save | No | New |
| change of agent | 1818 W Pershing Street Apt 8 Appleton, WI 54915 | Red Robin | No | New |

TOWN BOARD MEETING:

February 27, 2024

AGENDA ITEM #: 7d

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Deputies
Date: February 27, 2024
RE: Routine Report on Town Law Enforcement Activities

RECOMMENDED ACTION: This item is informational.

SUMMARY: See the attached report from the Outagamie County Sheriff's Department.

POLICY/PLAN REFERENCE(S):

- Agreement for Enhanced County Law Enforcement Services in the Town of Buchanan and Village of Combined Locks, adopted December 2017.

FISCAL IMPACT: NONE

CRS

###

ATTACHMENTS:

1. January 2024 Activity Report

02/07/24
14:05

OUTAGAMIE COUNTY SHERIFFS OFFICE
Total CAD Calls Received, by Nature of Call

5635
Page: 1

| Nature of Call | Total Calls Received | % of Total |
|-------------------------------|----------------------|------------|
| 911 Misdial | 20 | 3.73 |
| Vehicle Accident | 32 | 5.97 |
| Accident with Injury | 1 | 0.19 |
| Accident in a Parking Lot | 3 | 0.56 |
| Accident with Spill Cleanup | 1 | 0.19 |
| Accident with Scene Safety | 1 | 0.19 |
| Law Alarms - Burglary Panic | 6 | 1.12 |
| Animal Call | 5 | 0.93 |
| Assist Citizen or Agency | 12 | 2.24 |
| Back Problem A-Adam Response | 1 | 0.19 |
| Business Check | 9 | 1.68 |
| Chest Complaint D-David | 3 | 0.56 |
| Crime Prevention | 157 | 29.29 |
| Diabetic Issue A-Adam | 1 | 0.19 |
| Diabetic Issue C-Charles | 1 | 0.19 |
| Diabetic Issue D-David | 1 | 0.19 |
| Disturbance | 4 | 0.75 |
| Exposure C-Charles Response | 1 | 0.19 |
| Fainting A-Adam | 1 | 0.19 |
| Falls A-Adam Response | 1 | 0.19 |
| Falls B-Boy Response | 1 | 0.19 |
| Fire Alarm Commercial | 2 | 0.37 |
| Structure Fire Smoke or Flam | 1 | 0.19 |
| Wire Down | 1 | 0.19 |
| Jail GPS Checks | 10 | 1.87 |
| Hazard in Roadway | 12 | 2.24 |
| Heart Problem D-David | 1 | 0.19 |
| Juvenile Complaint | 2 | 0.37 |
| Vehicle Lockout | 4 | 0.75 |
| Motorist Assist | 19 | 3.54 |
| Unlocked or Standing Open Doo | 1 | 0.19 |
| Parking Enforcement | 2 | 0.37 |
| PNB E-Edward Response | 1 | 0.19 |
| Reckless Driving Complaint | 7 | 1.31 |
| Restraining Order Tracking | 1 | 0.19 |
| Retail Theft | 4 | 0.75 |
| Scam | 1 | 0.19 |
| Seizure C-Charles Response | 2 | 0.37 |
| Sex Offense | 1 | 0.19 |
| Sick C-Charles | 1 | 0.19 |
| Sick D-David | 1 | 0.19 |
| Stroke C-Charles | 3 | 0.56 |
| Suspicious Incident | 5 | 0.93 |
| Suspicious Person | 3 | 0.56 |
| Suspicious Vehicle | 2 | 0.37 |
| Theft Complaint | 1 | 0.19 |
| Traffic Enforcement | 92 | 17.16 |
| Traffic Stop | 73 | 13.62 |
| Trespassing | 1 | 0.19 |
| Unconscious D-David | 1 | 0.19 |
| Violation of Court Order | 2 | 0.37 |
| Wanted Person or Apprehension | 1 | 0.19 |
| Welfare Check | 16 | 2.99 |

02/07/24
14:05

OUTAGAMIE COUNTY SHERIFFS OFFICE
Total CAD Calls Received, by Nature of Call

5635
Page: 2

Total Calls: 536

Report Includes:

All dates between `00:00:01 01/01/24` and `23:23:59 01/31/24`
All nature of incidents
All cities matching `BUT`
All types
All priorities
All agencies matching `OU`

*** End of Report /tmp/rpto0D0NJ-rpcdtccr.r1_2 ***

TOWN BOARD MEETING:
ACTION TYPE:

February 27, 2024
Routine Report

AGENDA ITEM #: 7e
(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Ray Mohr, Fire & Rescue Chief
Date: February 27, 2024
RE: Report on Fire, EMS & Emergency Management Activities

RECOMMENDED ACTION: This item is for discussion only unless otherwise noted.

Prior to the meeting the new UTV will be at the Town Hall for Board Members to see and admire. Special thanks to Gene Prellwitz and Megan Kox for their work on writing the grant to acquire the UTV.

SUMMARY: Any questions should be directed to Chief Mohr.

- i. Monthly Report

###

ATTACHMENTS:

1. Fire-EMS Monthly Report-January



**Buchanan Fire & Rescue Department
Monthly Town Board Report
January-24**

CALLS FOR SERVICE

| <u>TYPE</u> | <u>MONTH</u> | <u>YTD</u> | <u>TYPE</u> | <u>MONTH</u> | <u>YTD</u> |
|-------------------------------|--------------|------------|------------------------------|--------------|------------|
| Fire - Structure/Vehicle | 2 | 2 | Service Call | 3 | 3 |
| Rupture/Explosion/Overheat | | 0 | Good Intent | 0 | 0 |
| EMS / Rescue | 39 | 39 | False Alarm/Call | 0 | 0 |
| Hazardous Condition (No Fire) | 3 | 3 | Severe Weather/Ntrl Disaster | | 0 |
| | | | TOTALS: | <u>47</u> | <u>47</u> |

ROUTINE DEPARTMENT ACTIVITIES:

| <u>TYPE</u> | <u>DESCRIPTION/DETAIL</u> | | | | | |
|---------------------------------|---|-------------|--------------------------|-----------------|----------------------|---|
| Training/Drill #1 - | 01/08/24- Business meeting fire department. | | | | | |
| Training/Drill #2 - | 01/15/24- Fire department training. | | | | | |
| Training/Drill #3 - | 01/22/24- EMS drill. | | | | | |
| Training/Drill #4 - | 01/29/24- Fire department drill. | | | | | |
| <u>ATTENDANCE/PARTICIPATION</u> | | | | | | |
| Training Attendance | <u>Officers</u> | <u>POCs</u> | Training Attendance | <u>Officers</u> | <u>POCs</u> | |
| Training/Drill #1 - | 7 | 10 | Training/Drill #3 - | 2 | 4 | |
| Training/Drill #2 - | 7 | 8 | Training/Drill #4 - | 7 | 19 | |
| Public Educaiton - | <u>Tours/Presentations</u> | 0 | Pub Ed Contacts - Adults | 0 | <u>Children</u> | 0 |
| Fire Prevention - | <u>Fire Inspections</u> | 0 | Re-Inspections - | 0 | <u>Burn Permits:</u> | 0 |
| Equipment & Maintenance - | | | | | | |
| Other - | | | | | | |
| Other - | | | | | | |

STAFFING REPORT

| | <u>FT</u> | <u>PT</u> | <u>POCs</u> | | <u>FT</u> | <u>PT</u> | <u>POCs</u> |
|--------------------------------|-----------|------------|-------------|-------------------------|-----------|-----------|--------------|
| Current Staffing | | | | | | | |
| FIRE & RESCUE HOURS | <u>FT</u> | <u>PT*</u> | <u>POCs</u> | EMS HOURS | <u>FT</u> | <u>PT</u> | <u>POCs</u> |
| Calls for Service | 0 | 0 | 42.5 | Calls for Service | 0 | 0 | 31.25 |
| Drills/Meetings | 0 | 20 | 91.75 | Drills/Meetings | 0 | 0 | 2 |
| Maintenance/Admin/Other | 0 | 60 | 9.25 | Maintenance/Admin/Other | 0 | 0 | 0 |
| Inspections | 0 | | 22.5 | | | | |
| TOTALS: | <u>0</u> | <u>80</u> | <u>166</u> | TOTALS: | <u>0</u> | <u>0</u> | <u>33.25</u> |

*Drills/Meetings included with Admin time

| <u>STAFFING & RESPONSE</u> | <u>AVERAGE RESPONSE FROM DISTPATCH</u> | <u>AVERAGE LENGTH OF CALL</u> | <u>AVERAGE PERSONNEL PER INCIDENT</u> |
|--------------------------------|--|-------------------------------|---------------------------------------|
| Fire & Rescue | 9min 13 sec | 60min | 10 |
| EMS | 4min 28sec | 30min | 4 |

SPECIAL PROJECTS & ACTIVITIES:

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| |

TOWN BOARD MEETING:

February 27, 2024

AGENDA ITEM #: 7f

ACTION TYPE:

Routine Report

(For Discussion and Possible Action)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Justin Keen, Town Engineer
Date: February 27, 2024
RE: Engineer's Report

RECOMMENDED ACTION: Items on the attached memo are for discussion only.

POLICY/PLAN REFERENCE(S):

1. 2024 Agreement for Professional Services Cedar Corp. & Town of Buchanan
2. 2024 Town of Buchanan Fiscal Year Budget & Capital Improvement Plan

CRS

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Attachments:

1. Engineer's Report



**Town of Buchanan
Engineer's Report
February 27, 2024**

A. Contract A-24 - 2024 Roadway Construction

The Town authorized Cedar Corporation to complete the preliminary engineering for the 2024 Roadway Construction project on Van Handel Drive. The Town was able to work with the DNR to get a substitution for the UNPS construction grant for the construction of Storm Water Management Facility in the Van Handel Drive drainage basin. The grant deadline is December 31, 2024, which means the construction needs to be completed in the fall of 2024 to get the reimbursement funds from the DNR. Preliminary Engineering options were presented at the October 17th Town Board Meeting and the Board approved to move forward with the recommended the Storm Water Management Facility options – Wet Pond at Hank Drive and Van Handel Drive intersection and underground storage behind the Town Hall. The Wetland Delineation Report has been completed and the topographic survey has been completed. The Preliminary Engineering Phase has been completed. The Appraisal for the vacant lot that is proposed for construction of the Storm Water Management Facility was completed and an Offer to Purchase the land has been signed by the Property Owner. Geotechnical Boring work has been completed. A Public Informational Meeting is scheduled for March 7, 2024 at 5:00 pm at the Town Hall. The Design Engineering Phase is in progress. The Bidding Phase is anticipated to begin March-April 2024. The Construction Phase is anticipated for May-August 2024. Action: Informational.

B. CTH KK and State Park Road Intersection Signalization

The Town authorized Cedar Corp to complete the Design and Bidding services for the CTH KK and State Park Road Intersection Signalization project. The Town of Buchanan, Village of Harrison and Calumet County have approved an Intergovernmental Agreement to cost share in the urbanized section of CTH KK and State Park Road in 2023. As part of the Public Improvement Agreement with the Development operating at the intersection, the Town of Buchanan is to work with the County and Village to signalize the intersection within a 5-year period set forth in the Agreement dated August 31, 2020. The Developer placed \$180,000 of funds in an escrow account to cost share in these improvements. The improvements include adding traffic signals to the intersection along with constructing turn lanes as necessary to improve traffic flow. Field Topographic Survey, Geotechnical Borings and Wetland Delineation Report have been completed. Final Design Plans and Specifications are in progress. Calumet County will bid out and be responsible for project construction administration and observation. The Bid Phase is anticipated in February-March 2024. The Construction Phase is anticipated from June-December 2024. Action: Informational.



C. Warranty Review Items

Cedar Corporation has ongoing warranty review work for the following Town projects in the list below.

1. Contract A21 – Curb and gutter cracks to be epoxied in 2024. Driveway apron at N215 Woodstock Lane under review.
2. Contract A22 – Curb and gutter cracks to be reviewed and repaired in 2024 along with all areas and completed under the 2-Year Warranty.
3. Contract A23 - To be reviewed in 2024 and 2025.

Action: Informational.

D. Eisenhower Drive - Culvert Replacement

The Town authorized Cedar to complete the necessary Engineering Services for the cleaning and evaluation of the Eisenhower Drive Culverts, which are located approximately 1,300 feet south of the CTH CE and Eisenhower Drive intersection.

The culverts were cleaned out on November 30, 2023, and Cedar performed a site review on 12/1/2024. The culverts that were cleaned out are in serviceable condition at this time. There are a few minor holes in the culverts and one of the bottoms of the culvert is starting to deteriorate near the end of the culvert. Outagamie County Highway Department has documented the culvert crossing and it now has a Structure Number, which means it is the WisDOT Bridge Tracking system and grants can be applied for to complete the work.

Cedar had discussions with the Outagamie County Highway Department regarding potential Bridge Aids or other grant funding through the County and/or WisDOT. Grant applications may push back the culvert replacement 3-5 years in order to secure funding. The potential Bridge Aids or other grant funding that could potentially cover up to 50%-100% of the Design and Construction costs.

Applications will be submitted in the next available funding cycle.

Action: Informational.

E. Contract B-24 - Eisenhower Drive Multi-Use Trail – Transportation Alternative Program (TAP)

The Town authorized Cedar Corporation to complete the design engineering for the Multi Use Trail on the west side of Eisenhower Drive scheduled in the CIP for 2025. The Town secured a Transportation Alternative Program (TAP) grant with WisDOT which covers 80% of the construction costs of the Project.

The design of this project is on the CIP for 2024, with the Design Engineering being covered 100% by the Town.

The Wetland Delineation Report and the field topographic survey have been completed.

The Design Phase is in progress.

Final Plans, Specifications and Estimates due November 2024.

The Construction Phase is anticipated to take place in summer of 2025.

Action: Informational.



F. Contract C-24 - Springfield Park Improvements - Phase 2

A Park Master Plan with multiple construction phases was developed by Cedar and the Parks Committee in 2023. Phase 1 construction improvements, which included drainage improvements, existing equipment removal, site grading and landscape restoration, were completed in November 2023. Phase 2 will consist of design and construction of the playground equipment, pickleball courts, tennis court, basketball court and trail (gravel only for this phase) according to the Springfield Park Master Plan and Parks Committee direction.

Playground Equipment Request for Proposals received by Town on February 8, 2024.

The Design Phase is anticipated for February-April 2024.

The Bid Phase is anticipated for April-May 2024.

The Construction Phase is anticipated in June-October 2024.

Action: Informational.



**Town of Buchanan
Contract Summary
February 27, 2024**

| Contract | Summary |
|-----------------|--|
| A-24 | 2024 Roadway Construction-Van Handel Dr. CTH KK and State Park Road Intersection Signalization |
| B-24 | Eisenhower Drive Trail - TAP Grant Project |
| C-24 | Springfield Park Improvements – Phase 2 Eisenhower Drive – Culvert Replacement (DOT Project) |



Town of Buchanan
2/27/2024



| CONTRACT | SUMMARY | ORIGINAL | CHANGE ORDERS | CURRENT CONTRACT PRICE | TOTAL PAYMENT TO DATE | CONTRACT BALANCE REMAINING |
|-------------|--|----------|----------------|------------------------|-----------------------|----------------------------|
| A-24 | 2024 Roadway Construction-Van Handel Dr. Change Order No. 1 | \$0.00 | \$0.00 | | | |
| | CEDAR CORPORATION COSTS | | Construction | \$0.00 | \$0.00 | \$0.00 |
| | | | Prelim. Engr. | \$19,500.00 | \$17,952.80 | \$1,547.20 |
| | | | Design/Bidding | \$79,100.00 | \$13,853.75 | \$65,246.25 |
| | CTH KK and State Park Road Intersection Signalization Change Order No. 1 | \$0.00 | \$0.00 | | | |
| | CEDAR CORPORATION COSTS | | Construction | \$0.00 | \$0.00 | \$0.00 |
| | | | Design | \$58,500.00 | \$40,242.25 | \$18,257.75 |
| B-24 | Eisenhower Drive Trail - TAP Grant Project Change Order No. 1 | \$0.00 | \$0.00 | | | |
| | CEDAR CORPORATION COSTS | | Construction | \$0.00 | \$0.00 | \$0.00 |
| | | | Design | \$148,050.00 | \$30,500.00 | \$117,550.00 |
| C-24 | Springfield Park Improvements - Phase 2 Change Order No. 1 | \$0.00 | \$0.00 | | | |
| | CEDAR CORPORATION COSTS | | Construction | \$0.00 | \$0.00 | \$0.00 |
| | | | Design | \$35,900.00 | \$0.00 | \$35,900.00 |
| | Eisenhower Drive - Culvert Replacement Change Order No. 1 | \$0.00 | \$0.00 | | | |
| | CEDAR CORPORATION COSTS | | Construction | \$0.00 | \$0.00 | \$0.00 |
| | | | Design | \$3,000.00 | \$1,567.50 | \$1,432.50 |
| | MISCELLANEOUS PROJECTS - 2024 | | | | | CONTRACT BALANCE REMAINING |
| | TOWN MISC ENGINEERING | | | <u>\$20,000.00</u> | <u>\$1,350.00</u> | <u>\$18,650.00</u> |
| | STORM WATER UTILITY MISC ENGINEERING | | | <u>\$15,000.00</u> | <u>\$150.00</u> | <u>\$14,850.00</u> |



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
 From: Cynthia Sieracki, Clerk Treasurer
 Date: February 27, 2024
 RE: Routine Report on Clerk - Treasurer Activities

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Clerk-Treasurer Cynthia Sieracki will provide a routine report of activities from the Clerk-Treasurer's office. Included in the report will be the following items:

1. 2024 Spring Elections Update

The February 20, 2024 Spring Primary has a 14.77% turnout. There were 167 absentee voters, 486 in person voters, and 8 Election Day registrations for a total of 661 voters.

Spring Election will be April 2, 2024. In person absentee voting will begin Tuesday, March 16 at 8:00 a.m. until 4:00 p.m. on Thursday, March 28, 2024. Please note we are closed on Friday, March 29, 2024 for Good Friday. All requests for absentee ballots that have been received by March 12, 2024 will be mailed on March 12, 2024. Any received after that will be mailed as they are received.

2. 2023 Audit Update

The Auditors are finishing up the audit and are planning on having information available at the April Annual Meeting.

3. WTA 2024 District & Quarterly Meeting

This is in person or virtual. Staff still recommends more than one Board member attend this training as it includes the Annual Board of Review Training. Please see the attached information. Any Board member interested can let Staff know and we can get you registered. The person with the training should be informed to follow the process at the Board of Review.

The quarterly Towns Association meeting in April will be held at the Town of Buchanan. All Board members should receive information from the Towns Association.

4. Open Book & Board of Review Dates

Open Book: July 15th from 3pm – 5pm and July 16th from 10am to 12pm

Board of Review: August 21, 2024 from 4:30pm to 6:30pm (Board Members need to attend this)

5. Fox Cities Marathon Information

This event will be September 21 and September 22, 2024. More information will be given as it is received.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

CRS

###

ATTACHMENTS:

1. WTA 2024 District Meeting Information



WISCONSIN TOWNS
ASSOCIATION
Empowering Town Officials

WTA 2024 DISTRICT MEETING IN PERSON & VIRTUAL

IN PERSON AGENDA



- 8:15am-8:45am Registration**
Morning Refreshments sponsored by Scott Construction, Inc.
- 8:45am-9:00am Call to Order, Introductions, and Announcements**
- 9:00am-11:30am Board of Review (BOR) Certification Training**
State law requires that at least one BOR member be certified annually. The WTA recommends that all BOR members attend this training. By having the whole BOR, and preferably town board, fully educated on the process, pitfalls, and any law changes, towns and villages are better able to provide the most accurate and efficient assessment system for their citizens.
- A break will be provided within this timeframe.*
- 11:30am-12:00pm Agricultural Road Improvement Program (ARIP) Overview**
ARIP is a one-time, \$150 million, grant program created as part of the 2023-2025 state budget. The purpose of ARIP is to support the improvement of deteriorating agricultural roads. This session will provide an overview of ARIP including a review of WisDOT's requirements for program participation. This is a great opportunity to learn about a new program that can help your town get funding for its agricultural roads.
- 12:00pm-1:00pm Lunch**
Afternoon Refreshments provided by Rural Mutual Insurance
- 1:00pm-1:45pm Shared Revenue Update**
The 2023-2025 state budget provided a historic change in shared revenue funding to local governments. Beginning in 2024, local governments will begin to receive larger distributions of shared revenue due to new supplemental aid payments. Come learn about how the shared revenue program has changed, and what this means for your town's future finances.
- 1:45pm-2:00pm Break**
- 2:00pm-3:00pm Announcement of Topic Coming Soon!**



VIRTUAL AGENDA

APRIL 1st

9:00am–11:30am

Board of Review (BOR) Certification Training

State law requires that at least one BOR member be certified annually. The WTA recommends that all BOR members attend this training. By having the whole BOR, and preferably town board, fully educated on the process, pitfalls, and any law changes, towns and villages are better able to provide the most accurate and efficient assessment system for their citizens.

A break will be provided within this timeframe.

APRIL 2nd

9:00am–10:00am

Announcement of Topic Coming Soon!

10:00am-10:15am

Break

10:15am-10:45am

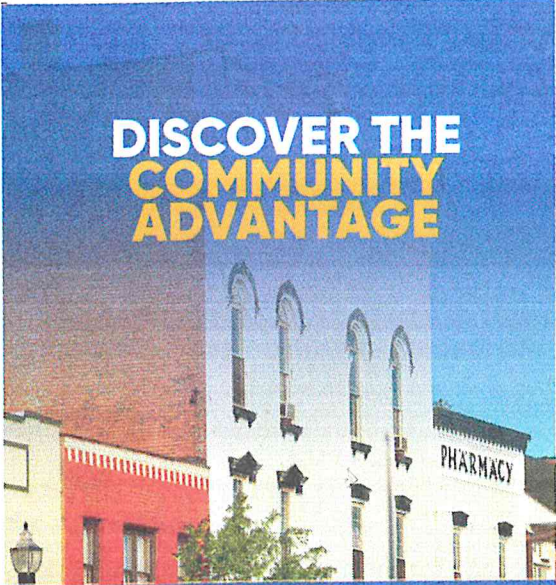
Agricultural Road Improvement Program (ARIP) Overview

ARIP is a one-time, \$150 million, grant program created as part of the 2023-2025 state budget. The purpose of ARIP is to support the improvement of deteriorating agricultural roads. This session will provide an overview of ARIP including a review of WisDOT's requirements for program participation. This is a great opportunity to learn about a new program that can help your town get funding for its agricultural roads.

10:45am-11:30am

Shared Revenue Update

The 2023-2025 state budget provided a historic change in shared revenue funding to local governments. Beginning in 2024, local governments will begin to receive larger distributions of shared revenue due to new supplemental aid payments. Come learn about how the shared revenue program has changed, and what this means for your town's future finances.



**DISCOVER THE
COMMUNITY
ADVANTAGE**


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THE **FOUNDATION** OF OUR
COMMUNITIES.

WE'LL HELP MAKE THEM **STRONGER**


Community Insurance Corporation provides liability, workers' compensation and property insurance coverage for cities, towns, villages and school districts. We offer broad coverage, designed specifically to meet the needs of Wisconsin public entities under ONE single liability policy form.

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|--|--|
| <ul style="list-style-type: none"> » General Liability » Automobile Liability » Public Officials Errors & Omissions » Property » Workers' Compensation » Cyber Liability | <ul style="list-style-type: none"> » Broad-range risk management and loss control services, including on-site training » Online safety training » Community Insurance Care Line - 24/7 nurse triage service for work-related injuries |

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Josh Dirkse, Aegis Corporation,
1.800.236.6885 or
josh@aeigis-wi.com



FIND A LOCAL AGENT AT:
communityinsurancecorporation.com



2024 DISTRICT MEETING Dates & Locations
Please see our website for a link to a map for each facility

Friday, January 26, 2024 - Reuland's Conference Center, 630 Chippewa St., Minocqua, WI 54548.

Saturday, January 27, 2024 - Potawatomi Carter Casino, 620 HWY 32, Wabeno, WI 54566.

Friday, February 2, 2024 - Juneau Community Center, 500 Lincoln Dr., Juneau, WI 53039.

Saturday, February 3, 2024 - 841 Brewhouse, 841 W. Milwaukee St., Whitewater, WI 53190.

Friday, February 16, 2024 – The Rock Garden, 1951 Bond St., Green Bay, WI 54303.

Saturday, February 17, 2024 - Holiday Inn Hotel & Convention Center, 1001 Amber Ave., Stevens Point, WI 54481.

Friday, February 23, 2024 - Deer Valley Lodge, 401 W. Industrial Dr., Barneveld, WI 53507.

Saturday, February 24, 2024 - The Wilderness Resort – Glacier Canyon Lodge, 45 Hillman Rd., Wisconsin Dells, WI 53965.

Friday, March 1, 2024 – Stoney Creek Hotel & Conference Center, 3060 S. Kinney Coulee Rd., Onalaska, WI 54650.

Saturday, March 2, 2024 - The Florian Gardens Conference Center, 2340 Lorch Ave., Eau Claire, WI 54701.

Friday, March 8, 2024 – Radisson Hotel & Conference Center, 625 Rolling Meadows Dr., Fond du Lac, WI 54937.

Saturday, March 9, 2024 - Farm Wisconsin Discovery Center, 7001 Gass Lake Rd., Manitowoc, WI 54220.

Saturday, March 16, 2024 - The Eagle's Club, 1104 S. Oak Ave., Marshfield, WI 54449.

Monday, April 1, 2024 – Virtual Session: Board of Review (BOR) Certification Training (9:00 am to 11:30 am)

Tuesday, April 2, 2024 – Virtual Session: Announcement of Topic Coming Soon! (9:00 am to 10:00 am), Agricultural Road Improvement Program (ARIP) Overview (10:15 am to 10:45 am), Share Revenue Update (10:45 am to 11:30 am)

Friday, April 5, 2024 - Lakewoods Resort & Lodge, 21540 CTH M, Cable, WI 54821.

Saturday, April 6, 2024 – Turtle Back Golf Course, 1985 18 ½ St., Rice Lake, WI 54868.

2024 DISTRICT MEETING REGISTRATION FORM

All registrants (whether you attend an in-person workshop or virtual only) will receive a packet of printed materials, access to virtual programming, and access to recorded videos of each presentation. Registered attendees will receive an email at the email address provided below with information about how to participate in the virtual events via telephone/computer and how to access the recordings. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the virtual events via telephone, the phone number from which you will be calling is also required.

| | | |
|--|--------|-----|
| Name | Office | |
| Town | County | |
| Address | | |
| City | State | Zip |
| Telephone (REQUIRED for teleconference access) | | |
| Email (REQUIRED) | | |

I plan to attend the following workshop (please check one):

- Friday, January 26, 2024: Minocqua, WI – Reuland’s Conference Center
- Saturday, January 27, 2024: Wabeno, WI – Potawatomi Carter Casino
- Friday, February 2, 2024: Juneau, WI – Juneau Community Center
- Saturday, February 3, 2024: Whitewater, WI – 841 Brewhouse
- Friday, February 16, 2024: Green Bay, WI – The Rock Garden
- Saturday, February 17, 2024: Stevens Point, WI – Holiday Inn & Convention Center
- Friday, February 23, 2024: Barneveld, WI – Deer Valley Lodge
- Saturday, February 24, 2024: Wisconsin Dells, WI – The Wilderness Resort/Glacier Canyon Lodge
- Friday, March 1, 2024: Onalaska, WI – Stoney Creek Hotel & Conference Center
- Saturday, March 2, 2024: Eau Claire, WI – The Florian Gardens
- Friday, March 8, 2024: Fond du Lac, WI – Radisson Hotel/Conference Center
- Saturday, March 9, 2024: Manitowoc, WI – Farm Wisconsin Discovery Center
- Saturday, March 16, 2024: Marshfield, WI – The Eagle’s Club
- Monday, April 1st, 2024 & Tuesday, April 2nd, 2024 - VIRTUAL PROGRAMMING ONLY
- Friday, April 5, 2024: Cable, WI – Lakewoods Resort & Lodge
- Saturday, April 6, 2024: Rice Lake, WI – Turtle Back Golf Course

FEE: \$65 – Early registration (payment must be received at least 10 days in advance of the workshop date)
 \$80 – Late registrations and walk-in registrations

Cancellations received 10 days or more in advance of the workshop date will receive a full refund less a \$15.00 administrative fee. Cancellations received less than 10 days in advance will be charged a \$15.00 administrative fee plus the cost of food. Refund requests submitted 30 or more days after the event will not be processed.

Please visit the District Meeting portion of the WTA website for the most up to date COVID-19 protocols. If you are or have recently felt ill or have been in contact with someone that is ill, please stay home. Contact the WTA office to either cancel your registration as explained above, choose a different site (limited to site capacity), or change your registration to Virtual Programming Only.

This form should be copied for multiple registrations. Make check payable to the Wisconsin Towns Association and mail along with registration forms to: Wisconsin Towns Association; W7686 County Road MMM; Shawano, WI 54166.

IF YOU PLAN TO ATTEND VIRTUAL PROGRAMMING ONLY, please return registration forms and checks to the WTA office by March 15th, 2024. Registrations received after that date may not receive printed materials or connection information prior to the live teleconference/webinar sessions.

Registration and payment may also be submitted online on the WTA website, www.wisctowns.com. Questions? Please email wtowns@wisctowns.com or call (715) 526-3157.

Inclement Weather: If a meeting is going to be cancelled due to inclement weather, there will be a message on the WTA voicemail between 6 a.m. and 7 a.m. the day of the meeting. Please call 715-526-3157.



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Michael J.D. Brown, Town Administrator
Date: February 27, 2024
RE: Report on Town Administrator Activities

RECOMMENDED ACTION: This item is informational.

SUMMARY: A report related to the activities of the Town Administrator's office is provided below.

The report includes the following items:

- i. Major Project Updates
 - a. Springfield Park Project: Staff prepared Playground Request for Proposal (RFP). Parks Committee reviewed proposals from playground companies and made a recommendation to the Town Board.
 - b. Zoning Ordinance: A joint meeting between the Plan Commission and Town Board to discuss the zoning ordinance was held on February 13, 2024 at 7pm. A public hearing will be scheduled for March 12, 2024.
 - c. Stormwater Utility Fee: Will be discussed at the February 27, 2024 meeting.
 - d. Capital Improvement Plan: Will be discussed at the February 27, 2024 Stormwater meeting.
 - e. Comprehensive Outdoor Recreation Plan (CORP) Update: The Parks Committee and East Central met on February 13, 2024 to kick off the project.
 - f. Personnel Manual: Will be discussed at the February 27, 2024 meeting.
 - g. Initiated MS4 Annual Report.
- ii. Staff Level Certified Survey Map (CSM) Approvals
 - a. CTH ZZ Parcels 030009901 and 030009902. Lots lines relocated/shifted between parcels.
- iii. Training/Conference Opportunities
 - a. Held Harassment Training through the Employee Assistance Program for Town and Fire/EMS Staff.
 - b. I spoke at the Kimberly Middle School Community Connections program to three 7th grade classes and three 8th grade classes. This program brings in professionals to talk about different career clusters. I spoke about the Government and Administration cluster and specifically the role of the Town Administrator.
- iv. Darboy Sanitary District – minutes attached.
- v. Maintenance Updates – None

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §102-9 B(4) – Office of the Town Administrator – Responsibilities to the Town Board.

