



Village of Weston, Wisconsin
ATTENTION – NOTICE OF PUBLIC MEETING

Meeting of: **FINANCE & HUMAN RESOURCE COMMITTEE (F&HR)**

F&HR Members: **Dirks-Luebbe, Ermeling [C], Farar, Hackbarth, Maloney [VC],
Meinel & Olson**

Date/Time: **Monday, April 21, 2025 @ 5:00 p.m.**

Location: **Weston Municipal Center (4747 Camp Phillips Rd) – Board Room**

Agenda: The agenda packet will be emailed out 3 days prior to the meeting and posted on the Village website at www.westonwi.gov.

Attendance: All Village officials are encouraged to attend. Trustees, committee members, and Department Directors, please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.

Questions: **Jessica Trautman**
jtrautman@westonwi.gov
715-359-6114

This notice was posted at the Municipal Center and was e-mailed to local media outlets (Print, TV, and Radio) on 4/14/2025 @ 11:25 a.m.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Finance & Human Resource Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN OFFICIAL MEETING AGENDA OF THE FINANCE & HUMAN RESOURCE COMMITTEE

Weston Municipal Center Board Room
4747 Camp Phillips Road, Weston, WI 54476

TO THE HONORABLE TRUSTEE ERMELING AND SIX (6) APPOINTED MEMBERS OF THE FINANCE & HUMAN RESOURCE COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the meeting of the Finance and Human Resource Committee on **Monday, April 21, 2025, at 5:00 p.m.**, in the Board Room, at the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may/might attend the above-noticed meeting to gather information. If a quorum of other government bodies is present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Board of Trustees and Finance Committee shall take place.

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. All items listed on this agenda may be acted upon by the Finance & Human Resource Committee.

Join Zoom Meeting by Computer:

<https://zoom.us/j/5445915099>

Join Zoom Meeting by Phone:

+1 312 626 6799 US (Chicago)
Meeting ID: 544 591 5099

AGENDA ITEMS.

1. Finance & HR Committee Call to Order & Welcome by Chairperson Ermeling.
2. Pledge of Allegiance to the Flag.
3. Roll Call by Recording Secretary.
Dirks-Luebbe, Ermeling [C], Farar, Hackbarth, Maloney [VC], Meinel, & Olson

PUBLIC COMMENTS.

MINUTES FROM PREVIOUS MEETING.

4. Approval of Minutes from Previous Finance & HR Meeting: [March 17, 2025](#)

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

(Work products identified in this section are for education and information purposes. Items listed in this section should be moved as "Acknowledge receipt of presentation/report and place in file".)

5. [March Budget Status Report](#)
6. [TIF 1 and TIF 2 Detail Reports for March](#)
7. [Legal Details for March](#)

EDUCATIONAL PRESENTATIONS & REPORTS.

(Work products identified in this section ask the government body a policy question. Items listed in this section should be moved as "Approve/Not approve . . .")

OLD BUSINESS.

8. [Employee Personnel Policies and Procedures Handbook](#)
 - [Reestablish Bookmarks – *completed*](#)
 - [Update Address information – *completed*](#)
 - [Other grammatical items](#)
9. [Discussion and/or action on amendments to Chapter 10 Employee Conduct and Behavior of the Employee Personnel Policies and Procedures Handbook](#)
10. [Discussion and/or action on Method/Questions for Annual Employee Survey](#)
11. [Zero Based Budgeting – Clerk Department](#)

NEW BUSINESS.

12. [A/R Write-offs](#)
13. [Discussion and/or action on amendments to Chapter 2 Administration of Local Government Agency of the Employee Personnel Policies and Procedures Handbook](#)
14. [Discussion and/or action on adoption of *Sec. 2.11 Local Preference in Village Purchases* in the Administration of Local Government Agency Chapter of the Employee Personnel Policies and Procedures Handbook](#)
15. [Discussion and/or action on formal policy on body camera usage by Village staff](#)

REMARKS FROM COMMITTEE MEMBERS

REMARKS FROM CHAIR.

FUTURE ITEMS.

- Next Meeting Date(s):
- May 19, 2025, at 4:30 PM

ADJOURNMENT.

