

**VILLAGE OF RANDOM LAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES (SOP)**



ARTICLE 1. TITLE AND MISSION

Standard Operating Procedures (SOP) of the Village of Random Lake Fire Department Last
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SOPs of the Village of Random Lake Fire Department

ARTICLE 1. TITLE AND MISSION.

1. This organization shall be known as the Village of Random Lake Volunteer Fire Department (RLFD).
2. The mission of the RLFD shall be the preservation of life and property.

ARTICLE 2. MEETINGS.

1. An annual meeting of the RLFD members shall be held on the second Monday in January of each year.
2. Regular monthly meetings shall be conducted by the Fire Chief, Assistant Fire Chief, or Assistant Ems Chief based on availability. Meetings are held to educate and inform the members. Meetings shall begin at 6:30 P.M. unless otherwise provided in the notice to the members. Unless otherwise expressly provided in a meeting notice, all meetings of the RLFD shall be held at the fire station. Any special meetings will be notified by Sheboygan County Paging System and via email notification. An agenda will be sent via email describing the purpose of the special meeting.
3. The Fire Chief, Assistant Fire Chief, or Assistant EMS Chief shall give each member at least 24-hours' notice of any special meeting. Notice shall be provided through the Sheboygan County paging system and by email sent to all members. An agenda will be provided describing the reason for the meeting.
4. The order of business at monthly meetings shall be as follows:
 - a. Pledge of Allegiance
 - b. The meeting comes to order no later than 7:30 P.M. or as announced via Sheboygan County Paging System and email notification.
 - c. Roll Call (Confirm one-third of membership in attendance)
 - d. Reading of previous month's minutes (Will be passed around during meeting)
Secretary's report.
 - f. Treasurer's report (Will be passed around during meeting)
 - g. Officer's report
 - h. Correspondence
 - i. Fire / EMS reports
 - j. Past events
 - k. Future events
 - l. Schools / Trainings / Drills

- m. Truck / Maintenance reports
 - n. Committee reports / purchases
 - o. Unfinished business
 - p. New business
 - q. Presentation of new member applications
 - r. Clean-up duties
 - s. Anniversaries
 - t. Approval of Treasurer's Report and previous month's minutes
 - u. Adjournment
5. One-third of the active membership must be present to hold a monthly/ special meeting.
 6. In addition to monthly meetings, the RLFD shall meet twice monthly to conduct practice sessions.
 - a. The first monthly practice will be held on the first Monday of each month beginning at 6:30 P.M. or as announced. (Excluding holidays).
 - b. The second monthly practice will be held on the fourth or fifth Monday of each month beginning at 6:30 P.M. or as announced. (Excluding holidays).
 - c. Additional practices may be held.
 7. The fiscal year of the Village of RLFD shall run from January 1st through December 31st.
 8. Monthly bills will be forwarded to the Village Treasurer after their approval by the membership for payment.

ARTICLE 3. ORGANIZATION

1. The members of the RLFD shall consist of probationary, active, and honorary members.

ARTICLE 4. OFFICERS

1. The Fire Chief, Assistant Fire Chief, Assistant EMS Chief, Engineer, Secretary, Treasurer, Fire Training Officer, and Safety Officer shall constitute the officers responsible for the affairs of the RLFD.
2. Operational command of the RLFD shall be vested in the Fire Chief, Assistant Fire Chief, Assistant EMS Chief, three Fire Captains, and one EMS Captain.
3. There are three Fire Lieutenant positions. The Lieutenant positions may assume initial scene command and shall transfer scene command to a higher ranking officer as soon as possible.

4. A member can hold only one officer position at a time.
5. The Assistant EMS Chief position is a full-time employee of the Village of Random Lake.
6. All operational command positions, including Training Officer, and Safety Officer must have successfully completed or be in the process of completing within 12 months of the appointment, the State Fire 1, and State Officer's Class.
7. The RLFD Treasurer shall not hold the position of Village of Random Lake Clerk, Treasurer, or Deputy Clerk.
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ARTICLE 5. APPOINTMENT OF OFFICERS

1. The Fire Chief shall be appointed by the Village Board. The Fire Chief shall appoint all Officers positions subject to their ratification by the Village Board. Any active member interested in becoming an Officer of the RLFD shall submit their interest through an application process. All positions will be listed with job requirements and qualifications required. The application shall be turned in by the November monthly meeting.
2. It shall be the duty of the Fire Chief to notify the membership when an officer position appointed under subsection two of this Article is vacated. If a vacancy in an officer position occurs, the Fire Chief shall endeavor to appoint a successor to the position for ratification by the Village Board within 3 months if possible.

ARTICLE 6. DUTIES OF THE FIRE CHIEF

The Fire Chief shall have the following duties and responsibilities:

1. Call and preside over all regular and special meetings of the Members, preserve order, and to decide all points of order that may arise during such meetings.
2. Exercise general supervision in all aspects of the Department.
3. Exercise appropriate supervision to ensure that each subordinate officer completes his or her duty.
4. Take corrective action, including but not limited to commencement of disciplinary action, concerning any Officer not performing their duties.
5. Conduct and enforce the SOPs, SOGs, Village Handbook, and those Village Ordinances pertaining to the Fire Department.

6. To the extent possible, be present at all fires, plan the attack and direct the action of the Department.
7. Engage in open discussions with the Members concerning fire and EMS calls at the next monthly meeting.
8. The Fire Chief shall appoint all Officers positions subject to their ratification by the Village Board.
9. Provide the VillageBoard with reports as requested by the Board and/or Village President. To the extent possible, attend all Sheboygan County Fire Chief's meetings and present what was talked about at the next monthly meeting of the Fire Department.
10. Ensure that all fire reports are completed and submitted to NFIRS.
11. Hold the office of, and perform the duties of, fire inspector with the power to appoint one or more deputy fire inspectors, who shall perform the same duties and have the same powers as the fire inspector.
12. Ensure that a weekly test page is sent out through the Sheboygan County Paging System to inform the members of any meetings/practices/training for the week.
13. Review all contracts and agreements that are entered into by the RLFD for fire and EMS services before they are executed by the Fire Chief and the Village of Random Lake Board.
14. Investigate and take appropriate action on any complaints.

ARTICLE 7. DUTIES OF THE ASSISTANT FIRE CHIEF

The Assistant Fire Chief shall have the following duties and responsibilities:

1. Perform the duties of the Fire Chief during the unavailability or incapacity of the Chief.
2. Assist the Fire Chief in the discharge of his or her duties.
3. Oversee the purchasing of articles, materials, supplies and/or equipment subject to the direction of the Fire Chief and in accordance with the direction of the Department at a regular or special meeting. Purchases shall be made to the best of their ability and most advantageous to the Department and as early as possible following such direction.

If the requisition is in the amount of \$1,000.00 or more, any single item would require two or more quotations. The procurement of replacement, emergency or necessary operating supplies may be directed by the Fire Chief with direction of the Assistant Fire Chief, Assistant EMS Chief, Treasurer, Secretary, and Engineer, in the amounts not to exceed \$2,499.99. If the amount exceeds \$2,499.99, a special meeting will be called. For procurement of Federal Grant Funding, see Federal Grant Regulations documented in the SOGs.
4. To the extent possible, attend all Sheboygan County Fire Chief's meetings and present what was talked about at the next monthly meeting of the Fire Department if no report was given by the Fire Chief.

5. Submit in conjunction with the Fire Chief his/her budget for the next year to the finance committee by September 1st of each year.
6. Assist the Fire Chief with the reviewing of all contracts and agreements.
7. Investigate and function as directed by the Fire Chief on any complaints.
8. Oversee and manage all annual air pack maintenance and inventory with documentation on each pack.
9. Perform the State Retirement Plan calculations for the SSA (State Service Awards) and give a report to each member their account balance upon request.

ARTICLE 8. DUTIES AND QUALIFICATIONS OF THE ASSISTANT EMS CHIEF

The Assistant EMS Chief shall have the following duties and responsibilities:

1. Be on duty a total of 44 hours a week Monday through Friday as assigned excluding Holidays/Vacations.
2. Perform state mandated Fire Inspections in the RLFD area.
3. Act in cooperation with the EMS Captain as the EMS Quality Assurance Officer by reviewing posted calls for proper reporting before they are submitted to the billing company.
4. Conduct an inventory during normal working hours of RLFD ambulances on a weekly rotation and after major calls (to include cardiac arrest or major trauma) and replace missing equipment and supplies. EMS Kits kept on other vehicles will be inspected and restocked monthly with medications being rotated. A monthly EMS supply inventory sheet will be turned in to the Assistant Fire Chief.
5. Order EMS equipment and supplies as needed.
6. Perform community outreach activities (Examples: assist families making homes safe for elderly, CPR training in local businesses, fire prevention activities in the schools) in consultation with the Fire Chief.
7. Maintain the fire station building and grounds by performing general janitorial services and light maintenance.
8. Assist the Engineer with completing the scheduling equipment maintenance by certified personnel schedules as well as maintaining accurate records.
9. Assist the Fire Training Officer with the preparation of monthly practice records as well as maintaining accurate records of training and training attendance.
10. Develop and implement a daytime EMS drill schedule as approved by the Fire Chief. This drill will mimic the monthly evening practice to keep consistency with the training of all members of the RLFD.
11. The Assistant EMS Chief must continuously meet the following requirements during the term of, and as a condition of, employment:

- a Be a member in good standing of the RLFD.
- b Have obtained a High School Diploma or GED equivalent, State of Wisconsin Fire Inspector Certification (within 2-years of employment), and State of Wisconsin AEMT license (or higher).
- c Hold American Heart Association CPR Instructor Certification and be affiliated with a Training Center (or able to obtain it within 6 months) provided, however, that another state-approved CPR instruction agency may be substituted for the American Heart Association with approval from the EMS Medical Director.
- d Hold a valid driver's license issued by the State of Wisconsin.

12. Report to the Fire Chief of the RLFD and shall provide reports to the Random Lake Village Board upon request.

ARTICLE 9. DUTIES OF THE SECRETARY

The Secretary of the RLFD shall have the following duties and responsibilities:

1. Keep a record of all proceedings of the Department, call the roll and record all absences at meetings and practices, and maintain the records of the Department. The record of attendance at practices will be recorded in the main binder with green forms.
2. Inform the Fire Chief of any delinquent members. The Fire Chief shall personally inform a member by written notice by July 1st and December 1st of their delinquency. Delinquency is a failure to comply with the RLFD SOP's. The members shall be informed of the specific violation(s), that their membership is in jeopardy for the current year and that their continued delinquency may result in disciplinary action. The current year is defined as the calendar year starting January 1st through December 31st.
3. Meeting attendance will be taken by the Secretary. Copies of all Fire, EMS, and meeting attendance records will be turned into the Training Officer and Treasurer for accurate payroll.
4. Maintain a record of time each individual member who has requested and been granted a Leave of Absence, the amount of time that member has been on Leave, and report that status at each monthly meeting along with the date that each member's Leave of Absence period is scheduled to end.
5. Prepare the monthly minutes of the meeting (within a week of the meeting) and place a copy in the binder which is kept in the mailroom.
 - i. It is the duty of the Secretary to prepare a monthly newsletter.
 - ii. All newsletters will be emailed to all members by the end of the month.
6. Oversee all food pertaining to the general business meeting of the RLFD or when directed by the Fire Chief or Assistant Chiefs.

ARTICLE 10. DUTIES OF THE TREASURER

The Treasurer of the RLFD shall have the following duties and responsibilities:

1. Receive all monies collected and promptly deliver them to the Village of Random Lake Treasurer for deposit, prepare and deliver to the Fire Chief and the members detailed monthly reports on all monies received and bills paid, present a yearly account of the state of finances, and make an annual itemized report of the sums received and from what sources, of the sums paid out, and of the balance on hand.
2. Be bonded, and the bond shall be paid by the Department funds.
3. Furnish the Clerk of the Village of Random Lake, each month, with copies of all bills that are to be paid for by the Village.
4. Prepare the annual expense budget in conjunction with the Fire Chief.
5. Record and review actual expenditures against the budget for the annual finance meeting held in the fall each year.
6. Prepare the Long-Range Plan (Capital Budget) each year in consultation with the Fire Chief and Assistant EMS Chief.
7. Prepare and present the annual audit information to the RLFD Finance Committee.
8. Apply for the RLFD bingo license and complete/submit the State Bingo Report
9. Send thank you letters for all donations received.

ARTICLE 11. DUTIES OF THE ENGINEER

The Engineer of the RLFD shall have the following duties and responsibilities:

1. Ensure that all RLFD equipment is maintained to a safe operational level.
2. Through regular, periodic inspections and regular participation in fire runs, ensure that all the equipment is trouble-free and maintained in a proper working order, keep an updated maintenance record of all equipment and report equipment readiness issues to the Fire Chief and, at monthly meetings, to the members.
3. Assist, or sit on, all RLFD committees formed for the acquisition of new fire department vehicles or equipment pertaining to the operation of a vehicle.
4. Perform or schedule with Certified Personnel periodic oil changes and other routine scheduled maintenance, pump inspections, and ladder inspections for all necessary RLFD vehicles.
5. Address all maintenance requests and reports of equipment problems in a timely manner and provide periodic reports concerning vehicle and equipment readiness at the monthly meeting.
6. Maintain records of maintenance requested and maintenance performed and submit a duplicate of such records to the Fire Chief.

ARTICLE 12. DUTIES AND QUALIFICATIONS OF THE FIRE TRAINING OFFICER

The Fire Training Officer of the RLFD shall have the following duties and responsibilities:

1. Coordinate all the fire training of fire department members in consultation with the Fire Chief.
2. Maintain accurate records on all personnel concerning rank and advancement, training of personnel, personnel qualifications, lesson outlines, and handout material. Any other additional practices, meetings, schools, seminars, conferences, fire, and rescue calls, etc. will be kept on the individual member's attendance record sheet in the secondary binder with yellow forms and the Fire Training Officer will keep a record of this.
3. Coordinate training courses through local, vocational, technical, and other educational opportunities in consultation with the Fire Chief and Assistant EMS Chief.
4. Monitor the training progress of all department personnel.
5. Submit a budget for training for the next fiscal year to the finance committee by September 1st of each year. The budget should include seminars, conferences, or other training for continued education.
6. To the extent possible, attend all Sheboygan County Training Officer Association meetings.

ARTICLE 13. DUTIES OF SAFETY OFFICER

1. The Safety Officer shall be appointed and will be responsible for managing the Department's safety program and shall report to the Fire Chief or his/her designee.
2. A written Department Safety Plan will be maintained.
3. See Article 4 paragraph 5 for minimum qualifications.
4. To the extent possible, be present at all fires.

ARTICLE 14. DUTIES OF STANDING COMMITTEES

1. Finance Committee. The Finance Committee shall consist of the Fire Chief, Assistant Fire Chief, Assistant EMS Chief, Treasurer, and a minimum of two appointed members of active or honorary status by the Fire Chief. It shall be the duty of the Finance Committee to:
 - a. Examine all accounts that may be referred to by the Department and report on the same before the fiscal January meeting.
 - b. Examine the books of the RLFD Treasurer and the Village Treasurer and make a report at the January meeting.

2. SOG and SOP Committee. The SOG and SOP Committee shall consist of the Fire Chief, Assistant Fire Chief, Assistant EMS Chief and 2 or 4 appointed committee members by the Fire Chief. The appointed committee members must be of active or honorary status. It shall be the duty of the SOG and SOP Committee to review Fire Department Regulations annually.

ARTICLE 15. PROBATIONARY MEMBERSHIP REQUIREMENTS

1. Any person 18 years of age or older who holds a valid Wisconsin driver's license may complete and submit the RLFD application for membership form. All applicants must successfully complete a physical examination and a urine drug screen conducted by a qualifying agency designated by the RLFD and submit to a background check, which shall be reviewed by the Officers and the Village Board. Failure to submit to both the physical and urine drug screen, unacceptable physical or drug screen test results, or an unacceptable background check (subject to Wis. Stat. ss. 111.321, 111.322, 111.335) will be grounds for denial of the application. Tests must return negative, except for prescribed medications that do not impair the applicant's ability to operate any equipment or perform the essential firefighter or EMS functions. If accepted, the person shall be placed as a probationary member for a minimum of 12 months.
2. All probationary members of the RLFD shall be required to complete one of the following within 12 months of the start of the member's probationary membership unless the Fire Chief grant an extension:
 - a. Successfully attend State of Wisconsin Firefighter Entry Level or have obtained the equivalent from another state.
 - b. Complete the State of Wisconsin DHS EMT Basic Class and obtain a State of Wisconsin EMT Basic license.
 - c. Complete and pass Emergency Medical Responder class and obtain a State of Wisconsin Emergency Medical Responder license.
 - d. Complete a Driving class approved by the RLFD with at least one Officer in attendance along with the instructor.
3. If the training requirements of this Article are not met, after review by the Fire Chief, the member will be notified in writing that they are no longer a probationary member of the RLFD, and all benefits pertaining to probationary membership have been forfeited. When a probationary member completes the training requirement and has served at least 12 months of satisfactory service, the probationary member shall be promoted to Active member upon the approval of the RLFD Chief. The approval will be brought to the Village Board for ratification. Their Active membership will not start until both steps have been completed.
4. If a probationary member's membership with the RLFD is terminated before the first twelve months are completed, the probationary member must wait 12 months before reapplying for membership.

5. No probationary member shall operate any vehicle or equipment until they have received permission of and signed off by the Fire Chief or an Assistant chief. The probationary member must have a signed checklist for each vehicle and its equipment. The probationary member must also have a valid State of Wisconsin driver's license.
6. Probationary members do not have the right to vote or have money added to the Wisconsin Service Award Program account.
7. Probationary members shall be authorized to operate all emergency equipment if properly trained or ordered by a Chief Officer.