FISCAL IMPACT: NONE

###

Attachments:

1. 1.09.2024 DSD Approved Minutes
2. 1.23.2024 DSD Approved Minutes

January 9, 2024

President George Schmidt called the regular meeting to order at 8:00 A.M. at the office of the Darboy Sanitary District. Present from the District were George Schmidt, Randy Verhagen, Bruce Corning, Pat Hennessey, and Mike Kawula. Also appearing at the meeting was John Stoeger (Stoeger & Associates).

Bruce Corning made a motion to approve the Agenda, the December 26, 2023 Meeting Minutes, and to accept the HOVMSD January 9, 2024 Amended Meeting Agenda. Randy Verhagen seconded the motion. Motion carried.

There were no questions from the public.

There was no correspondence.

Election of Officers: Randy Verhagen made a motion to keep the 2024 elected officers the same as 2023. Bruce Corning seconded the motion. Roll Call: Corning – aye, Verhagen – aye, Schmidt - aye. Motion carried. The 2024 officers are as follows:

George Schmidt, President
Randy Verhagen, Vice President-Treasurer
Bruce Corning, Secretary

Resolution No. 24-01, Designation of Bank Depositories, was presented and discussed. This resolution is required when the District changes its business relations with qualified financial institutions. George Schmidt made a motion to approve Resolution No. 24-01 as presented. Randy Verhagen seconded the motion. Motion carried.

Mileage reimbursement was presented and discussed. Resolution 24-02 was approved establishing that the mileage reimbursement would be based on the Internal Revenue Service (IRS) standard mileage rate for business use of personal vehicles. George Schmidt made a motion to continue to follow the IRS rate in the future. Randy Verhagen seconded the motion. Motion carried.

The December 2023 Pumpage Reports showed 24,128,000 gallons of water pumped/purchased for an average of 778,323 gallons pumped/purchased per day.

The HOVMSD December 2023 Sewerage Billing showed 29,472,000 gallons received at the treatment plant. A high flow of 1.072 MG occurred on December 30, 2023. The solids and BODs increased significantly in December, resulting in a higher monthly bill as compared to last month. Total treatment costs for 2023 are slightly lower than budgeted. The Commission reviewed the charts comparing the volume of sewerage to the volume of water pumped.

Pat Hennessey updated the Commission about the different projects being completed. The District has been working with a developer in the Village of Harrison. The developer submitted plans that were reviewed by the District's engineer and revisions were requested. The District is currently waiting for the updated plans. It is the District's understanding that the Village of Harrison is also making adjustments to the developers plans. A developers meeting is being scheduled by the Village. Pat has also been working with the District's customers, including a commercial customer that is updated their grease interceptor and a residential customer that is connecting to the District's sewer line. Pat indicated that the District's contractor will be replacing faulty curbstops. Pat also informed the Commission that the stainless steel softener meter being proposed at the Pinecrest Facility is not available in cast iron.

John Stoeger (Stoeger & Associates) presented the Cross Connection Control Report and the Grease Trap Inspection Report for December 2023. John indicated that he has been working on commercial cross-connection inspections. John indicated that some of the sites are complicated and may require a master plumber to properly conduct the inspection. There were no updates to the CMOM program.

The December 2023 Treasurer's Report was presented and discussed. Mike Kawula indicated he is working on closing the accounting records for 2023. The Treasurer's Report will be updated to include yearend closing adjustments.

The bills were presented in the amount of \$82,015.41. After a review of the bills, Randy Verhagen made a motion to approve payment of the bills as presented. Bruce Corning seconded the motion. Motion carried.

Randy Verhagen made a motion to adjourn. Bruce Corning seconded the motion. Motion carried. (11:30 A.M.)

Minutes taken by Mike Kawula

DARBOY JOINT SANITARY DISTRICT NO. 1

Approved: Bruce Corning
Bruce Corning, Secretary

Date: 1-23-24

January 23, 2024

Vice-President Randy Verhagen called the regular meeting to order at 8:00 A.M. at the office of the Darboy Sanitary District. Present from the District were Randy Verhagen, Bruce Corning, Pat Hennessey, and Mike Kawula. Also appearing at the meeting was Brian Helminger from HOVMSD.

Bruce Corning made a motion to approve the Agenda, the January 9, 2024 Meeting Minutes, and to accept the HOVMSD December 12, 2023 Meeting Minutes. Randy Verhagen seconded the motion. Motion carried.

There were no questions from the public.

President George Schmidt arrived at the meeting at 8:25 A.M.

Under correspondence, Brian Helminger (HOVMSD) and the Commission discussed the HOVMSD Interceptor System Rehab Project. The project's engineer has completed a draft Memorandum of Understanding that details the project and the project schedule as it impacts the District. The District will be reviewing the draft Memorandum. Comments and questions will be forwarded to the project's engineer. Further discussion and approval of the Memorandum will be included in a future Commission Meeting.

Brian Helminger (HOVMSD) updated the Commission on the status of the City of Kaukauna Complaint. HOVMSD is working with their attorneys to draft written testimony that will be made available to the other parties and the Public Service Commission (PSC) as part of the hearing process. A preliminary hearing was recently completed that created the hearing schedule including due dates for the parties' written testimony and the subsequent parties' rebuttals to that testimony. As the hearing progresses, this information will be uploaded to the PSC's website and made available to the public for review. Mike Kawula will continue to monitor the PSC's website to provide updates to the Commission as the hearing proceeds.

The Commission reviewed the recommendation letter from the District's engineer regarding the Crossroads Development. Pat Hennessey indicated that the development's engineer incorporated the District's required changes into the plans. These final changes were reviewed and approved by the District's engineer. The Commission discussed the easement within the plans that will extend the water and sewer to State Highway 55. The District would then pay the cost for the highway crossing that will serve properties east of State Highway 55. After discussion, Randy Verhagen made a motion to approve the Crossroads Development based on the recommendation of the District's engineer. Bruce Corning seconded the motion. Motion carried.

Mike Kawula presented a memo discussing the water utility's yearend cash shortfall. While the water utility had a favorable financial year, large capital projects in 2023 resulted in the yearend cash shortfall. The County Road N Project and Resin Replacement Project were directly related to this shortfall. Because of this shortfall, the water utility indirectly borrowed from the sewer utility. Mike indicated that a formal loan from the sewer utility to the water utility recognizes the shortfall. This loan will be shown as an amount due to the sewer utility on the water utility's balance sheet. The water utility will also have sufficient cash available for 90 days of operating costs. After discussion, Randy Verhagen made a motion to approve the loan from the sewer utility to the water utility as presented. Bruce Corning seconded the motion. Motion carried.

Pat Hennessey updated the Commission about District projects. Pat indicated that there are still older meters that need to be replaced, but the current inventory is being held for new construction. An order for larger meters has been placed and should arrive shortly, but there is a shortage of the smaller meters. Pat has been checking the system for leaks. A leak on Roger's Lane has recently been fixed. Pat indicated the leak was caused by a hole in the copper service line. A new plastic line was pulled under the road to fix this leak. Great Lakes will be cleaning and televising a section of the sanitary sewer system. Pat also indicated that a customer had a leaking meter that caused damage to the finished portion of their basement. Pat installed a new meter gasket but found that the old gasket was still in good shape. The customer may send remediation costs to the District that will be forwarded to the District's insurance for review.

Mike Kawula presented the 2023 Year End Budget Comparison Reports for water and sewer highlighting larger budget variances. Overall, both water and sewer ended the year with favorable budget variances. The final financial reports for 2023, including the annual PSC Report, will be presented at a future Commission Meeting. George Schmidt made a motion to approve the 2023 Preliminary Budget Comparison Reports as presented. Randy Verhagen seconded the motion. Motion carried.

The Revised December 2023 Treasurer's Report was presented and discussed. Mike Kawula indicated he included the yearend accounting entries for 2023 including the sewer utility loan to the water utility to offset the water utility's cash shortfall. After review, George Schmidt made a motion to approve the Revised December 2023 Treasurer's Report as presented. Randy Verhagen seconded the motion. Motion carried.

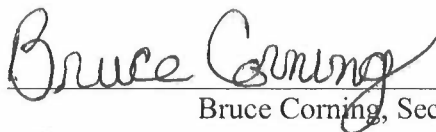
The bills were presented in the amount of \$220,287.19. After a review of the check register, Randy Verhagen made a motion to approve payment of the bills as presented. Bruce Corning seconded the motion. Motion carried.

Randy Verhagen made a motion to adjourn. Bruce Corning seconded the motion. Motion carried. (11:45 A.M.)

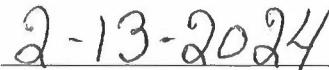
Minutes taken by Mike Kawula

DARBOY JOINT SANITARY DISTRICT NO. 1

Approved:


Bruce Corning, Secretary

Date:





"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
 From: Michael J.D. Brown, Administrator
 Date: February 27, 2024
 RE: Initial Borrowing/Debt Issuance for 2024-2025

SUMMARY: The Town has been borrowing/issuing debt ever two years. The last debt issuance was in 2022. Based on the approved budget for 2024 and planned projects for 2025 the Town plans to borrow \$1,850,000 to cover Capital Improvement Projects for 2024 and 2025. The Town works with Baird for the financing and Quarles for bond council. Attached is Resolution 2024-01 to initiate the borrowing/debt process. A competitive sale is scheduled for March 19, 2024 with the Town Board scheduled to approve the final borrowing/debt resolution that same evening.

As a reminder, based on the Town Board’s direction in the fall of 2023, starting in 2026, the Town intends to increase annual borrowing to cover future capital improvement project costs and will shift to annual borrowing.

A representative from Baird will be at the meeting to go through the borrowing plan.

RECOMMENDED ACTION: Staff recommends approving Resolution 2024-01 for the initial borrowing/debt issuance. If the Board agrees the following motion may be made.

Motion to approve Resolution 2024-01.

POLICY/PLAN REFERENCE(S): CIP, 2024 Budget

FISCAL IMPACT:

Is there a fiscal impact? Yes
 Is it currently budgeted or planned? Yes
 Amount: \$1,850,000

###

Attachments:

1. Resolution 2024-001 Borrowing

RESOLUTION NO. 2024-01

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$1,850,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the Town of Buchanan, Outagamie County, Wisconsin (the "Town") is presently in need of approximately \$1,850,000 for public purposes, including paying the cost of 2024 and 2025 capital projects listed in the Capital Improvement Plan and Budget (collectively, the "Project"); and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town that:

Section 1. Issuance of the Notes. The Town shall issue General Obligation Promissory Notes (the "Notes") in the approximate amount of \$1,850,000 for the Project.

Section 2. Sale of the Notes. The Town Board hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Town Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The Town Clerk (in consultation with Robert W. Baird & Co. Incorporated ("Baird")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Town Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the Town Clerk may determine.

Section 4. Official Statement. The Town Clerk (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate Town officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 5. Reimbursement. The Town Board hereby officially declares its intent pursuant to Treasury Regulation Section 1.150-2 to reimburse any expenditures made in connection with the Project prior to the issuance of the Notes with the proceeds of the Notes in an amount not to exceed \$1,850,000.

Adopted, approved and recorded February 27, 2024.

Joseph Coenen
Chairperson

ATTEST:

Cynthia Sieracki
Town Clerk

(SEAL)

Motion to Approve Resolution 2024-01 made by:

Votes:

| Title | Name | Aye | Nay | Other |
|----------------|-----------|-----|-----|-------|
| Supervisor I | Lawrence | | | |
| Supervisor II | Knuppel | | | |
| Supervisor III | Kavanaugh | | | |
| Supervisor IV | Walsh | | | |
| Chairperson | Coenen | | | |

Posted: February _____, 2023



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
 From: Michael J.D. Brown, Administrator
 Date: February 27, 2024
 RE: Springfield Park Playground Selection

SUMMARY: The 2024 budget has budgeted for Phase 2 of Springfield Park. At the January 16, 2024 Town Board meeting the Board approved a Letter of Authorization (LOA) for Cedar Corporation to prepare bid specs for the project. As part of the project it was decided to put out a Request for Proposals for the playground component and have that incorporated into the bid spec for the general contractor as an allowance; the playground companies had a budget of \$325,000 to work with. The Park Committee provided feedback on what it wanted to see for the playground and staff prepared the RFP. The Park Committee reviewed proposals from five (5) companies at their February 13, 2024 meeting and is recommending Proposal 142-180054-2 from Lee Recreation, LLC. Once the playground company is selected, Cedar will be able to incorporate the playground specs into the general park project bid specs in order for coordination between the playground company and the general contractor that will be eventually selected.

RECOMMENDED ACTION: Staff recommends the Board approve the selection of Proposal 142-180054-2 from Lee Recreation, LLC. If the Board agrees the following motion may be made.

Motion to select Proposal 142-180054-2 from Lee Recreation, LLC for the Springfield Park Playground Project.

POLICY/PLAN REFERENCE(S): Springfield Park Master Plan and 2024 Budget

FISCAL IMPACT:

Is there a fiscal impact? Yes
 Is it currently budgeted or planned? Yes
 Amount: \$322,730

###

Attachments:

1. Proposal 142-180054-2 from Lee Recreation, LLC
2. All Playground Proposals



COLOR KEY

- CHARCOAL
- LIME
- BLUE
- GRANITE
- GRAY
- B BLUE/WHITE



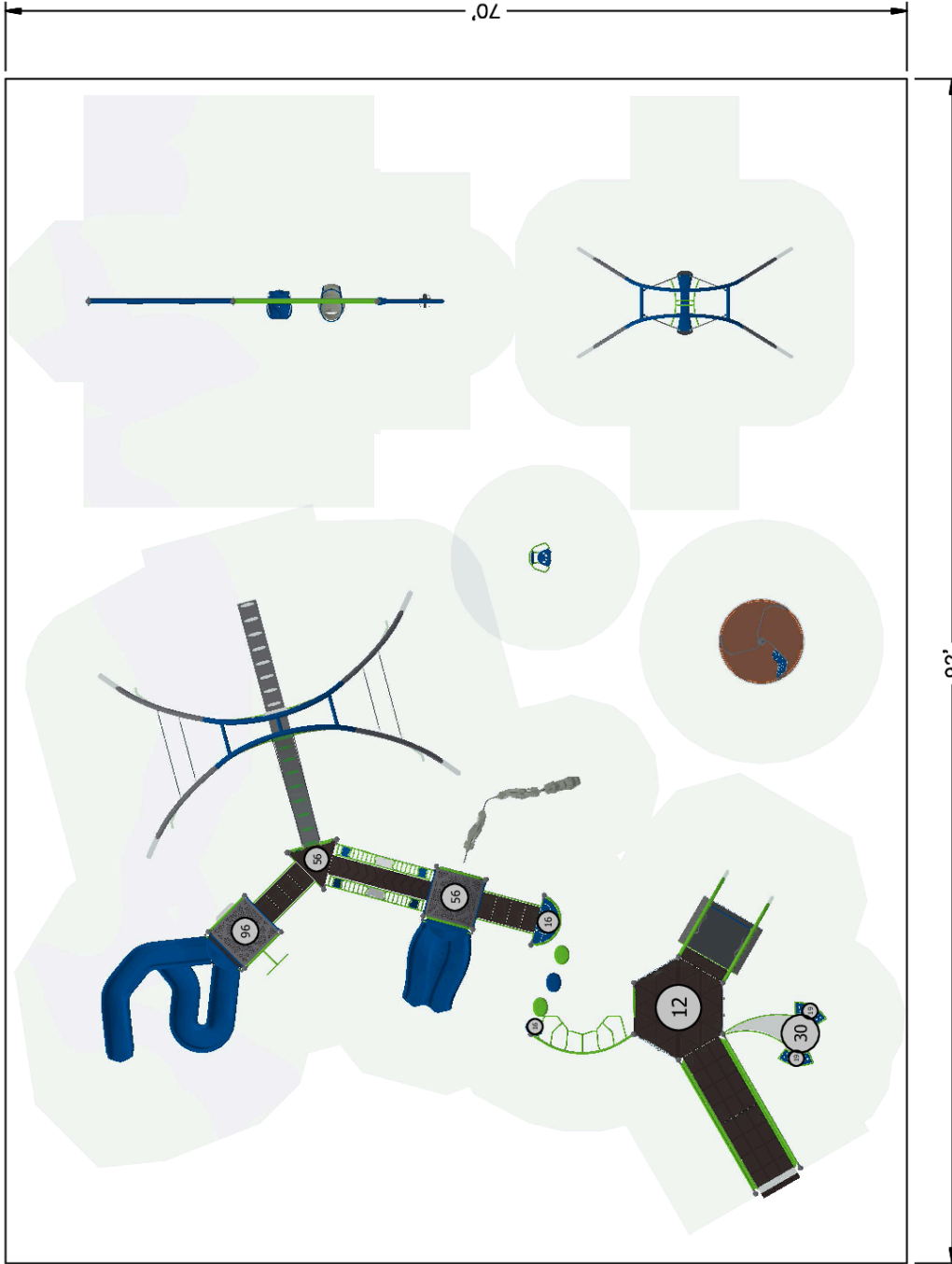


Lee Recreation, LLC

260 W Main Street | Cambridge, WI 53523 | 800-775-8937

Proposal 142-180054-2 | 2/15/2024

151' 10"



92'

AREA: 6,440 SQ FT

NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.

OVERALL BOUNDING OF USE ZONES **The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

Area: 23033.4 sq.ft.
Perimeter: 607.1 ft.
STRUCTURE SIZE: 10"x151"
POST SIZE(S): 10"

| PLAYGROUND ACCESSIBILITY (Provided/Required) | | | |
|--|------------------------------|--------------------------|---------------|
| TOTAL ELEVATED EVENTS | TRANSFER ACCESSIBLE ELEMENTS | RAMP ACCESSIBLE ELEMENTS | GROUND EVENTS |
| 37 | 15 / 8 | 7 / 0 | 24 / 5 |
| | | 5 / 0 | 6 / 3 |

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

SERIES Nucleus | Burke Basics | Intensity

SITE PLAN VIEW

GROUP:
Structure|Freestanding

Springfield Park - Buchanan
Appleton, WI 54915-9459

02/15/2024

DESIGNED FOR AGES:
5 to 12

Lee Recreation, LLC
142-180054-2



Designer: Kathleen Yttri



DATE: Feb 16 2024
 TO: Town of Buchanan
 N178 County Rd N
 Appleton, WI 54915
 FROM: Megan Lee Cunningham
 RE: **Playground Proposal - Springfield Park - #142-180054-2**

BCI Burke - "Play That Moves You"

Playground Proposal #142-180054-1
 38 Play Events for an estimated 214 users ages 5-12 & 2-12
 Minimum Area Needed: 70' x 92'

| | | |
|--|----------------------------------|---------------------------------------|
| 1-#NUCLEUS | Nucleus Modular Structures | \$116,300.00 |
| DECKS: 1-Triangle, 2-Square, 1-Hexagon, 1-Crescent Platform | | |
| RAMPS: 1-12' L. Ramp with Guard Rails | | |
| BRIDGE: Evolution Arched Catwalk Bridge | | |
| SLIDES: Viper II Over Under Slide @ 96" Deck Ht., Luge Double Slide @ 56" Deck Ht. | | |
| CLIMBERS: 2-40" Evolution Stairs with Barriers, RockIt Panel, Snake Climber, Level X Ally with Links to Modular Structure | | |
| MOTION: Innova Rocker, | | |
| BALANCE: 1-Ovistep Launch Pad, 3-FlyLow Step Pods | | |
| BALANCE/CLIMBING/SOCIAL: Novo Teardrop Counter Climber with 2 Arc Benches | | |
| UPPER BODY: Straight Overhead Ladder | | |
| ROOF: 2-Evolution Square Roofs | | |
| PLAY ACTIVITY PANELS: Burke Mart Panel, 3-In-A-Row Panel, Bee Panel, Car Panel, Classic Game Panel | | |
| 1-#SWING | 2-Bay Single Post Swing with Arm | \$ 6,889.00 |
| <i>Includes: 2-Belt, 1-Infant/Tot & 1-Freedom Inclusive Swing Seat, 1-Konnection Seat</i> | | |
| 1-#550-0195 | AirVenture Glider | \$ 6,879.00 |
| 1-#560-0051 | Inclusive Orbit | \$ 14,550.00 |
| 1-#560-2735 | Aro Spinning Chair | <u>\$ 1,452.00</u> |
| | | Subtotal Equipment \$146,070.00 |
| | | Project Discount (\$21,900.00) |
| | | Assembly/Installation \$ 43,000.00 |
| 6440 sq. ft. Playground Grass Turf Surfacing/Installed | | \$154,560.00 |
| | | Freight <u>\$ 1,000.00</u> |
| | | TOTAL \$322,730.00 |

Quote Accepted by: _____ Date: _____

Terms: Net 20
Site Grading & Preparation, Marking of all private lines in area, border material & Site Restoration is the responsibility of the customer
Lead time: 10 Weeks Upon Receipt of Order
Quote Effective: **Until 4-01-2024**

Springfield Park
Town of Buchanan, WI
Option 1



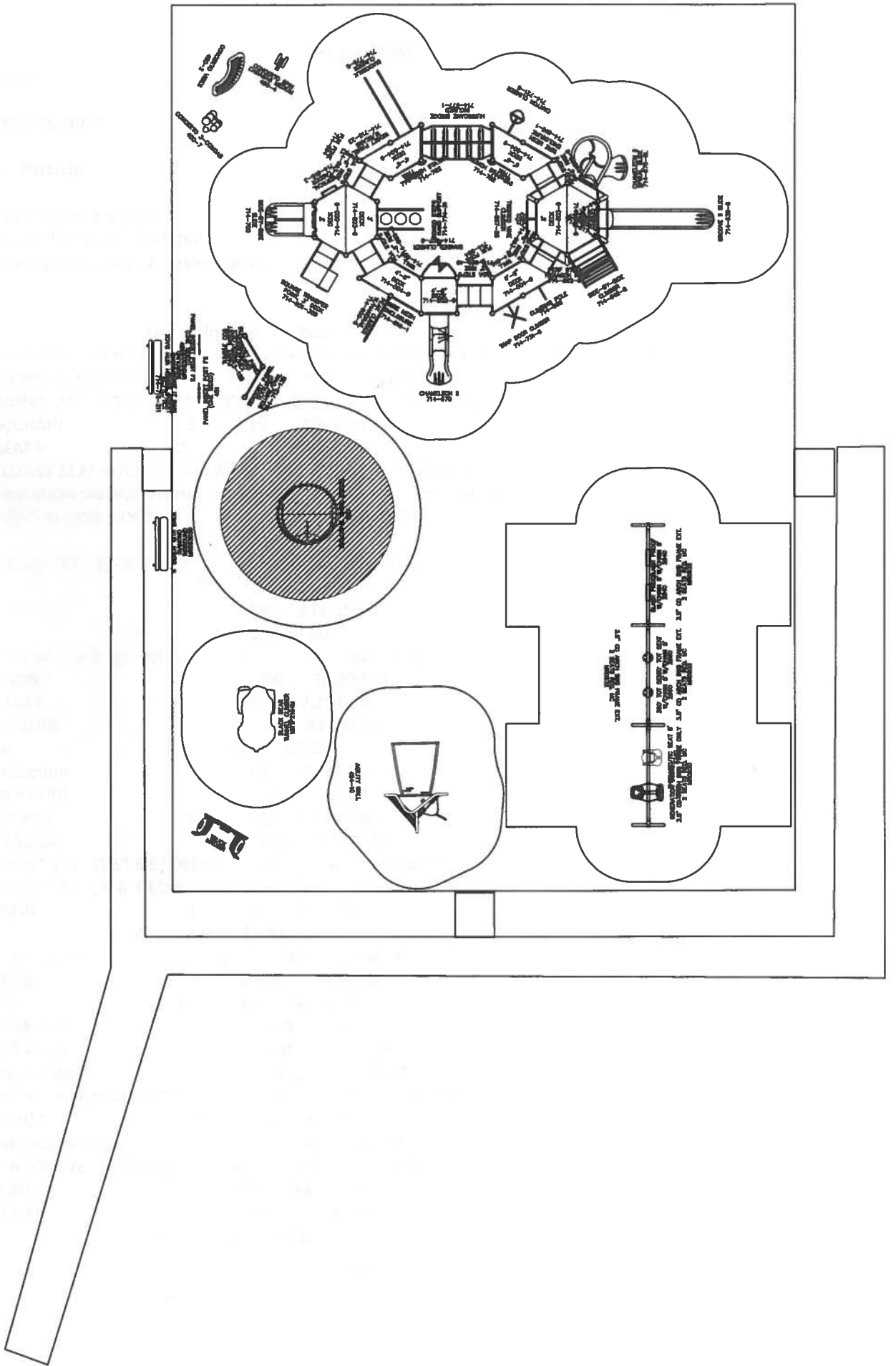
Option 1



Option 1



Springfield Park # 1



Springfield Park
Town of Buchanan, WI
Option 2



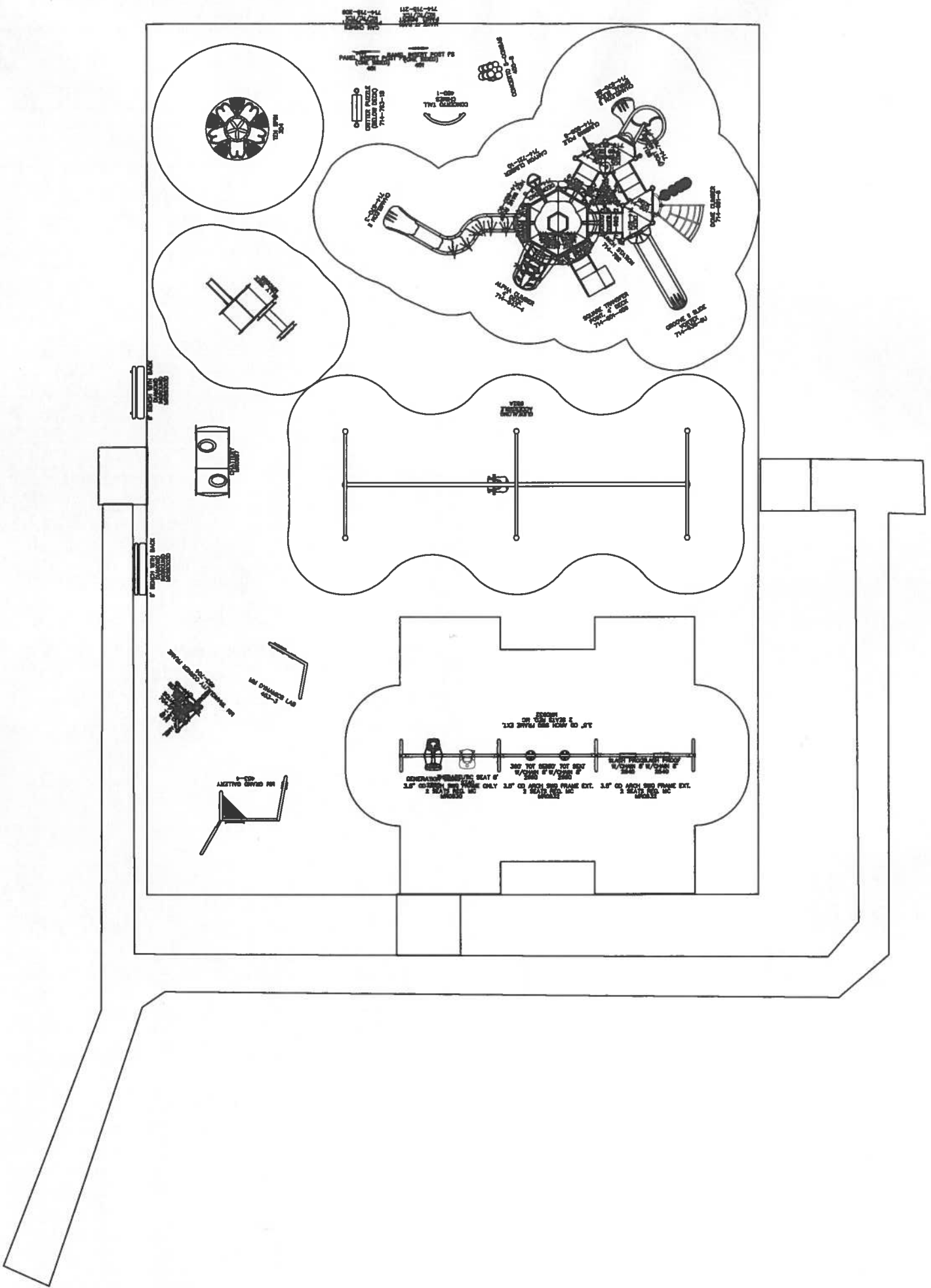
Option 2



Option 2



Springfield Park #2





5-12 YEARS

| | | | |
|--|----|----------|---|
| TOTAL ELEVATED PLAY COMPONENTS | 11 | | |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP | 5 | REQUIRED | 5 |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER | 6 | REQUIRED | 1 |
| TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN | 11 | REQUIRED | 4 |
| TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS | 9 | REQUIRED | 9 |

2-5 YEARS

| | | | |
|--|---|----------|---|
| TOTAL ELEVATED PLAY COMPONENTS | 0 | | |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP | 0 | REQUIRED | 0 |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER | 0 | REQUIRED | 0 |
| TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN | 7 | REQUIRED | 0 |
| TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS | 7 | REQUIRED | 7 |

SURFACING:
 TOTAL PIP = 5,950 SQ FT
 8' = 4,383 SQ FT
 4' = 1,567 SQ FT

landscape structures



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURER'S OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING: SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION B CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED IF THE SOIL DOES NOT DRAIN NATURALLY. IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

AREA OF ACCESSIBLE PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED) 7,000 SQ FT

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:
 KLP
 COPYRIGHT: 5/1/23
 LANDSCAPE STRUCTURES, INC.
 601 7th STREET SOUTH - P.O. BOX 198
 DELAWARE, MINNESOTA 55328
 PH: 1-800-328-9035 FAX: 1-763-972-6081

| | | |
|--------|--------------------|----------|
| 5/1/23 | 23050104-01 | KLP |
| Date | Previous Drawing # | Initials |

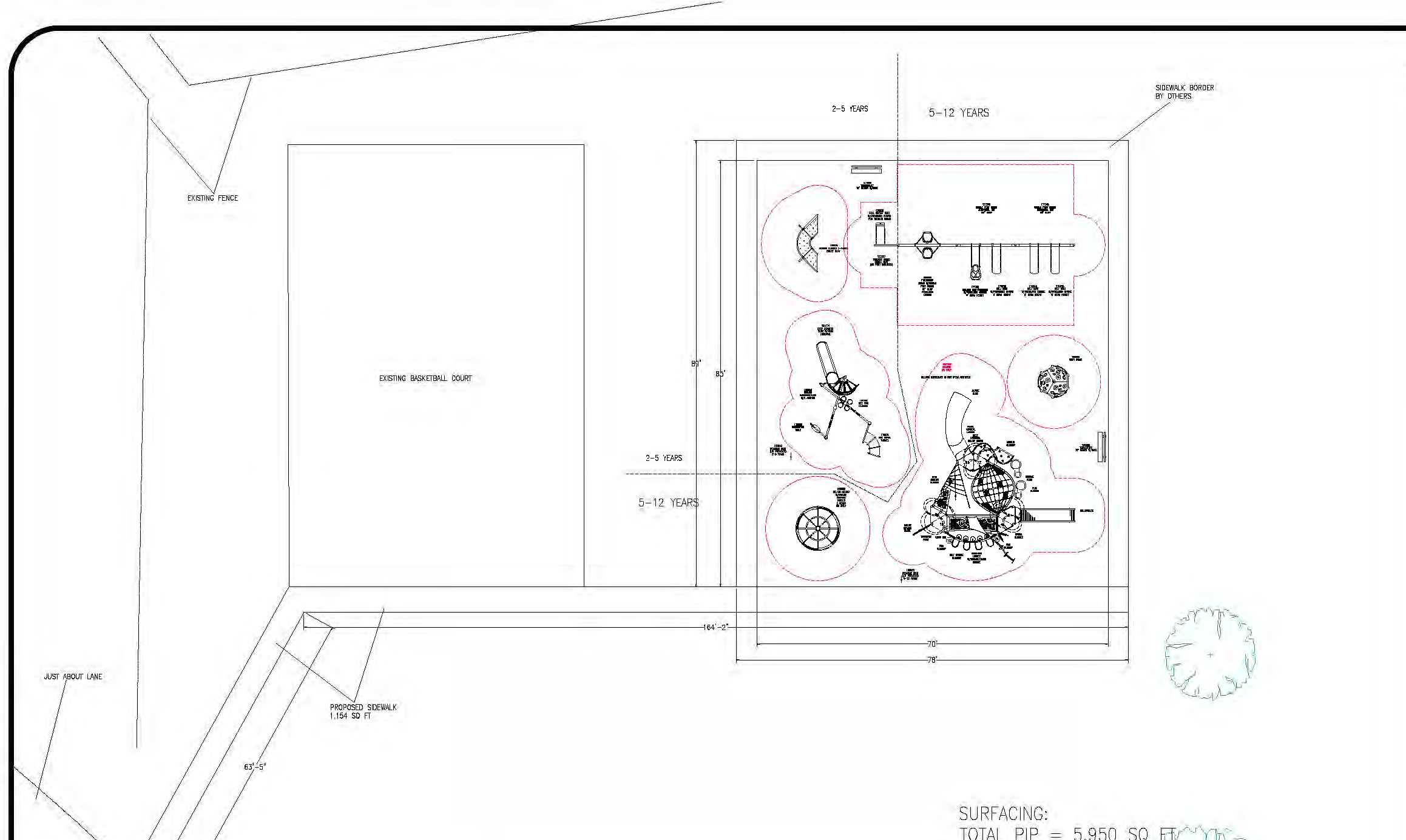


Springfield Park
 Buchanan, WI

Gerber Leisure Products, Inc.
 Doug Reimer

SYSTEM TYPE:
 Playbooster
 DRAWING #:
 23050104-02





5-12 YEARS

| | | | |
|--|----|----------|---|
| TOTAL ELEVATED PLAY COMPONENTS | 11 | | |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP | 5 | REQUIRED | 5 |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER | 6 | REQUIRED | 1 |
| TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN | 11 | REQUIRED | 4 |
| TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS | 9 | REQUIRED | 9 |

2-5 YEARS

| | | | |
|--|---|----------|---|
| TOTAL ELEVATED PLAY COMPONENTS | 0 | | |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP | 0 | REQUIRED | 0 |
| TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER | 0 | REQUIRED | 0 |
| TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN | 7 | REQUIRED | 0 |
| TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS | 7 | REQUIRED | 7 |

SURFACING:
TOTAL PIP = 5,950 SQ FT
8' = 4,383 SQ FT
4' = 1,567 SQ FT

landscape structures

The play components identified on this plan are IPEMA certified. (Unless model number is provided with ?) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURER'S OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "TRENCH DRAIN".