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE FINANCE & HUMAN RESOURCE COMMITTEE
held on Monday, March 17, 2025, at 4:30 p.m.
in the Board Room at the Municipal Center, Chairman Ermeling presiding.

AGENDA ITEMS.

- 1 Finance & HR Committee Call to Order & Welcome by Chairperson Ermeling.
Meeting called to order at 4:31 p.m. by Committee Chairperson Ermeling.
- 2 Pledge of Allegiance to the Flag.
- 3 Roll Call by Recording Secretary.
Roll call of Finance & HR Committee indicated 6 members present.

<u>Member</u>	<u>Present</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	NO - EXCUSED
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

PUBLIC COMMENTS.

NA

MINUTES FROM PREVIOUS MEETING.

- 4 Approval of minutes from previous Finance & Human Resource meeting: February 17, 2025.
Motion by Meinel, second by Pinsonneault, to approve previous minutes.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

- 5 February Budget Status Report.
Trautman, Finance Director, gave an overview of the draft report.
Motion by Meinel, second by Farar, to acknowledge the budget status report.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES

Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

6 TIF 1 and TIF 2 Detail Reports for February.

Motion by Pinsonneault, second by Meinel, to acknowledge the TIF 1 and TIF 2 reports.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

7 Legal Detail For February.

Motion by Olson, second by Farar, to acknowledge the legal details.

Farar asked what's the determining factor of what items needs to be review by counsel.

Administrator Gebert explained that this question is on the Board agenda for discussion at tonight's meeting. At this time, there is no policy.

Pinsonneault question if the Cloud Permit concern is resolved.

Gebert said yes, she believes so.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

EDUCATION PRESENTATIONS & REPORTS.

OLD BUSINESS.

NEW BUSINESS.

8 Billable Rates

Motion by Farar, second by Dirks-Luebe, to recommend the Village Board approve the Billable rates.

Farar inquiry if there is a full time (staff) equivalent rate of salary plus fringes that we use.

Director Trautman summary that we use actual fringes amount for our overhead rates. As for DPW - Street maint, we use the highest paying staff as the billable rate to stay consistent no matter which staff plows the road.

Pinsonneault asked if the rate, Building Inspection, is based on the time they leave out the office to provide the services.

Director of Planning and Development Higgin, said yes.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

9 Employee Personnel Policies and Procedures Handbook

- Reestablish Bookmarks

Motion by Pinsonneault, second by Farar, to direct staff to fix the links.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

- Chapter 10, Employee Conduct and Behavior, Sec. 10.01 Appearance

Motion by Pinsonneault, second by Meinel, to direct staff to draft modifications to the dress code which better align with the community of Weston Wisconsin in the year 2025. Enforcement of the currently adopted dress worn by staff members for meetings shall be suspended effective immediately.

Pinsonneault summarized that time has changed and the appearance should be reflected in the Employee Handbook. Also, he would like to add a standard for personal protection equipment, safety eye wear.

Emerling explained that there was a time when staffs and commission/committee members showed up with inappropriate work clothing and that's why the policy was in place.

Olson and Dirks-Luebbe suggested the policy be changed to "nice standard causal" attire.

Amend motion by Pinsonneault, second by Meinel, direct staff to draft modifications to the dress code which better align with the community of Weston Wisconsin in the year 2025. Enforcement of the currently adopted dress worn by staff members for meetings shall be suspended effective immediately.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

10 Questions for Annual Employee Survey

Gebert presented a list of draft survey questions that she would like to complete in the spring of each year. She also explained that the Village has a software called Survey123, which will be utilized for emailing and collecting results, making responses anonymous and results will be shared with the Committee and Board in aggregated.

Dirks-Luebbe suggests using a third party to conduct the survey instead of in-house and depending on pricing, maybe move the survey to every other year instead.

Gebert agrees with Dirks-Luebbe and will bring this agenda item back next meeting with more research. Gebert comment that it's possible we can ask our neighboring municipality to take the survey for us and we can return the favor for them.