ARTICLE 16. TRI-COUNTY CADETS PROGRAM

1. Residents of the Random Lake Fire Territory or adjacent Fire Territory between the ages of 14 and 18 may train as Firefighter and/or EMS under the Tri-County Cadets program.
2. Tri-County Cadets must follow the guidelines set up by the Tri-County Cadets program.
3. Tri-County Cadets will not have voting privileges with the RLFD.
4. At the age of eighteen, a Tri-County Cadet may apply for probationary membership to the RLFD.
5. Tri-County Cadets may attend RLFD drills.

ARTICLE 17. QUALIFICATIONS AND DUTIES OF ACTIVE MEMBERS

1. Active members will be classified as Firefighters, EMT/AEMTs, Emergency Medical Responder, or Ambulance Drivers. An active member must currently hold at least one of these classifications.
2. "Firefighters" must successfully attend the State of Wisconsin Firefighter Entry Level or have obtained the equivalent from another state. Firefighters must maintain a CPR Certification.
3. "Ambulance Drivers" must have completed a Driving Class approved by the RLFD with at least one Officer in attendance along with the instructor, learn and know local traffic routes as well as routes to local hospitals, know the location of equipment and operation of the ambulance, maintain a CPR Certification, and help meet on-call needs. All drivers must have and maintain a valid State of Wisconsin Driver's license.
 4. "Emergency Medical Responder" must obtain/maintain a State of Wisconsin Medical First Responder Emergency Medical Responder license and have completed the Drivers' requirements and have and maintain a valid Wisconsin driver's license.
5. "EMTs" must obtain/maintain a State of Wisconsin EMT Basic license and meet the requirements of a Driver when having a valid Wisconsin driver's license.

6.” AEMTs” must obtain/maintain a State of Wisconsin AEMT/Paramedic license and meet the requirements of a Driver when having a valid Wisconsin driver’s license.

7. Any personnel holding strictly an EMS/ambulance Driver classification shall actively help maintain the on-call schedule.
8. All members will complete mandatory training required by the State of Wisconsin, our Medical Director, and the Village of Random Lake.
9. It is the duty of every member to attend as many practices, drills, meetings as possible, and become accustomed to all phases of firefighting and EMS procedures and equipment, especially the operation of vehicles.
10. 10Any active member who has not accumulated a total of six meetings and eight practices/drills as documented by the member’s attendance sheets, and has not maintained at least one current classification, in the Department’s current annual year shall result in the member being placed on probationary status. At which time active status may only be regained after the approval of the Fire Chief and/or Fire Training Officer and or EMS Training Officer. If a member satisfies the yearly requirements in the next 6 months, they may return to active status with the Fire Chief’s approval. If after 12 months of probationary status a member does not satisfactorily meet training requirements, the member’s status with the department may be terminated at the discretion of the Fire Chief.
11. 11Exceptions and petitions for temporary relief from the minimum training and meeting requirements shall be made to the Fire Chief in writing. Under special circumstances as reasonably determined by the Fire Chief, the Fire Chief may grant temporary exemption or extension for compliance with the minimum training and meeting requirements. These documents will be kept in the member’s personnel file.
13. 12It will be the responsibility of the individual member to sign their own individual attendance green sheets in the attendance binder for practices,drills and meetings
14. 13It will be the responsibility of the individual member to sign their own individual attendance yellow sheets to include committee meetings, schools, seminars, conferences, fire, and rescue calls, etc.
15. 14A member whose active status is in jeopardy due to not meeting training requirements will receive a verbal and written warning from the Fire Chief and Fire Training Officer.
16. 15A member whose status is changed from active to probationary status will receive a written notification from the Fire Chief. The Fire Chief and his/her designee will discuss requirements and actions needed to regain active status. Changing status from active to probationary status will result in loss of voting rights and loss of Wisconsin State Service Award Program annual contribution.
17. 16When an active member, who has only fulfilled the Wisconsin State EMT/AEMT, Emergency Medical Responder, and/or Driver classification of a probationary member, chooses to not maintain their current classification, that active member shall be required to either successfully attend or be enrolled in the Firefighter Entry Level course, or attend or be enrolled in another form of EMS classification. This needs to be completed, or in

progress, within 12 months of their license expiring. If classes are not available, the Fire Chief may grant an extension.

18. 17 If this training requirement is not met, after review by the Fire Chief, the member will be notified in writing that they are no longer a member of the RLFD.
19. 18 Any active member of the RLFD may request a leave of absence for a period not to exceed 12 months. This leave of absence is subject to approval by the Fire Chief and, if approved, must be recorded in writing to the Department before it becomes effective. After an initial 12-month leave of absence, the leave may be extended at the discretion of the Fire Chief for an additional 6-month interval. This request must also be recorded in writing.
20. 19 Leave of absence does not exclude a member of their obligation to be a member in good standing, to include meeting drill, and practice requirements. If not a member in good standing they must petition in writing for temporary relief as per paragraph 11 of this article.
21. 20 Any time spent on a leave of absence shall not be considered towards time spent as an active member of the RLFD. Wisconsin State Service awards will also be prorated based on months as an active member.
22. 21 Any member of the RLFD, who is called to active military duty, does not need to take a leave of absence, and shall not be considered a delinquent member during that period.
23. 22 It shall be the duty of every member to participate to the best of his/her ability in their membership classification at each practice to be reimbursed or given credit. The Secretary/Training Officer shall oversee keeping these records along with the time in and time out, when possible.
24. 23 In the case of death of a member it shall be the duty of the Department to attend their funeral as a department in full dress uniform or as the family wishes otherwise.
25. 24 Department uniform shall consist of the following: Fire Department issued jacket, shirt, cap, tie, trousers or skirt, badges, and trim. A pair of black shoes, black socks, and black belt shall be provided by individual members.
26. 25 No active member shall operate any vehicle or equipment until they have received permission of and signed off by the Fire Training Officer and/or appointed designee. The active members must have a signed checklist for each vehicle and its equipment they intend to drive.
27. 26 No member shall appear at a meeting of the RLFD or on duty in an impaired state due to alcohol, a controlled substance or other drug. No member shall use insulting, indecent, or improper language; be insubordinate, use conduct unbecoming a lady or gentleman; or otherwise, or cause discredit to the Department. Any such action(s) may result in disciplinary action by the Fire Chief. The Fire Chief may impose a suspension as a penalty, which shall be subject to appeal to the Village Board. The Fire Chief or Village President may file charges with the Village Board seeking suspension, reduction in rank, or removal of any member for the good of the service.
28. 27 Active members shall be authorized to operate all emergency equipment if properly trained or ordered by a Chief Officer.

ARTICLE 18. HONORARY MEMBERSHIP

Any member who has served the Department in a faithful manner for twenty (20) or more years may request to go to honorary status with a written statement to the Fire Chief. At such time it will be automatically granted.

Members who become disabled or-medically unable to perform their duties with less than twenty (20) years membership may request honorary membership status with a written request to the Fire Chief, and the Fire Chief, Assistant Fire Chief, and Assistant EMS Chief will make a final determination of this change of membership status.

1. Honorary membership in the RLFD shall permit attendance at meetings and social functions, acting in advisory capacities, hold a position on committees, Secretary, or Treasurer positions. It shall not include voting power or the right to hold any other officer positions. Duties of an honorary member will be documented and kept in each member's file.
2. Any honorary member who wishes to return to active membership shall be required to pass the same medical examination that is required for probationary status and meet with the Fire Chief and or Chief Officers. The Fire Chief shall make recommendations for the requirements necessary for reintegrating into active membership. This change in membership status must be a written request.
3. Honorary Members will not have their names read for roll call. Any honorary members present shall be recorded as "others in attendance" in the meetings.
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ARTICLE 19. ASSUMING COMMAND

It shall be the privilege of any member first reaching the scene of an emergency to assume command of the Department, which they may retain until relieved following the arrival of the Fire Chief, an Assistant Chief, or another senior officer, who thereafter shall serve as Incident Commander and shall be subject to the same penalties that such officer would be liable to for any neglect of duty or any other offense. That member assuming command at an incident shall make a report at the next meeting.

ARTICLE 20. AMENDMENTS

No alterations or amendments shall be made to these Standard Operating Procedures unless approved by the Village Board

ARTICLE 21. MEETING RULES OF ORDER

1. Only one member shall be entitled to the floor during the same period.
2. Questions can come before the membership, be discussed, properly moved, and seconded and have a vote called for.
3. The Chief shall call for ayes and nays on any motion that has been seconded.
4. All motions shall be settled by a majority of votes cast.
5. In the case of a tie vote on a motion properly moved and seconded, the motion shall be rediscussed, and upon completion of discussion, a second vote shall be taken. Upon another tie vote, the motion shall be tabled until the next scheduled meeting.
6. When a motion is presented before the Department and seconded, it must be acted on before another motion can be entertained unless otherwise permitted under Robert's Rules of Order. No motion may be made subject to more than two amendments.
7. Any member may request that a motion be voted on by secret ballot. This request need not be seconded.

ARTICLE 22. ORDER OF PRACTICE

The Fire Training Officer and/or other people delegated by the Fire Chief or Training Officer should direct each practice.

The Training and/or Safety officers shall be responsible for all safety, welfare, and training of all members. They shall be responsible for the safe condition and use of all equipment. Practices shall be reviewed by the Fire Chief, Assistant Fire Chief, or Assistant EMS Chief before the practice date.

ARTICLE 23. DISCIPLINE POLICY

If a member has not kept to the standards set forth by the SOPs of the RLFD, that member may be reported to the Fire Chief by written letter. The Fire Chief shall conduct an appropriate investigation of each complaint, which may include interviews with the members being reported, witnesses to the conduct and the members that have filed the complaint. After the investigation is complete, the Fire Chief will decide if the matter warrants further action, which may include a suspension as a penalty or submission to the Village Board for a hearing to determine whether suspension, reduction in rank, or removal from the service is needed for the good of the service. The procedures in Wis. Stat. § 62.13(5) shall be followed for any hearing before the Random Lake Village Board under this Article.

The steps of action taken by the Fire Chief, which will be taken in the presence of the Assistant Fire Chief or Assistant EMS Chief, will include the following and each action shall be documented and

signed by all parties involved. The document will include the date and time and be placed in the member's file.

1. Any informal verbal action by the Fire Chief.
2. Any formal action by the Fire Chief.
3. Written action by the Fire Chief, Assistant Fire Chief, and/or Assistant EMS Chief to present any recommendations for discipline to the Village Board for consideration as to whether suspension, reduction in rank, or removal from the service is needed for the good of the service.

Reasons for disciplinary action may include the following:

1. Theft of property belonging to the RLFD, patient, property owner, or another member.
2. Willful damage to property.
3. Insubordination.
4. Indecent or immoral conduct.
5. Falsifying an application or any official documents.
6. Unsatisfactory work performance.
7. Intentional failure to secure personnel to cover a member's own on-call time.
8. Failure to keep a policy of confidentiality.
9. Unethical use of technology.
10. Violation of any SOP's
11. Violation of the law.
12. Violation of Social Media Policy
13. Violation of making any unauthorized statements on behalf of the Random Lake Fire Department.

ARTICLE 24. CONCEALED/OPEN CARRY POLICY

It is RLFD's policy to maintain a firearms and weapons free workplace and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. Members shall abide by the following:

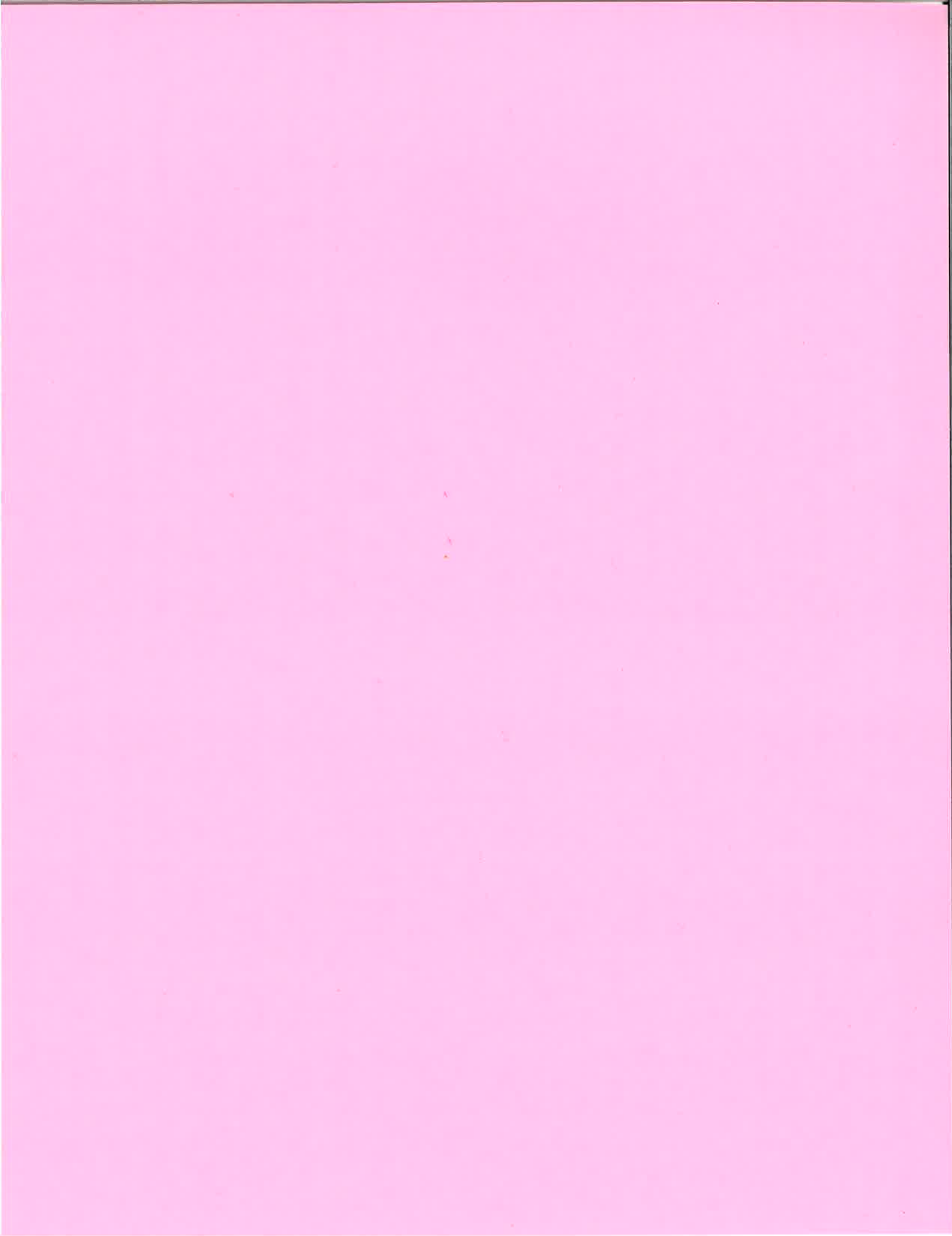
1. No members will be allowed to have on their person any firearm(s) or weapon(s) while engaged or participating in functions in which they are acting on behalf of the Random Lake Fire Department. If a member forgets they have their firearm or weapon on them, remind them they are to leave the firearm or weapon in their personal vehicle. If it is too late to leave in their personal vehicle, place the firearm or weapon in one of the lock boxes available.
2. If a patient or non-EMS passenger is in possession of a firearm or weapon, regardless of any license or permit that the individual may possess, the firearm or weapon must be placed in one of the lock boxes available in each ambulance. This does not pertain to law enforcement personnel.

3. All members will be trained in how to use the gun safety lockbox. You should ask the person owning the firearm or weapon to make sure the weapon is unloaded, and safety is on. You should have the owner of the firearm place the firearm inside the box to be locked. Patients or non-EMS personnel will be told before transport that upon arrival at the hospital, their-weapon will be turned over to the Hospital security team.
4. Our safety is our number one priority. If at any time a person feels uncomfortable with the weapon or firearm present or the owner of the weapon is non-compliant, contact the Sheboygan County Sheriff's department and request that a deputy or other law enforcement officer respond to your location.
5. All incidents involving weapons or firearms shall be reported to the Fire Chief, Safety Officer and ranking Officer immediately following the incident when possible. We shall maintain records of each occurrence to help determine future needs for policy change and future safety implementation.

ARTICLE 25. MEMORIALS

Memorials for funerals will be sent on behalf of the RLFD to all members, members' spouses, members' partner, and members' immediate family (Mother (Step), Father (Step), Sister (Step), Brother (Step), and Children (Step)).

It will be the discretion of the officers of the Department to decide if any other memorials will be sent.





Stephanie Waala <clerktreasurer@randomlakewi.com>

Village Board Agenda Item

1 message

Keri Wallenkamp <kerilynn91@gmail.com>

Wed, Mar 27, 2024 at 4:04 PM

To: Michael Sanfelippo <msanfelippo@randomlakewi.com>, Stephanie Waala <administrator@randomlakewi.com>

Hi,

Can you add to Mondays agenda a request to remove the snow ordinance fine for my property at 520 Western Avenue?

I will forward my communications with Peter proving that although late, we snow blowed on Sunday morning and salted, the day before DPW was out on Monday shoveling unfinished resident sidewalks. We have always gotten our snow removal done timely, however this particular time our entire house was down with the flu which took us two extra days to get it completed. I also have my kids doctors notes if you would like me to add that in.