AREA OF ACCESSIBLE/PROTECTIVE SURFACING (POURED-IN-PLACE SUGGESTED)
7,000 SQ FT

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:
KLP

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801 7th STREET SOUTH - P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-338-0635 FAX: 1-763-972-6081

| | | |
|--------|--------------------|----------|
| 5/1/23 | 23050104-01 | KLP |
| Date | Previous Drawing # | Initials |

| | | | | |
|------|---|---|---|------|
| | Springfield Park Buchanan, WI | Gerber Leisure Products, Inc. Doug Reimer | SYSTEM TYPE: Playbooster DRAWING #: 23050104-02 | |
|------|---|---|---|------|



Springfield Park

Springfield Park • 2.6.2024



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COLOR KEY

- OLIVE
- AQUA
- REDWOOD
- ORANGE
- GRAY

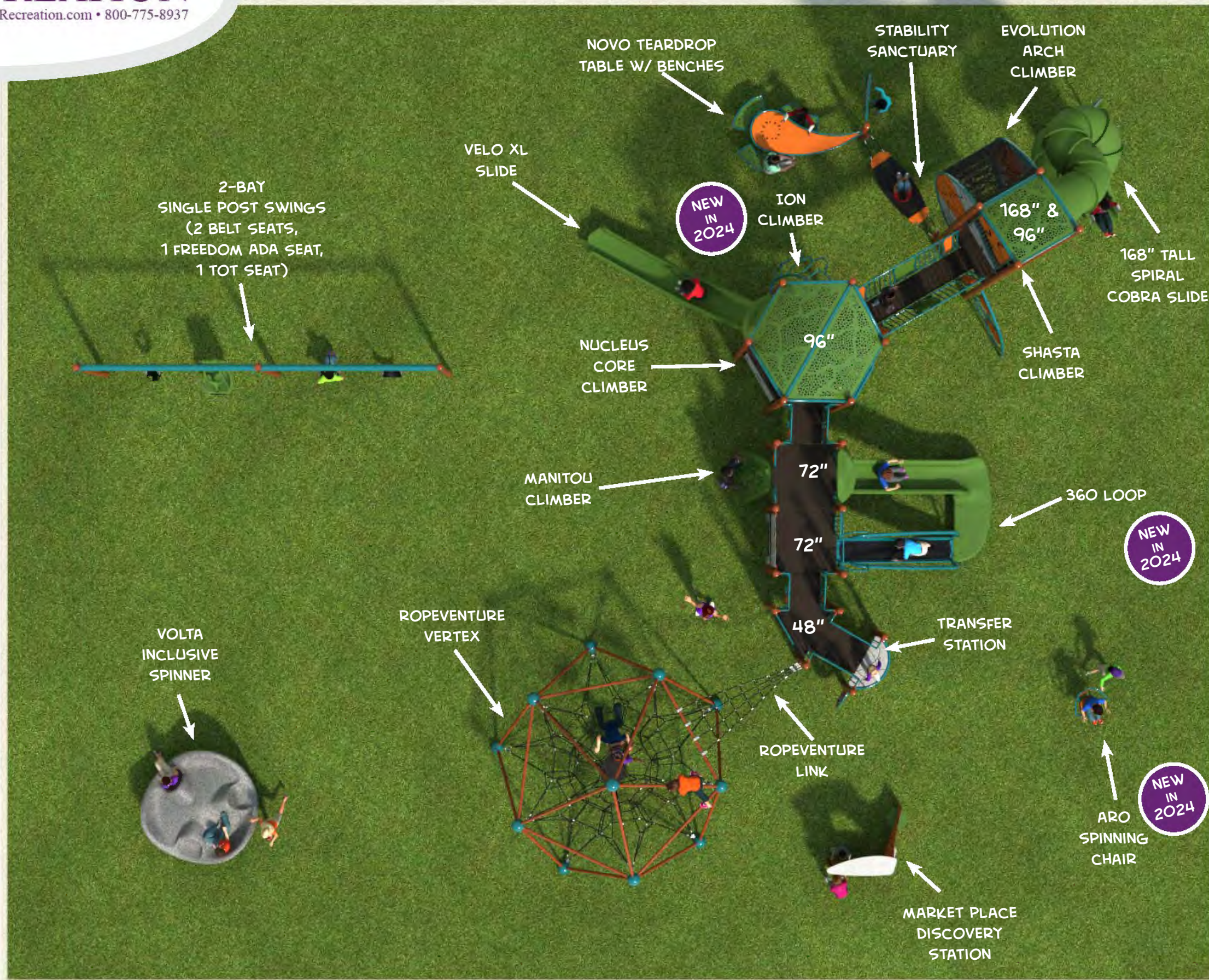


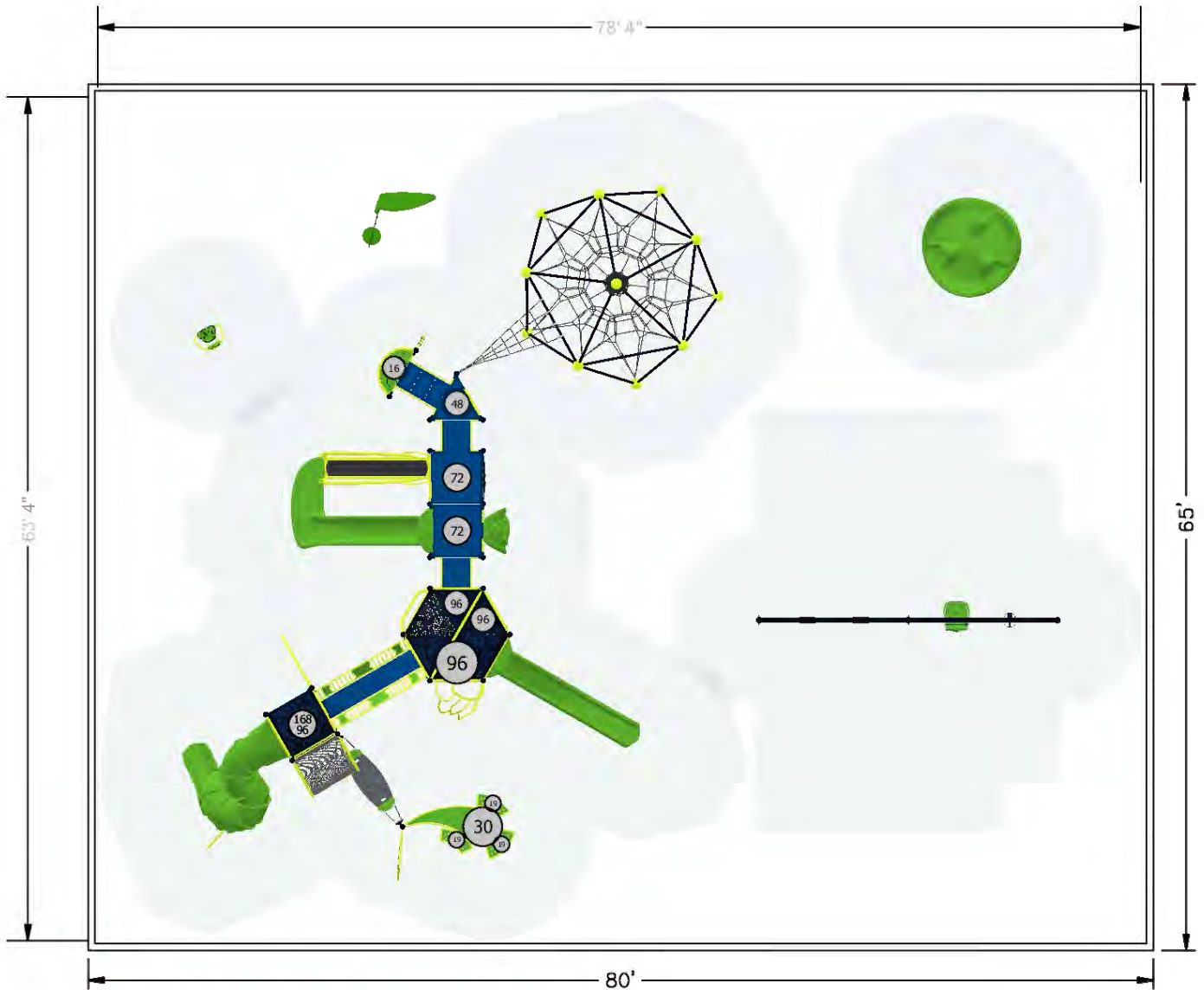




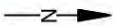








NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS STRUCTURE IS TO BE PLACED.



SERIES Nucleus | Burke Basics | Intensity

GROUP:

Structure | Freestanding

DESIGNED FOR AGES:

5 to 12

Springfield Park - Buchanan

Appleton, WI 54915-9459

Burke
PLAY THAT MOVES YOU

SITE PLAN VIEW

02/01/2024

Lee Recreation, LLC

142-180062-1

Designer: Luke Schueler

OVERALL BOUNDING OF USE ZONES

Area: 4958.9 sq.ft.
Perimeter: 283.3 ft.

STRUCTURE SIZE: 4"x78' 4"

POST SIZE(S):

**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

PLAYGROUND ACCESSIBILITY (Provided/Required)

| TOTAL EVENTS | ELEVATED EVENTS | TRANSFER ACCESSIBLE EVENTS | RAMP ACCESSIBLE EVENTS | GROUND EVENTS | TYPES OF GROUND EVENTS |
|--------------|-----------------|----------------------------|------------------------|---------------|------------------------|
| 36 | 12 / 6 | 11 / 0 | 0 / 0 | 26 / 4 | 9 / 3 |

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.



SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R



Drawing is for illustrative purposes only. Actual colors may vary.

Color Palette: Deep Space

Plastic Roof: Sky Blue
Uprights: Starlight Black
Accent: Yellow
HDPE: Red
2 Color HDPE: Red/White
Roto Plastic: Sky Blue
Tube: Sky Blue
Decks: Blue



SPRINGFIELD PARK - OPT 1

Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R



**Drawing is for illustrative purposes only. Actual colors may vary.*



SPRINGFIELD PARK - OPT 1

Buchanan, WI D12059R



*Drawing is for illustrative purposes only.
Actual colors may vary.



SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R



Drawing is for illustrative purposes only. Actual colors may vary.



SPRINGFIELD PARK - OPT 1

Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R

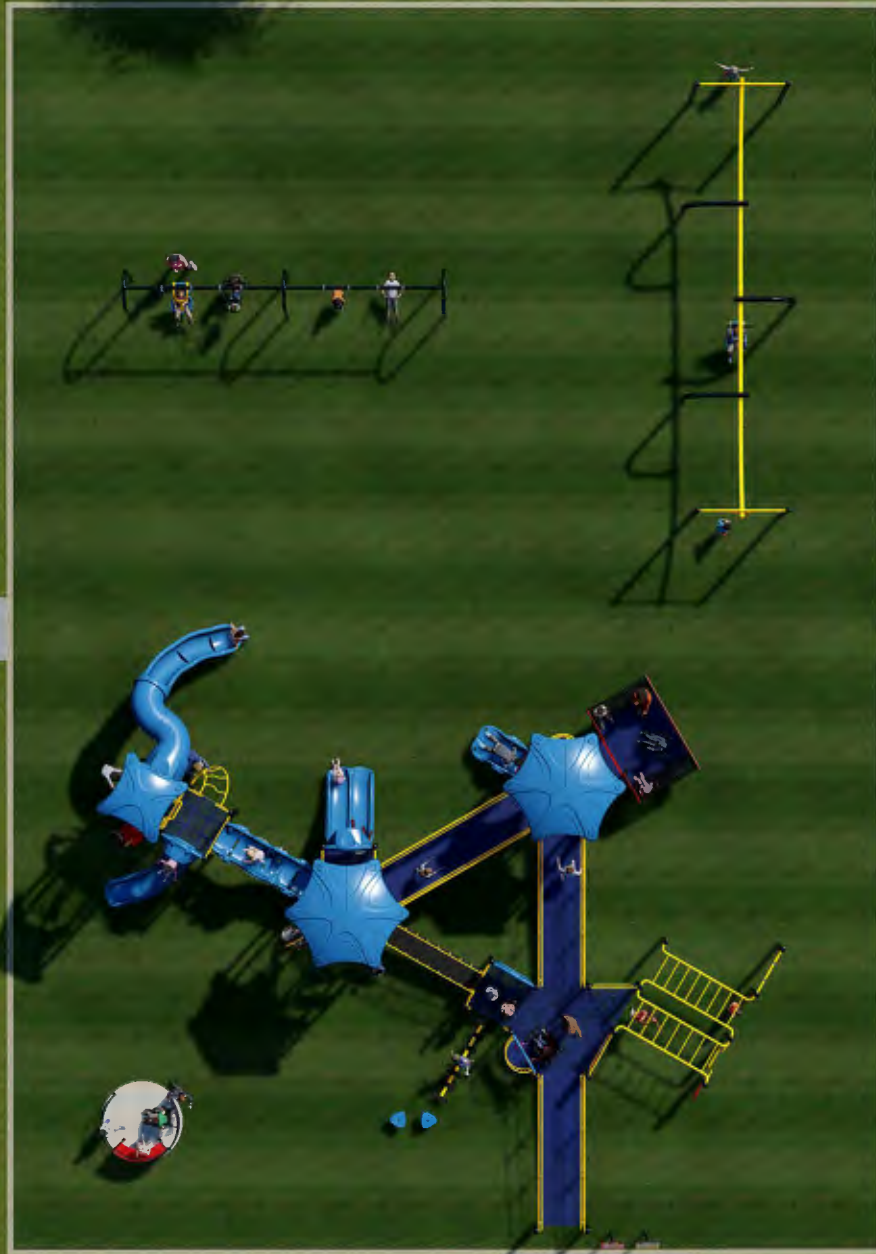




SPRINGFIELD PARK - OPT 1

Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1

Buchanan, WI D12059R





SPRINGFIELD PARK - OPT 1
Buchanan, WI D12059R



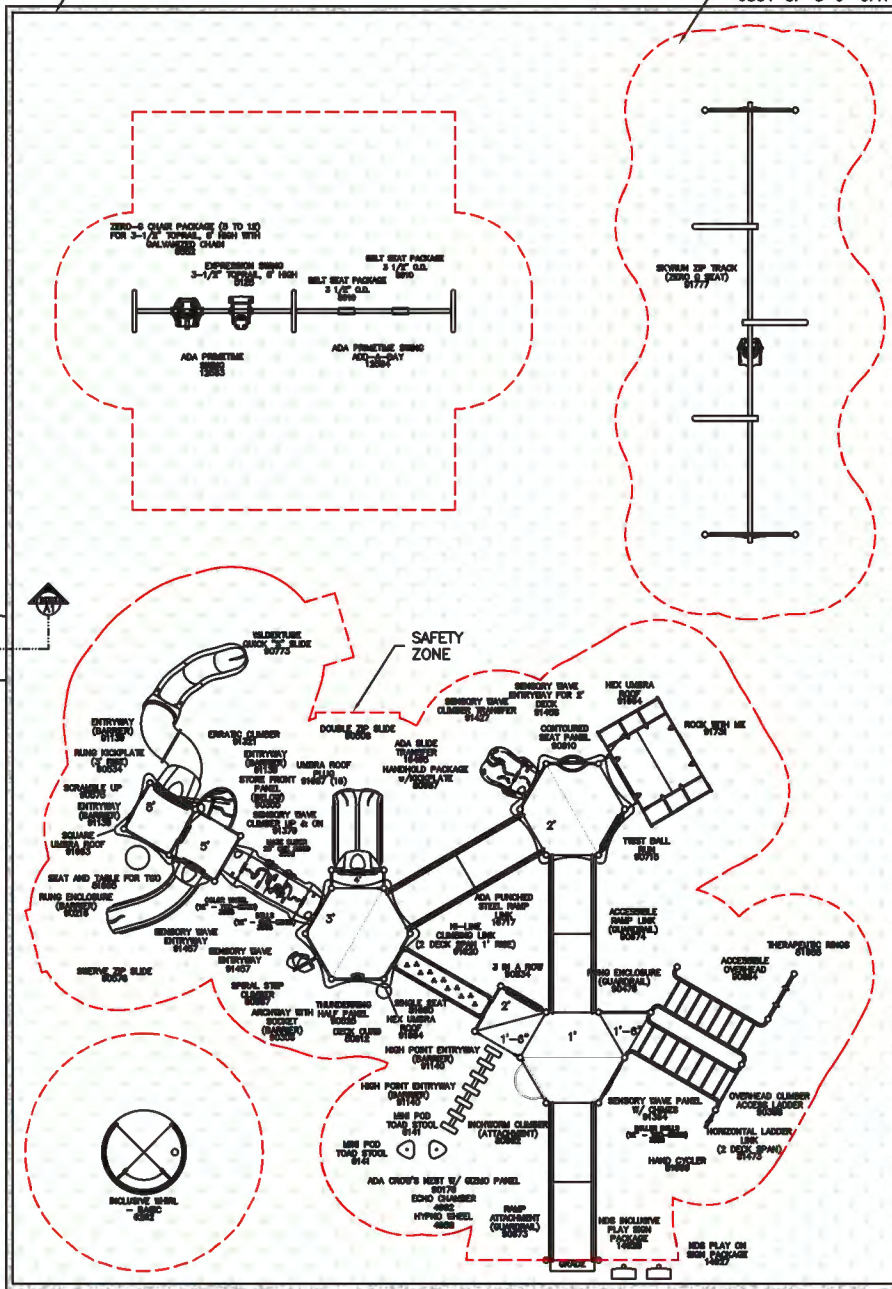
Drawing is for illustrative purposes only. Actual colors may vary.



SIDEWALK BY OTHERS

CONCRETE BORDER BY OTHERS

ARTIFICIAL TURF SAFETY SURFACING
6831 SF @ 9' CFH



ADA REQUIREMENTS FOR STRUCTURE AGES 2-12 YEARS OLD

| | | |
|--|------------|----------|
| TOTAL NUMBER OF ELEVATED PLAY COMPONENTS | IN PLAN 18 | REQ'D. 9 |
| TOTAL EVENTS ACCESSIBLE VIA TRANSFER | IN PLAN 17 | REQ'D. 8 |
| TOTAL ACCESSIBLE EVENTS VIA RAMP | IN PLAN 11 | REQ'D. 5 |
| TOTAL ACCESSIBLE GROUND LEVEL EVENTS | IN PLAN 14 | REQ'D. 6 |
| DIFFERENT TYPES OF GROUND LEVEL EVENTS | IN PLAN 7 | REQ'D. 3 |

THIS PLAYGROUND MEETS ALL CURRENT ADA REQUIREMENTS & THE FINAL RULE ABOVE CHART/INFO IS APPLICABLE WHEN USING AN ACCESSIBLE SAFETY SURFACE

ACCESS BY OTHERS



TO PROPOSED PARKING LOT

Please Initial & Sign the Final Top View:



THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnwiplay.com

Springfield Park - Option 1
Buchanan, WI

1/25/2024

DWG. D12059R

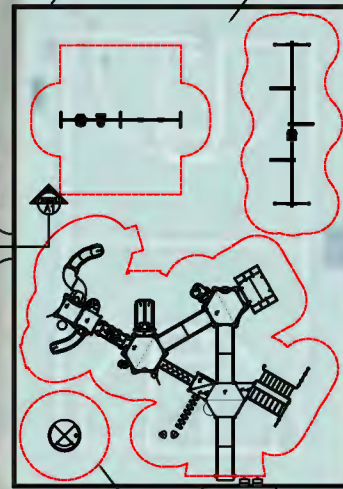


SIDEWALK BY OTHERS

CONCRETE BORDER BY OTHERS

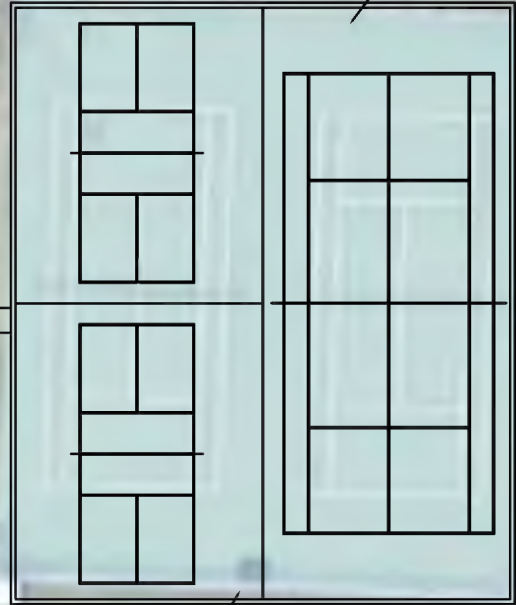
ARTIFICIAL TURF SAFETY SURFACING 8831 SF

TENNIS COURT BY OTHERS



SAFETY ZONE

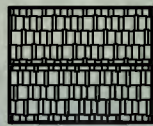
ACCESS BY OTHERS



PICKLEBALL COURT BY OTHERS

BASKETBALL COURT BY OTHERS

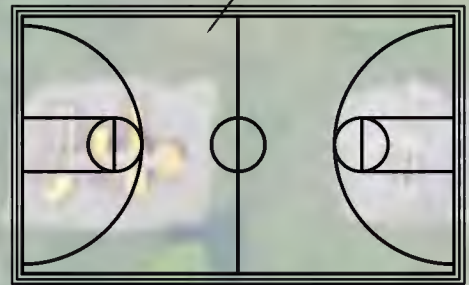
SHELTER BY OTHERS



SANDBOX BY OTHERS



GAGA BALL PIT BY OTHERS



PARKING LOT BY OTHERS

GREEN SPACE

EXISTING HOUSE

While it is our intention to install your playground in a safe and timely manner, our success relies on your preparedness. Site preparation and grading to be performed by others and prior to installation. Slope within the play area(s) shall not exceed 1% to ensure a successful installation and a compliant playground. Drain tile systems other than within 4' of the perimeter along drain aggregate base material may require installing after the installation of the play equipment and must be coordinated with installation of safety surface materials. Failure to prepare site(s) to these expectations may result in additional costs. If installer is required to re-mobilize. Please contact MN WI Playground if you have any questions.

Maximum depth of safety surface and drain aggregate base should not exceed an 18" depth and shall not be installed until play equipment has been installed.



Please Initial & Sign the Final Top View:

Mfg. By: **GameTime**
Enriching Childhood Through Play.

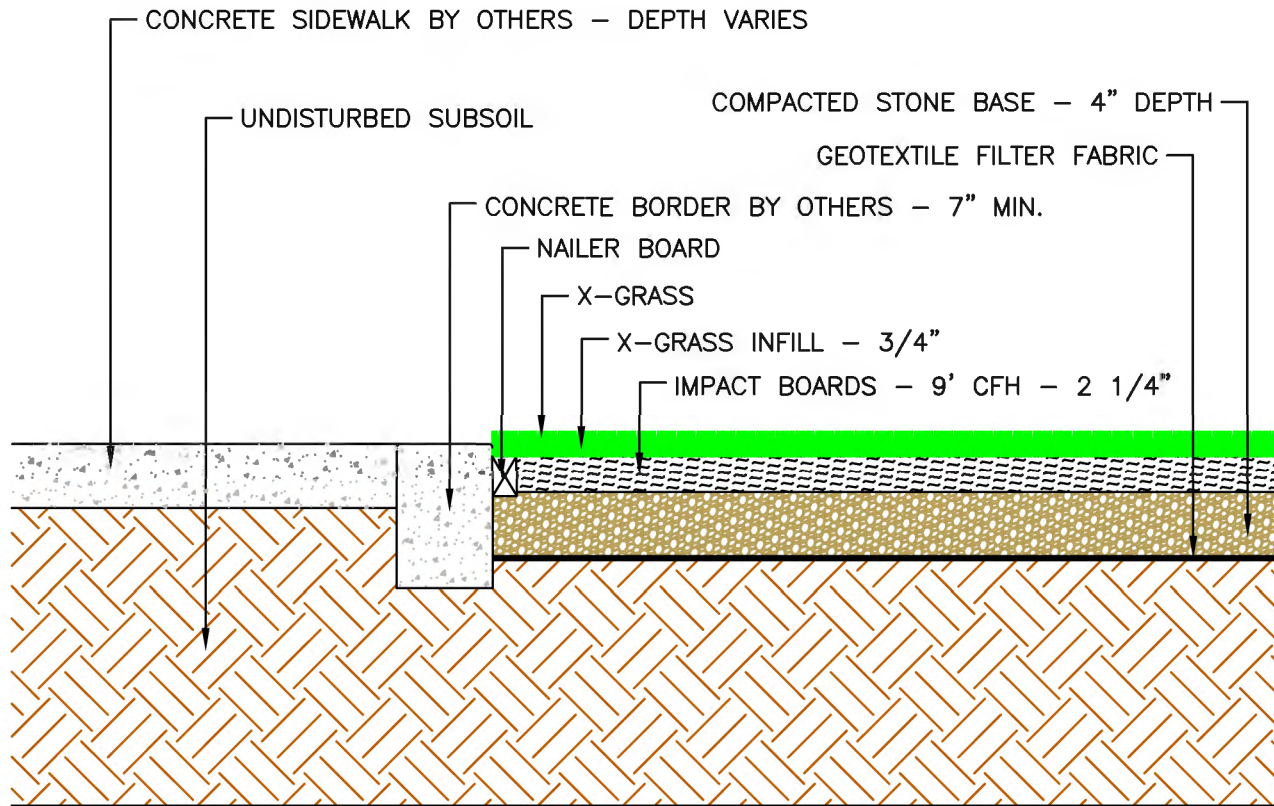
Sold & Distributed By: **MINNESOTA WISCONSIN PLAYGROUND**
THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnnwiplay.com

Springfield Park - Option 1
Buchanan, WI

1/25/2024

DWG. D12059R



SECT
A-A1

ELEVATION DETAIL - SYNTHETIC TURF
CONCRETE BORDER FLUSH TO SYNTHETIC TURF

SCALE: 1" = 1'-0"

Mfg. By:



Sold & Distributed By:



P.O. Box 27328, Golden Valley, MN 55427

763-546-7787 1-800-622-5425

Fax 763-546-5050

E-Mail info@mnwiplay.com

Springfield Park - Option 1

Buchanan, WI

1/25/2024

DWG. D12059R



SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R



*Drawing is for illustrative purposes only. Actual colors may vary.



SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R



Drawing is for illustrative purposes only. Actual colors may vary.

Color Palette: Shine

- Plastic Roof: Orange
- Uprights: Sky Blue
- Accent: Spring Green
- HDPE: Orange
- 2 Color HDPE: Spring Green/White
- Roto Plastic: Orange
- Tube: Orange



SPRINGFIELD PARK - OPT 2

Buchanan, WI D12060R





SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R





SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R



*Drawing is for illustrative purposes only. Actual eq. ors. may vary.



SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R





SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R



*Drawing is for illustrative purposes only.
Actual colors may vary.*



SPRINGFIELD PARK - OPT 2

Buchanan, WI D12060R





SPRINGFIELD PARK - OPT 2

Buchanan, WI D12060R

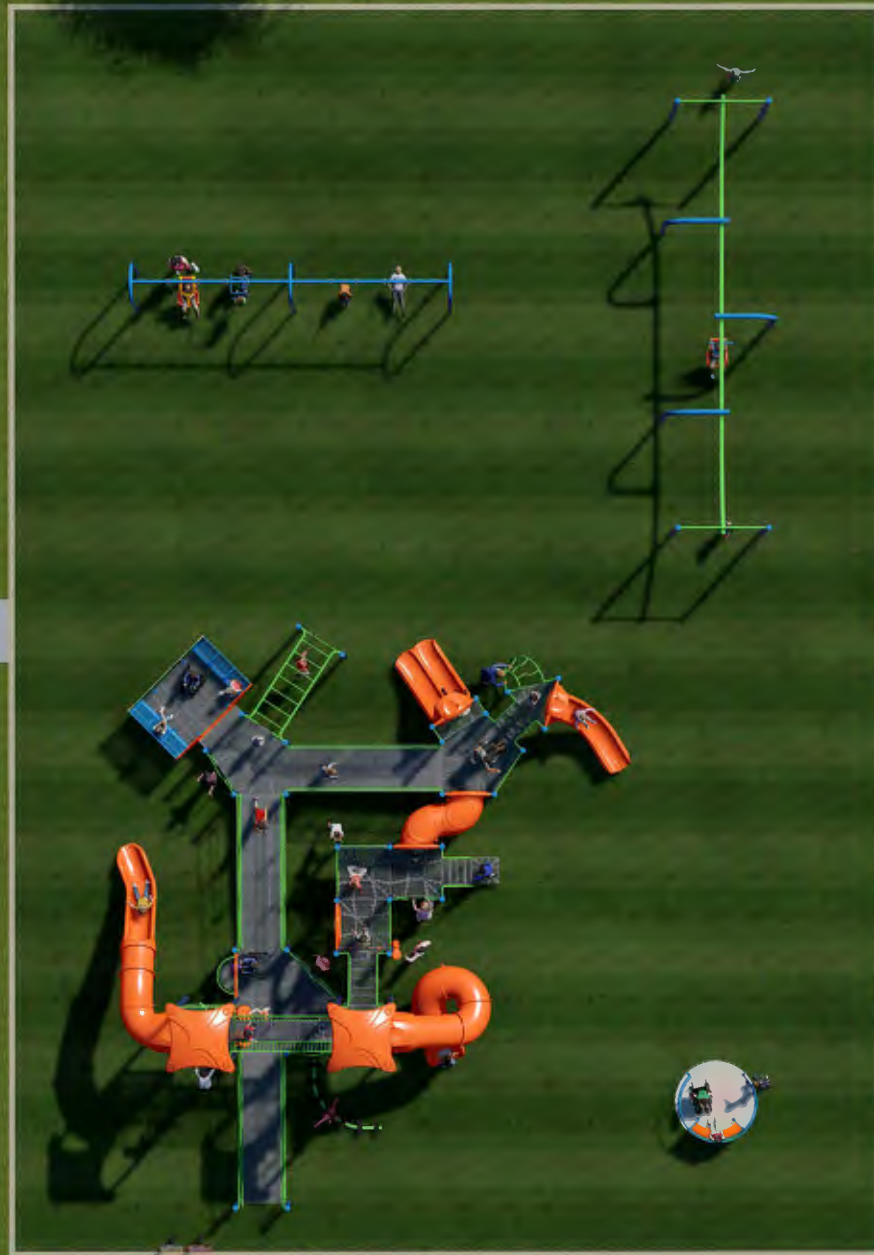




SPRINGFIELD PARK - OPT 2

Buchanan, WI D12060R





SPRINGFIELD PARK - OPT 2

Buchanan, WI D12060R



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Actual colors may vary.*



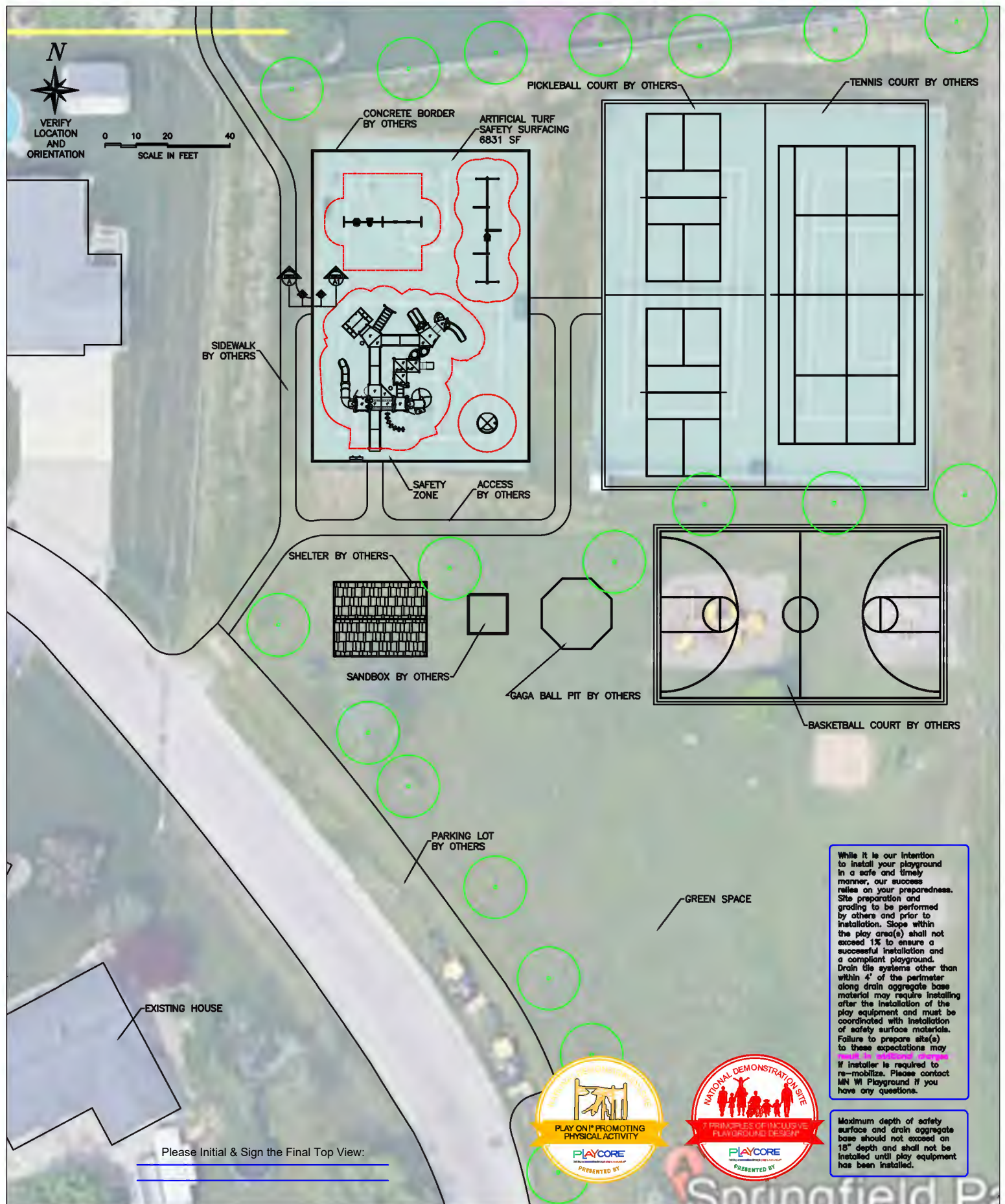
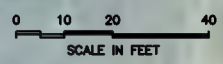
SPRINGFIELD PARK - OPT 2
Buchanan, WI D12060R



Drawing is for illustrative purposes only. Actual colors may vary.*



VERIFY LOCATION AND ORIENTATION



While it is our intention to install your playground in a safe and timely manner, our success relies on your preparedness. Site preparation and grading to be performed by others and prior to installation. Slope within the play area(s) shall not exceed 1% to ensure a successful installation and a compliant playground. Drain tile systems other than within 4' of the perimeter along drain aggregate base material may require installing after the installation of the play equipment and must be coordinated with installation of safety surface materials. Failure to prepare site(s) to these expectations may result in delays and additional costs.
If installer is required to re-mobilize, please contact MN WI Playground if you have any questions.

Maximum depth of safety surface and drain aggregate base should not exceed an 18" depth and shall not be installed until play equipment has been installed.



Please Initial & Sign the Final Top View:

Mfg. By:
GameTime
Enriching Childhood Through Play.

Sold & Distributed By:
MINNESOTA WISCONSIN PLAYGROUND
P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnwiplay.com

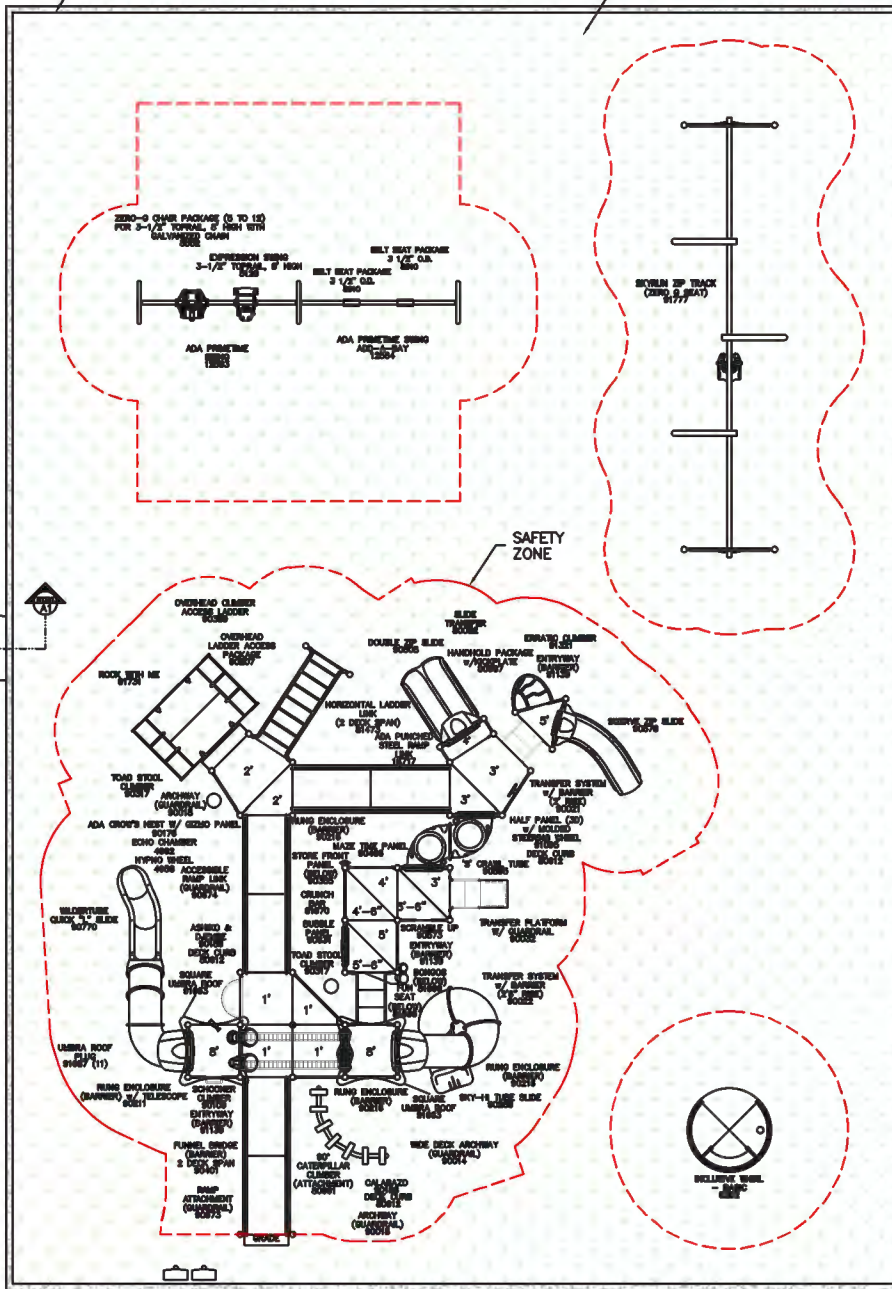
Springfield Park - Option 2
Buchanan, WI
1/25/2024 DWG. D12060R



SIDEWALK BY OTHERS

CONCRETE BORDER BY OTHERS

ARTIFICIAL TURF SAFETY SURFACING
6831 SF @ 9" CFH



HIDE PLAY ON
HIDE INCLUDE
PLAY SIGN
PACKAGE
TABLE

ACCESS
BY OTHERS

ADA REQUIREMENTS FOR STRUCTURE AGES 2-12 YEARS OLD

| | | | |
|--|---------|----|-----------|
| TOTAL NUMBER OF ELEVATED PLAY COMPONENTS | IN PLAN | 19 | |
| TOTAL EVENTS ACCESSIBLE VIA TRANSFER | IN PLAN | 19 | REQ'D. 10 |
| TOTAL ACCESSIBLE EVENTS VIA RAMP | IN PLAN | 11 | REQ'D. 6 |
| TOTAL ACCESSIBLE GROUND LEVEL EVENTS | IN PLAN | 10 | REQ'D. 6 |
| DIFFERENT TYPES OF GROUND LEVEL EVENTS | IN PLAN | 7 | REQ'D. 3 |

THIS PLAYGROUND MEETS ALL CURRENT ADA REQUIREMENTS & THE FINAL RULE ABOVE CHART/INFO IS APPLICABLE WHEN USING AN ACCESSIBLE SAFETY SURFACE.



TO PROPOSED
PARKING LOT

PROPOSED TREE
BY OTHERS

Please Initial & Sign the Final Top View:

Mfg. By:



Sold & Distributed By:



THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

P.O. Box 27328, Golden Valley, MN 55427

763-546-7787 1-800-622-5425

Fax 763-546-5050

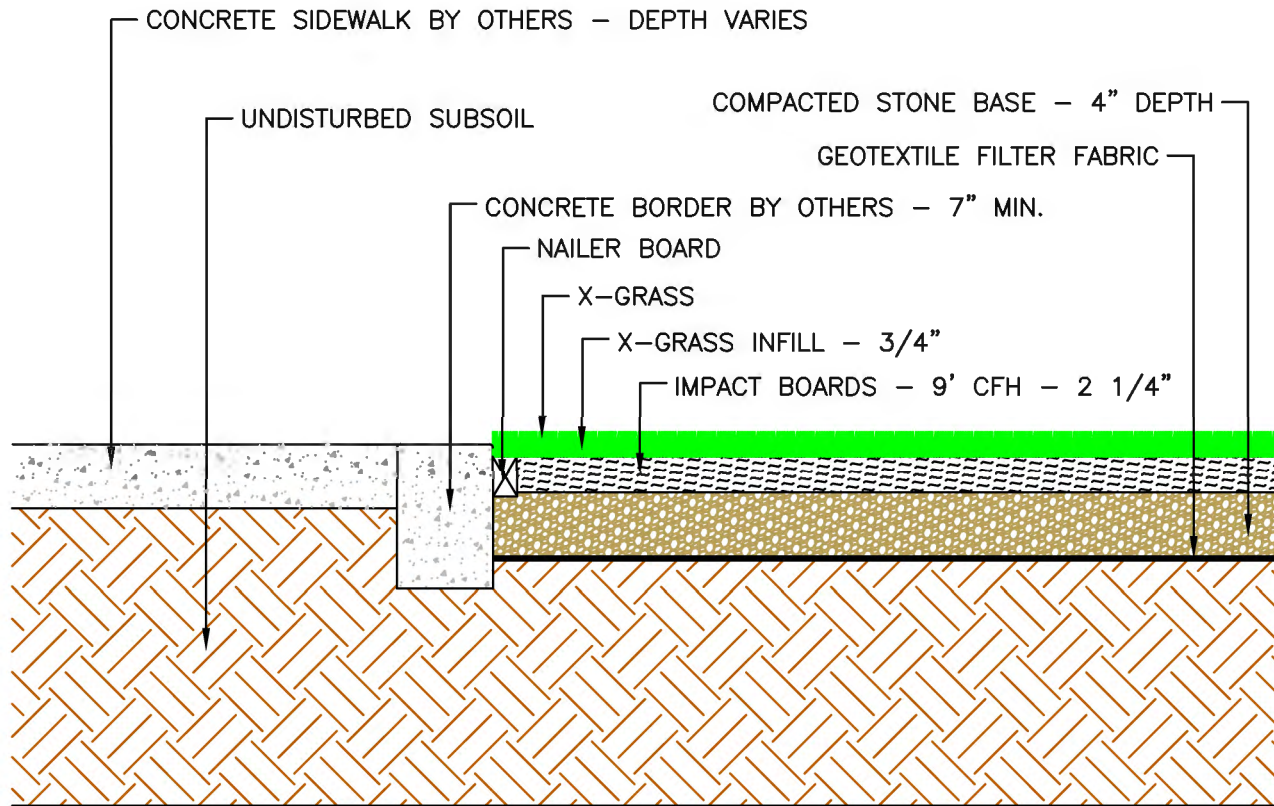
E-Mail info@mnwplay.com

Springfield Park - Option 2

Buchanan, WI

1/25/2024

DWG. D12060R



SECT
A-A1

ELEVATION DETAIL - SYNTHETIC TURF
CONCRETE BORDER FLUSH TO SYNTHETIC TURF

SCALE: 1" = 1'-0"

Mfg. By:



Sold & Distributed By:



P.O. Box 27328, Golden Valley, MN 55427

763-546-7787 1-800-622-5425

Fax 763-546-5050

E-Mail info@mnwiplay.com

Springfield Park - Option 2

Buchanan, WI

1/25/2024

DWG. D12060R



SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R



Color Palette: Mossy Grove

- Uprights: Sage
- Accent: Chartreuse
- HDPE: Spring Green
- 2 Color HDPE: Spring Green/White
- Roto Plastic: Chartreuse
- Tube: Green
- Decks: Brown
- Rock: Sandstone



SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R





SPRINGFIELD PARK - OPT 3
Buchanan, WI D12061R



Drawing is for illustrative purposes only. Actual colors may vary.*



SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R





SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R





SPRINGFIELD PARK - OPT 3
Buchanan, WI D12061R





SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R



*Drawing is for illustrative purposes
Actual colors may vary.*



SPRINGFIELD PARK - OPT 3
Buchanan, WI D12061R



*Drawing is for illustrative purposes only. Actual colors may vary.



SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R

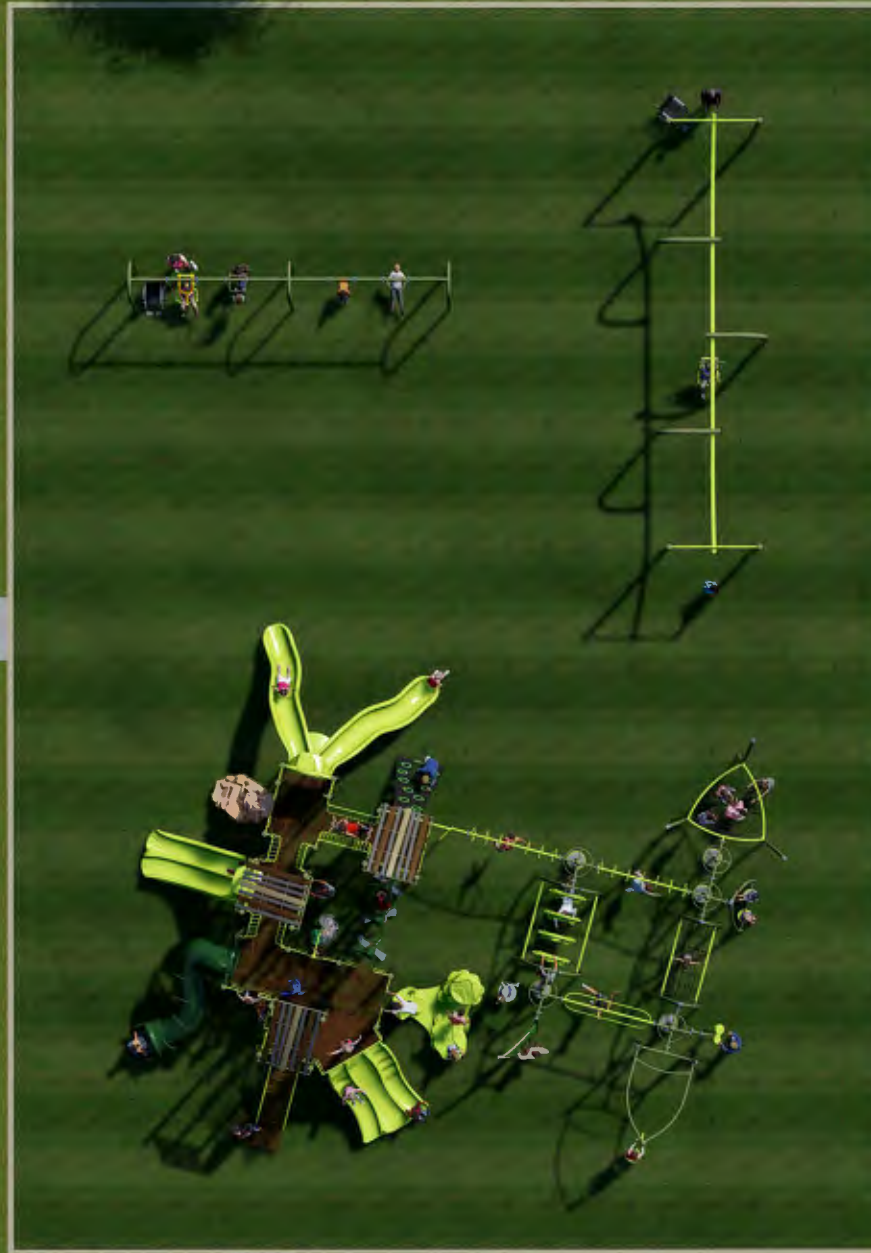




SPRINGFIELD PARK - OPT 3
Buchanan, WI D12061R



*Drawing is for illustrative purposes only.
Actual colors may vary.



SPRINGFIELD PARK - OPT 3

Buchanan, WI D12061R



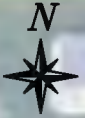
*Drawing is for illustrative purposes only.
Actual colors may vary.*



SPRINGFIELD PARK - OPT 3
Buchanan, WI D12061R



*Drawing is not a contract. All dimensions are approximate. Actual construction may vary.



VERIFY LOCATION AND ORIENTATION

0 10 20 40
SCALE IN FEET

SIDEWALK BY OTHERS

CONCRETE BORDER BY OTHERS

ARTIFICIAL TURF SAFETY SURFACING 6831 SF

PICKLEBALL COURT BY OTHERS

TENNIS COURT BY OTHERS

SAFETY ZONE

ACCESS BY OTHERS

SHELTER BY OTHERS

SANDBOX BY OTHERS

GAGA BALL PIT BY OTHERS

GREEN SPACE

PARKING LOT BY OTHERS

EXISTING HOUSE

Please Initial & Sign the Final Top View:

While it is our intention to install your playground in a safe and timely manner, our success relies on your preparedness. Site preparation and grading to be performed by others and prior to installation. Slope within the play area(s) shall not exceed 1% to ensure a successful installation and a compliant playground. Drain tile systems other than within 4' of the perimeter along drain aggregate base material may require installing after the installation of the play equipment and must be coordinated with installation of safety surface materials. Failure to prepare site(s) to these expectations may void warranty.
If installer is required to re-mobilize. Please contact MN WI Playground if you have any questions.

Maximum depth of safety surface and drain aggregate base should not exceed an 18" depth and shall not be installed until play equipment has been installed.

Mfg. By:



Sold & Distributed By:



P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mnwiplay.com

THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

Springfield Park - Option 3

Buchanan, WI

2/5/2024

DWG. D12061R

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SCALE: 1" = 40'-0"

131

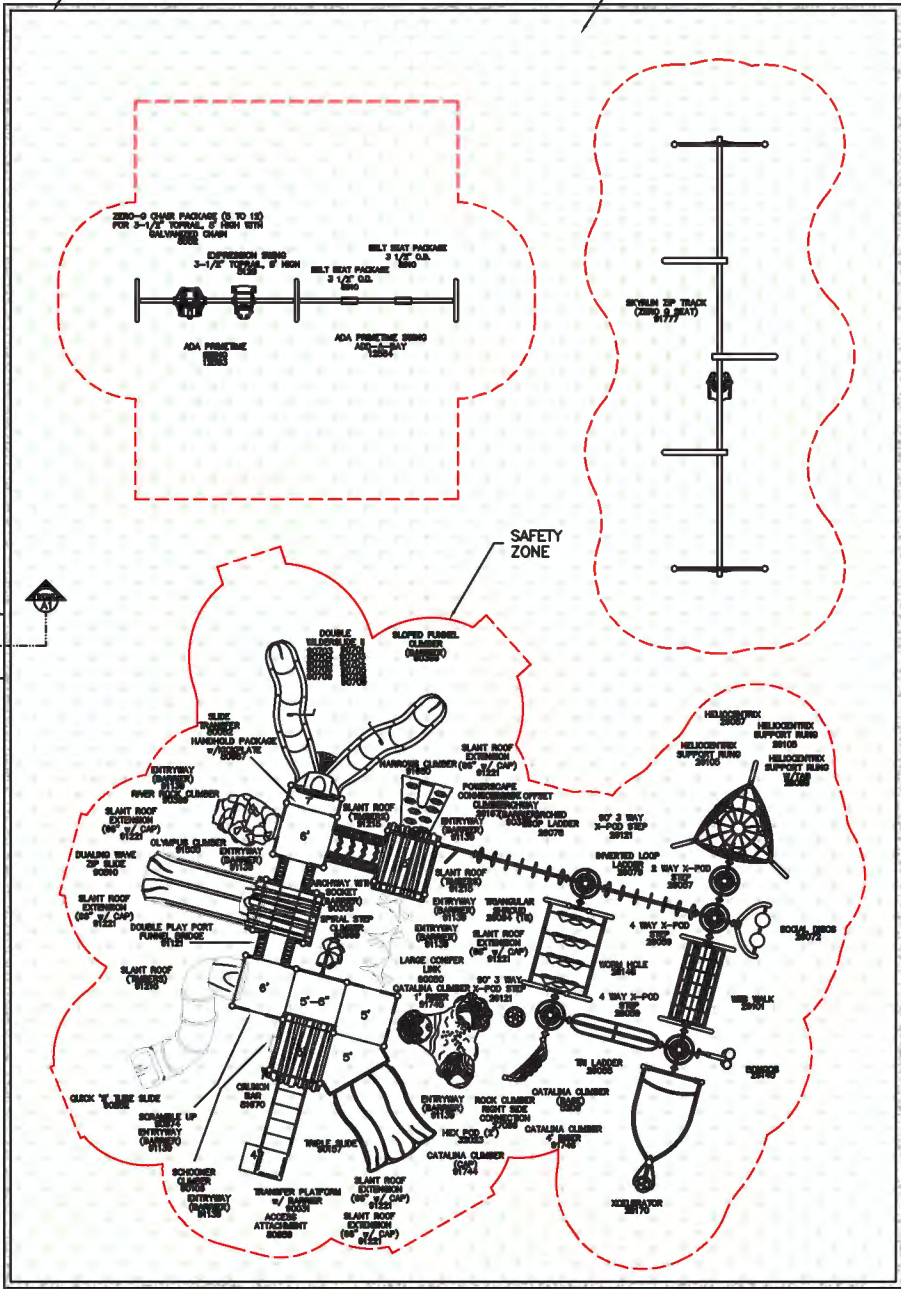


VERIFY LOCATION AND ORIENTATION

SIDEWALK BY OTHERS

CONCRETE BORDER BY OTHERS

ARTIFICIAL TURF SAFETY SURFACING
6831 SF @ 9" CFH



SAFETY ZONE

ACCESS BY OTHERS

| ADA REQUIREMENTS FOR STRUCTURE AGES 5-12 YEARS OLD | | | |
|--|---------|----|----------|
| TOTAL NUMBER OF ELEVATED PLAY COMPONENTS | IN PLAN | 14 | |
| TOTAL EVENTS ACCESSIBLE VIA TRANSFER | IN PLAN | 14 | REQ'D. 7 |
| TOTAL ACCESSIBLE EVENTS VIA RAMP | IN PLAN | 0 | REQ'D. 0 |
| TOTAL ACCESSIBLE GROUND LEVEL EVENTS | IN PLAN | 21 | REQ'D. 5 |
| DIFFERENT TYPES OF GROUND LEVEL EVENTS | IN PLAN | 8 | REQ'D. 3 |

THIS PLAYGROUND MEETS ALL CURRENT ADA REQUIREMENTS & THE FINAL RULE ABOVE CHART/INFO IS APPLICABLE WHEN USING AN ACCESSIBLE SAFETY SURFACE.

TO PROPOSED PARKING LOT

PROPOSED TREE BY OTHERS

Please Initial & Sign the Final Top View:

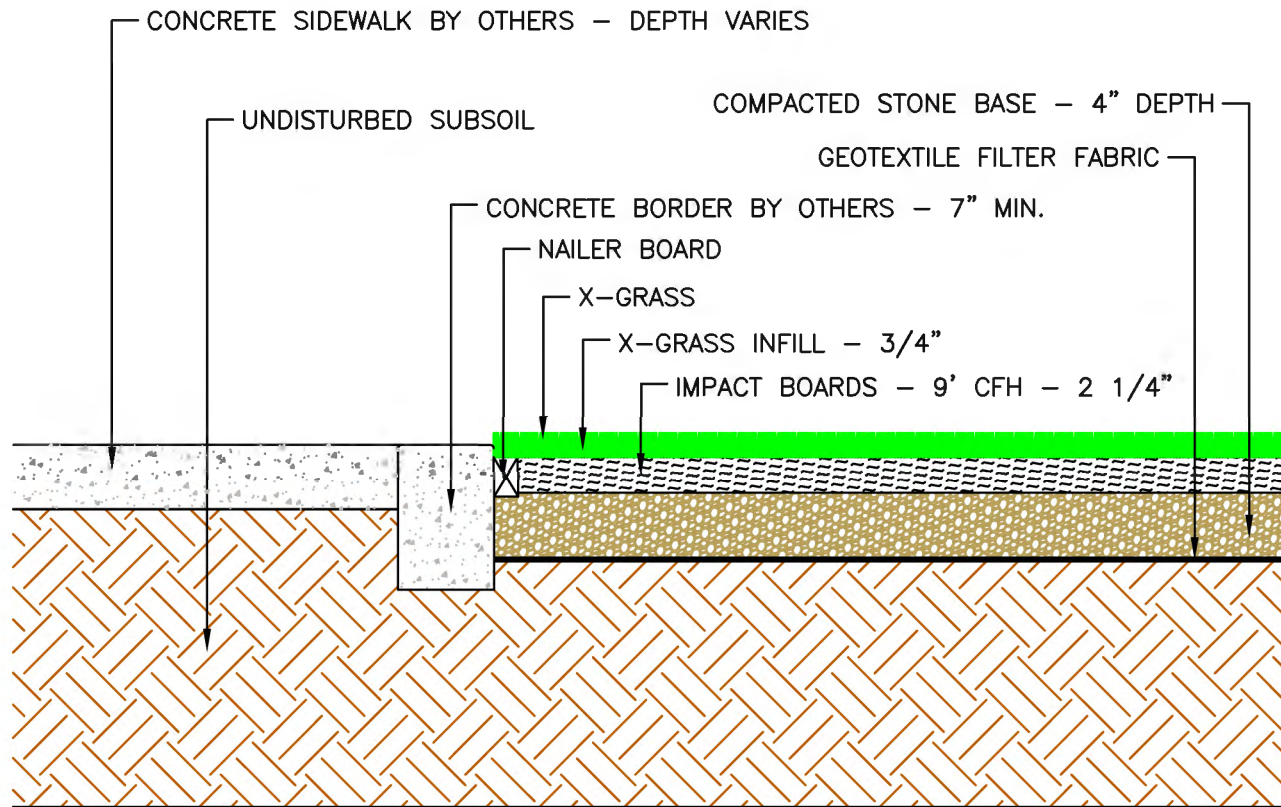
Mfg. By: **PLAYTIME COMPANY**
Enriching Childhood Through Play.