Motion by Farar, second by Olson, to refer to next month.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

11 What about Weston's TID 1 & 2 along with closure strategy and timelines

Trautman summarized, TIDs are an economic tool available for Wisconsin municipalities. The attached article explains the benefits of TID very well. ACT 12 recently approved by the state had decreased some of the benefit of TIDs, but if a TID is well planned it can be very beneficial for community. The expenditure period for both our TIDs ends in 2026, meaning we cannot have any

new expenses beyond 2026. The mandatory closure for both TIDs is 2031. At this time, staffs are looking to close TIF 1 during 2026 and TIF 2 the following year. Also, one thing to note is when closing TIFs the municipality has the option of using increment for "Affordable housing".

Meinel ask if additional staffs will be hired to administer the Affordable Housing if the municipality chooses to go that route.

Gebert said it depends on how we set it up, it's too early to go into the details. She goes to explain that Affordable housing means housing that costs a household no more than 30 percent of the household's gross monthly income. The remaining portion can be used to improve housing stock in the community. The funds do not have to be spent within a year. Gebert provided a few scenarios.

Ermeling recalls back when she was a clerk, she handle paper works for funds the TOWN received from the state. In the end, they turned over the work to MCDEVCO to have a professional handle the paperwork.

Trautman explained that no action is needed at this moment and this agenda item will come back before April 2, 2026. Also staffs needs to have a meeting with the joint review board in the next few months.

12 Zero Based Budgeting

Trautman presented the Finance department budget showing each line item. It's too early in the year to update any numbers for 2026, but she plans to bring a different department each month to dive deep and really look to see what kind of expenditures there are.

Pinsonneault question the cell phone reimbursement line item when the staffs have a landline phone in their office.

Trautman explained that currently in the Employee Handbook, salary employees gets reimburse \$50/month, hourly employees gets \$25/month.

Public Works Director, Wodalski, explained that not all staff have a direct office phone number, it is the only way he can reach staffs out in the field.

There was discussion that this would be a great cost saving if cell phone reimburse was removed. Also if using the employee's cellphone is the only way to contact them throughout work hours, maybe the Village can provide a devoted cell phone for that staff.

Emerling would like to have the cell phone reimbursement back next month for discussion.

Pinsonneault asked if the Village has an internal policy of where staffs can purchase the consumable parts.

Trautman said there is no internal policy and with a small municipality, we do not have a purchasing agent. If a staff needs a bolt, they would go to the hardware store.

REMARKS FROM COMMITTEE MEMBERS.

REMARKS FROM CHAIR.

FUTURE ITEMS.

Fire Fee - Can it be classified as a special revenue?

Gebert explained that they are working under the Board's direction to explore and bring back further information. Trautman said to classify it as a Special Revenue, it would need to meet a few qualifications, but unfortunately, we are not far enough to provide an answer yet.

Pinsonneault would like to see another department for zero line budgeting

Next Finance & HR meeting date(s):

- April 21, 2025 @ 5:00 p.m. with Tourism to start at 4:00 p.m.

ADJOURNMENT.

Motion by Meinel, second by Farar, to adjourn the Finance & HR Committee meeting.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Dirks-Luebbe, Micki	YES
Ermeling, Barbara	YES
Farar, Dennis	YES
Hackbarth, Linda	--
Meinel, Steve	YES
Olson, Brent	YES
Pinsonneault, Jim	YES

Ermeling adjourned the Finance & HR Committee meeting at 6:05 p.m.

Song Lao, Recording Secretary

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & HR Committee, April 21, 2025

Description: March 2025 Budget Status Report – All Funds

From: Jessica Trautman, Finance Director

Question: Should the Finance Committee acknowledge the March 2025 budget status report for all funds?

Background

The March 2025 budget status report for all funds is attached.

Attached Docs: March 2025 Budget Status Report – All Funds

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: Finance Director recommends acknowledgement.