Thank you,
Keri & Aaron Wallenkamp



Stephanie Waala <clerktreasurer@randomlakewi.com>

Fwd: Snow Shoveling Fine

1 message

Keri Wallenkamp <kwallenkamp@randomlakewi.com>

Wed, Mar 27, 2024 at 4:05 PM

To: Michael Sanfelippo <msanfelippo@randomlakewi.com>, Stephanie Waala <administrator@randomlakewi.com>

*Keri Wallenkamp**Trustee- Village of Random Lake
920-994-4852 ext. 120*kwallenkamp@randomlakewi.com

----- Forwarded message -----

From: **Keri Wallenkamp** <kerilynn91@gmail.com>

Date: Wed, Mar 27, 2024 at 3:58 PM

Subject: Fwd: Snow Shoveling Fine

To: Keri Wallenkamp <kwallenkamp@randomlakewi.com>

----- Forwarded message -----

From: **Keri Wallenkamp** <kerilynn91@gmail.com>

Date: Wed, Mar 27, 2024 at 3:57 PM

Subject: Re: Snow Shoveling Fine

To: Peter Lederer <plederer@randomlakewi.com>

I completely understand and I'll take it up with the board.

On Wed, Mar 27, 2024 at 3:42 PM Peter Lederer <plederer@randomlakewi.com> wrote:

Hello Keri,

You can ask to be put on the agenda for a village board meeting for discussion and action with the Village Board to rescind the fine. This is part of my job I truly dislike. The ordinance states "clear of all snow and ice. Your neighbor also received the same fine and as you can see part of it is in front of your property. I can't give a fine to one person and not the other. I would be showing favoritism. I can see you made efforts to clear. The pictures were taken Monday 4 days after the snow ended and it was fairly warm over the weekend. I am sorry but I am trying to be fair.

Thank you,**Peter Lederer***Director of Public Works*

Village of Random Lake

96 Russell Drive, P.O. Box 344

Random Lake, WI 53075

O:920-994-4852

C: 920-980-0598

plederer@randomlakewi.com



From: Keri Wallenkamp <kerilynn91@gmail.com>
Sent: Monday, March 25, 2024 6:51 PM
To: Peter Lederer <plederer@randomlakewi.com>
Subject: Snow Shoveling Fine

Hey Peter,

I am just letting you know I am fighting the \$175 fine from the snow shoveling you can see in the photo sent with my letter my snow blower tire tracks. The snow removal was completed on Sunday morning, yes it was late but the letter states it was done Monday which I know not to be true. We have always gotten our snow removal done timely, my entire family was down with the flu and my husband finally made it out Sunday morning to snow blow and salt. Let me know what you need from me for additional proof such as doctors note.

Thank you,

Keri Wallenkamp

520 Western Avenue



March 5th, 2024

Attn. Aaron Wallencamp
520 Western Ave.
Random Lake WI 53075

This letter is to inform you that you were non-compliant with Village of Random Lake Ordinance Sec. 30-5. The ordinance states sidewalks should be clear within 24 hours after snow accumulation ends. The event you are being cited for concluded on Thursday February 15th at 7 am. I received a complaint on Friday February 16th at 3:30pm regarding sidewalks not cleared. I checked on Monday February 19th and confirmed the sidewalk was still not cleared and pictures were taken for record. At that time the village of Random Lake DPW cleared and salted the sidewalk. The Fee is \$100.00 for the violation and \$75.00 min. charge for equipment and labor for a total of \$175.00. Payment is due within 30 days and can be paid in person at Village Hall or mailed to PO Box below. If you wish to contest this bill you will need to contact the Village Clerks office to be put on the agenda for a Village Board meeting at which time you can contest it with the Village Board.

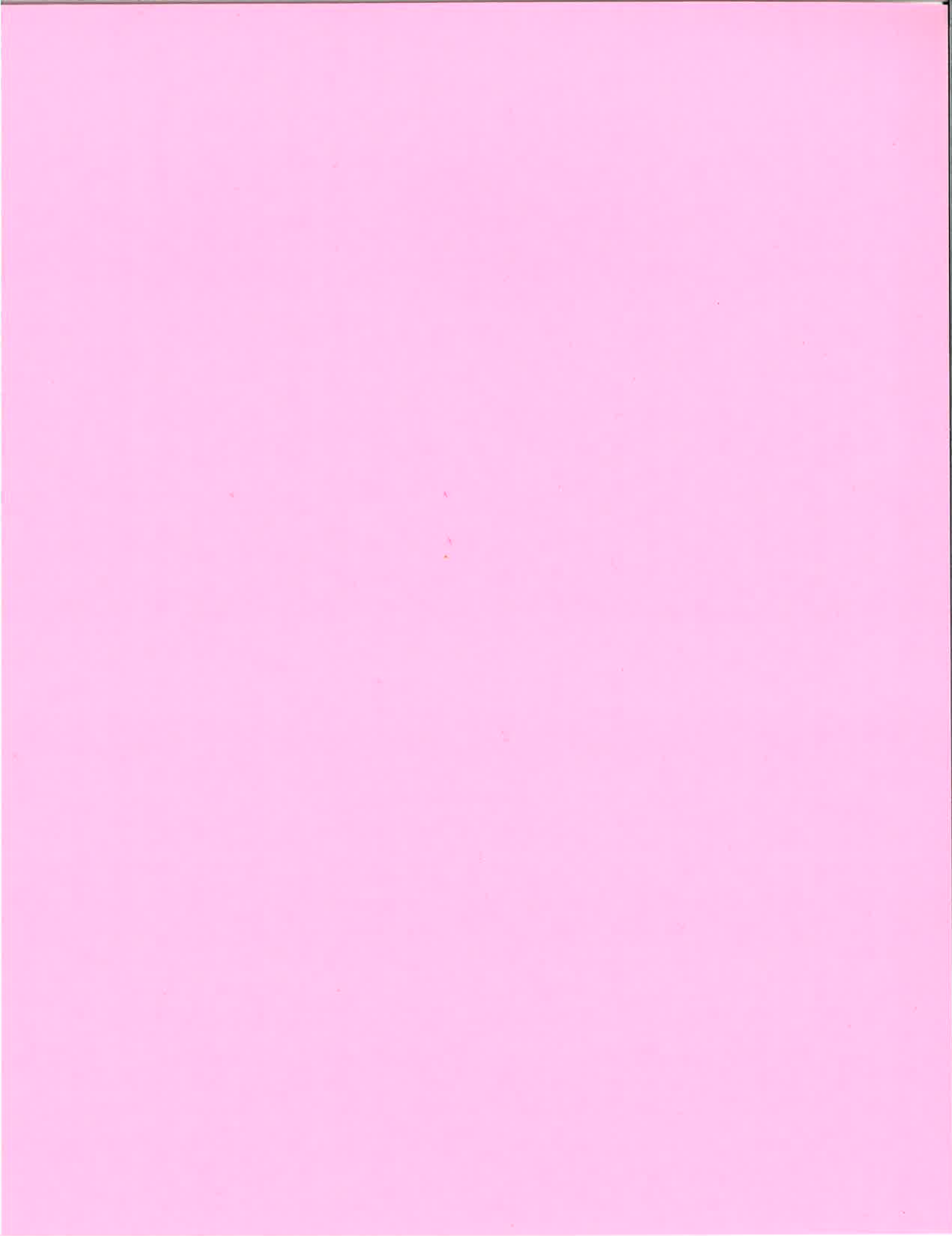
If you have any questions, feel free to contact me.

Thank you,

Peter Lederer
Director of Public Works
Village of Random Lake
920-994-4852
plederer@randomlakewi.com

96 Russell Drive, P.O. Box 344, Random Lake, WI 53075
Telephone: (920) 994-4852 Facsimile: (920) 994-2390 Website: www.randomlakewi.com





VILLAGE OF RANDOM LAKE

EMPLOYEE HANDBOOK



Adopted: November 6, 2023

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INTRODUCTION

This handbook is designed to acquaint you with the Village of Random Lake and provide you with information about working condition, benefits, and policies affecting your employment. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Village. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a growing municipality will require changes from time to time. The Village retains the right to make decisions involving employment as needed in order to operate in a manner that is beneficial to the employees and the Village Residents.

The information contained in this Employee Handbook applies to all employees of the Village of Random Lake. The policies described in this handbook are considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this Employee Handbook shall not constitute nor be construed as a promise of employment or as a contract between the Village and any of its employees. This handbook is a summary of our policies, which are presented here only as a matter of information.

CHANGES IN POLICY

This employee handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this handbook. However, since our Village is subject to change based on the bylaws that govern the State of Wisconsin, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Village, and after those dates all superseded policies will be null.

Only the Village Board has the authority, on majority vote, to change policies. No individual board member, official, or department head has the authority to change policies at any time.

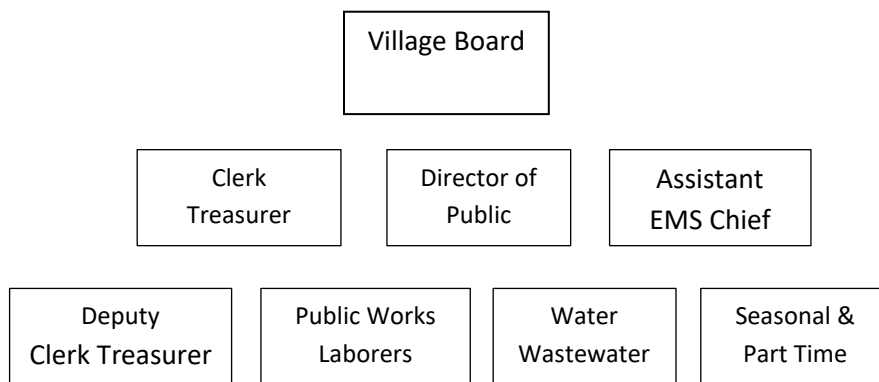
EMPLOYMENT

A potential employee enters into employment with the Village voluntarily, and is free to resign at any time for any reason or no reason. Similarly, the Village of Random Lake is free to conclude its relationship with any employee at any time or any reason or no reason.

ORGANIZATIONAL STRUCTURE

Employees of the Village of Random Lake are employees under the general direction of the Village Board. The Village Board, with a majority vote of its members, directly approves the hiring, supervision and termination of Department Heads and Officers. The Village Board also approves the hiring and

termination of full time employees. Department Heads are responsible for the supervision of full times employees as well as the hiring, supervision, and termination of part time and seasonal employees.



NON-DISCRIMINATION

The Village of Random Lake is an Equal Opportunity Employer. The Village will not tolerate discrimination on the basis of age, race, color, religion, disability, marital status, gender, sexual orientation, national origin, ancestry, citizenship status, genetic information, arrest record or conviction record, veteran or military status, or off-duty use of lawful products. The Village of Random Lake will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy of non-discrimination governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

PROFESSIONAL & ETHICAL CONDUCT

Public Service as an employee of the Village of Random Lake is a privilege and not a right. Being an employee of the village places you in a heightened position of trust and responsibility. Therefore, it is important that you fully understand the emphasis the village places on maintaining the public's trust in the village and its employees.

The Village expects that you will conduct yourself, personally and professionally, in a manner that will help maintain that trust. The following are acts or actions that are incompatible with the public interest and compromise public trust in the integrity of village employees and their official actions.

- Bribery – No employee may directly or indirectly accept or offer to accept any property or any personal advantage, pursuant to an understanding that the employee will act in a certain manner and/or do or not to do any act in violation of the employees, lawful duties.
- Insubordination – No employee may intentionally fail or refuse to perform a known mandatory, nondiscretionary, ministerial duty of the employee’s office or employment within the time or in the manner required by law.
- Abuse of Power – No employee may commit an act which the employee knows is in excess of their lawful authority or which the employee knows is forbidden by law to do in his or her official capacity.
- Fraud – No employee may make an entry in an account or record book or return, certificate, report or statements which in a material respect the employee intentionally falsifies.
- Use of Public Property – No public officer or employee shall use or permit the use of village vehicles, equipment, materials or property for personal conveniences or profit, except when such services are available to the public general or are provided as village policy.
- Delinquencies of Village Accounts – As non-payment of Village of Random Lake accounts has direct impact on increasing the costs of providing services to our residents, no employee may have an account with the Village of Random Lake in a delinquent status. If an employee is unable to make an account payment in full, they must contact Village Hall and enter into a deferred payment agreement (DPA). A deferred payment agreement consists of a down payment, and installment payments to be made or agreed upon dates until the account is paid in full. DPA’s also must be kept in current status.
- Conflict of Interest – No employee may engage in any business transaction with the village or have a direct or indirect financial or other personal interest which is incompatible with the proper discharge of their official duties or will tend to impair their independence, judgement or action in the performance of official duties.
- Perjury – Under Oath or affirmation, no employee may make a false material statement which the person does not believe to be true, in any matter, cause, action, or proceeding before any board or committee.

Any violations of the items in this section will be referred to the Finance and/or Personnel Committee for appropriate action.

STANDARDS OF CONDUCT

High ethical standards among Village employees are essential to the conduct of good representative government. A Code of ethics for public employees will help them avoid conflicts, improve standards of public service and strengthen the confidence of Village of Random Lake residents in their public employees.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of village-owned or resident's property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones or other company –owned equipment for purposes other than business;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, medical examination may be performed at the Village of Random Lake's expense by a health professional of the Village of Random Lake's choice. The offer of employment and assignment to duties is contingent upon a satisfactory completion of the exam and a determination by the Village of Random Lake and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without reasonable accommodation.

IMMIGRATION LAW COMPLIANCE

The Village of Random Lake employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the village within the past three years or if their previous I-9 is no longer retained or valid.

EMPLOYMENT CLASSIFICATION

The Village of Random Lake recognizes the following classifications for purposes of compensation and benefits:

1. Full-time – employees regularly scheduled to work a minimum of 32 hours per week. Full-time employees are eligible for benefits as described herein.
2. Part-time – employees regularly scheduled to work fewer than 32 hours per week. Part-time employees are not eligible for benefits, except as specifically provided herein.
3. Casual – employees hired to work for a particular purpose, such as on a specific assignment or for a specific period of time, after which it is understood that their employment will end (unless terminated earlier by the Village). Casual employees may work full or part-time, but are not entitled to benefits.
4. Temporary – employees may be hired directly by the Village, or through a third party such as an employment agency.

OUTSIDE EMPLOYMENT

Employees of the Village of Random Lake shall not engage in any outside employment that interferes or conflicts with the ability of the employee to perform his or her duties in an efficient and unbiased manner as determined by their supervisor.

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 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. An employee 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 shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counseling, meetings or their pre-disciplinary action;
 - Actions taken to address work performance including use of 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" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - Voluntary quit;
 - Layoff 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 ability 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.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their 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 Department Head. The employee must prepare and file a written grievance with the Department Head within five business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head will investigate the facts giving rise to the grievance and inform the employee of their 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 Village President, who shall conduct the Step 1 investigation.

Step 2 – Impartial Hearing Officer. If the grievance is not settled at Step 1, the employee may request in writing, within five (5) business days following receipt of the Department Head’s decision, a review by an impartial hearing officer. The request shall be filed with the Village Clerk. The Village shall select the impartial hearing officer. The impartial hearing officer shall not be a village employee. The impartial hearing officer will determine whether the Village 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 office 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 3 – Review by the Village Board. If the grievance is not resolved after Step 2, the employee or the Department Head shall request within five (5) business days of receipt of the written decision from the impartial hearing officer, a written review by the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the impartial hearing officer reached an arbitrary or incorrect result. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board’s decision. The Village Board shall decide the matter by majority vote of members present and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

EMPLOYMENT STATUS

Employees are classified as “exempt” or “non-exempt” for purposes of overtime compensation.

1. Non-exempt – employees who are paid on an hourly basis and are entitled to receive overtime compensation for all hours worked in excess of forty (40) in a workweek or over eight (8) hours in a workday.
2. Exempt – employees who are paid on a salary basis and perform certain “exempt” duties. “Exempt” employees typically include Clerk/Treasurer, Public Works Director, Managers, and Department Heads. Exempt employees are not entitled to receive overtime compensation, except as stated otherwise within this manual.

The Village will inform you of your employment classification and status during your orientation, and/or in the event of a job change such as a promotion, transfer, etc., that affects your classification or status. If you have any questions about your classification or status, please contact your Supervisor or the Village Clerk/Treasurer.

PERSONAL APPEARANCE AND Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of the Village. Employees are therefore required to dress in appropriate business attire and behave in a professional, businesslike

manner. Employees should use judgment in their choice of work clothes and should remember to conduct themselves at all times in a way that best represents themselves and the village.

ATTENDANCE/PUNCTUALITY

The Village of Random Lake expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the village.

If you are unable to report for work for any reason, notify your supervisor before your regular starting times. You are responsible for speaking directly with your supervisor about your absence. In the case of leaving a voice-mail, e-mail, or text message, a follow-up call must be made later that day.

Should undue tardiness become apparent, disciplinary action may be required.

PERSONNEL FILES

Employee personnel files include the following: job application, job description, resume, records of participation in training events including certificates awarded, records of disciplinary action, and documents related to employee performance reviews.

Personnel files are the property of the Village of Random Lake, and access to the information is restricted. The Village Clerk/Treasurer shall be the keeper of all personnel files and will allow an employee to access his or her own file only.

It is the responsibility of each employee to promptly notify the Village Clerk/Treasurer of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency
- Any financial changes that may affect payroll

An employee's personnel data should be accurate and current at all times.

EMPLOYEE PERFORMANCE REVIEW

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually on or about the end of August. Supervisors may conduct informal performance reviews more often if they choose. The Clerk/Treasurer will conduct performance reviews of the office staff. The

Director of Public Works will conduct performance reviews of the DPW crew and Water/wastewater staff. The Personnel Committee will conduct reviews of the Department Heads.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, discussing ways in which the employee can improve their skills, and discuss positive, purposeful approaches for meeting work-related goals.