Sold & Distributed By: **MINNESOTA WISCONSIN PLAYGROUND**
P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mniplay.com

THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

Springfield Park - Option 3
Buchanan, WI

2/5/2024 DWG. D12061R



SECT
A-A1

ELEVATION DETAIL – SYNTHETIC TURF
CONCRETE BORDER FLUSH TO SYNTHETIC TURF

SCALE: 1" = 1'-0"

Mfg. By:



Sold & Distributed By:



P.O. Box 27328, Golden Valley, MN 55427

763-546-7787 1-800-622-5425

Fax 763-546-5050

E-Mail info@mnwisplay.com

Springfield Park - Option 3

Buchanan, WI

2/5/2024

DWG. D12061R



LIMESTONE

SPRINGFIELD PARK APPLETON, WISCONSIN

644-165648

PLEASE NOTE: RENDERINGS ARE FOR VISUAL PURPOSES ONLY. ANY PRODUCTS AND/OR SITE DETAILS HEREIN MAYBE SUBJECT TO CHANGE WITHOUT NOTICE.



COMMERCIAL RECREATION SPECIALISTS

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structures
A PLAYCORE Company

544 CHESTNUT ST.
CHATTANOOGA, TN 37402
800.727.1907
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"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors and Stormwater Utility
From: Michael J.D. Brown, Administrator
Date: February 27, 2024
RE: Capital Improvement Plan (CIP) and Stormwater Fees

SUMMARY: In June 2023 the Wisconsin Supreme Court invalidated the Town's Transportation Utility Fee which required the Town Board to decide how to fund its capital projects. At the September 19, 2023 Board meeting it was decided to increase borrowing up to \$1.5 million dollars per year for capital improvements. Based on that direction staff worked with Cedar Corporation to develop a draft Capital Improvement Plan (CIP) for discussion and consideration.

The proposed plan looks to spend an average of approximately \$2 million dollars per year on capital improvements with amounts ranging from \$1.8-\$2.2 million per year. The table below indicates anticipated revenue sources to get to those amounts with some unknowns on some revenue sources which are discussed below.

| Revenue Sources | Revenue Amount |
|-------------------------------------|-----------------|
| Debt | \$ 1,500,000.00 |
| 2014 Levy | \$ 350,000.00 |
| Transportation Aid | \$ 100,000.00 |
| Special Assessments | \$ 100,000.00 |
| Stormwater Fund | \$ 150,000.00 |
| Grants | Unknown |
| Additional State Aid/Shared Revenue | Unknown |
| Total | \$ 2,200,000.00 |

Revenue Source Discussion

The revenue amounts and sources will be evaluated each budget cycle and adjusted based on various factors, some of which the Town has no control over. Those factors are discussed below. The revenue amounts are conservative in nature.

1. Debt: As discussed, the Board decided to borrow up to \$1.5 million per year. This amount may vary depending on other revenue sources and amounts; however, the goal is to maintain a

consistent and predictable borrowing amount and tax rate as presented during the borrowing discussion held in the fall of 2023.

2. 2014 Levy: This revenue source will be consistent as it was set by referendum.
3. Transportation Aids: The State of Wisconsin uses a formula to determine each community's transportation aids based on either total number of lane miles in the community or how much money it spends on transportation projects on average over so many years. Buchanan has been spending enough on road projects it is able to use that calculation which yields a larger aid amount. These funds are intended for road related items such as road construction/reconstruction and maintenance (snow plowing, patching pot holes, chip sealing, crack sealing etc.). As this amount can vary from year to year, it will be evaluated during the budget process each year.
4. Special Assessments: The Town's current practice (since 2020) on special assessments is to cap the amount for residential properties with an annual increase of 3%, non-residential properties pay the full amount. This number can fluctuate depending on the size of project, number of properties, type of properties and whether property owners choose to pay in full or over time with interest. As with the other revenues, this will be evaluated during the budget process.
5. Stormwater Fund: Currently the Stormwater Fund brings in approximately \$440,000 per year in stormwater fees. Based on the budget approximately \$260,000-\$290,000 is operational which leaves a conservative estimate of \$150,000 available for paying for stormwater related infrastructure as part of road projects. As the CIP indicates, an average of \$800,000-\$900,000 of road project costs are associated with stormwater. This means the majority of stormwater related infrastructure will not be paid for by the Stormwater Fund. If the stormwater fund is able to pay more of its share of the projects this would open up more money to be used for other capital projects not currently listed in the CIP (see Capital Project Types discussion below).

Staff discussed with the Board during the 2024 budgeting process that not all properties in the Town pay into the stormwater fund, the rural/east side of town is not currently paying. As discussed during the budget process, there are project costs related to stormwater that affect these areas of town such as culverts/bridges, ditching/mowing, erosion control etc. Staff performed an analysis of data obtained from Outagamie County and Cedar Corporation that have impervious surface/developed land that would contribute to stormwater run-off. If these properties were required to pay the stormwater fee it could generate an estimated \$180,000 more in revenue which would bring the amount able to pay for projects to approximately \$330,000, not even half of what the estimates are. However, this still isn't enough to cover the true cost of stormwater infrastructure. The Stormwater Utility could consider increasing the stormwater fee if it wants to be able to cover more stormwater costs; however, the fee was just raised in 2022 from \$96 to \$120, so that is not a viable option at this time.

While most of the properties would pay the standard \$120 fee as they are considered residential or agricultural with impervious surface on them, there are a number that would pay more based on being classified as non-residential which are calculated based on total square foot of impervious surface per ERU. The attached spreadsheet shows the breakdown of properties.

A final factor to consider with the stormwater fund is compliance with the Town's MS4 permit and its TMDL Action Plan submitted to the Department of Natural Resources (DNR) which has stormwater projects identified in the future which will require funding to accomplish. This plan includes a large area that encompasses Buchanan, Combined Locks, Kimberly and Harrison as a whole. While there is a small reserve built up in the Stormwater Fund for these future projects, the Utility will need to keep in mind it should keep some reserves for these future projects with the earliest coming in 2035.

While the data above presents options to increase revenue for the Stormwater Fund and offset construction costs to the General Fund based on the draft CIP projects, consideration would need to be given on how much money would be spent on projects that would benefit properties on the east side of town that aren't currently paying. It comes down to how fair and equitable it would be to start charging properties on the east/rural side of town if they aren't directly benefiting from the charge, a discussion the Town has previously had based on research and talking with former Administrators. In addition, the previously proposed funding source discussions and documentation always identified a small portion of the Stormwater Fund to be used towards road projects.

6. Grants: Once a CIP is adopted and stays consistent it is easier for the Town to apply for grants as most granting agencies want to know you have a CIP and are committed to it. Many grants take years to work through from application, design, construction and post construction activities. Many Transportation grants may take 3-5 years before you are able to begin construction, which makes budgeting difficult at times. Other grants may only take 1-2 years to fully complete. In addition, there may be grant opportunity's that are available but for a road project that may not be in the plan in the near future and may have to be pushed ahead of other road projects in order to gain a financial advantage to accomplishing a project.
7. Additional State Aid/Shared Revenue: With the State Budget in 2023 an additional shared revenue source was developed for capital road projects and public safety. While we have estimates of the first year, the aid is based on sales tax. It may be a couple years before we are able to get a better handle on how much revenue to expect in. When we have a better idea, we will be better able to plan and budget for projects and some of this funding may be able to be put towards road projects.

Capital Project Types

There are a number of different types of capital projects a community can work on. The proposed plan, and since its development a number of years ago, focuses on road reconstruction related to poor condition of roads and drainage issues by reconstructing and installing curb/gutter/storm sewer/stormwater facilities based on the PASER rating, a rating system used by the Department of Transportation. However, there are rural road projects that are not listed on here that could be addressed with additional funding. In addition, the Outdoor Comprehensive Recreation Plan (CORP) has been contracted to be updated this year, so starting in 2025 there will also be park and recreation projects that will also be considered for funding in future years.

RECOMMENDED ACTION: Staff recommends not acting on updating stormwater fees and who is charged as it would like to evaluate over the next couple of years how the new Shared Revenue from the State will affect revenues as well as due to the question of how fair and equitable it would be to charge new properties if they aren't seeing a direct benefit. In addition, previous discussions and

reports/documentation has always looked at using a small amount of revenue from the Stormwater Fund to pay for stormwater related expenses as part of road projects.

Staff recommends approval of the CIP, as always, it will be evaluated annually during the budget process and on an as needed basis depending on grant funding opportunities. If the Board agrees the following motion may be made.

Motion to approve the 2024 Capital Improvement Plan.

POLICY/PLAN REFERENCE(S):

FISCAL IMPACT:

Is there a fiscal impact? Yes

Is it currently budgeted or planned? Will be addressed during annual budgeting process.

Amount: NA

###

Attachments:

1. Capital Improvement Plan



Town of Buchanan

January 8, 2024

10 Year Road CIP Plan

CIP Road Projects with yellow highlight had estimated costs updated October 2022

| Year | 2023 PASER | Estimated Cost | Total Construction | Contingency | Eng/Admin | Fall prior Yr | Year of | Road Costs | Stormwater Costs |
|--------------------|--|-----------------|--------------------|-----------------|---------------|---------------|---------------|-----------------|------------------|
| Year - 2023 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Pinecrest Ct, Pinewood Ct | 10 | \$ 620,000.00 | \$ 570,000.00 | \$ 57,000.00 | \$ 62,000.00 | \$ 20,460.00 | \$41,540.00 | |
| 2 | Outagamie Rd - Reconstruction | 10 | \$ 343,200.00 | \$ 264,000.00 | \$ 26,400.00 | \$ 52,800.00 | \$ 17,424.00 | \$35,376.00 | |
| 3 | CTH N- Roadway County Funding (County and Town) - Design | 3,4,5 | \$ 58,939.00 | \$ 0.00 | \$ 0.00 | \$ 58,939.00 | \$ 0.00 | \$58,939.00 | |
| 4 | New Rd Bridge Construction \$436,300 Total - Town Share | | \$ 92,188.00 | \$74,200.00 | \$ 0.00 | \$ 17,988.00 | \$ 0.00 | \$17,988.00 | |
| 5 | Outagamie Rd Bridge Construction \$401,800 Total - Town Share | | \$ 85,288.00 | \$68,200.00 | \$ 0.00 | \$ 17,088.00 | \$ 0.00 | \$17,088.00 | |
| 6 | CTH KK - Traffic Signals - Design - In 2024 - 80% of \$58,500 | | \$ - | \$ 0.00 | \$ 0.00 | \$ 46,800.00 | \$ 0.00 | \$46,800.00 | |
| | Total Estimated Cost | \$ 1,199,615.00 | \$ 976,400.00 | \$ 83,400.00 | \$ 255,615.00 | \$ 37,884.00 | \$217,731.00 | | |
| Year - 2024 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Van Handel Dr - Hank to Saratoga (Includes Regional Pond for Entire Basin) | 4 | \$ 812,386.00 | \$ 616,020.00 | \$ 67,382.00 | \$ 128,984.00 | \$ 42,564.72 | \$86,419.28 | \$ 376,376.00 |
| 2 | Van Handel Dr - Saratoga to Hillside (Includes Regional Pond for Entire Basin) | 3 | \$ 685,275.00 | \$ 512,190.00 | \$ 60,933.00 | \$ 112,152.00 | \$ 37,010.16 | \$75,141.84 | \$ 239,746.00 |
| 3 | Eisenhower Trail - Design | | \$ 148,050.00 | \$ - | \$ - | \$ 148,050.00 | \$ 48,856.50 | \$99,193.50 | \$ 148,050.00 |
| 4 | CTH N- Roadway County Funding (County and Town) Design | 3,4,5 | \$ 35,880.00 | \$ - | \$ 0.00 | \$ 35,880.00 | \$ 0.00 | \$35,880.00 | \$ 35,880.00 |
| 5 | CTH KK - Traffic Signals - Construction - Cost Share | | \$418,366.00 | \$386,666.00 | \$ 0.00 | \$ 31,700.00 | \$17,424.00 | \$35,376.00 | \$418,366.00 |
| | Total Estimated Cost | \$ 2,099,957.00 | \$ 1,514,876.00 | \$ 128,315.00 | \$ 456,766.00 | \$ 145,855.38 | \$ 332,010.62 | \$1,218,418.00 | \$881,538.00 |
| Year - 2025 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Eisenhower Trail - Construction | | \$ 805,000.00 | \$ 805,000.00 | \$ - | \$ - | \$ 0.00 | \$ 0.00 | \$ 805,000.00 |
| 3 | Oakmeadow Ct | 3 | \$ 298,350.00 | \$ 229,500.00 | \$ 22,950.00 | \$ 45,900.00 | \$ 15,147.00 | \$30,753.00 | \$ 179,010.00 |
| 4 | CTH N- Roadway County Funding (County and Town) Construction | 3,4,5 | \$ 713,271.00 | \$ 713,271.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 713,271.00 |
| | Total Estimated Cost | \$ 1,816,621.00 | \$ 1,747,771.00 | \$ 22,950.00 | \$ 45,900.00 | \$ 15,147.00 | \$30,753.00 | \$1,697,281.00 | \$119,340.00 |
| Year - 2026 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Candlelite Way, Oakbrook Ct, Brookmeadow Ct, Ridgebrook Ct | 2,3 | \$ 2,113,020.00 | \$ 1,625,400.00 | \$ 162,540.00 | \$ 325,080.00 | \$ 107,276.40 | \$217,803.60 | \$ 1,267,812.00 |
| | Total Estimated Cost | \$ 2,113,020.00 | \$ 1,625,400.00 | \$ 162,540.00 | \$ 325,080.00 | \$ 107,276.40 | \$ 217,803.60 | \$ 1,267,812.00 | \$ 845,208.00 |
| Year - 2027 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Fieldside Ln and Ct, Kilsdonk Ct, Valleywood Lane(Candlelite to Fieldside) | 2,3 | \$ 2,175,225.00 | \$ 1,673,250.00 | \$ 167,325.00 | \$ 334,650.00 | \$ 110,434.50 | \$224,215.50 | \$ 1,305,135.00 |
| | Total Estimated Cost | \$ 2,175,225.00 | \$ 1,673,250.00 | \$ 167,325.00 | \$ 334,650.00 | \$ 110,434.50 | \$ 224,215.50 | \$ 1,305,135.00 | \$ 870,090.00 |
| Year - 2028 | | | | | | | | | |
| | | Estimated Cost | | | | | | | |
| 1 | Valleywood Ln (Fieldside-Golden Eagle), Marion Ave, Golden Eagle Ct | 3,4 | \$ 2,202,135.00 | \$ 1,693,950.00 | \$ 169,395.00 | \$ 338,790.00 | \$ 111,800.70 | \$226,989.30 | \$ 1,321,281.00 |
| | Total Estimated Cost | \$ 2,202,135.00 | \$ 1,693,950.00 | \$ 169,395.00 | \$ 338,790.00 | \$ 111,800.70 | \$ 226,989.30 | \$ 1,321,281.00 | \$ 880,854.00 |



Town of Buchanan

January 8, 2024

10 Year Road CIP Plan

CIP Road Projects with yellow highlight had estimated costs updated October 2022

| | 2023 PASER | Estimated Cost | Total Construction | Contingency | Eng/Admin | Fall prior Yr | Year of | Road Costs | Stormwater Costs | |
|---|--|----------------|--------------------|------------------|-----------------|-----------------|---------------|-----------------|------------------|-----------------|
| Year - 2029 | | | | | | | | | | |
| | | Estimated Cost | | | | | | | | |
| 1 | Valleywood Ln- (Golden Eagle-Block), St Germaine Ct, Mueller Ct | 3,4 | \$ 2,155,400.00 | \$ 1,658,000.00 | \$ 165,800.00 | \$ 331,600.00 | \$ 109,428.00 | \$222,172.00 | \$ 1,293,240.00 | \$ 862,160.00 |
| Total Estimated Cost | | \$ | 2,155,400.00 | \$ 1,658,000.00 | \$ 165,800.00 | \$ 331,600.00 | \$ 109,428.00 | \$ 222,172.00 | \$ 1,293,240.00 | \$ 862,160.00 |
| Year - 2030 | | | | | | | | | | |
| | | Estimated Cost | | | | | | | | |
| 1 | Clover Downs Ct, Meadowbreeze Ct, Gillian Ct - Storm Water Costs Included | 2,3 | \$ 949,000.00 | \$ 730,000.00 | \$ 73,000.00 | \$ 146,000.00 | \$ 48,180.00 | \$97,820.00 | \$ 569,400.00 | \$ 379,600.00 |
| 2 | White Pine Dr, Pinecrest Blvd | 3,4 | \$ 745,290.00 | \$ 573,300.00 | \$ 57,330.00 | \$ 114,660.00 | \$ 37,837.80 | \$76,822.20 | \$ 521,703.00 | \$ 223,587.00 |
| Total Estimated Cost | | \$ | 1,694,290.00 | \$ 1,303,300.00 | \$ 130,330.00 | \$ 260,660.00 | \$ 86,017.80 | \$ 174,642.20 | \$ 1,091,103.00 | \$ 603,187.00 |
| Year - 2031 | | | | | | | | | | |
| 1 | Just About Ln, Lavender Ln, Sage Wy, Thyme Wy , Cara Wy | 4,5 | \$ 2,096,640.00 | \$ 1,612,800.00 | \$ 161,280.00 | \$ 322,560.00 | \$ 106,444.80 | \$216,115.20 | \$ 1,467,648.00 | \$ 628,992.00 |
| Total Estimated Cost | | \$ | 2,096,640.00 | \$ 1,612,800.00 | \$ 161,280.00 | \$ 322,560.00 | \$ 106,444.80 | \$216,115.20 | \$1,467,648.00 | \$628,992.00 |
| Year - 2032 | | | | | | | | | | |
| 1 | Skyview Ct, Wedgewood Ct, Pioneer Ct, Frontier Dr-Storm Water Costs Included | 3 | \$ 2,131,415.00 | \$ 1,639,550.00 | \$ 163,955.00 | \$ 327,910.00 | \$ 108,210.30 | \$219,699.70 | \$ 1,278,849.00 | \$ 852,566.00 |
| Total Estimated Cost | | \$ | 2,131,415.00 | \$ 1,639,550.00 | \$ 163,955.00 | \$ 327,910.00 | \$ 108,210.30 | \$219,699.70 | \$1,278,849.00 | \$852,566.00 |
| Grand Total Cost of all Years 2024-2032 = | | \$ | 18,484,703.00 | \$ 14,468,897.00 | \$ 1,271,890.00 | \$ 2,743,916.00 | \$ 900,614.88 | \$ 1,864,401.12 | \$ 11,940,767.00 | \$ 6,543,935.00 |

CIP Road Projects with yellow highlight had estimated costs updated October 2022

| | 2023 PASER | Estimated Cost | Total Construction | Contingency | Eng/Admin | Fall prior Yr | Year of | Road Costs | Stormwater Costs |
|--|------------|-----------------------|--------------------|---------------|---------------|---------------|---------------|------------|------------------|
| UPDATED BEYOND OR 5 YEARS - NO STORM WATER MANAGEMENT FACILITY TO DISCHARGE TO IN PLACE AND CONSTRUCTION COSTS REQUIRE UPDATES TO 2022 DOLLARS - IN PREVIOUS 10 YEAR PLAN | | | | | | | | | |
| 1 Eastowne Ln, Glenbroke Ct | 4,5 | \$ 631,182.00 | \$ 485,527.92 | \$ 48,552.41 | \$ 97,101.67 | \$ 32,043.55 | \$65,058.12 | | |
| 2 Gentry Dr | 4,5 | \$ 793,036.00 | \$ 610,031.84 | \$ 61,002.71 | \$ 122,001.45 | \$ 40,260.48 | \$81,740.97 | | |
| 3 Block Rd. (Northwest end) | 3,4 | \$ 1,139,348.49 | \$ 876,427.88 | \$ 87,642.10 | \$ 175,278.51 | \$ 57,841.91 | \$117,436.60 | | |
| 4 Block Rd (West of Marion)(Pond includes Hickory Park Area) | 4,5 | \$ 232,224.00 | \$ 178,635.06 | \$ 17,863.37 | \$ 35,725.57 | \$ 11,789.44 | \$23,936.13 | | |
| 5 Block Rd (Gillian to Berghuis) | 4,5 | \$ 1,173,143.00 | \$ 902,423.83 | \$ 90,241.68 | \$ 180,477.49 | \$ 59,557.57 | \$120,919.92 | | |
| 6 Block Rd (East end) | 5 | \$ 178,908.73 | \$ 137,623.04 | \$ 13,762.20 | \$ 27,523.50 | \$ 9,082.75 | \$18,440.74 | | |
| | | \$ 4,147,842.22 | \$ 3,190,669.56 | \$ 319,064.47 | \$ 638,108.19 | \$ 210,575.70 | \$ 427,532.49 | | |
| Year | | Estimated Cost | | | | | | | |
| 1 Kamkes Ave | 4 | \$ 828,446.00 | \$ 637,270.49 | \$ 63,726.55 | \$ 127,448.96 | \$ 42,058.16 | \$85,390.80 | | |
| 2 Theater Way | 4 | \$ 122,838.00 | \$ 94,491.41 | \$ 9,449.07 | \$ 18,897.52 | \$ 6,236.18 | \$12,661.34 | | |
| 3 Springfield Dr (Stoney Brook to Eisenhower) | 5 | \$ 472,590.00 | \$ 363,533.24 | \$ 36,353.04 | \$ 72,703.72 | \$ 23,992.23 | \$48,711.49 | | |
| 4 Trumpet Ln, Alex Dr, Anmarita Ct (Half Subdivision to Main St Pond) | 3,5 | \$ 518,610.00 | \$ 398,933.48 | \$ 39,893.04 | \$ 79,783.48 | \$ 26,328.55 | \$53,454.93 | | |
| 5 Trumpet Ln, Schmalz Cir, Gales Ln | 5 | \$ 1,022,246.00 | \$ 786,348.42 | \$ 78,634.23 | \$ 157,263.35 | \$ 51,896.90 | \$105,366.44 | | |
| | | \$ 2,964,730.00 | \$ 2,280,577.05 | \$ 228,055.93 | \$ 456,097.03 | \$ 150,512.02 | \$305,585.01 | | |
| Year | | Estimated Cost | | | | | | | |
| 1 Buchanan Rd - 1000 FT south of CTH CE | 4 | \$ 481,978.69 | \$ 370,755.36 | \$ 37,075.25 | \$ 74,148.08 | \$ 24,468.87 | \$49,679.22 | | |
| 2 Oakridge Dr | 3,5 | \$ 616,906.00 | \$ 474,546.30 | \$ 47,454.26 | \$ 94,905.44 | \$ 31,318.79 | \$63,586.64 | | |
| 3 DeBruin Rd | 5 | \$ 1,544,580.00 | \$ 1,188,146.54 | \$ 118,813.73 | \$ 237,619.73 | \$ 78,414.51 | \$159,205.22 | | |
| 4 Saratoga Dr, Hillside Dr (North) | 3,4 | \$ 630,550.00 | \$ 485,041.76 | \$ 48,503.80 | \$ 97,004.44 | \$ 32,011.47 | \$64,992.98 | | |
| 5 Saratoga Dr, Hillside Dr (south) | 3,4 | \$ 328,330.00 | \$ 252,563.26 | \$ 25,256.13 | \$ 50,510.62 | \$ 16,668.50 | \$33,842.11 | | |
| | | \$ 3,602,344.69 | \$ 2,771,053.22 | \$ 277,103.16 | \$ 554,188.31 | \$ 182,882.14 | \$371,306.17 | | |
| Roads added that now have PASERs less than 5 | | | | | | | | | |
| 1 Stoney Brook Road- CTH KK to Creekview Lane | 5 | | | | | | | | |
| 2 Pinecrest - Emons to Creekview Lane | 5 | | | | | | | | |
| 3 Hickory Park Dr, Snowberry Dr, Holly Ln, Greenspire Wy, Marion Ave | 3,4,5 | | | | | | | | |
| 4 Heartland Ct | 5 | | | | | | | | |



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
 From: Michael J.D. Brown, Administrator
 Date: February 27, 2024
 RE: Alternative Road/Culvert Projects and Road Maintenance 2024

SUMMARY: At the January 16, 2024 Town Board meeting the Board directed staff to not move forward with replacing the Eisenhower culverts budgeted for in 2024 and instead apply for a bridge grant through the WIDOT as the WIDOT was working on classifying this structure as a bridge and identify alternate projects to use the budgeted funds for (\$535,000). The structure still must be evaluated to determine if it is eligible for funding based on its condition, but discussion with bridge inspectors indicate it will meet the criteria. Based on recent correspondence with Outagamie County and the WIDOT the next round of grant applications won't take place until 2025 with the earliest of construction being 2028. Staff was previously informed there were more frequent application solicitations due to additional federal funding, but that process has stopped and has gone back to every other year solicitation.

In addition, staff recommends investigating what it would take to divert water from the culvert that is in very bad condition to the other two culverts that aren't as bad in order to slow the deterioration of the one culvert. This would require discussion with the DNR and County to determine what permits may be needed as well as to investigate cost estimates to complete the work. Would the Board like staff to investigate this?

1. Alternative Culverts: Staff has identified three culverts to be replaced. Staff proposes to obtain quotes and purchase the culverts directly (estimate \$13,000), obtain quotes for the culvert replacement separately (estimate \$10,000) and asphalt patching separately (estimate \$10,000). These recommendations came from the Town's inventory list based on current conditions; they will be field verified prior to moving forward.
 - a. Feldkamp Rd. approximately a quarter mile east of CTH GG (approximately 66" diameter culvert). A navigable stream and floodplain exist and the County and DNR are requiring permits. The County and DNR are requiring a basic engineered plan sheet with field data/elevations for review to determine if a more detailed hydraulic study is required. The culvert projects and additional road maintenance proposed below will have to wait until we can determine if additional studies/permits are required as one of the maintenance projects is also on Feldkamp and would follow culvert installation. Staff will have Cedar move forward with gathering the required information to submit to the County and DNR.
 - b. Kilsdonk Ct. (approximately 24" diameter).
 - c. Mapleridge Dr. and Buchanan Rd. full intersection on the south side of Buchanan Rd. north of Oakmeadow/Candelite (approximately 18" diameter).

2. Alternative Roads: Staff has identified the following.
 - a. In 2023 the Town pulverized and paved approximately 2,500 feet of the northern section of Outagamie Rd south of the CTH ZZ intersection; Outagamie Rd is shared between Buchanan, Wrightstown and Hollandtown. The next section the Town has jurisdiction over is approximately a mile of road between New Rd. and Clancy Lamers Rd. Staff recommends a pulverize and pave similar to what was completed in 2023. Staff will ask Cedar to bring back a Letter of Authorization for engineering at the March meeting.

In 2023 Outagamie County submitted a proposal for the northern section of Outagamie Rd. during the bid process but ultimately withdrew it from consideration. Based on conversations with the County and estimates provided last year, if the Town had the opportunity to use the County it could have saved approximately \$55,800 on the project; this is based on the actual bid quantities and the unit prices.

The Town has the option to contract directly with the County and forgo the bidding process or allow the County to submit a proposal during the bidding process and select the County if it meets certain statute requirements. I understand historically there has been hesitation to use the County for these types of projects and would like to understand why as there appears to be the potential for cost savings. I spoke with two different townships the County does work for and they contract directly with the County and have so for many years and are satisfied with the work.

Based on the costs for last year for engineering, construction and administration Cedar estimates this project at approximately \$525,000.

3. Road Maintenance. The 2024 budget has funds allocated for chip sealing and crack filling.
 - a. Staff has identified Clune Rd. and Feldkamp Rd. for chip sealing; approximately \$150,000 has been budgeted. As Feldkamp has been identified for a culvert replacement, that would happen prior to the chip sealing. Staff will prepare bid documents and bring back an award at a future meeting.
 - b. Staff has identified Hopfensperger Rd. and Sunset View Ct. for crack filling; approximately \$20,000 has been budgeted. Staff will work on identifying companies to work with; however, companies that perform crack filling ask for a total dollar amount to work with and then crack fill until they reach the specified amount. This makes it difficult to obtain a true quote for the work.

RECOMMENDED ACTION: Staff recommends moving forward with the proposed projects. While the estimates for the alternative road and culvert projects is greater than the budgeted amount, the Town received additional revenue than anticipated in 2023 from more property owners paying off special assessments, reimbursement from Outagamie County for New Road and Outagamie Road bridges and reimbursement from the Village of Kimberly from the Emons Road project. If the Board agrees the following motion may be made.

Motion to move forward with the road and culvert projects proposed in the staff report.

Staff is also looking for direction from the Board on if and how it would like to work with Outagamie County on basic road paving projects.

FISCAL IMPACT:

Is there a fiscal impact? Yes

Is it currently budgeted or planned? Yes

Amount: \$728,000

Attachments:

1. Culvert Locations

Culvert Locations

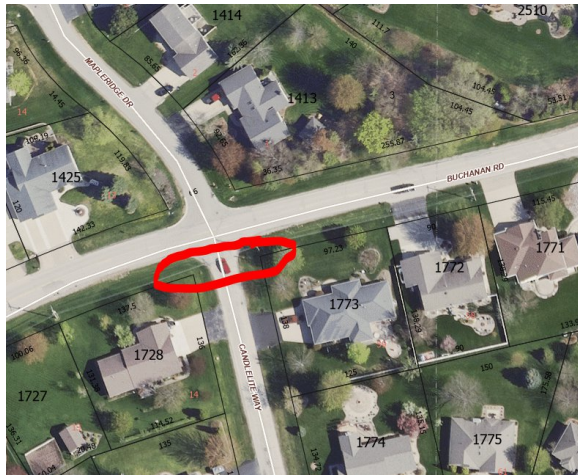
Feldkamp



Kilsdonk



Mapleridge and Buchanan





"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
 From: Michael J.D. Brown, Administrator
 Date: February 27, 2024
 RE: Van Handel Dr. Reconstruction Additions

SUMMARY: As Cedar Corporation works on finalizing the engineering plans for the Van Handel Dr. Reconstruction project, staff has identified some additional items for consideration to the project.