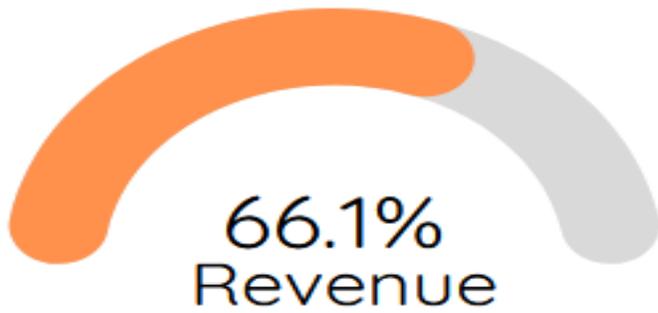
Recommended Language for Official Action

I move to acknowledge the March 2025 budget status report for all funds.

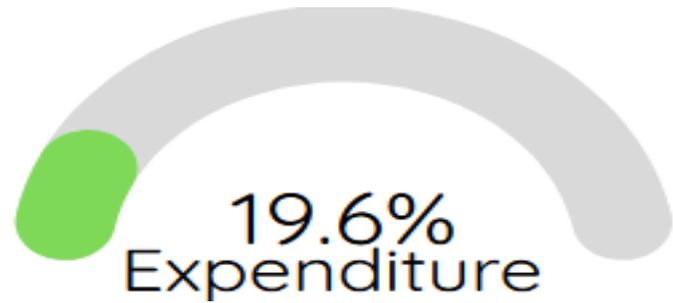
Additional action: None.

MARCH 2025 BUDGET STATUS NARRATIVE

***One quick thing to point out: 25% of the year completed!



*Revenue collected for 2025 is \$6,226,096 or 66.1% of budget



*Expenditure for 2025 is \$1,844,928 or 19.6% of budget

- *Mobile Home Fees: At 73% of budget, amount will decrease once DC Everest share for Q1 is paid.
- *License and permits: At 8% of budget for license, \$2,736 increase to 2024. Permit is 32%, an increase of \$19,908 compared to 2024.
- *Misc Revenue: At \$12,972, includes cell tower, Kerry and Crane Meadow lease/rent.
- *Interest Income: Overbudget by 13%.

- *Wages/Salaries: Reflected by 3/16/25.
- *Safety Building Maint: At 33% of budget, a decrease of \$2,211. Furnace was replaced in 2024.
- *Winter Street Maint. - Village: An increase of 6.89% compared to 2024 mainly due to more overtime wages.
- *Winter Street Maint. - Town: At 71% of budget, an increase of \$5,901 compared to 2024 due to the additional snowfall in early 2025.

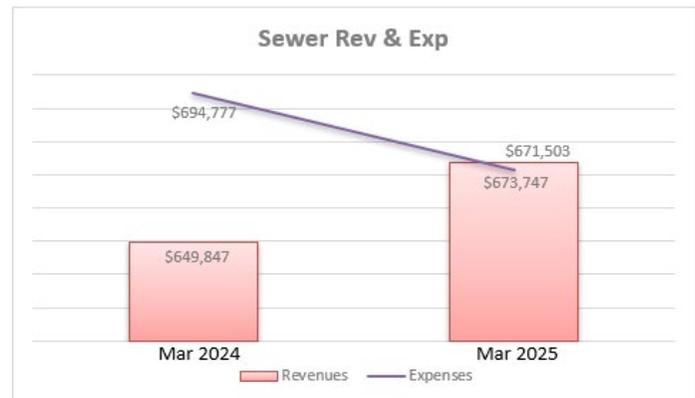
Special Revenue

Aquatic Center Fund: The pool revenue, 20.48% of budget, evened out where they are about the same as 2024. Expenses are lower than 2024 due to more repairs done in 2024 (pump repair, new toilet).

Utility Funds



*Water: At 26.55% of budget compared to 2024, a difference of -1.4%. The difference is due to more interest received in 2024. Expense is higher than 2024 due to depreciation and interest/fiscal agent expense.



*Sewer: There is an increase of 3.7% in revenue due to the sale of the old sewer camera compared to 2024. Expenditures are coming in lower at 18.16% of budget, mainly due to a decrease in the Rib Mtn Sewer Dist.



*Stormwater: Revenue at 25.77% of budget and slightly higher than 2024 with no noticeable differences. Expense reflects an increase of 21.2% compared to 2024. More staff wages are being allocated to stormwater.