STANDARD WORKWEEK

The standard workweek is 40 hours of work per week. In the computation of various employee benefits, the employee workweek is considered to begin on Sunday at 12:01 a.m. through Saturday ending at 12:00 a.m.

OPERATING HOURS

VILLAGE HALL:

Village Hall is open for business from 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays.

Emergencies such as severe weather, fires or power failures can disrupt village operations. During these emergencies it may be necessary to close Village Hall. The decision to close Village Hall will be made by the Clerk/Treasurer after conferring with the DPW Director and/or the National Weather Service.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to use paid time off they will be permitted to do so if the PTO is available.

At times Village Hall may need to close to allow all office staff to attend training, conferences, or meetings. The Village President shall approve any requests to close Village Hall for a non-emergency.

PUBLIC WORKS:

Public Works crew operates on two different schedules; Schedule A is 6:00 a.m. to 2:30 p.m. Monday through Friday from the second full week in November to the first full week of June. Schedule B is 6:00 a.m. to 3:30 p.m. and Fridays 6:00 a.m. to 10:00 a.m., beginning the first full week after Memorial Day until the first full week in November. Director of Public Works may change the summer work hours as needed.

EMPLOYEE BREAKS

Village office staff is not afforded breaks due to the work schedule.

Public Works crew (including water/wastewater) is afforded 2-15 minute paid breaks during the day and 1-30 minute unpaid meal breaks.

TIMECARDS

Timecards are required to be completed by each employee of the Village regardless of employee status. Hours must be totaled and timecards must be signed and submitted to their supervisor on the Monday following the end of the pay period. Department Heads are required to review and verify hours worked for each employee in their department, a supervisor signature or initials must appear on the timecard before processing. Department Heads will submit timecards from their department to the Village Clerk's office by noon (12:00 p.m.) on Monday following the end of the pay period for processing.

Under certain circumstances, timecards may be required to be submitted earlier than Monday (due to a holiday or vacation), hours may be estimated for the remaining days of the pay period and will be corrected on the following timecard.

PAY PROCEDURES

All hourly and salaried employees are paid on a bi-weekly (once every two weeks) basis. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the day prior to the scheduled holiday.

Direct deposit is required for all employees as a condition of employment, regardless of employment status. Pay will be deposited into the bank account(s) provided by the employee at hire and can be changed as needed by contacting the Village Clerk/Treasurer. Paycheck vouchers will be emailed (preferred) or can be picked-up in the Clerk/Treasurer's office on payday, the paycheck will be available in employee's bank account on the regularly scheduled pay day.

There will be no pay advances to any employee for any reason.

OVERTIME

Employees may occasionally be asked to work beyond their normally scheduled hours or on their day off, as needed and determined by the Village. All employees are expected and required to work overtime when requested, unless excused by their supervisor or Village Board. Non-exempt employees who are required (or permitted) to work overtime will receive overtime compensation or compensatory time at the rate of time and a half their regular rate of pay for all hours worked in excess of eight (8) hours in a work day, in accordance with the following guidelines:

1. All overtime must be approved in advance by the employee's immediate supervisor.
2. "Hours worked" includes hours away from work due to vacation, sickness or holiday.

Call-in Pay

If a public works employee is authorized and required to return to the work site to perform vital services at times other than normal working hours, they shall receive a minimum of two (2) hours pay at the rate time and one-half (1½) or time and one-half (1 ½) for all hours worked, whichever is greater.

VILLAGE BOARD/COMMITTEE MEETINGS

All employees shall receive meeting pay for required attendance at Village Board and standing committee meetings outside of normal working hours. Meeting pay is paid out at a maximum of quarterly but no less than once per year completed in December. The rate of pay shall commence on January 1st and will be set by the Village Board. All employees will receive the same rate for meeting pay.

EMPLOYEE DISCIPLINE

It is expected that employees of the Village of Random Lake uphold to certain work rules and standards of conduct as well as the code of ordinances of the village and state statutes of Wisconsin.

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 village. Disciplinary action may call for any of four steps:

1. Verbal warning
2. Written warning
3. Suspension (with or without pay)
4. Or termination of employment

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 Village of Random Lake reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Examples of the most common circumstances of termination of employment are:

- Resignation - voluntary employment termination initiated by an employee
- Termination - involuntary employment termination initiated by the Village of Random Lake

- Layoff - involuntary employment termination initiated by the Village of Random Lake for non-disciplinary reasons.

The Village of Random Lake respectfully requests each employee to offer a two week resignation notice to their supervisor, but understands that some unforeseen circumstances do not make this possible. A notice must be provided to the village in writing, and should also include the last day of working for the village.

Any employee who terminates employment with the Village of Random Lake shall return all keys, uniforms, and village issued equipment by the end of day on the last day of work. Employees may be required to sign documents guaranteeing the return of all village owned materials. If materials are not returned for any reason, the employee may be charged for the repair or replacement of the missing or damaged materials. The employee may be notified at the time of settlement if there are any pending charges, a written detailed account of the missing or damaged materials will be mailed prior to final settlement of hours. Any damage or repair costs will be deducted from the final paycheck. Final settlement of an employee's pay will be mailed to the address on record.

SAFETY

The Village of Random Lake provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Staff meetings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Safety equipment when required will be provided by the Village of Random Lake. Safety Equipment is the property of the Village of Random Lake and is to be returned to the Village upon termination of employment.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or, where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor and the Village Clerk immediately, injury in the workplace paperwork may need to be filled out, especially if an employee seeks medical attention at any time.

EMPLOYEE RELATIONS

Leave of Absence

The Village of Random Lake recognizes that illnesses, injuries, family matters, personal problems or other circumstances may sometimes require employees to miss work for a prolonged period of time. In order to allow employees to address these issues in a manner that does not unduly disrupt our operations, we have developed a leave of absence policy which provides extended leave to eligible employees in accordance as provided below.

Eligibility

In order to be eligible for a leave of absence, an employee must have been employed by the Village for at least one (1) year.

Procedure

An employee who expects or needs to be absent from work for more than three (3) consecutive work day must submit a written request for a leave of absence at least 30 days prior to the commencement of the requested leave. This will allow the Village to arrange for the necessary approval and find someone to perform your work during your absence, if needed. If the need for the leave is unforeseeable or advance notice is not practical, your request should be made as soon as practicable.

Employees who become ill outside of work must call their immediate supervisor as soon as possible to inform him/her of your absence from work that day. Any employee who is ill and misses work for more than 3 consecutive days must obtain a written notice from your doctor excusing you from work duties. As such, an employee who is out of work on a doctor's excuse must supply a written release from the doctor in order to return to work. Based on information provided by the employee and their doctor, their supervisor may modify the employee's job to ensure the safety of the employee, co-workers, and the public until such time that the health-related issue or medication no longer affects the employee's performance.

Please note, all disclosure of health and/or medication use will remain strictly confidential in accordance with HIPPA regulations.

In the event an employee requires medical attention, whether injured or becoming ill while at work and the employee is unresponsive or unable to communicate the emergency contact must be notified immediately by the senior employee on the scene. If it is necessary for the employee to be seen by a doctor or go to the hospital, a supervisor will arrange transport for the employee to the appropriate facility. A physician's "return to work" notice may be required.

SUPPLIES/EXPENDITURES

Employees shall follow the Village of Random Lake finance and purchasing policy when making purchases, signing or verbally approving contracts and agreements with vendors, and accepting goods and services on behalf of the Village of Random Lake.

Whenever possible, purchase should be made through invoice billing or on Village of Random Lake credit cards. In the event an employee should need to pay for an authorized expenditure with their personal cash or credit card they must submit a receipt to the appropriate Department Head. Department Heads will submit approved receipts to the Village Clerk/Treasurer for review.

The Village of Random Lake provides vehicles for use of employees during the course of their duties. Employees are encouraged to use a village vehicle for all work related travel. In the event that a village vehicle is not available for work related travel, employees will be reimbursed at the federal mileage rate for travel in their personal vehicle. Employees will be required to fill out an expense reimbursement form and must be approved by their supervisor before being submitted to the village board meeting.

UNIFORMS

Uniforms will be provided by the Village of Random Lake and required to be worn on duty. Uniform purchases and replacement must be approved by the appropriate Department Head and will be based upon the uniform allowance approved within the current budget. Employees may wear their uniforms to and from work, but shall not wear uniforms for personal use. These uniforms are the property of the Village of Random Lake and are to be returned to the village upon termination of employment.

The Village of Random Lake also provides to full-time Public Works employees a work boot allowance up to \$250 in a calendar year. Employees who choose to take advantage of the allowance are required to submit the receipt to the Clerk/Treasurer's office for reimbursement.

WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed by the Personnel Committee during the budgeting process each year. The Personnel Committee will make wage and salary recommendations to the Finance Committee for consideration of the annual budget. The Finance Committee will recommend wage and salary adjustments to the Village Board for final budget approval. Increases will be determined on the basis of adherence to village policies and procedures as well as annual budget considerations.

ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Village to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Village is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

HARASSMENT & RETALIATION-FREE WORKPLACE

The Village of Random Lake is committed to providing a work environment that is free of discrimination and unlawful harassment including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated.

If you believe you have been the victim of harassment or know of another employee who has, report it immediately. The Village strictly prohibits retaliation against anyone who reports harassment or who cooperated in the investigation of a harassment complaint.

Any supervisor who becomes aware of possible harassment should promptly advise the Village President or President Pro Tem who will handle the matter in a timely and confidential manner.

VIOLENCE IN THE WORKPLACE

The Village of Random Lake will not tolerate violence, harassment or intimidation in and around the workplace, or among individuals conducting Village business. Violence is defined to include, but is not limited to: physical assault, aggressive behavior towards another individual, purposeful destruction of Village property, intimidation through verbalized or implied threats, carry weapons of any kind in the workplace, and destruction of another's property. Reported acts or threats will be investigated as a possible serious violation of Village policy. Any confirmed act or threat will be grounds for disciplinary actions, up to and including immediate termination of employment.

Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to their supervisor. The Village will investigate such reports and take action as appropriate to the situation.

The Village additionally reserves the right to address any off-premises conduct involving violence, threats of violence, harassment or intimidation that has or may have an impact on the workplace or an

employee. As acts of violence in the workplace may also be perpetrated by people from outside the workplace, the Village requests any employee who feels an outside threat poses a risk to report such a situation to their supervisor. The Village will assess the need for special safeguards or other considerations.

TOBACCO, ELECTRONIC CIGARETTES, AND VAPORIZERS

The Village of Random Lake is committed to maintaining a tobacco-free work environment that ensures the safety, health and efficient performance of all employees. In keeping with this intent, the use of tobacco products and electronic cigarettes or similar vaporizers is prohibited throughout the workplace. An electronic cigarette is defined as a battery-powered device that mimics cigarettes by turning nicotine, flavor, and other chemicals into an aerosol that is inhaled by users. The use of an electronic cigarette or similar vaporizer is called “vaping.” Smoking, vaping, or any use of a tobacco product by a Village of Random Lake employee is prohibited during work hours or in village owned vehicles. During approved break times, such activities can be conducted by employees in open areas designated by the Village of Random Lake or within personal vehicles.

DRUG-FREE WORKPLACE

It is the policy and intent of the Village of Random Lake to maintain a drug-free workplace for all of its employees and the public. Therefore, no employee shall report to work or be under the influence of alcohol or illegal drugs during working hours. This policy includes any paid or unpaid lunch periods, training sessions, and the working hours of conferences attended as a representative of the Village.

The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment with the Village is also prohibited. Any employee found to have used, sold, distributed possessed, or under the influence of illegal drugs or alcohol in the workplace, or otherwise failing to comply with any drug & alcohol testing program and drug-free workplace requirements, may be subject to disciplinary action up to and including the termination of employment.

TELEPHONE/INTERNET/EMAIL USE

The Village of Random Lake’s telephones, including village owned cell phones, and computer are intended for the use of serving our residents and in conducting the Village’s business.

Personal usage of the village telephones or computers during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. All personal email should be kept on a personal email account.

Employees may use the internet when appropriate to access information needed to conduct business of the village. Employees may use e-mail when appropriate for village business correspondence.

Use of the internet must not disrupt operation of the village's computer network. Use of the internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Internet and email messages when used with village property are public records and subject to open records laws. The Village of Random Lake reserves the right to access and monitor all files and messages on its systems.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

CELL PHONES

The Village of Random Lake understands the necessity for employees to have cell phones while at work in order to communicate with each other. While we understand the need for cell phones, we require that certain guidelines be followed. All employees are expected to maintain a professional and conscientious attitude while using cell phones during working hours. If employees require a cell phone to perform their work during the course of the day, the Village will either issue a cell phone or reimburse employees for the use of personal cell phones. The reimbursement amount for the use of a personal cell phone shall be at the discretion of the Village Board.

All employees of the village that use a cell phone for performing their duties shall comply with Wisconsin State laws regarding the use of cell phones while driving. It is imperative that the safety of the employee as well as others is taken seriously. Regardless of whether the cell phone is village-issued or a personal cell phone, use of the phone should be kept to a minimum while at work. Employees should also convey this guideline with their family and friends.

Any damage that may occur to the village-issued cell phones due to negligence of the user shall be the responsibility of the user. Likewise, the Village will not assume any liability for personal cell phones that are being used while at work.

EMAIL/VOICEMAIL

To promote economy and efficiency the Village of Radom Lake expects that all emails and voicemails shall be checked regularly. Any messages must be responded to, if needed, in a timely fashion.

Employees should check email no less than twice per work day, or more often if possible. Email accounts can be accessed from your work computers and cell phones or remotely via web access. Employees should use caution when opening emails. Do not click links, open attachments, or reply unless you recognize the sender and know the content is safe.

Voicemail must be checked at minimum once daily during the work day. Village employees are required to respond to voicemail messages within one business day. This policy shall be applied to both landline based systems as well as village issued cell phones.

BENEFITS AND SERVICES

The Village of Random Lake offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included and administered through these programs.

Group Insurance

The Village of Random Lake offers the following Group Insurance Benefits:

- Health Insurance – eligible in 60 days from hire date
- Life Insurance – eligible first day of work
- Short Term Disability – eligible first day of work
- Dental Insurance – eligible 90 days from hire date
- Vision Insurance - eligible in 60 days from hire date
- Health Reimbursement Account - eligible first day of work

The employee is required to sign up or waive their right to coverage upon hiring; there is a 30 day open enrollment period for new employees. The employee will become eligible for group insurance starting on the first day of the month after the waiting period ends. For example, if your start date is January 10th you will be covered for health insurance on April 1st.

The Village covers 80% of health insurance premiums and the employee covers 20%. Dental insurance, life and short-term disability insurance are covered 100% by the Village. Vision insurance is 100% covered by the employee. All employee responsible coverages are deducted from bi-weekly paychecks, with the exception when there is a third payroll of the month, there will be no withholdings from the third paycheck of the month.

COBRA Coverage

Employees have a right to continue health insurance coverage after termination of employment and under other circumstances. Detailed information about your COBRA rights is available upon request from the Village Clerk/Treasurer.

Workers' Compensation Insurance

The Village of Random Lake provides a comprehensive worker's compensation insurance program consistent with Wisconsin Employment Laws, 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.

The amount and duration of payment depend on the nature of the injury or illness. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Wisconsin Retirement Fund

All Village of Random Lake employees who were hired prior to July 1, 2011 and are anticipated to work 600 hours or more in a year will be automatically enrolled in the Wisconsin State Retirement Fund (WRS). If the employee's date of hire occurred on or after July 1, 2011 the employee will automatically be enrolled in the WRS if they are anticipated to work 1200 hours or more during the year. Employee and employer contribution rates are determined by the WRS system and are subject to change based on their ruling. Please contact the Clerk/Treasurer's office for current rates.

Employers cannot exclude certain employee groups from participation. For example, seasonal or part-time employees are not necessarily excluded based on employment type, they would be excluded based on the number of hours worked in the calendar year. Employees cannot waive participation in the WRS system unless they are an annuitant.

Employees who are retiring and wish to work for the village in any type of capacity (part-time or seasonal) will be required to separate their employment for 75 days before being allowed to work. This is a WRS ruling.

Deferred Compensation

The Wisconsin Deferred Compensation (WDC) program provides eligible employees with the opportunity to invest a portion of their annual earnings on a tax-deferred basis to supplement retirement income. Contributions are made on a bi-weekly basis through a payroll deduction. Limits of contributions are based on IRS rules. The WDC program is voluntary and there is no contribution made by the village. An employee may enroll in this program at any time; increase/decrease of contributions can be changed at the discretion of the employee.

The WDC program also provides flexibility to designate all or a portion of your WDC deduction as a Roth contribution. Roth 457(b) contributions are post-tax and are voluntary. Deductions are made bi-weekly through the payroll process and an employee may increase/decrease deductions at any time. The Village does not contribute to this type of program.

Health Reimbursement Account

All full-time employees are eligible for a Village of Random Lake health reimbursement account. The village contracts with a third-party facilitator to oversee the program. Each full-time employee will receive either \$2,000 (family coverage) or \$1,000 (single coverage) per year for plan approved purchases, for instance reimbursement of co-pays, deductibles, or prescriptions. The amount of reimbursement is based on an employee's status.

Paid Time Off

Paid Time Off (PTO) is available to all regular full-time employees. Part-time employees PTO will be pro-rated based on the number of hours worked in a calendar year.

PTO can be used in any increment as desired by the employee. PTO cannot be used until after 90 days of service. Any changes must be approved by your immediate supervisor and the Village Board or agreed upon at the time of hire.