1. As part of the project there will be trees behind the Town Hall that will need to be removed to install the storm sewer and underground storage. There are also a number of dead, dying and undesirable trees along the ditch north of the walking trail that should be removed not scheduled for this project. Staff recommends removing the trees along the ditch as part of this project. Would the Board be interested in adding this as an alternate bid item? Depending on permitting requirements (DNR and County) may determine if the stumps would be removed or not as this is considered a navigable stream. It may be costlier to remove the stumps from a navigable stream and require stream restoration.
2. Another item for consideration is filling in the area behind the playground at Town Hall and installing a pipe for drainage. There is a large swale area that isn't very useable where water flows from the south to the north. Staff recommends installing a pipe and using fill from the project and existing spoils pile on site to level the area out while still keeping a slight sway for any overland flow. Would the Board be interested in adding this as an alternate bid item?

RECOMMENDED ACTION: Staff recommends adding these two items as alternates to the bid. If the Board agrees the following motion may be made.

Motion to add removal of trees along the ditch and installation of drainage pipe and fill behind the playground on the Town Hall property as alternate bid items as part of the Van Handle Dr. Reconstruction project.

POLICY/PLAN REFERENCE(S):

FISCAL IMPACT:

Is there a fiscal impact? Yes

Is it currently budgeted or planned? No

Amount: Unknown

###



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Michael J.D. Brown, Administrator
Date: February 27, 2024
RE: Personnel Manual Update

SUMMARY: An update of the current personnel manual has been conducted in consultation with the Town attorney. The following is an overview of the changes, many of them clarifications to conflicting/confusing language and legal updates. Best practice is to evaluate personnel manuals every few years, especially from a legal perspective as employment law is ever changing.

1. General: Updated staff title references.
2. Section 2.03 Employment Classifications: Added Exempt and Non-Exempt definitions.
3. Section 2.07 Performance Review: Updated the annual performance review timeframe to align with the end of the year and budget cycle as well as clarifying language regarding merit adjustments.
4. Section 3.0 Employee Compensation/Pay Policies: Clarified Office Hours/Work Hours, clarified paid breaks, time keeping for exempt employees, clarified flexible scheduling and relocated from Section 5.0, added language regarding overtime, added cost of living adjustments (COLA).
5. Section 4.10 Vacation: Updated to track hours instead of days and allowed for years of service from previous employers to be considered based on comparable experience.
6. Section 4.11 Holidays: Added three (3) Floating Holidays staff can take throughout the year to allow more flexibility and added a holiday around July 4th if it falls on a Tuesday or Thursday, the proceeding Monday or following Friday would also be considered a holiday.
7. Section 4.12 Sick Leave: Increase sick leave from 40 hours to 96 hours per year to align with other communities around the state, clarify unscheduled leave procedure/notice and decrease employment time for retirement payout from 15 years to 10 years.
8. Section 5.07.2 Dress Code: Allows for jeans in good conditions Monday-Friday.
9. Section 5.15 Remote Work: Added.
10. Section 6.06 Harassment: Legal update.
11. Section 6.09 Grievance Procedure: Legal update.

RECOMMENDED ACTION: Staff recommends approving the proposed changes to the Personnel Manual. If the Board agrees the following motion may be made.

Motion to approve the Personnel Manual.

###

Attachments:

1. Personnel Manual



PERSONNEL POLICY MANUAL



~~DECEMBER 21, 2020~~ FEBRUARY 27, 2024

TOWN OF BUCHANAN
N178 County Road N | Appleton, WI 54915

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Introduction

The Personnel Policy Manual, or this "Personnel Manual" or "manual", is a summary of the employment policies, procedures, standards, rules and regulations of the Town of Buchanan. Any use of the term "Town" throughout this Personnel Manual is intended to mean and should be interpreted as "the Town of Buchanan".

This manual is intended to assist all Town employees in understanding employment conditions, create an environment of stability and trust, promote the smooth and effective operation of the Town, serve as a convenient reference guide, and direct and ensure a high standard of conduct and ethics.

Each employee will be given a hardcopy of the Personnel Manual and is expected to read and familiarize him or herself with the information it contains. Most frequent employment questions are answered in the Personnel Manual. Specific questions regarding issues not covered, or otherwise how to interpret specific provisions should be directed to the employee's immediate supervisor, Department Head or the Town Administrator.

This Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained in this Manual constitute a guarantee of any other right or benefit, or a contract of employment, express or implied. As a matter of policy, the Town does not generally enter into written or oral contracts or agreements guaranteeing employment or compensation for any particular period with any individual employee(s). No employee is authorized to make guarantees of employment or compensation. Employment with the Town is at all times at-will; that is, employment may be terminated with or without cause and with or without notice at any time by the employee or by the Town. Nothing in the Personnel Manual or any other document or statement will limit the right to terminate employment at-will.

The provisions set forth in this Personnel Manual may be altered, modified, changed or eliminated at any time by the Town, with or without notice, at the sole discretion of the Buchanan Town Board Supervisors (the "Board" or the "Town Board").

This Personnel Manual supersedes any and all previous Personnel Manuals, handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written. Employees will be notified of changes to the policies and procedures contained in the Personnel Manual as they occur. Employees should familiarize themselves with such changes and update their hardcopy of the Personnel Manual with the inclusion of the same.

Scope of Manual

The goal of uniform personnel practices is to ensure that the principles of fairness and merit are the basis of all personnel matters. In addition, the intent of this Personnel Manual is to assist in establishing a safe, effective workplace for Town employees. The policies, practices and procedures set forth in this manual apply to all full-time, part-time, paid-on-call, seasonal and temporary employees of the Town, except the following:

- Members of the Town of Buchanan Town Board, except where specifically indicated;
- Members of committees, commissions, or boards who are not Town employees, except where specifically indicated;
- Students engaged in field training;
- Volunteer workers; and,
- Independent contractors.

~~This manual is only intended to serve as a guide to elected public officials.~~

In the event a provision in this Manual conflicts with any Town ordinance, state or federal law or administrative rule, the ordinance, law or rule will prevail only to the extent necessitated by the same and the remaining provisions will remain in full force and effect.

In the event of the amendment of any law, ordinance or rule incorporated, referenced or otherwise relied upon within this Manual, the policies and procedures within this Manual shall be deemed amended in conformance with those changes.

Amendments to this Manual

This Personnel Manual shall be reviewed and updated as needed at the discretion of the Town Administrator and Town Board. Policy changes shall be subject to Town Board approval.

Original Adoption by Town Board: November 20, 2007

Amendments and Updates Adopted by Town Board:

February 10, 2009

September 15, 2009

August 17, 2010

September 13, 2011

September 18, 2012

February 14, 2017

December 15, 2020

February 27, 2024

1.0 General Employment Policies

1.01 Applicability

The policies in this Personnel Manual apply to all Town of Buchanan employees, including those employed by the Town of Buchanan Fire & Rescue Department.

1.02 At-Will Employment

All employment and compensation with the Town is "at-will" and can be terminated at any time with or without cause, and with or without notice, at the option of either the Town or the employee, except as otherwise provided by law or contract. Any such contract must be in writing and signed by the Town Chairperson and Town Administrator.

While the Personnel Manual was prepared for informational purposes and every effort has been made to make it as complete as possible, it is not intended to be all-inclusive. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Town employees are employed "at-will", and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Town or the employee.

1.03 Equal Employment Opportunity & ADA Compliance Policy

The Town of Buchanan is an equal opportunity employer. The Town does not discriminate in employment opportunities or practices on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, military service, arrest or conviction record, or any other discriminatory basis prohibited by federal or state law. This policy governs all aspects of employment, including recruitment, hiring/selection, job assignment, compensation, promotions, transfers, discipline, termination, access to benefits and training and any other terms, conditions, or privileges of employment.

The Town of Buchanan complies with the provisions of the Americans with Disabilities Act (ADA). The Town will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability or disease.

1.04 Reasonable Accommodation

The Town of Buchanan will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on the Town. An employee who wishes to request a work accommodation based on a medical condition, should contact his or her immediate supervisor or Town Administrator.

1.05 Anti-Nepotism Policy

For purposes of this section only, immediate family means: spouse, child, parent, sibling, grandparent, grandchild, and any step-relative, half-relatives, and in-laws of the aforementioned immediate relatives.

Relatives of current employees of the Town will be considered on an equal basis for employment. However, an employee may not directly or indirectly supervise, or be supervised by, a member of the employee's immediate family.

1.06 Immigration Reform and Control Act of 1986 (IRCA)

In accordance with the Immigration Reform and Control Act of 1986 and related law, new employees and rehires will be required to provide valid identification and proof of eligibility to work in the United States. Failure to provide truthful information is grounds for immediate termination.

1.07 Aptitude, Ability & Medical Examinations & Tests

To help ensure that employees are able to perform their duties safely, as well as to comply with applicable state and federal laws, job-related tests and/or examinations may be given to help determine aptitude or ability to perform a specific job or essential job task. Such tests or examinations may be given to candidates for job changes and promotions, as well as new applicants. Test results will be placed in the employee's file and maintained as described in section 2.04 of this Personnel Manual.

1.08 Bonding Requirements

Some positions with the Town may require the employee be bonded. Final offers for these jobs will be contingent upon meeting all qualifications for bonding.

1.09 Driver's License and Driving Record

Employees whose work requires the operation of a motor vehicle must present and maintain a valid Wisconsin Driver's License and an acceptable driving record prior to and at all times during employment with the Town. Additionally, some positions with the Town require the employee to hold a valid Commercial Driver's License (CDL). Failure to maintain a valid Wisconsin Driver's License and, when applicable to the position, CDL may result in discipline up to and including termination. An employee must report any changes to his or her driving record, including all traffic-related convictions received either on the job or off the job, to his or her immediate supervisor or Town Administrator within no more than 3 days from the date of conviction, or immediately upon the suspension of driving privileges, whichever occurs first, and employees may be asked from time to time to provide copies of their driving record to verify compliance. Failure to do so may result in disciplinary action up to and including termination.

1.10 Confidential Information

This section applies to all Town officials and employees, whether elected or appointed, paid or unpaid, members of Town boards, committees and commissions and individuals who are candidates for elected offices once such individuals file nomination papers with the Town ~~Clerk~~Clerk/Treasurer. Residents and businesses entrust the Town with important information relating to their property and businesses. Town officials and employees must assume an obligation to maintain confidentiality both during and after employment.

Officials and employees are not permitted to discuss confidential business of the Town with anyone not employed by the Town. Officials and employees are not permitted to discuss confidential business of the Town in public places. Additionally, officials and employees are not permitted to remove or make copies of any Town records, reports or documents without prior approval of the Town Administrator. If an official or employee is asked to provide a confidential record, he or she should direct the party requesting the record to the Town Administrator.

Due to its seriousness, disclosure of confidential information could lead to disciplinary action, including dismissal.

1.11 Conflicts of Interest

Employees must avoid activities or relationships that conflict with Town of Buchanan's interests or adversely affect the Town of Buchanan's reputation. No policy can describe every situation that may constitute a

conflict of interest. The purpose of these guidelines is to provide general direction to Town employees. Employees should seek further clarification on issues related to conflicts of interest when they arise by contacting either their immediate supervisor or the Town Administrator.

A conflict of interest can generally be described as a situation in which your loyalty is or may appear to be divided between self—interest or the interests of a third party and the interest of the Town of Buchanan. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or business of the Town;
- Directly or indirectly personally engaging in, owning, managing, operating, joining, controlling, consulting with, participating in the ownership, operation or control of, be employed by, or connect in any manner with any person or entity which solicits, offers, offers to provide, or provides any services to the Town of Buchanan.
- Participating in a real estate transaction with the Town of Buchanan in which you have an ownership interest in the property involved, or otherwise stand to benefit financially from the transaction;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgement in the performance of your duties.
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Town of Buchanan; and
- Giving preferential treatment in business dealings to any person or Town of Buchanan in which you, a relative or friend has a significant ownership interest or relationship.

You must disclose in writing actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to the Town Administrator or immediate supervisor as soon as you become aware of them so that safeguards can be established to protect all parties. The Town Administrator will determine, in his or her sole discretion, whether an actual conflict exists. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

1.12 Whistleblower Protections Policy

The purpose of this Whistleblower Protections Policy is to create an ethical and open work environment, to ensure that the Town of Buchanan has governance, accountability and structure that supports its mission and organizational values and, to encourage and enable employees of the Town of Buchanan to raise legitimate concerns about the occurrence of illegal or unethical actions within the organization instead of turning to outside parties for resolution.

This policy is intended to apply to employees who report activities they consider to be illegal, unethical, or dishonest to one or more of the individuals as specified in this policy. Whistleblowers are not responsible for formally investigating the activity or for determining fault or corrective measures.

Examples of illegal, unethical, or dishonest activities include, but are not limited to, situations such as:

- Violations of federal, state or local laws;
- Activities that potentially violate health care reform laws;
- Theft or inappropriate removal or possession of property;
- Unethical, immoral, or criminal conduct in or outside of the workplace;
- Falsification of timekeeping records;

- Violation of OSHA (Occupational Safety & Health Administration) or other regulatory standards;
- Sexual or other unlawful or unwelcome harassment; and
- Unauthorized disclosure of confidential information.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Town Administrator. The Town Administrator or a representative designated by the Town Administrator, will be responsible for investigating any concerns, as well as determining the proper course of corrective action if any. If the Town Administrator is the subject of the whistleblower complaint, the Town Chairperson, or a representative designated by the Town Chairperson, will become responsible for investigating such complaints.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Town of Buchanan will not retaliate, nor permit retaliation against a whistleblower who brings forward a legitimate concern under this policy.

Any whistleblower who believes he/she is being retaliated against must contact the Town Administrator or Town Chairperson immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally or recklessly file a false or baseless report of wrongdoing will be subject to discipline up to and including termination. Employees with any questions regarding this policy should contact their immediate supervisor or the Town Administrator.

1.13 Outside Employment

Subject to the Town Administrator's prior written approval, full-time employees may work or volunteer for other businesses or entities during the course of their employment with the Town, provided that:

- Employees do not accept or perform work of a nature that conflicts with the employee's official, real or implied, duties;
- The work does not interfere with the employee's performance, attendance or efficiency in his or her position with the Town;
- In performing such work or volunteer duties, the employee may not use Town equipment or resources, including but not limited to Town hardware/software, telephones or cellular phones, copy machines, or other business equipment; and
- Such work or volunteer activities must not be performed on Town workplace premises or during the employee's work hours.

It must be understood that the Town depends on and has prior call upon the service of its full-time employees whenever the public interest demands it, regardless of any impediment upon secondary employment or volunteer opportunity. If the Town of Buchanan determines that an employee's outside work interferes with performance or the ability to meet the requirements of the duties of their full-time position with the Town of Buchanan, as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed by the Town.

If an employee is uncertain as to whether employment with a particular outside employer might constitute a conflict of interest, he or she must discuss the same with their immediate supervisor or the Town Administrator.

2.0 Employment Status, Records and Reviews

2.01 Chain of Authority and Management Policy

The Town Board, as a whole, is responsible for setting forth the policies which affect the activities of Town employees. Individual members of the Town Board are not, however, empowered to direct the activities of staff except as may be provided in the job description of an employee. Town Board members are to direct all questions, concerns or problems regarding Town employees to the Town Administrator.

2.02 Job Descriptions

Job descriptions are used to define the primary duties and responsibilities of each position, but should not be interpreted as all-inclusive. Job descriptions provide the basis for performance expectations and are used as a guide in selection, placement and promotion decisions. At the time of hire or transfer, a copy of the applicable job description will be given to the employee, as well as placed in the employee's personnel file. Other tasks and projects may be assigned to an employee outside of the job description at the discretion of immediate supervisors, Department Heads or the Town Administrator. When the responsibilities of a position change, the job description will be updated with final approval by the Town Board within a reasonable period of time. Employees may, at any time, request a current job description from the Town Administrator.

2.03 Employment Classifications

It is the intent of the Town of Buchanan to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time [or otherwise confer any other right or benefit, or a contract of employment, express or implied](#). Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the Town of Buchanan.

Each employee's position is classified as either NONEXEMPT or EXEMPT from state and federal wage and hour laws. NONEXEMPT employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas EXEMPT employees are excluded from specific provisions of the laws, and don't receive overtime pay. Whether an employee's position is exempt or nonexempt is determined by whether the primary duties of his or her position falls within one of the exemption categories established by state and federal law.

In most cases, NONEXEMPT employees are paid on an hourly basis, while EXEMPT employees are paid on a salary basis. Employees will be notified individually of their exempt or nonexempt status. An employee's exempt or nonexempt classification may be changed only upon written notification by the Town Administrator.

In addition to the above categories, each employee will belong to one other employment category:

- **FULL-TIME:** An employee who has not been hired to fill a temporary or seasonal position and who is regularly scheduled to work 40 hours per week is a full-time employee. Full-time employees are eligible for benefits as more fully described in Section 4 of this Manual.
- **PART-TIME:** An employee who has not been hired to fill a temporary or seasonal position and who is regularly scheduled to work less than 40 hours per week is a part-time employee.

Part-time employees who are normally scheduled to work ~~more than 20~~ [hours or more](#) but less than 40 hours per week are eligible for holiday, sick, funeral and vacation pay on a pro-rated basis, as more fully described in Section 4 of this Manual.

Part-time employees who are normally scheduled to work less than 20 hours ~~or less~~ per week are not eligible for the benefits outlined in this Personnel Manual, except as granted on occasion by the Town Board in its sole discretion, or as required by law.

(Note: any employee working over 1200 hours a year will receive Wisconsin Retirement System benefits and some part-time employees may also be eligible for group health benefits.)

- **PAID-ON-CALL:** An employee working on an as-needed basis only, generally for the purpose of responding to emergency calls for service or drills, and who works no more than 950 hours in the calendar year is a paid-on-call employee. Paid-on-call employees are not eligible for the benefits outlined in this Personnel Manual, except as granted on occasion by the Town Board in its sole discretion, or as required by law.
- **TEMPORARY/SEASONAL:** An employee scheduled to work on an as-needed basis for a specific period of time, not to exceed 950 hours in the calendar year is either a temporary or seasonal employee. Temporary/Seasonal employees are not eligible for the benefits outlined in this Personnel Manual, except as granted on occasion by the Town Board in its sole discretion, or as required by law.
- **EXEMPT:** [An employee whose position meets the overtime exemption tests established by the Fair Labor Standards Act \(FLSA\). These employees must be paid on a salary basis and are exempt from overtime pay requirements.](#)
- **NON-EXEMPT:** [An employee whose position does not meet FLSA overtime exemption tests. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.](#)

2.04 Personnel File

The Town of Buchanan maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, job description, records of training, documentation of performance appraisals and salary/wage increases, and other employment records.

Personnel files are the property of the Town of Buchanan, and access to the information they contain is restricted. Other than employees who wish to review their own file, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so. Requests for personnel records by third parties under public record laws are addressed on a case-by-case basis pursuant to applicable law.

If an employee disagrees with any information contained in his or her personnel file, the employee may submit a written statement explaining the employee's position. The statement will be attached to the disputed portion of the personnel file.

Employees who wish to review their own file should contact the Town Clerk/Treasurer, who will provide them with access to their file or copies of its contents in accordance with Wisconsin law. Personnel records will be maintained for a period of no less than 3 years after termination of employment.

2.05 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Town of Buchanan of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other matters

should be accurate and current at all times. If any relevant personal data has changed, the employee must notify the Town Clerk/Treasurer.

2.06 Employee Background, Credit & Reference Checks

To ensure that individuals who work for the Town of Buchanan are well qualified and have a strong potential to be productive and successful, it is the policy of the Town to check the employment references of all applicants. In addition, the Town may conduct criminal background checks and credit checks of all applicants. Applicants ~~will~~ may be required to sign a consent waiver as part of their application for employment. The Town may also conduct criminal background and credit checks when, in the sole discretion of the Town Administrator, it is deemed necessary as a result of a change to the employee's job duties or tasks (e.g. for first time access to restricted or otherwise confidential information, for use of Town owned equipment or vehicles, and the like).

2.06.1 Employment Applications

The Town of Buchanan relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. The misrepresentation, falsification, or material omission of any information or data on an application for employment may result in Town of Buchanan's exclusion of the application from further consideration for the position or, if the person has been hired, discipline up to and including termination.

2.06.2 Reference Checks from Third Parties

The Town Administrator and/or the Town ~~Clerk/Treasurer~~ Clerk will respond to all reference check inquiries from other employers. Employees receiving any such reference check requests are not to respond to them and must direct the inquirer to the Town Administrator and/or the Town ~~Clerk/Treasurer~~ Clerk. Responses to such inquiries will generally confirm only dates of employment, wage rates, and position(s) held.

2.07 Performance Review

The Town will provide all full-time and permanent part-time employees with an annual appraisal of their individual performance. Reviews will focus on an employee's overall performance, based on the duties and responsibilities assigned to his or her position. Employees are also encouraged to annually set goals and objectives to assist in measuring their work performance, as well as personal and professional growth.

The goal of the review is to foster superior work performance by providing clear expectations and objective feedback about an employee's performance relative to these expectations. Employees will be reviewed by their immediate supervisor or the Town Administrator. The Town Administrator will be reviewed by the entire Town Board. Reviews will occur in ~~June-November~~ through ~~August-December~~ of each year in order to align with the upcoming fiscal year as goals set during the review process typically align with budgeted projects.

The Town feels that those who continuously perform above and beyond the expectations should be rewarded accordingly. Salary merit adjustments shall be determined during the annual budget process. The Administrator shall recommend salary merit adjustments to the Board based on budget constraints. The Board has full discretion on final merit adjustments and may consider information and factors including but not limited to ~~The actual salary adjustment will depend on~~ the position, comparable salary data, the employee's starting salary, economic factors, and the Town's ability to grant salary increases.

Periodically, the Town Administrator and Town Board will review job descriptions to include any changes in the responsibilities of each position. The Town Board must approve any changes in compensation resulting in changes in job descriptions.

2.08 Internal Transfers

Employees interested in a transfer to another open position must submit an application for employment using the Town's prescribed form which is available at Town Hall or on the Town's website. Employees are not guaranteed a transfer simply because a vacancy may occur, or because they have received a favorable performance appraisal in their current position. Instead, internal transfers will be based on such things as position availability, the qualifications of external candidates, outstanding work performance, levels of skills and training, demonstrated reliability, and the employee's current disciplinary status.

Employees should clearly understand that once a transfer is granted, there are no guarantees of continued employment which will remain "at-will" and can be terminated at any time with or without cause, with or without notice, at the option of either the Town or the employee, except as otherwise provided by law or contract.

2.09 Demotions

On occasion, during the course of the employment relationship, demotions will be appropriate. Demotions may occur as a result of an employee's request or as a result of the Town's decision that an employee's skills and abilities more closely fit the requirements of another position. Any type of demotion, including compensation, must be approved by the Town Administrator.

When an employee is assigned to a job requiring less skill, knowledge, etc. than his/her present job (regardless of whether this new assignment results from employee choice or management decision), the employee's compensation may be adjusted to reflect the rate of pay appropriate to the position. Any new pay rate will go into effect at the beginning of the first payroll period on or following the assumption of the duties of the new job.

2.10 Employment Resignation & Termination

Since employment with Town of Buchanan is based on mutual consent, both the employee and Town of Buchanan have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state laws.

2.10.1 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Town of Buchanan. Resigning employees must put their resignation notices in writing. To help manage workload and in order to facilitate a smooth transition, the Town of Buchanan requests no less than 30 days' written notice from management employees (i.e., supervisors, Department Heads) and no less than 14 days' written notice from all other employees, before the employee voluntarily terminates employment. Employees are generally expected to work during their notice period and may not be permitted to use vacation or sick leave during their notice periods, however, the Town reserves the right to accelerate the effective date of resignation or waive the resignation notice requirement if it is in the best interest of the Town to do so. Once resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the employee and the Town.

The Town may, in its sole discretion, schedule an exit interview prior to the departure of any Town employee. The purpose of the interview is to discuss, when applicable, reasons for the departure,

the effect of termination of the employer/employee relationship on benefits, and performance during the employment period.

2.11 Return of Town Property

Employees are responsible for items issued to them by the Town of Buchanan including, but not limited to, the following:

- Security Card
- Picture Identification Card
- Town keys
- Purchasing/Credit cards
- Town manuals
- Passwords
- Any other Town-owned or issued assets or equipment
- Cell phones and pagers
- Key Fob Access Cards
- All Personal Protective Equipment
- Radios
- Badges and Credentials

Employees receiving such items may be required to sign a loan receipt and payroll deduction authorization as a condition of receiving Town of Buchanan property or equipment. Employees must return all Town of Buchanan property immediately upon request or upon termination of employment. Failure to return Town property upon request or termination may result in a deduction of pay and/or forfeiture of payment for unused, accrued vacation time.

3.0 Employee Compensation/Pay Policies

3.01 Office Hours/Work Hours

Regular office hours are from 7:00 a.m. to 4:00 p.m. Monday through ~~Friday~~Thursday, and 7:00 a.m. to 12:00 p.m. on Fridays. This 41-hour workweek includes 1 hour of flex time each week during which full-time employees may break for lunch or other personal reasons. Employees may vary their hours of work for meal periods but should strive to keep Town Hall open and staffed at all times during the workday. For payroll purposes, there are 9 hours in a day Monday-Thursday and 4 hours on Friday

3.02 Time Keeping for Non-Exempt Employees

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws requires the Town of Buchanan to keep an accurate record of time worked in order to calculate employee pay and benefits.

Altering, falsifying, tampering with employee time sheets, or recording time on another employee's time sheet may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Employees are responsible for certifying the accuracy of all time recorded. Supervisors will review and then initial the employee's time sheet before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the applicable time sheet.

~~3.01~~3.02.1 **Time Sheets**

Time sheets are used by all hourly full-time, part-time, paid-on-call and seasonal/temporary employees to record actual time worked, vacation time, sick time, paid holidays and funeral leave. Employees should record actual times of arrival and departures from the workplace. Employees authorized to work remotely are held to the same standard of timekeeping compliance as employees working at Town Hall. Any hours worked from home must be pre-approved by the Town Administrator regardless of whether or not they constitute "overtime." ~~Hourly employees will not be paid for out of office lunch breaks nor for attending to personal matters during business hours.~~

Time sheets are required to be submitted on Mondays, bi-weekly, no later than 10:00 a.m. unless otherwise designated or approved by the Town ~~Clerk/Treasurer~~Clerk. Prior to turning in time sheets, each employee must certify the time sheet as accurate by signing and dating the time sheet. The Town Administrator or immediate supervisor will review and sign each time sheet before payment is made to the employee for hours worked. Original time sheets will be retained in each employee's personnel file for a period of no less than 3 years from date of submission.

3.02.2 Paid Breaks

Working lunches are permitted and won't count against the expected 40 hours per week of work for full-time exempt employees; non-exempt employees regularly scheduled to work more than six (6) hours per day are also eligible for a working lunch. A working lunch is defined as eating lunch at your desk/in the building while still being able to work. If lunch is taken outside of the office the

time must be made up throughout the day and/or week. Scheduled lunch meetings are exempt and do not count against the expected 40 hours per week.

3.0203 Time-Keeping for Exempt Employees

Exempt employees are expected to work a normal full-time 40-hour work week and any additional hours that are required by their work load, which can include special and regular meetings and events outside of normal hours. In return, you may occasionally take time off without claiming time from your accrued leave banks when the workload of your office permits, provided that you let your supervisor know that you will be gone. Staff that are expected to work during field operations for extended periods of time may be allowed to flex at different times of the year. This flexibility is not an accrued benefit, nor does it constitute compensatory time; use of personal time on an hour for hour basis for time worked in excess of a 40-hour work week is not permitted.

For payroll purposes for full time employees expected to work 40 hours per week, there are 9 hours in a work day Monday-Thursday and 4 hours on Fridays as the office is open 41 hours per week, the additional hour may be used to flex time during the week.

3.04 Number of Hours Authorized/Overtime

For all hourly positions, the employee must receive his or her supervisor's prior authorization to exceed and/or reduce hours worked per day from their established regular work schedule. Pre-approval shall be required for hourly employees to exceed and/or reduce regular hours of work by one (1) or more hours per day when paid time off is not being used. Employees who work any overtime hours without such pre-authorization may be subject to discipline or termination.

- Department Heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.
- Non-exempt employees shall receive overtime pay for any hours worked in excess of 40 hours in a given work week. The work week begins at 12:00 a.m. on **Sunday** and ends at 11:59 p.m. on **Saturday**. Only hours actually worked will be used in calculating overtime. Overtime will be calculated separately in each work week of the two-week pay period. Overtime will be paid at 1.5 times your regular rate of pay.

3.0305 — Pay Periods & Pay Days

There are generally 26 pay periods per year. Except on holidays, payday is normally every other Wednesday, bi-weekly, for work performed for the 2-week period ending the previous Sunday at 12:00 midnight. The Town Clerk/Treasurer will prepare a schedule or calendar of bi-weekly pay periods each January for the current year which shall be provided to each hourly employee.

All employees are paid via direct deposit on a bi-weekly basis to the employee's designated bank or financial institution. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees will receive an itemized statement of wages.

3.0406 Vacancy Coverage

If an employee is incapacitated for 2 or more weeks due to prolonged illness, termination, unfilled position, etc., the replacement employee may be compensated for such increases in responsibility. Such decisions are made by the Town Board on a case by case basis.

3.0507 Deductions from Paycheck

The law requires that the Town of Buchanan make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Town of Buchanan also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Town of Buchanan matches the amount of Social Security taxes paid by each employee.

The Town of Buchanan offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Additionally, the Town of Buchanan may be required to make deductions to pay off a debt, loss, or other obligation of the employee to the Town of Buchanan or to a third party (such as garnishments, liens, child support orders, and the like). In order to reimburse or pay back the Town of Buchanan for the types of debts or losses listed above, employees may be required to sign a payroll deduction authorization form and/or enter into some other sort of pay back or reimbursement agreement. Employees leaving employment may be required to sign such authorizations or agreements regardless of the circumstances underlying their separation from employment.