FINANCIAL STATEMENTS

March 31, 2025

- **GENERAL FUND**
 - Balance Sheet
 - Operating Budget Status Report
 - Statement of Revenues
 - Statement of Expenditures
 - Contingency Reserve Balance

- **DEBT SERVICE FUND**
 - Operating Budget Status Report - Debt Service Fund

- **SPECIAL REVENUE FUNDS**
 - Weston Aquatic Center Fund
 - Room Taxes Fund
 - Recycling Program Fund
 - TIF District #1 Fund
 - TIF District #2 Fund
 - Community Development Authority – TIF #1 Fund
 - Community Development Authority – TIF #2 Fund
 - Civic & Social Trust Funds
 - Park & Recreation Trust Funds
 - Grants Fund

- **ENTERPRISE FUNDS**
 - Water Utility Fund
 - Sewer Utility Fund
 - Stormwater Utility Fund

- **CAPITAL PROJECTS FUNDS** – Capital Improvements Program
 - TIF District #1 Fund
 - TIF District #2 Fund
 - Facilities Fund
 - Streets & Utilities Fund
 - Capital Equipment Fund

VILLAGE OF WESTON

BALANCE SHEET

MARCH 31, 2025

GENERAL FUND

ASSETS

10-00-11110-001-000	XPRESS DEPOSIT ACCOUNT	50.64
10-00-11312-011-000	INVEST-INTERCITY-MONEY MKT #60	436,778.67
10-00-11312-082-000	INTERCITY-MUNICIPAL COURT FINE	423.50
10-00-11312-094-000	INVEST-TAX ACCT-INTERCITY	815,907.55
10-00-11313-084-000	INVEST-INCREDIBLE-CD	537,157.16
10-00-11313-095-000	INVEST-TAX ACCT- INCREDIBLE	1,332,019.23
10-00-11314-091-021	INVEST- TAX ACCT-BMO HARRIS BK	149,520.64
10-00-11315-092-000	INVEST-TAX ACCT- ASSOCIATED	226,733.72
10-00-11316-084-000	INVEST-BROKAW CU-CD/REPO/OTHER	279,783.09
10-00-11316-093-000	INVEST-TAX ACCT- BROKAW CU	304,287.04
10-00-11322-088-000	INVEST-TAX ACCT- PEOPLES	2,554,251.11
10-00-11323-084-000	INVEST-CLOVERBELT CU-CD/REPO/O	293,182.53
10-00-11323-099-000	INVEST-TAX ACCT-CLOVERBELT CU	367,901.53
10-00-11325-089-000	INVEST-TAX ACCT-COVANTAGE CU	3,451,116.89
10-00-11326-086-000	INVEST-TAX ACCT- ABBY BANK	307,023.51
10-00-11327-083-000	NICOLET BANK-MONEY MARKET	1,184.66
10-00-11327-084-000	INVEST-NICOLET BANK-CD/OTHER	274,495.97
10-00-11328-083-000	WISC-MONEY MARKET	491,779.31
10-00-11512-009-000	INTERCITY-SUNSHINE/SODA FUND	5,541.09
10-00-11512-017-000	RESTRICT INV- FLEX CHKING #116	3,070.46
10-00-11800-000-000	PETTY CASH-GENERAL FUND	400.00
10-00-12110-000-000	R/E PROP TAXES RECEIVABLE-CURR	1,581,828.63
10-00-13100-000-000	BILLED ACCTS RECEIVABLE-CUSTOM	42,600.35
10-00-13300-000-000	INTEREST RECEIVABLE	2,834.74
10-00-13610-000-000	UNBILLED ACCTS RECEIV-DPW DEVE	5,291.20
10-00-13800-000-000	OTHER RECEIVABLES-MISCELLANEOU	11,345.49
10-00-13801-000-000	OTHER RECEIVABLES-MOBILE HOME	10,196.87
10-00-14201-000-000	DUE FROM STATE OF WI-SDC PROG	1,280.45
10-00-14400-000-000	DUE FROM OTHER CITIES-BILLED	5,547.28
10-00-14410-000-000	DUE FROM TOWN OF WESTON	17,507.66
10-00-14510-000-000	DUE FROM EVEREST METRO POLICE	5,125.97
10-00-14520-000-000	DUE FROM SAFER DISTRICT	9,900.12
10-00-14530-000-000	DUE FROM MUNICIPAL COURT	9.84
10-00-15229-000-000	DUE FROM SPEC REV-ROOM TAXES	9,651.68
10-00-15660-000-000	DUE FROM ENTERPRISE-WATER UTIL	467,991.92
10-00-15661-000-000	DUE FROM ENTERPRISE-SEWER UTIL	17,139.08
10-00-16200-000-000	PREPAID ITEMS-MISCELLANEOUS	10,754.17