Sick Leave

The Village of Random Lake offers sick pay to employees to promote the wellbeing of the individual and other employees of the village. You are encouraged to use the sick pay for legitimate illnesses but also for the health and well-being of your family. The village also promotes pro-active tendencies and encourages employees to use their sick pay for wellness visits.

An employee is offered 80 hours of sick pay upon hiring. After initial hire, sick pay will accrue beginning the following January 1st, at a rate of 4 hours per month. If an employee is hired in the last half of the year, they will not accrue sick pay hours until the second January of employment. Employees can accumulate no more than 480 hours or 12 weeks of sick pay. Employees who have reached the maximum will not accrue additional sick pay until their account falls below the 480 hours. Employees who are sick for more than three (3) days consecutively, must provide a doctor's excuse for the leave of absence and subsequently must provide a doctor's approval to return to work.

There will be no payout of unused or accumulated sick leave time upon termination of employment.

Vacation Leave

The Village of Random Lake strongly believes that all employees need time away from work for purposes of rest and relaxation or to address circumstances that may arise from time to time. The Village, therefore, provides all full-time employees with annual vacations with pay in accordance with the following schedule:

Less than One (1) to five (5) years of service	Two (2) weeks' vacation (80 hours)
Six (6) to ten (10) years of service	Three (3) weeks' vacation (120 hours)
Eleven (11) to fifteen (15) years of service	Four (4) weeks' vacation (160 hours)
Sixteen (16) to twenty (20) years of service	Five (5) weeks' vacation (200 hours)
Twenty-one (21) years of service and over	Six (6) weeks' vacation (240 hours)

*Newly hired employees are not eligible to schedule vacation time within the first six (6) months of being hired. Hiring conditions may affect this policy.

Part-time employee's vacation time is based on the number of hours worked in one week, for example, a part-time employee working 30 hours per week will be allowed 30 hours of vacation time annually and to be used within the calendar year.

Vacation is intended to provide the employee with time away from work for whatever reason, without loss in pay (to the extent provided above). As such, vacation is administered on a "use it or lose it" basis. This means that vacation is intended to be used. It is not paid out in lieu of time off or carried over from year to year regardless of the reason, except at the sole discretion of the Village Board.

Department Heads are responsible for the smooth operation of their Department and will schedule vacation, including their own time off, while ensuring the needs of the department are met. Employees should submit their request for time off to the appropriate Department Head by using the village approved request form. Vacation will be granted on a first-come first-serve basis so as not to interfere with the workload at hand.

Requests for vacation should be made on the village approved request form and submitted at least two (2) weeks in advance, unless circumstances prevent you from doing so (e.g., in the event you wish to use vacation in connection with an illness, injury, or family emergency). If two (2) weeks' advance notice cannot be given, the Village of Random Lake may be unable to grant your request. In any event, the Village of Random Lake reserves the right to grant or deny any request for vacation based upon the needs of the Village. Seniority will be the deciding factor in the event of two employees requesting time off for the same time period. Approved request forms must accompany the timesheet in which the PTO is taken.

All vacation is paid at the employee's regular rate of pay. If a holiday observed by the Village falls within a period of an employee's scheduled vacation, the employee will not be "charged" vacation for the day of the holiday.

Any unused or accrued vacation time at the end of employment with the Village will be paid out in one lump sum with the final paycheck to employees who have been employed a minimum of one (1) year and that have given a two (2) week notice of resignation. Employees who have been employed for less than one (1) year or who do not provide proper notification will forfeit any unused vacation time.

Observed Holidays

Regular full-time employees will be eligible for the following holidays as of the first day of employment:

- New Year's Day
- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day

- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

If a holiday falls on a Saturday the holiday will be observed on the preceding Friday, if the holiday falls on a Sunday the holiday will be observed on the following Monday.

Holiday pay will be for eight (8) hours for a full day. In order to qualify for holiday pay the employee must work the day before and the day after the holiday during the normal scheduled work week, unless the employee has approved vacation time scheduled.

Funeral Leave

Village of Random Lake employees are eligible for a funeral leave of absence as needed. Employees shall notify the appropriate department head of the need for leave as soon as they are able.

Paid time off for a funeral leave of absence will be granted to employees according to the following schedule:

- Up to eight (8) hours a day up to three (3) days for the death of a member of their immediate family (spouse, child, parent, step-parent, mother-in-law, father-in-law, sibling, grandchild or grandparent).
- Up to eight (8) hours a day up to two (2) days for the death of a member of their extended family (aunt, uncle, cousin, brother-in-law, sister-in-law)

In the event of the death of a friend or acquaintance the employee will be allowed to take one (1) eight (8) hour day off to attend the funeral but the employee will not be paid. The employee may choose to use PTO (vacation time) for this leave of absence.

Military Leave

Employees will be granted a military leave of absence if necessary. Such employees will be compensated for the difference between their current rate of pay and the amount of pay received for their military duty based on a regular employee work week. No overtime, holiday, or paid time off will be issued. All regular employees both full-time and part-time will be kept on the active payroll, and paid with the normal bi-weekly payroll, until their civic duties have been completed. A copy of all associated paperwork is required for the personnel file.

Jury and Witness Duty Leave

The Village of Random Lake complies with all applicable laws concerning jury and witness duty. Any employee that is selected for jury duty will be given leave of absence for the time necessary to serve on a jury and will be compensated at their regular rate of pay by the Village, provided the pay the employee

receives from the court for jury duty is turned over to the village. Pay for expenses (such as mileage or meals) may be kept by the employee.

An employee selected for jury duty must notify their supervisor as soon as possible by providing the dates and times needed. Proper documentation will be required for the personnel file.

An employee must indicate on his timecards the normally-scheduled hours he or she did not work as the result of jury duty. Employees excused from jury duty or on call for jury duty but not actually impaneled as a juror is expected to report to work as village employees.

BUSINESS TRAVEL EXPENSES

The Village of Random Lake recognizes that the skills and knowledge of its employees are critical to the success of the village. The Village of Random Lake does stress the importance of attendance at any and all education and training that is offered to have a better understanding of your job requirements. The Village budgets each year for department heads and support staff to attend training for their specific field of work offered by various entities. It will be up to the department head to oversee these opportunities and offer to their staff when appropriate for attending such programs. Department heads will coordinate with other staff for the potential leave of absence. Employees may also suggest training opportunities to their supervisor for consideration. Best practice would be for department heads to consider training expenses at budget time for the preceding year.

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

The village will pay for any attendance fees associated with the training; any extracurricular events at the conference will be at the employees' own expense. If meals are not included in conference/training the village will reimburse the employee for breakfast up to \$15 per day, lunch up to \$20 per day, if an evening meal is not included the village will reimburse the employee for dinner up to \$30 per day. The tip for the server should be included in the approved maximum amount not to exceed 20%. The village **will not** reimburse the employee for any alcohol purchases and should require a separate bill for alcoholic beverages. A non-alcoholic beverage purchased with the meal is allowed to be submitted for reimbursement.

It is very important that employees retain any receipts associated with training or meals, without a receipt there will be no reimbursement.

MILEAGE REIMBURSEMENT

The village will pay the employee mileage for all village business when required to use their personal vehicle. This does not include mileage to and from work each day. If an employee is **required** to attend a village function after hours or on a weekend, mileage compensation must be approved by the village board. Mileage is to be calculated to and from the location of the training at the federal reimbursement rate (contact Village Clerk for the current rate), if a village vehicle is available for the employee to use to attend the training this should be the employee's first option. Mileage will also be calculated by the shortest distance, for example, if an employee travels to Milwaukee for training and they leave from home and it's a 90 mile round trip but from the village office it's only 80 miles, then the reimbursement will be the shorter of the two calculations.

VILLAGE ISSUED CREDIT CARDS

The Village will have the bank issue credit cards for the department heads and the Village President. These cards are to be secured when in your possession and **not used** for any **personal** purchases. The village understands that accidents happen and a card could be lost, stolen, or damaged, if this should happen; contact the Village Clerk/Treasurer **immediately** for the safety of the village's account. If a new card is required the Village Clerk/Treasurer will contact the bank to have a new one issued.

Employees making purchases with the village issued credit card must turn in the receipt to the department head or the Clerk's office for reconciliation of the account. The village does not pay late fees or interest, it is very important that the receipt gets turned into the office upon completion of the transaction.

TAX EXEMPT STATUS

The Village of Random Lake is tax exempt; therefore, any purchase made by an employee on behalf of the village should ensure that there is no tax calculated in the payment. If a tax-exempt certificate is required prior to purchase, contact the Village Clerk/Treasurer for the form. An Employee should make every effort to use vendors where the village has already established a purchasing account or set up in advance with the vendor to remove the tax from the purchase.

SOCIAL MEDIA POLICY

Purpose

This Social Media Policy ("Policy") establishes guidelines for the establishment and use of social media sites as a means of conveying information to members of the public by the Village of Random Lake (Village").

The intended purpose of the Village social media sites is to distribute information about their respective missions, meetings, activities and current issues to members of the public.

The Village has an overriding interest and expectation in protecting the integrity of the information posted on Village social media sites and the content that is attributed to the Village, its officials, and its employees.

Definitions

“Village social media sites” means social media sites which the Village establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site’s owners, vendors, or partners. Village social media sites shall supplement, and not replace, the Village’s required notices and standard methods of communication.

“Electronic Media Officer” means the individual responsible for monitoring all social media sites affiliated with the Village to ensure compliance with the Village’s Social Media Policy. This role shall be carried out by the Village Clerk/Treasurer and/or his/her designee.

“Post” or “postings” means information, articles, pictures, videos or any other form of communication posted on a social media site.

“Social Media Site” means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, and Flickr.

General Policy

The village’s official website will remain the village’s primary means of internet communication.

The establishment of Village social media sites is subject to approval by the Electronic Media Officer. Upon approval, Village social media sites shall bear the official name and/or official logo of the village.

Village social media sites shall clearly state that such sites are maintained by the Village and that the sites comply with the Village’s Media Policy.

Village social media sites should, whenever possible, link back to the Village’s official website for forms, documents, online services and other information necessary to conduct business with the Village.

Village social media sites shall comply with usage rules and regulation required by the site provider, including privacy policies.

Users of Village social media sites shall strictly adhere to applicable federal, state and local laws, regulations and policies including, but no limited to, those laws related to open records and open meetings.

Employees representing the Village on Village social media sites shall conduct themselves at all times as a professional representative of the Village and in accordance with all Village policies.

It is the responsibility of each employee that utilizes social media to use sound judgement when posting any content to social media and must never convey any sensitive or confidential information or portray the Village in a poor manner.

If an employee identifies himself/herself in personal social media sites as an employee of or affiliated with the Village, they must ensure content they are posting would be acceptable to the average employee.

This policy is not meant to restrict an employee's rights, but to maintain a standard associated with the Village. A member is free to utilize social media as any other citizen, but that content should not be sensitive or confidential Village information. If the employee wishes to post content that would NOT be considered acceptable to the average Village employee, then their account, page, username, and/or any other social media content should not be or show an association with the Village.

Employees setting up new Village social media sites shall utilize his/her authorized Village affiliated contact information (address, phone, email, etc.) for account set-up, monitoring and access whenever possible. In the event a Village social media site account must be set up using an existing personal account, the registered administrator shall provide the Electronic Media Officer with applicable log-in information, including but not limited to passwords, associated with the site(s). In the even this applicable log-in information changes, the registered administrator shall provide updated applicable log-in information to the Electronic Media Officer within 24 hours of changes being made.

Village social media sites my contain content, including but not limited to, advertisements or hyperlinks over which the Village has no control. The Village does not endorse any hyperlink or advertisement placed on Village social media sites by social media site's owners, vendors, or partners.

The Village reserves the right to change, modify, or amend all or part of this policy at any time.

Content Guidelines

The Village shall have full permission and rights to any content posted on Village social media sites including but not limited to photographs and videos.

Any images or videos taken by an employee of the Village are NOT the property of the individual/employee. This includes any images and/or videos taken intentionally or inadvertently with an employee's personally owned cellular telephone or other imaging device.

Village employees shall not be compensated for time spent posing to social media sites after hours or outside of their scheduled work hours.

Any employee authorized to post items on any Village social media site shall review, be familiar with, and comply with the social media site's use policies and terms and conditions as well as the Village's Social Media Policy.

Any employee authorized to post items on any Village social media site shall not express his or her own personal views or concerns through such postings. Instead postings on any Village social media sites by an authorized Village employee shall only reflect the views of the Village.

Postings must contain information that is freely available to the public and not be confidential as defined by any Village policy, state law, and/or federal law.

Postings to Village social media sites shall NOT contain any of the following:

- Vulgar or abusive language or content;
- Sexual content or links to sexual content;
- Personal or obscene attacks of any kind;
- Threats or defamatory statements;
- Suggestions or encouragement of illegal activity;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users;
- Unsolicited proposals or other business ideas or inquiries;
- Infringe on copyrights or trademarks; or
- Content that would be restricted by local, state, or federal law.

Any content deemed non-compliant with this policy or otherwise not suited for Village social media sites shall be addressed by selecting the "Hide" option when available.

The Village reserves the right to implement or remove any functionality of Village social media sites when deemed appropriate by the Electronic Media Officer. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a Village social media site.

Except as expressly provided in this Policy, accessing any social media site shall comply with all applicable Village policies pertaining to communications and the use of the internet by employees, including email content.

APPENDIX A

<u>Date of Revision</u>	<u>Item Added/Removed/Changed</u>	<u>Page Number</u>
12/21/2020	HRA reimbursement deduction	Pg. 21
	Added Asst. EMS Chief to organizational chart	Pg. 4
11/06/2023	Health Insurance Contributions	Pg. 20

HANDBOOK RECEIPT

Please sign and date the Handbook receipt document and have a witness sign and date and submit completed documents to the Village Clerk.

I have received, read and agree to abide by this employee handbook.

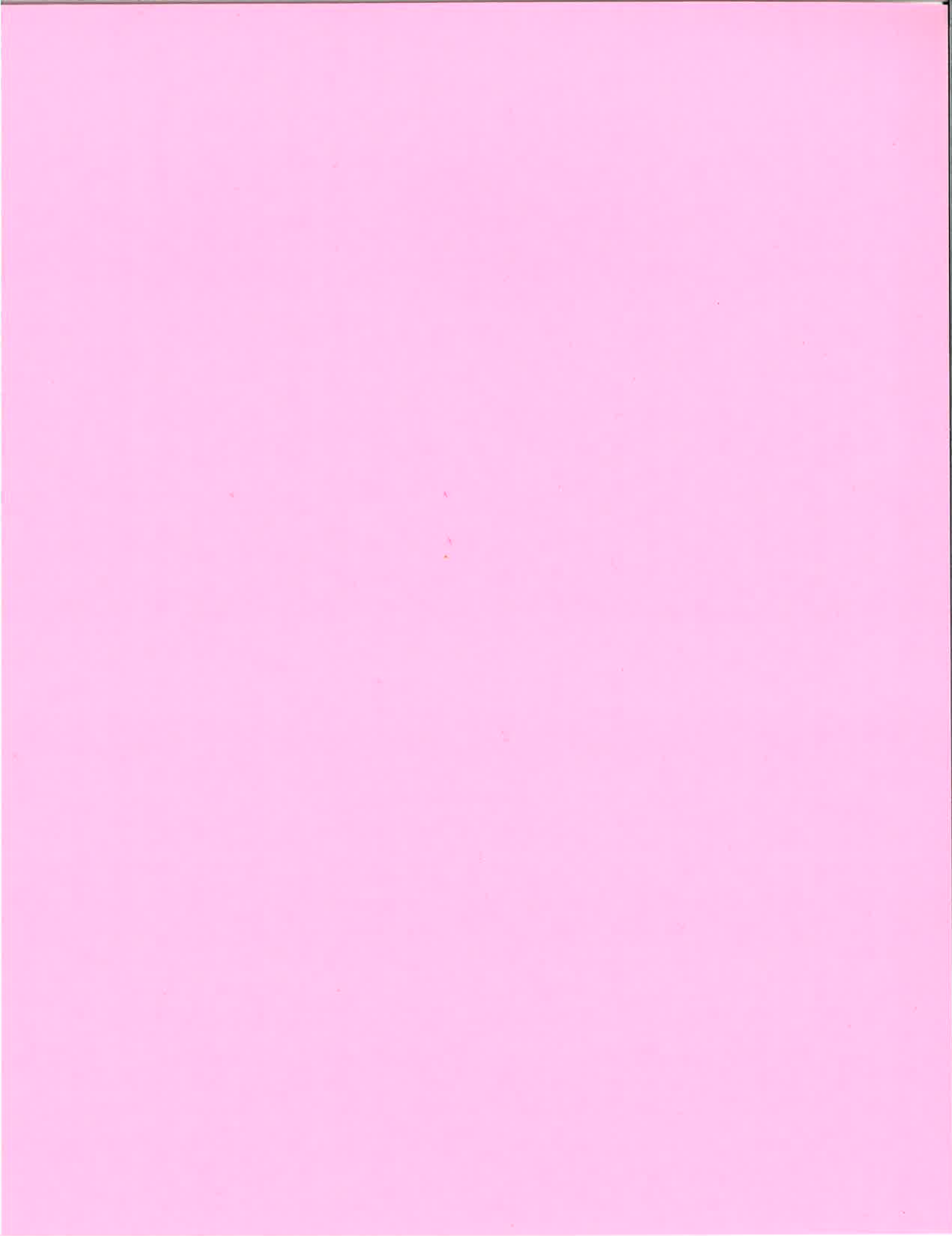
Employee Signature

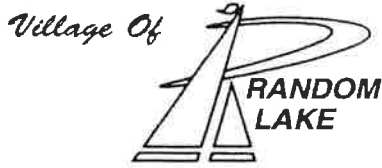
Date

Witnessed by:

Name

Date





APPLICATION – OPERATOR/BARTENDER LICENSE

License year: July 1, 2023 to June 30, 2024

TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

\$ 30.00 Operator License

\$ 15.00 Provisional License (60 days)

FEES ARE NON-REFUNDABLE

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Random Lake, County of Sheboygan, Wisconsin for a License to serve, from date hereof to June 30, 2024, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32 (2) and 125.68 (2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

1. New ☒ Renewal ☐ Date filing: 3/28/24
Prev. Lic. # _____
2. Name: Trina Renee Klemeneic
First Middle Last
3. Social Security No.: _____ Driver's License No.: _____
4. Home Address: 4601 5th Ave Grafton WI 53024
Street City/State Zip Code
5. Phone Number: 414-839-8160 Ethnicity: Caucasian
6. Sex: M ☐ F ☒ Date of Birth: _____ Age: 42 Place of Birth: Milw. WI
7. Are you a citizen of the United States Yes ☒ No ☐
8. List all your residences for the past Two years to the date of application:

9. Have you EVER been convicted of violating any: (Please note that any incomplete, inaccurate or untruthful information on any license application shall be cause for denial of such license. Including traffic laws.)