It is the Town of Buchanan's policy to comply with all applicable wage and hour laws and regulations, including the salary basis requirements of the Fair Labor Standards Act. Accordingly, no payroll deductions will be made from the salaries of employees determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law. In the event an employee feels improper deductions have been made from their wages, they should immediately report the information to the Clerk/Treasurer. Reports of improper deductions will be investigated and resolved within a reasonable amount of time given all the facts and circumstances. If it is determined that an improper deduction has been made, the employee will be reimbursed, and the Town will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Employee questions concerning why deductions have been made from a pay-check or how such deductions were calculated should be directed to, the Clerk/Treasurer. Employees must report any changes in name, address, telephone number, marital status or number of exemptions to the Clerk/Treasurer to ensure prompt payment and accurate withholdings.

3.07 Cost of Living Adjustment (COLA)

During the budget process the Administrator will present Cost of Living Adjustment (COLA) recommendations to the Town Board. While the Town Board has final authority on COLAs based on budgetary and economic constraints, the Administrator shall use the Consumer Price Index for the 12 preceding months from September of each year as the starting point for consideration.

4.0 Employee Benefits

4.01 Medical, Dental & Vision Insurance Benefits

The Town of Buchanan offers medical and dental insurance coverage to eligible employees.

4.01.1 Medical Insurance

Full-time employees and part-time employees (scheduled/working 30 hours or more per week) are eligible to enroll for medical insurance at the time of employment. Refer to the literature provided by the Town's insurance carrier for coverage details. The Town will pay 88% of the insurance premium for eligible employees, including family coverage.

Health insurance coverage is currently not provided to part-time (less than 30 hours per week), paid-on-call or temporary/seasonal employees.

4.01.2 Dental

Full-time employees and part-time employees (scheduled/working 30 hours or more per week) are eligible to enroll for dental insurance at the time of employment. Refer to the literature provided by the Town's insurance carrier for coverage details. The Town will pay 88% of the insurance premium for eligible employees, including family coverage.

Dental insurance coverage is currently not provided to part-time (less than 30 hours per week), paid-on-call or temporary/seasonal employees.

4.01.3 Vision

None provided at this time.

4.01.4 Non-Enrollment for Insurance Benefits

Should an eligible employee elect not to enroll in insurance benefits offered by the Town, the employee will not be eligible to enroll in the programs again until the next open enrollment period. An employee who elects not to enroll in insurance benefits offered by the Town may enroll, or if previously covered, re-enroll only in cases of substantial change to available insurance benefits by a non-Town provider (for example, substantial changes to a spouse's coverage, etc.) or in the case of a qualifying event such as a change in marital status, change in number of dependents, or the loss of insurance coverage from a spouse or other provider.

4.01.5 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Buchanan's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town of Buchanan's group rates plus an administration fee. The Town of Buchanan provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under its health insurance plan. The notice contains important information about the employee's rights and obligations.

4.02 Retirement Benefits

4.02.1 Wisconsin Retirement System

As of January 1, 2008 the Town has participated in the Wisconsin Retirement System (WRS) for its employees. The System is available for all full-time employees and after 1200 hours for qualifying part-time employees. Employers and employees are required to pay "one-half of the actuarially required contributions." Any other deferred compensation or retirement plan contributions are to be made by the employee.

4.02.2 Deferred Compensation Program

The Town offers employees participation in the Wisconsin Deferred Compensation Program (WDC) to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The program provides eligible employees with the opportunity to set aside a portion of their annual earnings on a tax-deferred basis to supplement retirement income. Participation in the deferred compensation program is voluntary and is 100% funded by the employee.

4.03 Life Insurance

Full-time employees and part-time employees who are regularly scheduled to work more than thirty hours per week are eligible to enroll for life insurance benefits. This benefit is only provided to the employee. Employees may refer to literature provided by the Town's insurance carrier for coverage details. The Town will pay 100% of the insurance premium.

Life insurance coverage is currently not provided to ~~part-time, seasonal,~~ or temporary employees.

4.04 Employee Assistance Program

The Town provides enrollment for all employees in an employee assistance program (EAP). Materials and program contact information are regularly provided to employees and posted around the Town Hall. Employees are encouraged to use the program for any issues including, but not limited to, marital/family issues, stress management, substance abuse, parenting, emotional and general information and referral. Program usage is confidential.

4.05 Short- and Long-Term Disability Insurance

Full-time employees are eligible to enroll for long term disability insurance benefits. This benefit is only provided to the employee and no coverage is currently provided for short term disability. Refer to literature provided by the Town's insurance carrier for coverage details. The Town will pay 100% of the insurance premium.

Disability insurance coverage is currently not provided to part-time, seasonal, or temporary employees.

4.06 Family/Medical Leave Act (FMLA)

It is the policy of the Town of Buchanan to comply with the requirements of the Wisconsin and Federal Family and Medical Leave Acts (FMLA) when state or federal law requires compliance as an employer. Employee eligibility will be determined on a case by case basis. The state and federal laws differ in a number of areas, and the Town will comply with both when required. When the reason for leave qualifies under both state and federal law, the following rules apply:

- The employee is deemed to be exhausting his/her entitlement under both laws concurrently; and
- The provision(s) most generous to the employee will apply.

4.06.1 Use of Paid and Unpaid Leave under FMLA

Under FMLA, the Town may be required to provide unpaid leave to eligible employees. However, an employee or employer may elect to substitute a paid benefit for which the employee is eligible in order for the employee to receive pay during the leave. The Town requires substitution of paid sick days and may also require substitution of vacation time whenever permitted by law. When paid benefits are substituted for the otherwise unpaid time, those benefits run concurrently with FMLA leave, and will not be available to the employee for use at a later date.

4.07 Worker's Compensation

The Town of Buchanan provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. **Failure to promptly report workplace injuries or illnesses may be cause for discipline, up to and including termination of employment. Incident reports must be submitted to the Town Administrator or Clerk/Treasurer within 24 hours for all worker's compensation illness or injury occurrences.**

Neither the Town of Buchanan nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town of Buchanan.

In general, the Town of Buchanan will make reasonable efforts to make accommodations and find light duty work for employees who have suffered on-the-job injuries. Where such work is possible, the Town will make sure the light duty work provided stays within the restrictions established by the employee's doctor. Similarly, employees returning to light duty positions must agree to work within those restrictions, and are forbidden from working beyond them.

Supervisors must inform the Town Administrator prior to placing an employee on a light duty assignment. The assignment of light duty must be approved by the Town Administrator in his or her sole discretion subject to available work, the operational needs of the Town and any applicable State and Federal regulations. All light duty assignments are temporary. No employee will be permanently assigned to a light duty position.

An employee who sustains an illness or injury while performing within the scope of his or her employment may continue to receive compensation from sick leave or accrued vacation and his or her workers compensation payments for the period of time of the injury.

4.08 Training and Education

Employees and volunteers are encouraged to utilize training and education opportunities to improve job skills and advance their careers. Any Town employee or volunteer wishing to attend a training or educational opportunity which may not be included in pre-approved budgetary allocations must first provide a written request to the Town Administrator for review. As necessary, the expenditure and time away from work to attend may require approval from the Town Board.

For hourly employees, when attendance is authorized, the employee will be compensated at his or her regular rate of pay for attendance at the applicable training or volunteer opportunity. For salary employees, attendance will be considered as contributing to the 40 hour work week. Mileage, lodging,

parking/transportation and meals during a training or education opportunity will be reimbursed. For volunteers, attendance will be considered voluntary and mileage, lodging, parking/transportation and meals will be reimbursed. A daily per diem may also be provided to volunteers, if approved by the Town Board, to recognize that volunteers will likely be taking time off from their regular employer to attend training.

4.09 Licenses and Certifications

The Town will pay all costs for classes and credits required to obtain and maintain all necessary licenses and certifications required to perform job duties set forth by the Town. Applicants for a position requiring a license and/or certification must present valid proof of same prior to the first assigned starting date.

Failure to maintain required certification to perform job duties set forth will be grounds for disciplinary action up to and including dismissal.

4.10 Vacation

Full-time employees regularly working 40 hours per week will receive annual paid vacation based on years of service; years of service from previous employers may be considered based on comparable experience. All employees will be on a calendar year for anniversaries with vacation time beginning the January 1 proceeding their start date. Vacation will be prorated during the first year of service through the end of the calendar year in which they started. The vacation schedule is as follows:

| Length of Service | Vacation Days Hours Provided |
|--|--|
| <u>Start date to December 31st</u> <u>year of service</u> | <u>5</u> — <u>days</u> <u>40</u> <u>hours</u> |
| 2 to 5 years of service | <u>10</u> — <u>days</u> <u>80</u> <u>hours</u> |
| 6 to 10 years of service | <u>15</u> — <u>days</u> <u>120</u> <u>hours</u> |
| 11 to 15 years of service | <u>20</u> — <u>days</u> <u>160</u> <u>hours</u> |
| 16 to 20 years of service | <u>25</u> — <u>days</u> <u>200</u> <u>hours</u> |
| 21 + years of service | <u>30</u> — <u>days</u> <u>240</u> <u>hours</u> |

Regular part-time employees working 20 or more hours per week will earn vacation days according to the schedule above pro-rated in accordance with hours worked. For example, an employee who is regularly scheduled to work 20 hours per week is entitled to receive 20 hours2.5 days of vacation ($.50 \times$ 40 hours rounded up5 days), during their first year of service.

Vacation time may be used in 1 hour or more increments. For payroll purposes, full-time employees expected to work 40 hours per week, there are 9 hours in a work-day Monday-Thursday and 4 hours on Fridays as the office is open 41 hours per week; the additional hour may be used to flex time during the week. Part-time employees may carry over vacation hours up to the average number of hours they would have regularly worked during the calendar year.

A total of 40 hours of earned unused vacation time can be carried over each year by full-time employees. Part-time employees who are regularly scheduled to work more than 20 or more but less than 40 hours

per week are eligible to carry over earned, unused vacation time up to the average number of hours that they would have regularly been scheduled to work during a typical work week in that calendar year. Any additional unused hours will be forfeited. Employees do not earn vacation time during periods of layoff, furlough, time off for disciplinary reasons or personal leaves of absence. Upon approval by the ~~Town Chairperson and~~ Town Administrator, employees can be paid for vacation earned but not used, not to exceed a total of ~~24 hours for full-time employees or 15 for part-time employees~~ 60% of a regularly scheduled work week rounded up to the next whole hour in lieu of carrying over at the end of the applicable calendar year. The Town Administrator at their discretion may allow additional time to be carried over on a case by case basis.

Any employee who has worked for the Town for at least one full calendar year and gives at least 2 weeks' notice prior to the voluntary termination of his or her employment will be eligible to receive payment for vacation time earned (but not used). Employees who are discharged by the Town forfeit vacation benefits.

Only the Town Administrator may grant extensions or exceptions to the stated vacation policy. Any exceptions must be requested in writing for Town Administrator consideration. Requests made by the Town Administrator for an extension or exception to the vacation policy must be made and may be approved by the Town Chair.

4.10.2 Vacation Scheduling Procedures

The Town Administrator will determine what periods of the year, if any, during which employees may not schedule vacations and will also determine the number of employees who may take vacations at the same time with other employees.

For positions in which duties are shared, such as customer service duties between the Clerk/Treasurer and Deputy Clerk/Deputy Treasurer, vacation will be selected in increments of 1 to 5 consecutive days at a time starting with the most senior employee. This process will be continued until each employee has completed making selections. The selection process will commence on the third Monday in December with the first selection to be made by February 1. The selection process will be completed no later than March 1 of the calendar year. Changes to initial requests or additional requests made throughout the year must be submitted to the Town Administrator for approval. Vacation time selected or changed after March 1 is on a first come first serve basis and is not based on years of service. Vacation selections that may need to be made prior to February 1 can be completed if mutually agreed upon by employees and the Town Administrator.

All department heads will make the Town Administrator aware of vacation, but prior approval is not required.

4.11 Holidays

The Town recognizes the following holidays each year:

| | |
|------------------------|--------------------------------------|
| New Year's Day | Thanksgiving Day |
| Friday before Easter | Day after Thanksgiving |
| Memorial Day | December 24th |
| July 4 th * | December 25th |
| Labor Day | <u>Three (3) Floating Holidays**</u> |

*If July 4th falls on a Tuesday or Thursday the preceding Monday July 3rd or following Friday July 5th will also be provided off as a paid holiday and the Town Hall will be closed.

**The floating holidays may only be used as a full-day and cannot be taken in hourly increments and can be used on any regularly scheduled work day of the year. Unused floating holidays will not be carried over at the end of the calendar year. Unused floating holidays will not be paid out.

Full-time employees will receive 98 hours at the regular pay rate for the holidays listed above Monday-Thursday and 4 hours on Friday. Part-time employees regularly scheduled to working over 20 hours per week or more are compensated on a pro-rated basis for holidays based on hours typically worked on the day of the week on when the holiday falls during the applicable calendar year.

Any holiday listed above which falls on a Saturday will be observed the preceding Friday. Any holiday listed above which falls on a Sunday will be observed the following Monday. Necessary exceptions or changes will be made with the approval of the Town Board.

Employees do not earn vacation time during periods of layoff, furlough, time off for disciplinary reasons or personal leaves of absence.

4.12 Sick ~~Days~~Leave

Full-time employees earn 40-96 hours of sick leave per year at the regular rate of pay for a 98-hour day Monday-Thursday and 4 hours on Friday as the office is open 41 hours per week; the additional hour may be used to flex time during the week. Part-time employees regularly working 20 or more hours per week earn the average number of hours that they would 2.4 x the number of regularly be scheduled to hours worked during a typical work week in that calendar year (ranging from 21 hours to 36 hours) of sick leave per year at their regular rate of pay.

The maximum accumulation of unused sick leave is 800 hours for all employees. Hours accrued in excess of 800 are forfeited.

Sick days are for the express purpose of personal (employee) illness and immediate family illness, and situations where personal appointments (doctors, dentists, or other practitioners) cannot be scheduled outside of work hours. Immediate family illness is interpreted to be: employee's father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, and grandparent and grandchild.

Sick days cannot be used for additional vacation days. If the Town Administrator suspects an employee is abusing sick leave, the Administrator may request the employee may be required to present a certificate from a licensed practitioner or other satisfactory proof of illness. Use of unscheduled sick leave will shall be reported by the employee to their immediate supervisor as soon as possible prior to the start of the work day/sick leave event. There may be times where prior notification may not be possible and the employee should contact their immediate supervisor as soon as they are able. Scheduled sick leave shall be reported by the employee to their immediate supervisor and approved prior to taking leave and then reported to the Clerk/Treasurer.

4.12.1 Sick Time Conversion Upon Retirement/Death/Resignation

If an employee retires from service (after no less than 15-10 years of service to the Town) in good standing, they shall have two options:

- 1) If the employee currently is eligible to receive health insurance benefits from the Town, he or she will be entitled to a sick time conversion for use towards health insurance premiums. Such credit will include 100% of accumulated unused sick leave up to a maximum of 800 hours of current pay rate; or

- 2) The employee may be paid for accumulated time at their current rate of pay for 50% of the accumulated time. Retiring employees who are not eligible for health insurance benefits from the Town will be paid for unused sick leave at 50% of their pay.

Retirement is defined as an employee who will be drawing a pension from the Wisconsin Retirement System.

In the event of death of an employee in good standing, regardless of years of service, the surviving spouse and eligible dependents may use the sick time as detailed above for health insurance premiums or be paid out for the time as detailed above.

Upon resignation of an employee in good standing, the employee will be paid for accumulated sick time at their current rate of pay for 25% of the accumulated time if the employee has worked for the Town for more than five years.

4.13 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their immediate supervisor or Town Administrator immediately.

In the event of a death in the immediate family, a maximum of 5 days absence from work with pay will be allowed. Immediate family includes employee's spouse, child/stepchild, parent/stepparent, parent of spouse, siblings/stepsiblings.

Employees may receive 2 days absence from work with pay for bereavement leave for the death of a grandparent, spouse's sibling, aunts/uncles, child's spouse, grandchild of employee or grandchild's spouse.

Permanent part-time employees working over 20 hours per week will receive paid time off for hours they would have regularly worked for the days during the bereavement leave.

4.14 Jury Duty & Witness Duty

An employee called for jury duty or subpoenaed as a witness, other than for an action in which he or she is a party, will be paid his or her regular wage for the period that he or she is absent from work less any payment received by the employee as compensation for such service.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, employees will have to provide written confirmation from the court that they actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

4.15 Military Leave

Employees who are called to active duty with one of the armed forces will receive the rights and privileges authorized by Federal military and veterans laws with respect to leave, status and reemployment.

4.16 Leave of Absence Without Pay

Leaves of absence without pay may be granted for a variety of reasons. Unpaid leave will be granted as required by federal and state law. Unpaid leave is to be considered a privilege provided by the Town in the sole discretion of the Town and are not a right of the employee.

The Town Administrator has the authority to approve leave requests. Requests for leave must be submitted as far in advance of the contemplated leave as possible. All available vacation and sick leave must be utilized prior to an unpaid leave being requested and must be utilized in those situations where federal or state law permits exhaustion of available paid time off to be required before an unpaid leave has to be authorized (e.g., employee illness). Approval will not ordinarily be granted for an unpaid leave in excess of 60 days except in the case of a documented disability or serious illness, military leave or the care of an immediate family member.

Employees granted unpaid leave of absence will be responsible for the payment of benefit premiums (both the employee contribution and the Town contribution) and will not accrue vacation time or sick time during leave.

4.17 Time Off to Vote

The Town of Buchanan encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedules, and should make every reasonable effort to do so. However, employees may be eligible to take the time off from work that may be necessary to appear at the employee's polling place, cast a ballot, and return to the workplace. Vacation or unpaid leave must be used.

Employees are encouraged to request time off to vote from their supervisors at least 2 working days prior to the Election Day, so that proper staffing levels can be maintained, and so that voting time can be scheduled at a time that is least disruptive to the normal work schedule.

4.18 Flowers and Memorials

The Town has a practice of providing flowers, memorials, or donations for specified occasions. This practice is generally limited to a total cost of less than \$75100. An occurrence in which this practice is allowed includes, but is not limited to:

- Hospitalization of employees, elected officials, volunteers or immediate family members of employees, elected official, or volunteers.
- Birth of a child to an employee, elected official, or volunteer.
- Death of a current or retired employee, elected official, volunteer or the death of an immediate family member of any current employee, elected official, or volunteer.

5.0 Working Conditions/Hours of Work

5.01 Safety

Safety on the job is a vital responsibility of all employees. Always be alert to unsafe conditions, faulty equipment, or other on-the-job hazards. Employees must use safety equipment when required. Employees are responsible for reporting unsafe conditions or accidents to their immediate supervisor or the Town Administrator, complying with all applicable laws and safety codes, and maintaining concern for the safety of their co-workers and the general public. Failure to use proper safety equipment or follow safety instructions may result in disciplinary action up to and including termination.

Each employee is expected to take notice and be alert of his or her surroundings, to obey safety rules, and to exercise caution in all work activities. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor or the Town Administrator. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

5.01.1 Proper Use of Equipment

All equipment will be used in the manner for which it is intended to be used. No employee may make any permanent or temporary modification to any piece of equipment unless specifically authorized to do so by a supervisor, and only after a determination has been made that the modification will not affect the safe use of the equipment. Under no circumstance may any employee remove or modify any guard or other safety device on a piece of equipment at any time.

5.01.2 Unsafe Equipment Notification Procedure

Any employee who believes that a vehicle or other piece of equipment is damaged or otherwise may be unsafe in any MUST take the following steps:

- 1) Identify the equipment as damaged or unsafe for others so it is not used. For example, this may involve one or more of the following; tagging the equipment, notifying others at the job site that the equipment is potentially damaged/unsafe, or removing and securing keys.
- 2) Immediately report the damaged or unsafe equipment to your supervisor or Department Head. Non-management employees may not arrange for repairs to equipment without a supervisor's approval, except in emergency situations where all attempts to contact a supervisor and the applicable Department Head have failed.

5.02 Town Property, Vehicles and Equipment Care

Employees may be required to use Town of Buchanan equipment or vehicles as part of performing their job duties. Municipal equipment and vehicles are expensive and difficult to replace. The unsafe operation of municipal equipment may result in an accident or injury. Thus, when using property or equipment, or while driving for work purposes, employees are expected to exercise reasonable care, and follow all operating instructions, safety standards, and guidelines. No employee may operate a municipal vehicle or other motorized equipment unless they have been assigned and or permitted to do so, and are properly licensed, and trained to operate the vehicle or equipment. Employees must adequately maintain the cleanliness of the Town of Buchanan vehicles and equipment.

Employees are expected to obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving Town of Buchanan vehicles or driving their own vehicles for work purposes. In

particular, employees are expected to follow the restrictions on the use of cell phones described in our phone use policy, including the prohibitions on reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked.

Employees are required to notify Town of Buchanan of any moving violations they receive (whether received during working or nonworking hours) while operating a Town vehicle. Town of Buchanan will not pay the costs of any parking tickets or traffic violations that employees may incur, regardless of whether they occur while work is being performed.

Any employee who operates a municipal vehicle or other equipment which requires the operator to possess a driver's license must ensure that they provide the Clerk/Treasurer with a copy of their current valid driver's license for insurance reasons. Employees driving their own vehicles for work purposes must adequately insure the vehicle, and provide Town of Buchanan with proof of insurance upon request. In the event of an accident that results in damage of any kind, the employee involved in the accident may be required to obtain a police report before leaving the scene of the accident, and must immediately report the accident to his or her immediate supervisor.

Town of Buchanan vehicles and other motorized equipment will be used for Town business only. No employee may permit a non-employee or unauthorized employee to operate, board, or be transported on or in any municipal vehicles or other motorized equipment, unless specifically authorized by the employee's Department Head. No employee may take any municipal vehicle home unless they have been specifically permitted to do so by the employee's Department Head.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, or the failure to report damage, defects, or the need for repairs, can result in disciplinary action, up to and including termination of employment.

5.03 Personal Property

The storage of any employee's personal property or equipment on Town property is prohibited.

5.04 Town Cellular Phones & Portable Tablet Devices

The Town of Buchanan recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular phone, smart phone or other electronic device. Town-owned electronic devices are issued to improve job productivity, to enhance safety and to allow for communication in the case of an emergency. Such equipment is to be used to conduct Town business only and with no expectation of privacy or confidentiality. All use as evidenced by activity logs, data access and storage and the like on a Town-owned device is subject to review and may be available to the public as a result of open records laws, at any time, with~~out~~ or without the knowledge or consent of the employee. All employees who use Town-issued devices, as well as those who receive a stipend for cell phone use, are expected to abide by all related Town policies for electronic devices including the Town's Cell Phone Usage Acknowledgement.

5.04.1 Eligibility and Approval

The Town only provides cell phones or other devices for the use of individual employees in limited situations (e.g. public safety, on-call employees, etc.) where the employee's job duties require use of the same. Employees who otherwise use their personal cell phone for job-related purposes may

receive, in the discretion of the Town Administrator and/or Town Board, a monthly stipend to offset the cost of such cell phone usage.

An employee who only occasionally is contacted for business purposes on a personal device is not eligible for a stipend; however, he or she may submit a record of these expenses for reimbursement.

Employee eligibility is to be determined by the Town Administrator in his or her discretion. The need for a stipend may be reviewed annually to determine if the plan should be continued or changed.

Any employee approved for a stipend plan must complete a Communication Device Usage Agreement before stipends will be paid.

5.04.2 Stipend Plan

Once approved for a stipend, the stipend amount will be added to an employee's regular pay. Any amount added for a cell phone or device equipment or service will be identified as a non-taxable benefit. The stipend will be paid as a flat rate per month, based on amount determined by the Town Board in its sole discretion. The stipend is neither permanent nor guaranteed. The Town reserves the right to remove a participant from the plan and or eliminate the use of a Town owned device for any reason. Stipends are funded by the department submitting the request.

The Town will not pay for the purchase of personal cell phones or devices, activation fees or insurance.

5.04.3 Equipment Purchase & Town Owned Equipment

In the event a ~~personal~~Town issued cell phone is lost, damaged or destroyed while on official town business, a written report on the loss, damage or destruction of the device must be filed in writing with the Town Administrator as soon as possible. The Town Administrator will determine in his or her sole discretion based upon the information provided within the report if the loss, ~~whether the~~ damage or destruction ~~as-is~~ a result of employee misconduct.

If it is determined the loss, damage or destruction is the result of employee misconduct, the employee may be responsible for the cost of replacement.

5.04.4 Employee Rights and Responsibilities

The employee is responsible for purchasing a cell phone or device and establishing a service contract with the cell phone service provider of his/her choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. If an employee has an issue with his or her selected service, he or she is expected to work directly with the carrier for resolution.

Technical support from the Town will be limited to connecting a personally-owned device to Town provided services, including e-mail, calendar and contacts.

An employee receiving a cell phone stipend must be able to show, if requested by a supervisor, a copy of the monthly access plan charges confirming they continue to have a contract for the device. If the employee terminates the contract at any point, he/she must notify the Town within five business days to terminate the stipend.

The Town does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the device in any manner contrary to local, state or federal laws will constitute misuse, and may result in immediate termination of a stipend and further disciplinary actions.

Any device that has data capabilities must be secured based on current security standards including password protection and encryption. If a device is stolen or lost with data capabilities, it must be reported to the Town and carrier as soon as possible.

5.05 Electronic Devices and Driving

Employees should limit, as much as possible, the use of cell phones while driving for work purposes. Inattention and distractions are the leading causes of accidents on our roadways, and cell phone usage can be very distracting. Therefore, to the extent that employees feel the need to use cell phones while driving for work purposes, they should either pull off the roadway and park their vehicles for the duration of the call, or limit their conversations to the minimum time necessary and utilize head-sets or other hands-free devices to minimize the impact on their ability to control the vehicle and focus on driving.

Additionally, employees are prohibited from reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked.

5.06 Smoking & Tobacco Use

In order to provide a safe and healthy work environment for our employees and citizens and in compliance with Wisconsin law, smoking and the use of any tobacco product, including smokeless tobacco, is prohibited inside of all Town buildings and only in designated outdoor areas on Town properties.

Employees who smoke or use tobacco products will not be permitted any greater number of breaks than those who do not. As a result, such employees should only smoke or use tobacco products before or after work, or during designated breaks or meal periods. In doing so, employees must confine their use to designated tobacco-use areas, which, in turn, must be kept clean, presentable, and well-maintained. Outdoor smoking or tobacco use areas will not be designated at or near any primary public entrance to any facility. Additionally, no employee may smoke or use any tobacco product while driving or operating any Town owned vehicle or other piece of equipment.

5.07 Personal Appearance & Dress Code

Town employees present the first impression of the Town of Buchanan to members of the public and, therefore, must present a professional image at all times. Professional attire compliments an environment that reflects an efficient, orderly and professionally operated organization. The purpose of this policy is to provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must use sound judgment in their choice of clothing worn to work.

This policy is intended to apply when employees are working or otherwise representing the Town.

5.07.2 Dress Code

Appropriate attire depends upon the degree of public contact, nature of work, and safety issues. While the decision on what is appropriate attire is the responsibility of each employee, **management reserves the right to determine the appropriateness of disputed attire.**

(1) Administrative/Office Employees

a. A business casual dress code is appropriate for Town employees Monday through Thursday.

i. Appropriate business casual dress:

1. Clothing that projects a professional image. All clothing shall be clean and without tears, patches, rips or holes.
2. Slacks, dress pants, or pants similar in style to Dockers or other makers of cotton, synthetic, wool or flannel pants.
3. Jeans/denim skirts in good condition (i.e., not ripped or tattered).
- 3.4. Dresses or skirts no shorter than one inch above the top of the knee.
- 4.5. Shorts/culottes/skorts/ no shorter than one inch above the top of the knee will be allowed during warmer months. Material shall be made of similar material to slacks or dress pants, such as cotton, synthetic, wool or flannel.
- 5.6. Casual dress shirts, dress shirts, sweaters, vests, sleeveless sweaters and shirts, golf-type shirts, and turtlenecks.
- 6.7. Suit jackets and sport jackets.
- 7.8. Walking/tennis shoes, loafers, clogs, boots, flats and dress heels. Open toe shoes (including sandals) will be acceptable for women only.

b. A casual dress code is appropriate for Town employees on Fridays. Employees are expected to present a neat appearance and shall not wear items classified as "Unacceptable Attire."

i. Appropriate casual Friday dress:

1. Jeans in good condition/denim skirts (i.e., not ripped or tattered);
2. Sweatshirts/denim shirts/ t-shirts;
3. Casual dresses and skirts;
4. Green Bay Packers attire will be allowed on the day of, or the Friday prior to, Packers games. Jeans are allowed on a day of a Packer game (non-Friday) as long as Packer attire is worn.

ii. Unacceptable Attire: The following is not acceptable attire for any Town employee:

1. Clothing that is tight, sheer or otherwise reveals the midriff, buttocks or cleavage.
2. Clothing that contains offensive words, cartoons or images.
3. Clothing that contains political statements, slogans or campaign-related information.
4. ~~Blue denim jeans (with the exception of Fridays and Packers game days), bib~~ overalls, sweatpants, exercise/pants, warm-up suits, leggings/stretch pants, and any spandex-like material pants.
5. Tight skirts, mini-skirts, strapless dresses, and spaghetti strap shirts/dresses, midriff tops, halter tops and tube tops.
6. Shower footwear, beach flip-flops, or slippers.
7. Employees with visible body piercings other than ear will be required to remove the jewelry while at work.
8. Any tattoos that are or may be interpreted as offensive (profanity, weapons, violence, nudity, blood, etc.) are to be covered by clothing or a bandage.
9. Hats (allowed only for laborers and staff while working in the field).

(2) Non-Administrative/~~Office~~-Employees

Employees working in the field or who are performing manual duties may wear attire such as jeans or similar attire that is appropriate to the type of work being performed by the employee. Employees are responsible for keeping their uniforms neat, clean and in good repair. Uniforms must be worn only during work hours, or for conducting official Town business outside working hours. All clothing and safety equipment must be worn as necessary for the type of work being conducted. Failure to wear protective gear and safety clothing may result in discipline. All employees who perform physical manual labor are also required to wear protective gear and safety clothing and remove any loose or dangling jewelry that may present a safety hazard. Employees shall also be subject to the Unacceptable Attire listed above.

Employees are responsible for complying with the above expectations and guidelines. Employees should contact their supervisor or the Town Administrator if they have a question as to whether or not a certain item is considered acceptable attire. Department heads and supervisors are responsible for monitoring compliance with this policy within their departments. Exceptions to this policy may be made on a case-by-case basis for religious reasons, medical conditions, and other applicable circumstances. Requests of this nature must be submitted for review by the Town Administrator.

5.08 Residency Requirements

Residency requirements for a position are detailed within the positions job description when applicable.

5.09 Business Hours

Regular operating hours for the Town Hall are 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 12:00 p.m. on Friday.

5.10 Inclement Weather

If the Town Hall is closed because of inclement weather, the employee will be paid for hours typically worked in a day. If an employee is called at home and instructed not to report to work, the employee will be compensated for hours typically worked in a day. If an employee is not able to report to work due to weather conditions when the Town Hall is open for business, the employee will not be compensated. Only the Town Chairperson or Town Administrator can authorize the closure of the Town Hall due to inclement weather.