TOTAL ASSETS

14,031,613.75

LIABILITIES AND EQUITY

VILLAGE OF WESTON

BALANCE SHEET

MARCH 31, 2025

GENERAL FUND

LIABILITIES

10-00-21000-000-000	ACCOUNTS PAYABLE-CLEARING ACCO		60.00	
10-00-21100-000-000	ACCOUNTS PAYABLE	(779.00)	
10-00-21111-000-000	VOUCHERS PAYABLE		24,596.57	
10-00-21120-000-000	OCCUPANCY PERMITS		106,500.00	
10-00-21530-000-000	EMPLOYEE HEALTH INS W/H PAYABL	(60,436.41)	
10-00-21531-000-000	ETF LIFE INS WITHHOLDING PAYAB		.27	
10-00-21532-000-000	EYE CARE DEDUCTION PAYABLE		12.19	
10-00-21535-000-000	HSA DEDUCTION PAYABLE	(27,984.13)	
10-00-21537-000-000	ACCID/LIFE/ST DISABILITY LIAB		96.81	
10-00-21540-000-000	WORKERS COMP PAYABLE	(12,568.30)	
10-00-21562-000-000	FLEX UNREIMB MED DEDUCT PAYAB		2,254.51	
10-00-21566-000-000	PREPAID LEGAL SERVICES		.03	
10-00-21590-000-000	EAP PAYABLE	(173.53)	
10-00-23160-000-000	SECURITY DEPOSITS-PARK RENTALS		475.00	
10-00-23180-000-000	PROP TAX DEPOSITS-IN TRANSIT A		802,580.26	
10-00-24213-000-000	DUE TO STATE OF WIS/SALES TAXE		26.66	
10-00-24310-000-000	DUE TO MARATHON COUNTY/CURRENT		1,382,369.86	
10-00-24330-000-000	DUE TO MARATHON COUNTY/DOG LIC		222.00	
10-00-24426-000-000	DUE TO OTHER GOVTS-MISC.	(215.92)	
10-00-24510-000-000	DUE TO NORTHCENTRAL TECH/CURR		408,527.03	
10-00-24610-000-000	DUE TO DC EVEREST SCHOOLS/CURR		2,549,516.41	
10-00-26603-000-000	DEFERRED REV-MUNIC COURT FINES		2,789.78	
	TOTAL LIABILITIES			5,177,870.09

FUND EQUITY

10-00-34120-000-000	NONSPEND FUND BAL-INVENTORIES		5,530.13	
10-00-34121-000-000	RESERVED FUND BAL-PREPAID ITEM		21,247.56	
10-00-34130-000-000	NONSPEND FUND BAL-ADVANC/OTHER		390,354.59	
10-00-34202-000-000	ASSIGN FUND BAL-ST LIGHT/BIRCH		152,128.00	
10-00-34270-000-000	ASSIGNED FUND BAL-APL BDGT S		120,000.00	
10-00-34300-000-000	UNASSIGNED FUND BALANCE		3,783,314.50	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD		4,381,168.88	
	BALANCE - CURRENT DATE		4,381,168.88	
	TOTAL FUND EQUITY			8,853,743.66
	TOTAL LIABILITIES AND EQUITY			14,031,613.75

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - General Fund only
March 31, 2025
*****75% of Year Remaining *****