Federal Laws ANYWHERE? NO
Wisconsin State Laws? YES
Laws of ANY other State? NO
Ordinances of the Village of Random Lake? NO

10. Specify offenses, giving date and places of convictions (if more space is needed use the back of this sheet):

Speeding tickets only

11. Where will you be serving/selling alcohol beverages?

Business Name:

Random Lake Entertainment District

Clerk/Treasurer

Jina Klemeneic
Applicant's Signature

☐ APPROVED / / ☐ REJECTED / /

☒ \$ 30.00 – OPERATOR LICENSE

☒ \$ 15.00 – *PROVISIONAL LICENSE (60 DAYS)

Office Use Only

REASON:

☐ CASH ☐ CHECK # _____ LICENSE #: _____

☒ CASH ☐ CHECK # _____ LICENSE #: 1-24 POL

*TRAINING CERTIFICATE RECEIVED 3/28/24

96 Russell Drive, P.O. Box 344, Random Lake, WI 53075

Telephone: (920) 994-4852

Facsimile: (920) 994-2390

Website: www.randomlakewi.com



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Request Date: 3/28/2024

Report Date: 3/28/2024

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

Name: **KLEMENEIC, TRINA R**

Date of Birth: **6/19/1981**

Alias Names:

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see [Statute 111.335](#) and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

Before you make a final decision adverse to an applicant based on the following arrest record, in addition to any other opportunity you offer the applicant to explain the following arrest record, please notify the applicant of:

1. His or her right to challenge the accuracy and completeness of any information contained in a arrest record, and
2. The process for submitting a challenge

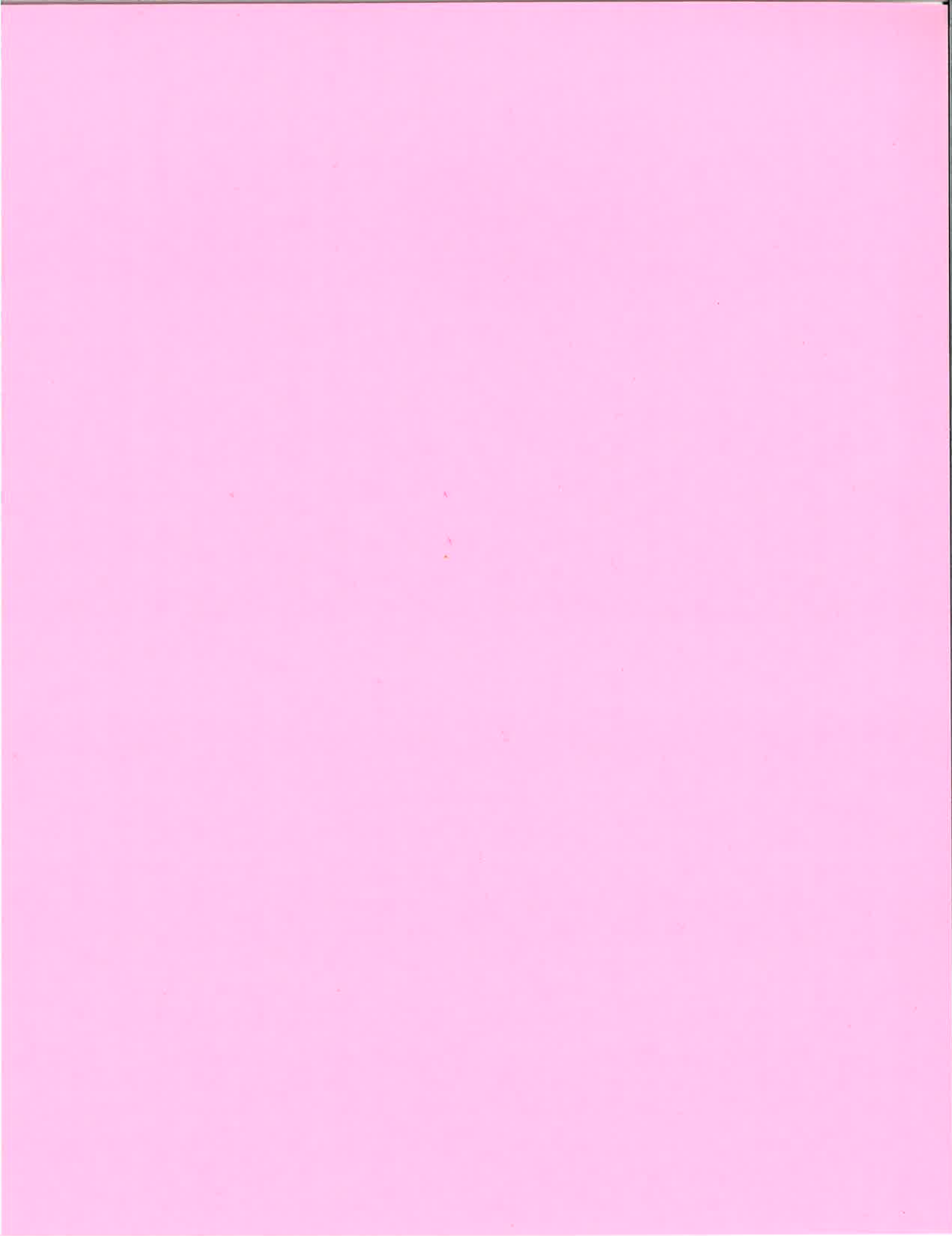
The applicant should submit his or her challenge to CIB on Form DJ-LE-247. Form DJ-LE-247 is available free of charge on [The Department of Justice website](#) or by calling (608) 266-7314. A challenge may include a request for comparison of the fingerprints of the person submitting the challenge to the fingerprints on file that are associated with the Wisconsin arrest record below.

NO RECORD FOUND

An arrest record search based only on a name, date of birth, and other identifying data that is not unique to a particular person (like "sex" or "race") may result in:

1. Identification of criminal history records for multiple persons as potential matches for the identifying data submitted, or
2. Identification of an arrest history record belonging to a person whose identifying information is similar in some way to the identifying data that was submitted to be searched, but is not the same person whose identifying data was submitted for searching. The Crime Information Bureau (CIB) therefore cannot guarantee that the response below pertains to the person in whom you are interested without a fingerprint submission.

Based on the above identifying data provided for this search, no matching Wisconsin arrest records were found at this time. These search results do not preclude an individual from having an arrest record at a local law enforcement agency that was not reported to the Department of Justice or in another state, or juvenile records that



3/19/2024

Village of Random Lake
P.O. Box 344
Random Lake, WI 53075-034
clerk@randomlakewi.com

It is our intent to provide you with complete information as to the activity conducted by our officers while on Village of Random Lake contract patrol duty. Our hope is that it will be informative and transparent for you.

The Village of Random Lake contracts with the Sheboygan County Sheriff's Office for 84 hours of service per month. During February 2024, 90 hours of contract were completed. There were 26 complaints generated. Within those complaints; 13 Written Warnings, 13 Winter Parking Citations, 6 Traffic Citations, 0 Misdemeanor charges, 0 Felony Arrest, 0 Warrant Arrest, 0 Juvenile Referrals, 0 Property Damage Accidents and 3 open doors were found. The following is a summary of the complaints for **February 2024:**

<u>Date Time</u>	<u>Complaint # Nature of Call</u>	<u>Location</u>	<u>Result</u>
<u>02/01/24 1645</u>	S24-01686 Traffic Stop	E. Shore Dr. and E. Shore Dr.	Warning issued for failure to stop for stop sign.
<u>02/02/24 1625</u>	S24-01728 Traffic Stop	Hickory Dr. and Russel Dr.	Citation issued for seatbelt and warning issued for failure to stop for stop sign.
<u>02/02/24 0755</u>	S24-01708 Traffic Stop	STH 144 and Spring Street	Warning issued for window tint.
<u>02/03/24 1015</u>	S24-01745 Traffic Stop	Industrial Dr. and Evergreen Dr.	Warning issued for failure to stop for stop sign.
<u>02/03/24 1045</u>	S24-01751 Burglary	324 Hoff Street	Complainant reported missing jewelry. Investigation still active.
<u>02/06/24 0805</u>	S24-01910 Ordinance	724 Random Lake Road	Warning issued for expired registration.
<u>02/06/24 0155</u>	S24-01901 Open Door	705 Grand Ave St. Paul's Lutheran Church	Building searched and secured. Nothing suspicious was located.
<u>02/06/24 1020</u>	S24-01975 Traffic Stop	1 st Street and Butler Street	Verbal warning issued for failure to stop for stop sign.
<u>02/07/24 0000</u>	S24-01961 Open Door	605 Random Lake Road Random Lake School District	Building searched and secured. Nothing suspicious located. West #3 located unlocked.
<u>02/07/24 0245</u>	S24-02018 Winter Parking	Village at Large	One winter parking citation issued.
<u>02/07/24 0700</u>	S24-01967 HR Crash	N. Spring Street and STH 144	Rolled over vehicle located behind Little Hands Preschool. Crash report completed. Citation issued for failure to report accident.
<u>02/07/24 1625</u>	S24-01992 Disturbance	316 Hoff Street	Neighbor dispute over court ruling. Parties were advised to remain civil or they would be cited.
<u>02/08/24 0645</u>	S24-02029 Traffic Stop	5 th Street and Carrol Street	Warning issued for window tint violation.

<u>02/11/24</u> <u>0210</u>	S24-02177 Winter Parking	Village at Large	5 winter parking citations were issued.
<u>02/11/24</u> <u>0958</u>	S24-02182 Traffic Stop	Carrol Street and 2 nd Street	Warning issued for speeding.
<u>02/12/24</u> <u>0950</u>	S24-02219 Traffic Stop	71 East Shore Dr.	Warning issued for failure to stop for stop sign.
<u>02/13/24</u> <u>1538</u>	S24-02284 Traffic Stop	STH 144 and Carrol Street	Warning issued for window tint.
<u>02/13/24</u> <u>1558</u>	S24-02289 Traffic Stop	Allen Street and Short Street	Warning issued for window tint.
<u>02/14/24</u> <u>1613</u>	S24-02342 Traffic Stop	Russel Dr. and Hickory Dr.	Warning issued for window tint.
<u>02/14/24</u> <u>1030</u>	S24-02327 Traffic Stop	Allen Street and 2 nd Street	Citation issued for non-registration of auto. Warning issued for operating without a license.
<u>02/15/24</u> <u>0305</u>	S24-02371 Winter Parking	Village at Large	One winter parking citation was issued.
<u>02/15/24</u> <u>0320</u>	S24-02372 Winter Parking	Village at Large	One winter parking citation was issued.
<u>02/17/24</u> <u>0320</u>	S24-02485 Winter Parking	Village at Large	3 Winter parking citations were issued.
<u>02/18/24</u> <u>0330</u>	S24-02518 Open Door	W4873 CORD RR ERIC VON SCHLEDORN FORD	Building searched and secured. Nothing suspicious was located.
<u>02/22/24</u> <u>1930</u>	S24-02725 Traffic Stop	CORD I and STH 144	Operating in the oncoming lane of traffic observed in the village. Driver arrested for Operating while under the influence 1 st offense, operating without a valid license, and operating left of center.
<u>02/22/24</u> <u>0300</u>	S24-02678 Winter Parking	Village at Large	2 winter parking citations issued.

Please feel free to contact me with any questions or concerns you might have.

Sergeant Tim McNeil 238
Sheboygan Sheriff's Office Patrol Division
Shift Commanders Desk (920) 459-3114
Timothy.McNeil@sheboygancounty.com



Professionalism / Respect / Integrity / Dedication / Employee Value



Village Board Meeting
Monday, March 18, 2024
6:30 pm

LOCATION OF MEETING: 96 RUSSELL DRIVE

Meeting Minutes

1. **Call to Order, Roll Call:** President Mike San Felippo called the village board meeting to order at 6:33 pm. Board members present included Eric Stowell, Elizabeth Manian, Duane Urbanski, Mike San Felippo, and Jeff Schultz. Barbara Ruege and Keri Wallenkamp attended virtually. Village staff member present included Clerk/Treasurer Stephanie Waala and Department of Public Works Director Peter Lederer. For additional attendees, please see sign in sheet.

2. **Pledge of Allegiance**

3. **Old Business:**

- a. **Discussion and Possible Action related to the change order 3-final from RG Schmitt.**

Clerk Waala informed the board that at the last meeting the board approved to have Kapur create the change order. This is a formality as the village paid a contractor directly instead of through R.G. Schmitt.

President San Felippo made a motion to approve with the understanding that no check will be issued from the Village of Random Lake, motion was seconded by Trustee Stowell. Motion carried 7-0.

- b. **Discussion and Possible Action related to the request of Verizon Wireless**

President San Felippo informed the board of the timeline of events related to the request of Verizon to create a new lease for antenna on the village water tower.

Parker Pickens informed the board that he has communicated back and forth with Clerk Waala. The background of why the audit of the site was done is that changes have been done nationwide. With the changes they have seen they can enhance data coverage but the financial team that did the audit have found they have a dozen different towers within a 3–5-mile radius. Also, they have been working with private sector sites and these companies come at a lower price. Verizon may entertain a long-term lease with a 2% increase but would not approve the drastic increase that the village has countered with.

Trustee Wallenkamp inquired as to with technological changes, is 30 years' worth negotiating or is it better to just renegotiate the 10 years currently left. Mr. Pickens informed the board that with the financial team there was a reason for the potential change. There are options in the lease for early

termination. They are not looking to do that but would like to renegotiate currently.

Trustee Wallenkamp inquired as to liking to see the audit report that was done. The proposed rent was decreased by \$500 per month. Talking to residents there are concerns of not that good of coverage by Verizon. Has there been 5G changes to our water tower? Mr. Pickens informed the board that he would need to look into whether updates have been done.

President San Felippo inquired as to how many companies do they know of that have their own towers in the area or are they piggybacking off other antennas. Mr. Pickens informed the board that he would only know of Verizon towers in the area. His records show 12 towers and 44 antennas in the area. President San Felippo informed the board that it seems like a lot of towers in such a small area.

President San Felippo inquired as to if any board member is willing to accept the lower rent. Trustee Wallenkamp informed the board she would like to see the audit report to get an input on where Verizon is coming from with these numbers. Blaine Werner informed the board the he doesn't believe the statement that there are that many towers in this area. It could be an average but not necessarily be what is in our area. Trustee Wallenkamp additionally asked for a map of the other towers in the area as well as will Verizon entertain a radio frequency test. Mr. Pickens informed the board that he will gather all the information requested and look into what Verizon is willing to do.

4. New Business:

a. Discussion and Possible Action related to the request of Joan Graven, 57 E Shore Dr.

President San Felippo read the letter submitted by Joan Graven. He had previously contacted the village insurance company and since the tree fell on her home, she would be responsible for removing it even though it was a tree on village property.

Joan Graven informed the board that she is trying to be proactive so that this does not happen again. She would like to take down trees that have potential of falling on her home. She has not had the tree company put out all that would need to be taken down. Director Lederer informed the board that the village does not have the capability to take down these trees safely.

Trustee Wallenkamp asked for clarification that these are village trees. President San Felippo informed the board that they are on the village public access property.

Trustee Wallenkamp inquired to if the trees are dead in the village then would we not be required to take them down. President San Felippo informed the board that the trees are not dead, they are just hollow and top heavy.

Trustee Stowell inquired to isn't the village responsible for maintaining this property. Trustee Wallenkamp informed the board that if it is a village responsibility then the village should be paying for this.

Trustee Ruege informed the board that when the topic of public access properties was previously talked about it was determined that the village would not maintain the property as it is not required.

This was done to not promote usage of the property.

Trustee Stowell inquired as to if by letting Joan pay for the this would the village be setting a precedence. Ms. Graven informed the board that she does not wish to clear the property, just removing trees that may affect her home.

President San Felippo informed the board the village does not have the capability to do it with village equipment. If the village has \$10,000 somewhere we could pay to have it done. Trustee Stowell informed the board that he feels it's the village's responsibility. Trustee Wallenkamp informed the board she feels personally that it's the responsibility of the village. Trustee Ruege inquired as to what budget we would recommend this come from.

Trustee Urbanski informed the board that if we do this then all access points need to be looked at. Trustee Ruege informed the board that the reason to not clear the access point is to prevent people walking past people's properties to access the lake. Trustee Stowell informed the board that not all access points would need to have trees taken down, because houses are not nearby.