~~**5.11 Flexible Scheduling for Full-Time 'Exempt' Employees**~~

~~Full time "overtime exempt" employees are expected to work a minimum of 40 hours per week during the normal office hours of the Town. In recognition of the fact that such full time employees may also be required to attend meetings outside of normal Town Hall hours, full time "overtime exempt" employees may request that the Town Chair allow an adjustment to the applicable week's working hours, as long as all work is completed in an appropriate and timely manner.~~

~~**5.1211 Absences & Tardiness**~~

The Town places high value on prompt and regular attendance. Employees are expected to be at work and ready to work at the beginning of their assigned work hours.

In the event an employee finds it necessary to be absent from work due to illness, injury, or other emergency, he/she must contact their immediate supervisor directly by telephone as soon as possible prior

to the start of their scheduled work time, unless the employee is unable to give such notice because of the illness, etc. If the immediate supervisor cannot be reached, a voice mail message will be acceptable. Three or more unscheduled absences in a calendar year, consistent lateness, and/or leaving early will result in disciplinary action and possible termination.

An employee who must miss work due to illness or injury for an extended period must keep their Supervisor informed weekly of their progress so that the Supervisor can plan work schedules. If an employee has been under a doctor's care for an injury, he/she must obtain a doctor's release before they will be allowed to return to work. The release must indicate the date upon which the employee may return to work and any work restrictions with length of time for restriction.

5.1312 Business Travel Expenses

The Town of Buchanan will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department Head.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Town of Buchanan. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars (at the IRS rate), only when less expensive transportation is not available.
- Parking costs.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

The Town of Buchanan will provide a daily meal allowance when employees are required to travel on overnight work trips. The allowance will be determined on ~~an annual~~case by case basis by the Town Administrator. Employees will not be reimbursed for meal expenses that exceed the daily allowance.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports must be accompanied by receipts for all individual expenses for reimbursement.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

5.1413 Phones, Computers, Mobile Devices, Internet & E-Mail Usage

Phones, Computers, Mobile Devices, e-mail and Internet access may be provided by the Town of Buchanan to assist employees in completing their work, improving their efficiency and obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive usage.

Computers (including the e-mail system, Internet access, computer files, and software furnished to employees) are the property of Town of Buchanan, and are intended for business use only. As a result, employees have no right to privacy for any uses to which they may put the computers (including the e-mail system, Internet access, computer files, and software furnished to employees) provided to them. Similarly, Town of Buchanan reserves the right to monitor any and all use to which our equipment, networks, or resources may be put, regardless of whether the use is personal in nature, or occurs during non-working time. Employees should not use a password, access a file, or retrieve any stored communication unless authorized to do so.

While computer usage (including e-mail and Internet access) is intended for job-related activities, incidental and occasional brief personal use may be permitted within reasonable limits. However, where possible, such use should be confined to nonworking times such as lunch, or before or after work, and should not interfere with an employee's performance of his or her job. Similarly, employees making personal use of computers should not download large files, access streaming audio / video, or visit social networking sites or chat rooms. Employees who are found to have abused these privileges are subject to suspension of Internet/e-mail privileges, and/or discipline, up to and including termination.

Employees must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time they use Town of Buchanan's computer networks, systems, or equipment for any purpose, as well as during any times they may be using their own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with Town of Buchanan.

The Town of Buchanan prohibits the use of computers, the Internet and the e-mail system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Town of Buchanan e-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Town of Buchanan purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Town of Buchanan does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Town of Buchanan prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet or transmitted through the e-mail system.

Employees should take all anti-virus precautions available to them and prescribed by Town of Buchanan. Employees should not attempt to bypass or disable any anti-virus precautions installed on Town of Buchanan computers.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using Town computers for personal gain

- Using, or disclosing someone else's code or password without authorization
- Sending or posting confidential information, non-public data to third parties
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or obstructing a security investigation
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Accessing chat rooms, social networking sites, and other such interactive or unacceptable websites.
- Jeopardizing the security of the Town's electronic communications systems
- Sending or posting messages that disparage other organizations
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking other employment or preparing or posting a resume
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by Town of Buchanan to be inappropriate or unacceptable.

The equipment and technology provided to Town of Buchanan employees remain at all times the property of Town of Buchanan. To ensure compliance with this policy, the Town of Buchanan reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via our computer system is considered to be part of the official records of Town of Buchanan and, as such, is subject to disclosure to law enforcement or other third parties.

5.1514 Social Networking Websites & Online Communications

Social networking sites, online journals, blogs, and the like present unique opportunities for employees to communicate with friends, family, colleagues and the general public. However, these websites may pose a significant risk to distract employees, reduce productivity and waste Town of Buchanan resources. Accordingly, the Town of Buchanan reserves the right to block all access to any such site during working hours or via any Town of Buchanan owned equipment.

5.1514.01 Online Code of Conduct

To the extent employees access these sites during non-work time, employees should keep in mind that the information on such sites is posted in a global forum and, therefore, there is no guarantee of privacy or ability to restrict receipt of posted information. Accordingly, employees should exercise the same judgment and discretion in posting to social networking sites as they would when engaging in any conduct in a non-private setting. Employees must also understand they are solely responsible for what they post or endorse online.

The following conduct relative to online communications are examples of previously stated or additional conduct and activities, which are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting discriminatory, defamatory, harassing, bullying or threatening messages or images (including photographs or videos) regarding any current or former employee;

- Making any defamatory, slanderous or derogatory reference or post against any prospect, client, customer, vendor or business partner that may harm or interfere with the Town's reputation within the community, working relationships or current contracts with third-parties;
- Posting any confidential, non-public data such as social security numbers;
- Posting any confidential, non-public information which may otherwise be protected under state and federal laws such as ADA, HIPAA or GINA;
- Disclosing any information protected by attorney-client privilege, legal hold or spoliation order;
- Representing (or otherwise giving the impression) that the employee is speaking on behalf of the Town of Buchanan;
- Posting photographs, videos or other images of other employees without proper authorization, or failing to remove such images when requested by another employee;
- Unlawfully gaining access to another employee's social networking website or profile;
- Demanding or otherwise requiring candidates or colleagues to relinquish any social networking password.

Connecting with Colleagues and Residents Online

The Town of Buchanan does not prohibit colleagues who network online during non-work time. However, due to the highly confidential and personal information often maintained in online profiles, supervisors and Department Heads are encouraged to decline invitations such as "friend requests" to or from direct reports.

Similarly, employees who receive such requests from colleagues should not feel compelled to accept such requests if they desire to keep their personal information confidential. Employees are also encouraged to utilize all appropriate privacy settings to ensure their information is shared and viewed only by those the employee intends to have access.

In some situations, colleagues may be permitted to network with colleagues using professional networking websites such as LinkedIn, but employees are required to exercise professional judgment when communicating on these professional networking websites and must comply with all applicable Town of Buchanan's rules and policies including, but not limited to, its Code of Conduct, Equal Opportunity Employment, Unlawful Harassment, Background and Reference Checking, Confidentiality and Non-Disclosure and Whistleblower policies.

If employees have any question as to whether a website or post would violate a policy of this Personnel Manual, they are encouraged to seek input from the Town Administrator without fear of reprisal or retaliation.

If employees' network with Town of Buchanan residents and/or vendors online, employees are required to respect all of the Town of Buchanan's policies such as Code of Conduct, Unlawful Harassment, Confidentiality & Non-Disclosure and any non-compete or solicitation agreement in place.

Open Door Policy

When communicating online, employees are encouraged to be fair and courteous to citizens, clients, colleagues and/or current and former employees. Work-related issues are more likely to be resolved by speaking directly with colleagues or by utilizing Town of Buchanan's Open Door Policy and conflict management processes.

Should colleagues decide to post complaints or criticisms, employees should avoid using statements, photographs, videos or audio that reasonably could be viewed as malicious, obscene, harassing, threatening, intimidating, bullying, or that disparages others.

Monitoring and Consequences for Policy Violations

While the Town of Buchanan has no general practice of reviewing employees' personal profiles on such sites, employees should be aware that if such profiles contain information suggesting conduct that violates this or any Town of Buchanan policy, such information may form the basis for an appropriate investigation and/or discipline up to and including termination. **Nothing in this policy prohibits employees from exercising any legal right under any state or federal law nor will employees be subject to discipline for any posts that are legally protected.** However, employees should be aware that not all posts to a personal social networking site outside of work time are entitled to legal protection and any such posts may result in disciplinary action up to and including termination of employment, if they violate this or any other Town of Buchanan policy.

Employees who believe they have been the subject of online harassment or bullying by a colleague should notify the Town Administrator upon learning of violations of this policy without fear of reprisal or retaliation.

5.15 Remote Work

There may be times where remote work is deemed appropriate. It is not intended to be a regularly occurring practice and only used when the employee is able to accomplish their work without affecting other staff or operations. Employees shall submit requests to the Administrator and the Administrator may approve the request if it is found appropriate.

6.0 Standards of Conduct

6.01 Meeting the Public

When any employee has face-to-face contact, telephone, e-mail, or other correspondence with a member or members of the public while on the job, full courtesy, patience, and attention should be provided. If a problem develops and a resident or customer becomes irrational, hostile or argumentative, they should be referred to an immediate supervisor, Department Head or the Town Administrator.

6.02 Responsiveness to Correspondence

All employees should respond to correspondence, including voicemail and e-mail, in a timely manner. E-mail and voicemail should be checked by employees at a minimum of once per workday. All employees including full-time, part-time, or employees with limited or no regular office hours are expected to meet and, when possible, exceed this standard.

6.03 Political Activity

Nothing in this Manual should be construed as an attempt to limit any employee's right to vote, to participate in political activity or neutrality, or otherwise to exercise his or her right to free speech and assembly. However, it is the expectation of the Town of Buchanan that employee participation in political activities occurs outside of the workplace, while off-duty and in a manner that does not suggest the Town has endorsed or otherwise taken a position or stance on any political issue or election. Furthermore, this portion of the Manual is intended to comply with sec. 946.12 of the Wisconsin State Statutes, Misconduct in Public Office and has been developed not to restrict employee rights but to clarify and protect the neutrality of public service personnel.

Employees will not be discriminated in favor or against because of political contribution, permitted political activity or neutrality. Employees may not solicit, be solicited nor receive political contributions or services on the job

6.03.01 Interference with Duties

No Town employee may engage in political activities during the hours that they are on-duty. Off duty Town employees may not engage in political activities in such a way that would lead members of the electorate to conclude that the Town or individual Town employees in their official capacity were taking a position in an election. Town employees engaged in political activities while off duty should clearly act as private individuals and not convey the impression that they are acting in their official capacity as Town employees.

6.03.02 Campaign Materials

No employee may wear campaign buttons or badges while on-duty or affix campaign stickers, signs, or other electioneering materials to Town owned vehicles or property

6.03.03 Contributions

No employee may contribute money or services to a candidate, campaign, party, group or cause, while on-duty.

6.03.04 Campaign Work

An off-duty employee may voluntarily circulate nomination papers, petitions, distribute campaign literature, type, stuff envelopes and perform other clerical services, telephone and convey voters to the polls, and participate in a political convention, meeting, rally, demonstration, or parade. Campaign work of the nature listed under this heading is prohibited during working hours. A Town

employee may not engage in any off-duty campaign or election related activities while wearing a Town uniform, a Town badge or any clothing displaying the Town's name or logo. Use of Town property for campaign work is prohibited.

6.03.05 Memberships and Appointments

An employee may belong to a political party, group, club, or civic organization; hold memberships in "Citizens for..." or similar organizations; serve on political committees or as an officer or delegate in political organizations; attend political meetings or social functions of a political nature. The employee may accept appointments to non-elective boards, committees, and commissions, provided there is no conflict of interest.

6.04 Use of Public Property

No official or employee may use or permit the unauthorized use of Town owned vehicles, equipment, materials or property for personal convenience or profit. Employees will be held responsible for any improper use or operation of Town owned vehicles, equipment, materials or property that results in damage or destruction, willful or accidental, and the Town reserves the right to seek reimbursement for such damages, either in whole or in part, including garnishment of wages. This section is not intended to apply to anticipated expenses that the Town Board has directed the ~~Clerk/Treasurer~~Clerk to pay by credit card.

6.05 Use of Town Credit Card

Town credit cards may only be used if other means of payment are not available and expenditures have been pre-approved by a Department Head or the Town Administrator. All receipts from the use of Town credit must be provided to the Clerk/Treasurer with a notation of the business reason for the expense. Any use of Town credit of a value greater than \$500 must be pre-approved by the Clerk/Treasurer or the Town Administrator to ensure an adequate balance is available. This section is not intended to apply to payment of regular invoices which the Town Board has directed the ~~Clerk/Treasurer~~Clerk to pay by credit card.

6.06 Harassment

The Town intends to provide a professional work environment that is pleasant, healthful, comfortable and free from intimidation, hostility or other offenses, which might interfere with work performance. ~~Harassment of any sort — verbal, physical, sexual, visual — will not be tolerated. In keeping with this commitment, the Town strictly prohibits and will not tolerate discriminatory practices or harassment against an employee based on his or her protected class status by anyone, including any elected official, supervisor, co-worker, visitor, vendor, citizen or any other person. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.~~

6.06.1 What is Harassment?

~~Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, slurs, pranks, intimidation, physical contact or violence. Harassment is not necessarily sexual in nature.~~

~~Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of his or her position or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.~~

~~Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, or~~

any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy.

Harassment can take many forms, and may include, but not be limited to:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Denigrating jokes;
- Verbal abuse;
- Written or graphic material that denigrates or shows hostility or aversion toward a protected class;
- Nonverbal conduct, such as staring or making denigrating gestures;
- Physical conduct, such as stalking, assault, unwanted touching; and,
- Other types of verbal, physical, visual or other conduct that is meant to intimidate.

Sexual Harassment. Both male and female employees are protected from sexual harassment. The policy prohibits all conduct, whether physical, verbal, written, or visual that is based on sex, including but not limited to:

- Unwelcome sexual flirtations, compliments, advances, requests, or propositions;
- Unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault;
- Any statements of a sexual nature or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes; or,
- The display of sexually-related or suggestive pictures or objects including emails or other computer images.

6.06.2 Responsibility

The Town is committed to maintaining a workplace free from discrimination and harassment and takes seriously all complaints or reports of harassing or discriminatory conduct by or against any of its employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt resolution of complaints is crucial to preventing and ending prohibited conduct. All Town employees are responsible for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by experiencing or witnessing the incident ~~or being told of it,~~ must report it. When the Town receives a complaint of harassment, it is obligated by law to investigate and, when necessary, to take prompt and appropriate action, whether or not the victim wants the Town to do so.

6.06.3 Reporting

Any employee who has witnessed or otherwise believes harassment is occurring in the workplace must report the incident immediately to his or her immediate supervisor or directly to the Town Administrator. Reports involving the Town Administrator must be made to the Town Chairperson and/or the employee's immediate supervisor who must forward the same to the Town Chairperson. Appropriate investigation and disciplinary action will be taken by the Town Administrator or his or her designee. Reports against the Town Administrator will be investigated by the Town Chair or his or her designee. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including discharge. The Town will also take any additional action necessary to appropriately correct the situation. ~~The Town will not retaliate against any employee who makes a report of alleged harassment, even if the employee was in error.~~

The Town accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Town will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Confidentiality: The Town understands that matters of harassment or discrimination can be extremely sensitive, and as far as possible, will keep complaints and related information in strict confidence. Disclosure will be made only when necessary to investigate and resolve the matter, and when required by law.

Retaliation: Any employee who reports an instance of harassment or discrimination, or participates in an investigation, shall be protected from any retaliatory action. If an employee believes that he or she has been retaliated against, even if the retaliation is subtle or if the employee is unsure that the conduct constitutes retaliation, should report it immediately to his or her supervisor or directly to the Town Administrator. Reports involving the Town Administrator must be made to the Town Chairperson.

6.07 Unacceptable Activities

The Town expects each employee and official to act in a mature and responsible way at all times. Because of their seriousness, occurrences of any of the following violations may result in immediate dismissal without warning. This list is **NOT** all inclusive and, notwithstanding this list, all employees remain employed "at-will".

- 1) Willful violation of any Town rule, any deliberate action that is extreme in nature and detrimental to the Town's efforts to operate efficiently and effectively and negligence or any careless action that endangers the life or safety of another person.
- 2) Willful violation of security or safety rules or failure to observe safety rules or practices, failure to wear required safety equipment and tampering with Town equipment or safety equipment.
- 3) Being intoxicated or under the influence of controlled substance drugs or alcohol while at work, use or possession or sale of controlled substance drugs in any quantity while on Town premises, except medications as prescribed by a physician which do not impair work performance.
- 4) Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Town property or while on duty.
- 5) Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on Town premises or when representing the Town, including fighting, horseplay, provoking a fight on Town property, negligent damage of property, threatening, intimidating or coercing fellow employees on or off premises at any time or for any purpose.
- 6) Engaging in an act of sabotage, willfully, or with gross negligence, causing destruction or damage of Town property, property of fellow employees, Town residents, suppliers or visitors.
- 7) Theft of Town property or property of fellow employees, unauthorized possession or removal of Town property, including documents, from the premises without prior permission from the Town Administrator, unauthorized use of Town equipment or property for personal reasons, using Town equipment for profit.
- 8) Insubordination or refusing job assignments pertaining to employee's work as requested by the Department Head or Town Administrator.
- 9) Dishonesty, willful falsification or misrepresentation on an employment application or other work records, dishonesty about sick, funeral or personal leave, falsifying reason for leave of absence or other data requested by the Town, or alteration of Town records or documents.

- 10) Giving confidential or proprietary Town information to organizations or persons not employed by the Town or to unauthorized Town employees, breach of confidentiality of personnel information.
- 11) Malicious gossip, spreading rumors, engaging in behavior designed to create discord and lack of harmony, interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.
- 12) Immoral conduct or indecency on Town property.
- 13) Knowingly giving inaccurate information to the media (newspaper, radio, T.V., etc.) through false or misleading statements or statements with omissions.

Occurrences of any of the following activities, as well as violations of any Town rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will".

- 1) Unsatisfactory or careless work; failure to meet production or quality standards as explained by the appropriate Department Head or Town Administrator; mistakes due to carelessness or failure to get necessary instructions.
- 2) Creating or contributing to unsanitary conditions.
- 3) Sleeping on the job; loitering or loafing during working hours.
- 4) Unlawful speeding or reckless driving of Town vehicles. Failure to immediately report damage to, or an accident involving Town equipment.
- 5) Unauthorized Duplication of Town keys.
- 6) Failure to maintain an acceptable driving record in positions where it is required or failure to maintain any required certifications set forth in the employee's job description.
- 7) Leaving work before the end of a workday or not being ready to work at the start of a workday without approval from the appropriate supervisor.
- 8) Failure to report an absence or late arrival; excessive absence or lateness; abuse of sick leave.
- 9) Failure to use time sheets or altering another employee's timesheet or records; allowing someone to alter one's own records.
- 10) Excessive use of Town telephone for personal calls; failure to adhere to telephone and cellular phone policies.
- 11) Failure to comply with Town computer/server, Internet, cell phone and e-mail policies.
- 12) Unauthorized personal use of Town vehicles, property and/or equipment.
- 13) Smoking or chewing tobacco in any Town-owned building or vehicle.
- 14) Posting, removing or altering notices on any bulletin board without proper permission.
- 15) Obscene or abusive language toward any department head, town official, employee or resident, indifference or rudeness towards an employee, town official or resident, disorderly or antagonistic conduct on Town premises.
- 16) Soliciting during working time, or at a time or place that interferes with the work of another employee on Town premises.
- 17) Failure to maintain a neat and clean appearance in terms of the standards established by the appropriate department head or wearing improper or unsafe clothing.

- 18) Claiming to represent the Town or any subunits or officials in any public forum, hearing, etc. without specific authorization of an immediate supervisor.

6.08 Progressive Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Town.

Performance improvement and progressive discipline may call for any of the following steps:

- Verbal warning;
- Written warning;
- Suspension (with or without pay);
- Termination of employment – depending on the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. ***The Town reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.***

6.09 Grievance Procedure

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. [-This grievance procedure applies to the employees of the Town only and does not apply to any elected or appointed official. It does not apply to employees of the Town of Buchanan Fire & Rescue Department who are subject to Section 62.13, Wis. Stats. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13\(5\), Wis. Stats. Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Town.](#)

An employee [subject to this policy](#) may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- 1) "Employee discipline" includes all levels of progressive discipline, but does not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counseling/coaching, meetings or other pre-disciplinary action;
 - Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - Demotion, transfer or change in job assignment; or
 - Other personnel actions taken by the employer that are not a form of progressive discipline.
- 2) "Employee termination" includes action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but does not include the following personnel actions:
 - Voluntary [quitter terminations including resignations and retirements](#);
 - Layoff, [workforce reduction](#) or failure to be recalled from layoff at the expiration of the recall period;
 - Retirement;
 - Job abandonment, "no-call, no-show", or other failure to report to work; or
 - Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

- 3) "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

6.09.1 Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Town Administrator, who will conduct the Step 1 investigation.

Step 2 – Review by Town Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Town Administrator within five (5) business days of the receipt of the decision of the Department Head at Step 1. The Town Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Town Administrator's decision, a request for written review by an impartial hearing officer. The Town will select the impartial hearing officer. The hearing officer may not be a Town employee. In all cases, the grievant will have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Town acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Town Administrator may request within 5 business days of receipt of the written decision from the hearing officer a written review by the Governing Body. The appeal shall be filed with the Town Board. The Town Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Town Board's next regular meeting. The Town Board will

inform the employee of its findings and decision in writing within ten (10) business days of the Town Board meeting. The Town Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

6.09.2 Costs

Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half.

7.0 Drug-Free Workplace Policy

7.01 Drug-Free Workplace Policy & Drug Testing

The Town of Buchanan recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to aid its employees to the extent possible. Employees are expected to report to work free from the influence of substances that could inhibit their ability to perform their duties. It is Town policy to provide and enforce a drug-free workplace for all of its employees. The Town requires its employees neither use nor be under the influence of alcohol or controlled substance(s) while working. The Town requires and shall enforce a zero-tolerance standard in the workplace.

While on Town premises and while conducting Town-related business activities, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his or her job effectively and in a safe manner that does not endanger other individuals in the workplace.

To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit, illegal, or impermissible use of drugs and alcohol where reasonable, individualized suspicion of impairment exists and/or an injury to person or Town property has occurred. Any employee who believes that a coworker is under the influence of an intoxicating substance, or otherwise poses a risk to himself/herself, his/her coworkers or the public should immediately report the same to a supervisor, Department Head or the Town Administrator. Refusal to submit to drug testing when requested, where reasonable and individualized suspicion of exists, may result in disciplinary action, up to and including termination of employment.

The Federal Omnibus Transportation Employee Testing Act of 1991 requires alcohol and controlled substance testing of drivers who are required to have a Commercial Driver's License (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees in safety sensitive positions. Copies of the drug and alcohol testing policies are available upon request. As a result of this Federal regulation, copies will be provided to all employees requiring a CDL. These employees will be asked to sign an acknowledgement form indicating they have received a copy of the Drug and Alcohol Testing Policy.

7.02 Prescription Drug Policy

Before performing work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any nonprescription drug which contains any measurable amount of alcohol or which carries a warning label that indicates the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication. A written report of this notification is to be filed by the supervisor in the employee's personnel file. It is the responsibility of the employee to inform his/her physician of the type of safety sensitive function that the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or operation of Town equipment. However, as required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol may be removed from his/her position, and subject to the provisions of this Policy, even though the reason for the positive alcohol test is the fact the employee's prescription medication contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the

patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing Town business is prohibited.

8.0 Appendices

Appendix A: Receipt and Acknowledgement of Personnel Manual

This Personnel Manual is an important document intended to help employees become acquainted with the Town. This Personnel Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and initial each individual item and sign below to indicate receipt and acknowledgment of the Personnel Manual.

_____ I have received a copy and understand it is my obligation to read the Personnel Manual. I understand the policies and procedures described in the Personnel Manual are subject to change at the Town’s sole discretion at any time without notice.

_____ I acknowledge I have the right to terminate my employment with the Town at any time without notice. In turn, I acknowledge the Town has the right to terminate my employment in its sole discretion, subject to any applicable State or Federal statutes or constitutional requirements.

_____ I am aware the descriptions of benefits in this Personnel Manual are not contractual in nature and do not guarantee any continuance of said benefits.

_____ I am aware during the course of my employment, confidential information may be made available to me. I understand this confidential information must not be given out or used outside of Town premises or with non-Town employees, except as required by law.

_____ I understand my signature below indicates I have read and understand the above statements and have received a copy of the Personnel Manual.

Employee’s Name (please print)

Employee’s Signature

Date: _____

Appendix B: Receipt and Acknowledgement of Equal Employment Opportunity and Workplace Harassment Policies

I acknowledge that I have received and read the Equal Employment Opportunity and Harassment Policies set forth in the Town of Buchanan Personnel Policy Manual and that I have had an opportunity to ask any questions that I have concerning the policies, including any questions concerning my rights and duties under the policies. I understand that it is my obligation to promptly report to the Town all complaints or concerns of potential discrimination, harassment, or retaliation regardless of the potential offender's identity or position with the Town, including elected officials.

I understand that the Town is strongly committed to a work environment in which all individuals are free from unlawful discrimination, harassment and retaliation and that the Town prohibits such conduct in the workplace. Therefore, I understand that employees who violate the Equal Employment Opportunity and Workplace Harassment Policies will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Employee's Name (please print)

Employee's Signature

Date: _____

Appendix C: Cell Phone/Computer/Electronic Device Usage Acknowledgement

I acknowledge that I have received access to Town equipment including, but not limited to, Town computers and/or cell phones. I understand that computers and cell phones provided by the Town are intended primarily for Town business. I understand that any communications and information transmitted by, received from, or stored in any communication system including Town computers and/or cell phones is the property of the Town and may be subject to open records laws. I understand that I do not have an expectation to privacy in my use of these systems.

I further acknowledge that I may, at my option, request that access to my Town-issued e-mail address, contacts, calendar and/or other items related to my employment for the Town of Buchanan be available for access on my personal cell phone and/or that I use my personal cell phone to occasionally conduct Town-related business by phone or text message. I understand that any communications and information transmitted by, received from, or stored on my personal cellular device may be subject to open records laws as a result of its use for Town-related business.

Employee's Name (please print)

Employee's Signature

Date: _____

Appendix D: Drug and Alcohol Testing Policy (non-CDL)

All Town personnel and applicants are required as a condition of employment to comply with procedures and practices established in the Drug-Free Workplace Policy of the Town of Buchanan Personnel Policy Manual (Section 7.0). Failure to comply with the Town’s Drug-Free Workplace Policy may result in a conditional offer of employment being rescinded for an applicant, or discipline up to and including termination of an existing employee.

As an employee (or applicant), I understand that I am (or will be upon initial employment or transfer) subject to preemployment, post-accident, reasonable suspicion, return-to-duty, and follow-up drug and/or testing as outlined in the Drug-Free Workplace Policy.

Employee’s Name (please print)

Employee’s Signature

Employee’s Job Title
(or position applied for)

Date: _____

Appendix E: Drug and Alcohol Testing Policy (CDL)

All Town personnel and applicants are required as a condition of employment to comply with procedures and practices established in the Drug-Free Workplace Policy of the Town of Buchanan Personnel Policy Manual (Section 7.0). In addition to procedures and practices established in the Drug-Free Workplace Policy, the Federal Omnibus Transportation Employee Testing Act of 1991 requires additional alcohol and controlled substance testing of drivers who are required to have a Commercial Driver's License (CDL). Failure to comply with the Drug and Alcohol Testing Policy may result in a conditional offer of employment being rescinded for an applicant, or discipline up to and including termination of an existing employee. Failure to maintain a CDL may result in a conditional offer of employment being rescinded for an applicant, or discipline up to and including termination of an existing employee.

As an employee (or applicant for a position) that is required to maintain a valid CDL, I acknowledge that I have read and understand the following testing is required as a condition of my employment.

Pre-Employment Testing – Prior to appointment to a CDL holder position, any candidate selected for a position that requires a CDL must undergo testing for drugs/controlled substances. The results of test must be negative (meaning a verified negative result for drugs/controlled substances). If the test does not meet this standard, the candidate will be disqualified from further consideration for the position(s). In addition, if the result was positive, the candidate will not be considered for any CDL holder position for a period of 12 months from the date of the positive test. If a confirmed result is not possible due to a diluted sample, the candidate will not be considered for the immediate position but may apply for future CDL holder positions without restriction.

Random Testing – In accordance with Drug Free Workplace Act of 1988 and the Transportation Employee Testing Act of 1991, the Town conducts regular random testing of all CDL holders. The Town will randomly test no less than 10% of the average number of occupied Town CDL positions for alcohol each year. The Town will randomly test no less than 50% of the average number of occupied Town CDL positions for drugs/controlled substances each year. The selection of CDL holders for random testing shall be made by a scientifically valid method. Each CDL holder shall have an equal chance of being selected for testing each time selections are made. When randomly selected, a CDL holder may be required to submit to either an alcohol or drugs/controlled substance test, or both.

Post-Accident Testing – All employees in positions that require a CDL must notify the City of any traffic citation received on or off the job as soon as possible, but in no event later than 3 calendar days after the citation was issued. The Town will test an employee driver for alcohol and controlled substances in the event of a motor vehicle accident that results in death, injury or significant damage to property (requiring a tow). An alcohol breath test must be administered as soon as possible, but no later than 8 hours following the accident, and the drug test must be administered within 32 hours of the accident. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the Town to have refused to submit to testing.

As an employee (or applicant), I understand that I am (or will be upon initial employment or transfer) subject to preemployment, post-accident, reasonable suspicion, return-to-duty, and follow-up drug and/or testing, in addition to the above, as outlined in the Drug-Free Workplace Policy.

| | |
|---|--|
| _____ Employee's Name (please print) | _____ Employee's Job Title (or position applied for) |
| _____ Employee's Signature | _____ Date |

Appendix F: Receipt and Acknowledgement of Drug-Free Workplace Policy

I, _____, acknowledge receipt of the Town of Buchanan’s Drug-Free Workplace Policy. The Town of Buchanan Drug-Free Workplace Policy has been prepared for my information, and it is my responsibility to read and to perform my job duties in accordance with the policies outlined in the Drug-Free Work Place Policy, and any additional rules, regulations, policies or procedures which may be imposed by the Town, or department, in which I work, whether or not I read this policy. Failure to read this policy, does not excuse me from being covered by or complying with its provisions.

I understand this policy is not intended to cover every situation, which may arise during my employment, but is simply a general guide to the expectations of the Town of Buchanan, as well as my responsibilities as an employee. If I have any questions about the provisions contained in this policy, I should direct them to my Department Head or the Town Administrator. The Town of Buchanan retains the right at any time, in its own discretion, to delete, add to, alter, and amend any and all information and conditions of employment contained herein with or without advance notice to me.

By signing below, I hereby state, that I have received and will familiarize myself with the Drug-Free Work Place Policy from the Town of Buchanan.

Employee’s Name (please print)

Employee’s Signature

Date: _____