Director Lederer suggested getting a professional opinion first to determine where trees need to be taken down. President San Felippo instructed Ms. Graven to meet with the tree service and get a more accurate quote.

b. Discussion and Possible Action related to the village winter parking.

President San Felippo read the current village ordinance. He has received a request to talk about it from Barb. The village policy has always been to keep parking open for the holidays. With easter being early this year, they would need to lift the restrictions before the 1st. With a potential of 9 inches of snow in the next weeks they would not lift it any sooner. He or Peter can remove the restrictions at any time without board approval.

Trustee Ruege informed the board that she likes that Peter or Mike can change the restrictions but is pushing to have the change before the holiday.

President San Felippo informed the board that at a prior meeting when a resident received a parking ticket, they claimed to have been unable to see alerts or technology posts. Would additionally request a notice be put at normal posting locations for those unwilling to get alternative methods of alerts.

c. Discussion and Possible Action related to the recommendation of the village president related to a request from the Random Lake Association.

President San Felippo read the request of the Random Lake Association and the Random Lake Improvement Trust agreement. Additionally presented was the approval from the Trust to exceed \$15,000 for this project. Robert Harry informed the board that the money is to create a Lake Management Plan to see prior and futures of the lake. They would need this Management Plan for grants, and it would have multiple studies within it. The study will engage lake property owners as well as association members. Has had a conversation with Onterra about what would be included.

President San Felippo informed the board that they have worked with Onterra to get a grant to help with the cost but did not get awarded it, so the full cost would be more to take on themselves.

Trustee Urbanski inquired as to how many living members of the Trust are still alive. President San Felippo informed the board that there are three. Trustee Urbanski informed the board that the Trust does not have the authority to override the Trust agreement. Trustee Stowell read the email submitted by Ten Nietzsche. Clerk Waala informed the board that the trust agreement does not give them the option to increase the amount of item 3, no matter what an email says.

Trustee Urbanski informed the board that the Trust came up with the agreement and now they are not abiding by it. Trustee Wallenkamp read section three of the agreement and inquired as since this is a 15-month project could they split it into multiple bills. Trustee Urbanski informed the board that it would still be the same project though.

Bill Goehring inquired that since it is a legal trust should it not get a legal opinion before not abiding by the agreement. President San Felippo informed the board that he can contact Ed Ritger to get an opinion as well as John Macy.

Clerk Waala informed the board that currently funds over \$15,000 are in a cd so they would need to pay a fee to close out the cd early.

President San Felippo informed the board that he will get working on amending the agreement and then bring the item back for approval.

Trustee Urbanski made a motion to approve \$15,000 to the Random Lake Association from the Lake Management Fund with the caveat that the agreement be changed, motion was seconded by Trustee Manian. Motion carried 7-0.

5. Public Comments on non-agenda items (*limit 3 minutes per speaker*)

Blaine Werner informed the board that the Lions Club and Bill Singer will be roofed in 2-3 weeks depending on the weather. Additionally, would like an update from the Lake, Parks, and Recreation Committee on the status of the park being proposed off of Orth Dr.

6. Consent Agenda – items within the consent agenda can be considered individually if the Village Board chooses to do so:

- a. February 29, 2024, general checks
- b. February 29, 2024, fire/ambulance checks
- c. February 29, 2024, utility checks
- d. March 4, 2024, meeting minutes
- e. March 2024 newsletter
- f. March 2024 mailing insert
- g. March 2024 back of bill

- h. March 7, 2024, payroll report**
- i. March 19, 2024, general checks**
- j. March 19, 2024, fire/ambulance checks**
- k. March 19, 2024, utility checks**

Clerk Waala informed the board that an updated newsletter was sent out today in an email.

Trustee Stowell made a motion to approve as submitted, motion was seconded by Trustee Urbanski. Motion carried 7-0.

7. Staff and committee reports:

- a. Village Hall:** written report submitted.
- b. Public Works:** ice skating rink taken down; working on plow damage; finished cleaning up piles at the brush pile; street sweeping began last week; switched out pump at lift station needing repair; cleaned out back wash stations at WWTP; started bleacher repair at Kircher Park; opened bathrooms at Bertram Park because the school requested, have put heaters in just in case the weather gets cold. Moving forward finish moving out of co-op; street sweeping; storm inlet cleaning; one pier will probably get repaired this week; electrical upgrades still happening at WWTP; ventilation fan to be installed soon; clean parking lots where snow was; working on new signs for the brush pile; would like to change ordinance in public works meeting; map created to show new changes to the recycling center, would like to wait to opening until correspondence sent out with changes; talked with Office Cobb about painting on street, waiting for warm day; working on cleaning equipment to be put on auction; waiting on blocks for recycling center.
- c. Committees:** Lake, Parks, and Recreation met and went on a trek to the park site. They would like to get flags up to delineate paths. Current issue is how to get access from the beach. They are working on getting permission from the two property owners to use the snowmobile trail.

Finance met on 3/11.

Personnel to mee on 3/25

Public Safety needs to meet.

- d. Fire Department:** read report; Trustee Wallenkamp inquired as to a post on Facebook about kids getting a ride to school. Was wondering how they got to do that. Chief Depies informed the board that Sherman Center has an auction and that is an item that can be bided on.
- e. President:** Would like to add the village ordinance to the bottom of the Trustee Tidbit in the newsletter. Music in the Park is in full swing of booking bands, vendors, and volunteers. Water, sewer, and roofing is to be worked on at the snack shack in the next couple of weeks to be ready for summer.

8. Consider and Act by Roll Call Vote to Enter into Closed Session for the following:

- a. Pursuant to SS. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect**

to litigation in which it is or is likely to become involved.

- b. Pursuant to SS. 19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

Trustee Urbanski made a motion to move into closed session at 8:02 pm, motion was seconded by Trustee Stowell. Motion carried 7-0.

9. Reconvene to Open Session Pursuant to SS. 19.85(2)

Trustee Stowell made a motion to move into open session at 8:30 pm, motion was seconded by Trustee Urbanski. Motion carried 7-0.

10. Discussion and Possible Action on closed session item

None taken.

11. Adjourned at 8:30 pm.

Items on the Agenda may be taken out of order as listed. Created by Stephanie Waala on 03/19/2024.

WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.

3/27/2024 2:35 PM

Reprint Payroll Register Quick
All Employees

Page: 1
PAYRL

Check Date From: 3/21/2024
Thru: 3/21/2024

From Dept:
Thru Dept:

Name / Chk	Beg	End	Dates	Check Nbr	Hours	Earnings	Deductions	Net Pay
BARCLAY, ROBIN A				33612	2.50	25.00	0.00	25.00
3/21/2024	3/03/2024	3/16/2024						
BIEDENBENDER, SUZANNE M				33613	2.25	22.50	0.00	22.50
3/21/2024	3/03/2024	3/16/2024						
KLITZKIE, BONNIE				33614	2.25	22.50	0.00	22.50
3/21/2024	3/03/2024	3/16/2024						
MARTIN, JOHN L				33615	2.50	25.00	0.00	25.00
3/21/2024	3/03/2024	3/16/2024						
MROZ, SUE				33616	2.50	25.00	0.00	25.00
3/21/2024	3/03/2024	3/16/2024						
MURPHY, DANIEL				33617	9.00	90.00	6.89	83.11
3/21/2024	3/03/2024	3/16/2024						
RUMACK, RONALD S				33618	2.25	22.50	0.00	22.50
3/21/2024	3/03/2024	3/16/2024						
SCHULZ, DENNIS				33619	560.00	1,955.00	149.56	1,805.44
3/21/2024	3/03/2024	3/16/2024						
THIEL, JILL M				33620	2.25	22.50	0.00	22.50
3/21/2024	3/03/2024	3/16/2024						
THIEL, MARJORIE W				33621	2.25	22.50	0.00	22.50
3/21/2024	3/03/2024	3/16/2024						
WATRY, PATRICIA C				33622	2.50	25.00	0.00	25.00
3/21/2024	3/03/2024	3/16/2024						
WINTER, TIMOTHY				33623	15.00	150.00	11.48	138.52
3/21/2024	3/03/2024	3/16/2024						
BULEBOSH, NANETTE				V2091	59.25	1,007.25	211.05	796.20
3/21/2024	3/03/2024	3/16/2024						
COBB, STEPHEN				V2092	46.04	981.10	338.84	642.26
3/21/2024	3/03/2024	3/16/2024						
COENEN, LYNN				V2093	8.75	101.33	14.74	86.59
3/21/2024	3/03/2024	3/16/2024						
DAHM, JERIOD N				V2094	86.50	2,080.40	660.35	1,420.05
3/21/2024	3/03/2024	3/16/2024						
HORNING, ELISABETH				V2095	7.50	119.25	9.12	110.13
3/21/2024	3/03/2024	3/16/2024						
JAYCOX, CARISSA M				V2096	80.00	1,903.20	483.51	1,419.69
3/21/2024	3/03/2024	3/16/2024						
LAUMANN, RAEGAN M				V2097	11.00	97.24	7.44	89.80
3/21/2024	3/03/2024	3/16/2024						

3/27/2024 2:35 PM

Reprint Payroll Register Quick
All EmployeesPage: 2
PAYRLCheck Date From: 3/21/2024
Thru: 3/21/2024From Dept:
Thru Dept:

Name / Chk	Beg	End Dates	Check Nbr	Hours	Earnings	Deductions	Net Pay
LEDERER, PETER			V2098	80.00	3,058.41	1,174.36	1,884.05
3/21/2024	3/03/2024	3/16/2024					
LOCKLAIR, DANIEL R			V2099	14.00	177.52	13.58	163.94
3/21/2024	3/03/2024	3/16/2024					
MARTIN, SUZANNE			V2100	19.50	268.32	20.53	247.79
3/21/2024	3/03/2024	3/16/2024					
SEPSTEAD, KATHRYN			V2101	2.50	25.00	0.00	25.00
3/21/2024	3/03/2024	3/16/2024					
SIEGEL, TYLER C			V2102	86.50	2,521.12	791.07	1,730.05
3/21/2024	3/03/2024	3/16/2024					
SULLIVAN, CAMRIN R			V2103	80.00	2,095.12	630.81	1,464.31
3/21/2024	3/03/2024	3/16/2024					
TREMBLAY, KAYLEE M			V2104	13.00	110.50	8.45	102.05
3/21/2024	3/03/2024	3/16/2024					
WAALA, STEPHANIE S			V2105	80.00	2,829.49	847.63	1,981.86
3/21/2024	3/03/2024	3/16/2024					
WEGNER, MILES C			V2106	83.00	1,774.50	678.89	1,095.61
3/21/2024	3/03/2024	3/16/2024					
WILL, KATRINA A			V2107	49.50	742.50	69.12	673.38
3/21/2024	3/03/2024	3/16/2024					
WILLIAMSON, JACOB N			V2108	95.50	2,275.23	754.86	1,520.37
3/21/2024	3/03/2024	3/16/2024					
WROBLEWSKI, ELIZABETH			V2109	27.00	446.58	89.07	357.51
3/21/2024	3/03/2024	3/16/2024					
				-----	-----	-----	-----
Totals:				1,534.79	25,021.56	6,971.35	18,050.21
Total Checks:	31		(Male:	12	Female:	19)	

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ACCT

3580 FIRE/AMBULANCE CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	4/02/2024	AIRGAS USA, LLC	
2/29/24 STATEMENT			
700-00-52600-012-000		OXYGEN	14.23
12/31/23 INVOICE		1604677590	
		Total	14.23
	4/02/2024	ANDRES MEDICAL BILLING	
2/29/24 INVOICE			
700-00-52600-004-000		AMBULANCE BILLING	533.43
2/29/24 INVOICE		032024RLWI	
		Total	533.43
	4/02/2024	AURORA MEDICAL CENTER GRAFTON LLC	
2/15/24 STATEMENT			
700-00-52600-009-000		MEDICAL SUPPLIES	71.58
2/15/24 STATEMENT BALANCE		CP-0007568	
		Total	71.58
	4/02/2024	KHAMBAL LEE	
3/11/24 INVOICE			
700-00-52660-003-000		MEDICAL EXPENSE	137.00
FIRE PHYSICAL		3/11/24	
		Total	137.00
	4/02/2024	ORANGE CROSS AMBULANCE, INC.	
3/19/24 STATEMENT			
700-00-52600-013-000		PARAMEDIC INTER	260.00
3/13/24 TRANSPORT		OCA40582	
		Total	260.00
		Grand Total	1,016.24

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ACCT

3580 FIRE/AMBULANCE CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Amount

Total Expenditure from Fund # 700 - AMBULANCE FUND

1,016.24

Total Expenditure from all Funds

1,016.24

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ACCT

2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	4/02/2024	CANON FINANCIAL SERVICES INC	
	3/12/24	INVOICE	
100-00-51420-390-000		CLERKS OFFICE-SUPPLIES/EXP	131.66
		COPIER CONTRACT	32216713
		Total	131.66
	4/02/2024	CARISSA JAYCOX	
	3/21/24	INVOICE	
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	137.16
		MILEAGE REIMBURSEMENT	3/21/24
		Total	137.16
	4/02/2024	Casey's Business Mastercard	
	3/16/24	STATEMENT	
100-00-53240-391-000		GAS & OIL (60%)	85.81
		2/17/24 LOADER	358194
100-00-53240-391-000		GAS & OIL (60%)	-2.96
		REBATE	40640788
		Total	82.85
	4/02/2024	CHEP USA	
	3/25/24	INVOICE	
100-00-41110-000-000		PROPERTY TAXES-GENERAL FUND	2.34
		PERSONAL PROPERTY TAX OVERPAYMENT REFUND	682
		Total	2.34
	4/02/2024	CLARK DIETZ	
	3/6/24	INVOICE	
100-00-53300-218-000		ENGINEERING	666.66
		VILLAGE ENGINEERING	440421
		Total	666.66
	4/02/2024	HAWLEY KAUFMAN & KAUTZER S.C.	
	3/21/24	STATEMENT	
100-00-52101-210-000		LEGAL-PROFESSIONAL SERVICES	35.00
		TRAFFIC LEGAL	81
		Total	35.00
	4/02/2024	Lakeview Community Library	
	3/27/24	INVOICE	

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ACCT

2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55110-380-000		LIBRARY-CONTRACT	12,015.63
	2024 2ND QTR CONTRACT	3/27/24	
		Total	12,015.63
	4/02/2024	MIDSTAR PRINTING	
	3/12/24 INVOICE		
100-00-51440-810-000		ELECTION EQUIPMENT	149.10
	VOTING DATE DECALS	13511	
		Total	149.10
	4/02/2024	NAPA AUTO PARTS	
	3/12/24 INVOICE		
100-00-53240-360-000		VEHICLE-S.M.R.E	315.97
	AIR FILTER, SERPENTINE BELT- RED TRUCK	799202	
		Total	315.97
	4/02/2024	NAPA AUTO PARTS	
	3/13/24 INVOICE		
100-00-53240-360-000		VEHICLE-S.M.R.E	64.99
	ACC DRIVE BELT	799222	
100-00-53240-360-000		VEHICLE-S.M.R.E	11.99
	P OUTLET-3	799222	
100-00-53240-360-000		VEHICLE-S.M.R.E	-56.99
	SERPENTINE BELT RETURN	799222	
		Total	19.99
	4/02/2024	NAPA AUTO PARTS	
	3/15/24 INVOICE		
100-00-53240-350-000		EQUIPMENT/STREET MACH-S,M,R,E	5.98
	SPARK PLUG-MOWER	799380	
		Total	5.98
	4/02/2024	NAPA AUTO PARTS	
	3/20/24 INVOICE		
100-00-53240-360-000		VEHICLE-S.M.R.E	15.99
	BLISTER PACK CAPSULES-TANDUM	799588	
		Total	15.99
	4/02/2024	NEUENS FREDONIA LUMBER	
	3/13/24 INVOICE		

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ACCT

2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53640-390-000		YARD/TREE/BRUSH CONTROL	48.45
4X8 PLYWOOD		2403-667720	
		Total	48.45
	4/02/2024	NEUENS FREDONIA LUMBER	
3/15/24 INVOICE			
100-00-55210-230-000		KIRCHER PARK-S,M,R,E	288.50
2X10 TREATED-8CT		2403-667792	
		Total	288.50
	4/02/2024	NEUENS FREDONIA LUMBER	
3/18/24 INVOICE			
100-00-55210-230-000		KIRCHER PARK-S,M,R,E	144.25
2X10 TREATED 4CT		2403-667846	
		Total	144.25
	4/02/2024	Sheboygan County EDC	
1/31/24 INVOICE			
100-00-56200-000-000		ECONOMOIC DEVELOP-SHEB CTY	7,000.00
2024 SCEDC INVESTMENT			
		Total	7,000.00
	4/02/2024	SHEBOYGAN COUNTY TREASURER	
2/29/24 INVOICE			
100-00-53300-350-000		SNOW REMOVAL/SALT	1,153.90
SALT BRINE/LABOR/EQUIPMENT		132792	
100-00-53300-350-000		SNOW REMOVAL/SALT	0.40
12/31/22 INVOICE BALANCE		126343	
100-00-53300-350-000		SNOW REMOVAL/SALT	1.00
1/31/24 INVOICE BALANCE		132629	
		Total	1,155.30
	4/02/2024	SHEBOYGAN COUNTY TREASURER	
3/18/24 INVOICE			
100-00-52100-380-000		LAW ENFORCEMENT-CONTRACT	12,070.89
1ST QTR CONTRACTED SERVICES		132887	
		Total	12,070.89
	4/02/2024	STEPHANIE WAALA	
3/31/24 INVOICE			

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ACCT

2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	23.32
		DROP OFF TAX SETTLEMENT CHECK-LTC	
	1/16/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	10.55
		DROP OFF TAX SETTLEMENT CK-SHEBOYGAN CO	
	1/16/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	15.85
		DROP OFF TAX SETTLEMENT RL SCHOOL	
	1/16/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	126.42
		EHLERS CONFERENCE-WIS DELLS	
	2/14/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	34.19
		SHEBOYGAN CO CLERK OFFICE-BALLOTS	
	3/11/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	33.41
		SHEBOYGAN CO CLERKS GROUP-HOWARDS GROVE	
	3/21/24		
100-00-51420-330-000		CLERKS OFFICE-MILEAGE	34.19
		SHEBOYGAN CO CLERK OFFICE-ELECT SUPPLIES	
	3/22/24		
		Total	277.93
<hr/>			
	4/02/2024	UNIFIRST CORPORATION	
	3/12/24	INVOICE	
100-00-53100-325-000		UNIFORMS	21.93
		UNIFORMS	
	1470037132		
		Total	21.93
<hr/>			
	4/02/2024	UNIFIRST CORPORATION	
	3/19/24	INVOICE	
100-00-53100-325-000		UNIFORMS	21.65
		UNIFORMS	
	1470038148		
		Total	21.65
<hr/>			
	4/02/2024	US CELLULAR	
	3/8/24	INVOICE	
100-00-53101-390-000		CELL PHONE-DPW	15.56
		DPW CELL	
	0640194784		
100-00-53101-390-000		CELL PHONE-DPW	2.67
		EMERGENCY CELL PHONES	
	0640194784		
		Total	18.23
<hr/>			
	4/02/2024	WEX BANK	
	3/23/24	STATEMENT	

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2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-53240-391-000		GAS & OIL (60%)	27.73
	2/23/24	SKID LOADER 33410	
100-00-53240-391-000		GAS & OIL (60%)	107.25
	2/28/24	BLACK TRUCK 34155	
100-00-53240-391-000		GAS & OIL (60%)	52.84
	3/13/24	FORD PICKUP 36136	
100-00-53240-391-000		GAS & OIL (60%)	89.37
	3/13/24	TANDUM 36171	
100-00-53240-391-000		GAS & OIL (60%)	18.02
	3/21/24	SWEeper 37355	
100-00-53240-391-000		GAS & OIL (60%)	-18.47
		REBATE 3/23/24	
100-00-53240-391-000		GAS & OIL (60%)	33.00
	3/4/24	GENERATOR 34858	
100-00-53240-391-000		GAS & OIL (60%)	41.95
	3/4/24	FORD PICKUP 34862	
100-00-53240-391-000		GAS & OIL (60%)	46.82
	3/7/24	RED TRUCK 35312	
100-00-53240-391-000		GAS & OIL (60%)	7.42
	3/11/24	TRASH PUMP 35848	
100-00-53240-391-000		GAS & OIL (60%)	54.17
	3/20/24	FORD PICKUP 37181	
100-00-53240-391-000		GAS & OIL (60%)	-9.80
		REBATE 3/23/24	
		Total	450.30
<hr/>			
	4/02/2024	Zarnoth Brush Works Inc.	
	3/12/24	INVOICE	
100-00-53240-350-000		EQUIPMENT/STREET MACH-S,M,R,E	335.00
		ZARNOTH GUTTER BROOM-2CT 0197331-IN	
		Total	335.00
<hr/>			
		Grand Total	35,410.76

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2822 GENERAL FUND

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

35,410.76

Total Expenditure from all Funds

35,410.76

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ALL Checks by Payee

ACCT

3655 UTILITY CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
4/02/2024		CANON FINANCIAL SERVICES INC	
3/12/24 INVOICE			
600-00-51420-390-000		OFFICE SUPPLIES/EXP	131.67
		COPIER CONTRACT	32216713
660-00-51420-390-000		OFFICE SUPPLIES/EXPENSES	131.67
		COPIER CONTRACT	32216713
Total			263.34
<hr/>			
4/02/2024		Casey's Business Mastercard	
3/16/24 STATEMENT			
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	28.60
		2/17/24 LOADER	358194
660-00-54615-391-000		VEHICLES-GAS 20%	28.60
		2/17/24 LOADER	358194
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	-0.98
		REBATE	40640788
660-00-54615-391-000		VEHICLES-GAS 20%	-0.98
		REBATE	40640788
Total			55.24
<hr/>			
4/02/2024		CLARK DIETZ	
3/6/24 INVOICE			
660-00-57400-200-000		CONTRACTED SERVICES	9,540.00
		WWTP FACILITY PLAN UPDATE	440380
Total			9,540.00
<hr/>			
4/02/2024		CLARK DIETZ	
3/6/24 INVOICE			
660-00-57400-200-000		CONTRACTED SERVICES	958.00
		EAST SIDE LIFT STATION	440312
Total			958.00
<hr/>			
4/02/2024		CLARK DIETZ	
3/6/24 INVOICE			
600-00-57400-200-000		CONTRACTED SERVICES	6,162.73
		WATER SYSTEM MASTER PLAN UPDATE	440382
Total			6,162.73
<hr/>			
4/02/2024		CLARK DIETZ	
3/6/24 INVOICE			

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ACCT

3655 UTILITY CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
660-00-57400-200-000		CONTRACTED SERVICES	1,586.10
		EFFLUENT TEMPERATURE STDY	440421
600-00-53300-218-000		ENGINEERING	666.67
		VILLAGE ENGINEERING	440421
660-00-53300-218-000		ENGINEERING	666.67
		VILLAGE ENGINEERING	440421
		Total	2,919.44
	4/02/2024	HAWKINS INC	
	3/5/24 INVOICE		
660-00-54610-396-000		TEST LAB-CHEMICALS	1,032.56
		3/5/24 INVOICE	6703109
		Total	1,032.56
	4/02/2024	NAPA AUTO PARTS	
	3/15/24 INVOICE		
660-00-54600-390-000		WWTP - S,M,R,E	174.85
		3/15/24 INVOICE	799366
		Total	174.85
	4/02/2024	Sabel Mechanical LLC	
	3/19/24 INVOICE		
660-00-54600-390-000		WWTP - S,M,R,E	3,637.82
		PUMP REPAIRS/RENTAL	241029
		Total	3,637.82
	4/02/2024	Sabel Mechanical LLC	
	3/19/24 INVOICE		
660-00-54600-390-000		WWTP - S,M,R,E	6,391.59
		REBUILD PUMP	241028
		Total	6,391.59
	4/02/2024	UNIFIRST CORPORATION	
	3/12/24 INVOICE		
600-00-53660-392-000		UNIFORMS	21.93
		UNIFORMS	1470037132
660-00-53660-392-000		UNIFORMS	21.92
		UNIFORMS	1470037132
		Total	43.85

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ACCT

3655 UTILITY CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	4/02/2024	UNIFIRST CORPORATION	
3/19/24 INVOICE			
600-00-53660-392-000		UNIFORMS	21.64
		UNIFORMS 1470038148	
660-00-53660-392-000		UNIFORMS	21.64
		UNIFORMS 1470038148	
			Total 43.28
<hr/>			
	4/02/2024	US CELLULAR	
3/8/24 INVOICE			
600-00-54600-221-000		PLANT - TELEPHONE	15.57
		DPW CELL 0640194784	
600-00-54600-221-000		PLANT - TELEPHONE	2.68
		EMERGENCY CELL PHONES 0640194784	
660-00-54600-221-000		WWTP - TELEPHONE/INTERNET	15.57
		DPW CELL 0640194784	
660-00-54600-221-000		WWTP - TELEPHONE/INTERNET	2.68
		EMERGENCY CELL PHONES 0640194784	
			Total 36.50
<hr/>			
	4/02/2024	Village of Random Lake	
3/27/24 INVOICE			
600-00-53710-408-000		COST OF OPERATION-TAXES	17,500.00
		2024 MUNICIPAL UTILITY TAX 2ND QTR 3/27/27	
			Total 17,500.00
<hr/>			
	4/02/2024	WEX BANK	
3/23/24 STATEMENT			
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	9.24
		2/23/24 SKID LOADER 33410	
660-00-54615-391-000		VEHICLES-GAS 20%	9.24
		2/23/24 SKID LOADER 33410	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	35.75
		2/28/24 BACK TRUCK 34155	
660-00-54615-391-000		VEHICLES-GAS 20%	35.75
		2/28/24 BLACK TRUCK 34155	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	17.61
		3/13/24 FORD PICKUP 36136	

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ACCT

3655 UTILITY CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
660-00-54615-391-000		VEHICLES-GAS 20%	17.61
3/13/24	FORD PICKUP	36136	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	29.79
3/13/24	TANDUM	36171	
660-00-54615-391-000		VEHICLES-GAS 20%	29.79
3/13/24	TANDUM	36171	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	6.00
3/21/24	SWEEPER	37355	
660-00-54615-391-000		VEHICLES-GAS 20%	6.01
3/21/24	SWEEPER	37355	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	-6.16
	REBATE	3/23/24	
660-00-54615-391-000		VEHICLES-GAS 20%	-6.15
	REBATE	3/23/24	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	11.00
3/4/24	GENERATOR	34858	
660-00-54615-391-000		VEHICLES-GAS 20%	11.00
3/4/24	GENERATOR	34858	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	13.98
3/4/24	FORD PICKUP	34862	
660-00-54615-391-000		VEHICLES-GAS 20%	13.98
3/4/24	FORD PICKUP	34862	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	15.60
3/7/24	RED TRUCK	35312	
660-00-54615-391-000		VEHICLES-GAS 20%	15.61
3/7/24	RED TRUCK	35312	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	2.48
3/11/24	TRASH PUMP	35848	
660-00-54615-391-000		VEHICLES-GAS 20%	2.48
3/11/24	TRASH PUMP	35848	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	18.06
3/20/24	FORD PICKUP	37181	
660-00-54615-391-000		VEHICLES-GAS 20%	18.05
3/20/24	FORD PICKUP	37181	
600-00-54615-391-000		VEHICLES-GAS/OIL 20%	-3.26
	REBATE	3/23/24	
660-00-54615-391-000		VEHICLES-GAS 20%	-3.26
	REBATE	3/23/24	

Dated From: 4/02/2024From Account:

Thru: 4/02/2024Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			300.20
Grand Total			49,059.40

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ACCT

3655 UTILITY CHECKING

Dated From: 4/02/2024

From Account:

Thru: 4/02/2024

Thru Account:

Amount

Total Expenditure from Fund # 600 - WATER FUND

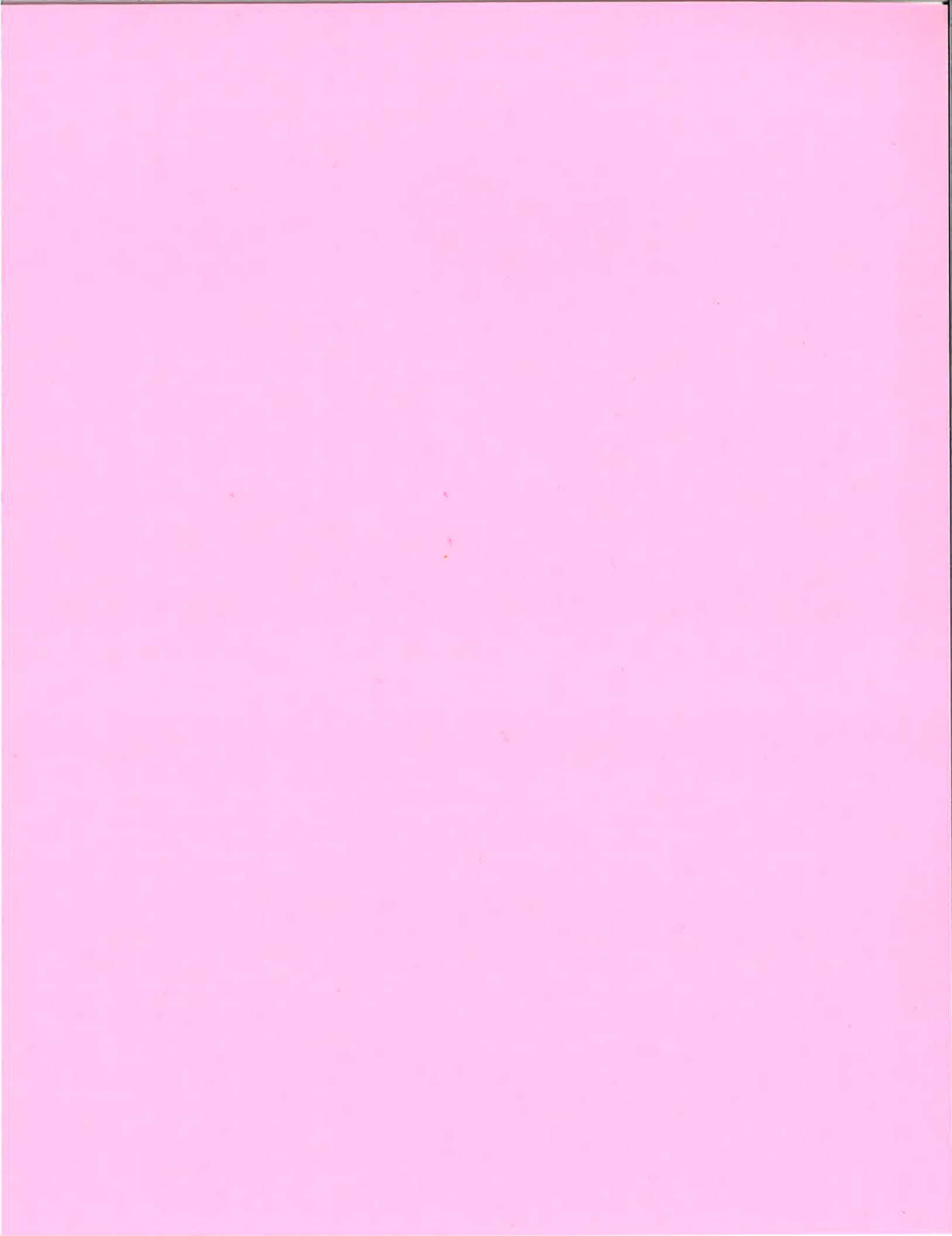
24,700.60

Total Expenditure from Fund # 660 - WASTEWATER FUND

24,358.80

Total Expenditure from all Funds

49,059.40



Village Hall report

March 18 – March 28

Created RFQ for village server.

Researched IT companies capable of updating server.

Processed Utility credit card payments.

Transferred utility receipts to correct operations accounts for Feb 2024 bank rec.

Verified payroll benefit invoices.

Helped Mustafa research water tower proposals.

Processed payroll to include adding fire dept personnel.

Processed library payables.

Contacted Baird about the Library Endowment fund deposit.

Processed utility late payment fees.

Processed annual TID Administrative Fees payment.

Processed absentee ballot requests.

Attended Plan Commission meeting.

Attended Village Board meeting.

Made updates to March newsletter.

Created response letter for Black Lion LLC.

Setup village hall for in person absentee voting.

Processed approved payables.

Completed 2 records requests for Blaine Werner.

Created Plan Commission meeting minutes.

Uploaded approved minutes to village website.

Posted Facebook post related to in-person absentee voting.

Purchased I voted stickers for elections.

Created village board meeting minutes.

Collected violation payments.

Research Board of Review training options.

Created election day poll worker schedule.

Submitted Delegation to State for WI for building inspector.

Created address list for bulk drop off.

Created signage for bulk drop off.

Created packet and posted agenda for Public Safety Committee meeting.

Created packet and posted agenda for Personnel Committee meeting.

Contacted Health-Ansay rep about attendance at personnel meeting.

Purchased election supplies.

Received tax exemption reports.

Sent out golf cart registration renewal letters.

Printed newsletter.

Printed back of utility bills.

Printed recycling center pamphlet.

Attended monthly Sheboygan County Clerks group meeting in Howards Grove.

Attended Badger Book Webinar.

Updated election notices.

Created election worker logins.

Created Board of Appeals members binders.

Created Board of Appeals forms.

Attended Public Safety meeting.

Shoveled snow.

Completed records request for Jane Kettler.

Submitted garbage repair requests.

Contacted RLSD about 2nd grade village informational gathering.

Went to Sheboygan County Clerk's office to pick up election supplies.

Organized boardroom.

Setup election equipment for public testing.

Processed absentee requests.

Processed records request from Blaine Werner.
Created public notices for Plan Commission meeting.
Received complaint about high usage letter.
Attended Personnel Committee meeting.
Addressed concerns from Personnel Committee meeting.
Ordered ballot tags for USPS.
Created Personnel Committee meeting minutes.
Created Public Safety Committee meeting minutes.
Created Plan Commission agenda and packet.
Created Personnel Committee agenda and packet.
Conducted public test of voting equipment.
Requested information from the State of WI related to accident and critical illness coverage for employees.
Uploaded minutes to village website.
Received call about community service hours, directed to DPW.
Processed and mailed utility bills.
Researched life ins benefit options.
Attended DSPS spring training.
Met with Mike & Dustin from Panacea Smart Solutions.
Created Village Board agenda and packet.
Assembled packet to include typing of this letter.
Inputted accounts payables.
Conducted absentee voting at Gable on the Pond.
Sent out alert about parking restrictions.

Upcoming March 18 - 29

Attend Plan Commission meeting.
Attend Personnel meeting.
Attend Village Board meeting.

Process payroll.

Process payables.

Spring Election at the Fire Dept.

Transport election results to Sheboygan County.

Attend Sheboygan County Clerks Group monthly training/meeting.

Complete 2024 Taxation District Exemption Summary Report