<u>APPROPRIATION AREA</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>	<u>March 2024</u>		<u>PERCENT LEFT</u>
					<u>BUDGET</u>	<u>ACTUAL</u>	
GENERAL FUND:							
General Government	\$1,257,553	\$371,761	\$885,792	70.4%	\$1,302,565	\$342,856	73.7%
Public Safety	4,958,234	925,490	4,032,744	81.3%	4,745,145	1,305,272	72.5%
Public Works	2,243,619	382,810	1,860,809	82.9%	2,228,655	399,291	82.1%
Human Services	5,000	1,969	3,031	60.6%	40,000	21,368	46.6%
Culture & Recreation	552,044	114,200	437,844	79.3%	528,970	127,756	75.8%
Community Development	286,997	43,030	243,967	85.0%	243,355	49,614	79.6%
Misc. Programs	29,500	5,668	23,832	80.8%	28,000	6,936	75.2%
Transfer to Other Funds	25,000	-	25,000	100.0%	31,150	-	100.0%
Contingency Reserve	58,250	-	58,250	100.0%	40,805	-	100.0%
TOTAL APPROPRIATION	\$9,416,197	\$1,844,928	\$7,571,269	80.4%	\$9,188,645	\$2,253,093	75.5%
				↑			
REVENUES							
Property Taxes	\$5,601,966	\$5,601,967	\$ (1)	0.0%	\$5,466,300	\$5,466,300	0.0%
Other Taxes	553,090	172,168	380,922	68.9%	652,090	158,691	75.7%
State Shared Revenues	1,474,060	-	1,474,060	100.0%	1,441,060	-	100.0%
Other Grants & Aids	1,063,783	211,442	852,341	80.1%	907,280	184,660	79.6%
Interest Income	79,958	90,566	(10,608)	-13.3%	72,725	96,499	-32.7%
Munic. Services-Town/All Other	67,550	43,617	23,933	35.4%	99,550	51,344	48.4%
Applied Fund Balance/Reserve	105,000	-	105,000	100.0%	44,000	-	100.0%
All Other Revenue	470,790	106,336	364,454	77.4%	505,640	134,759	73.3%
TOTAL RESOURCES	\$9,416,197	\$6,226,096	\$3,190,101	33.9%	\$9,188,645	\$6,092,253	33.7%
				↑			

VILLAGE OF WESTON
STATEMENT OF REVENUES
March 31, 2025
(25% Y-T-D completed)

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % REV.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE (SURPLUS)</u>	<u>BUDGET % LEFT</u>
GENERAL FUND					
Property Taxes	5,601,967	100%	5,601,966	(1)	0%
Pmt. In Lieu of Taxes-Water Utility	122,500	25%	490,000	367,500	75%
Pmt. In Lieu of Taxes-Rothschild	-	N/A	-	-	N/A
Mobile Home Fees	40,401	73%	55,000	14,599	27%
Other Taxes	9,267	115%	8,090	(1,177)	-15%
Special Assessments	1,130	21%	5,500	4,370	79%
State Shared Revenues	-	0%	1,474,060	1,474,060	100%
Transportation Aids	211,063	27%	788,338	577,275	73%
Other State & Federal Aids	379	0%	275,445	275,066	100%
License Revenue	16,474	8%	197,340	180,866	92%
Permits Revenue	50,706	32%	158,900	108,194	68%
Fines/Forfeitures/Penalties	19,002	58%	32,600	13,598	42%
Street & Highway Revenue	224	1%	18,300	18,076	99%
Misc. Other Fees	1,338	19%	7,050	5,712	81%
Econ Dev Pub Fees	250	N/A	-	(250)	N/A
Park Rental Fees/Park Maint. Fees	1,290	32%	4,000	2,710	68%
Munic. Services-General Gov't	950	17%	5,550	4,600	83%
Munic. Services-Public Safety	-	N/A	-	-	N/A
Munic. Services-Public Works	42,667	71%	60,000	17,333	29%
Munic. Services-Inspections	-	0%	2,000	2,000	100%
Interest Income	90,566	113%	79,958	(10,608)	-13%
Sales of Village Property	203	41%	500	297	59%
Insurance Recoveries	2,727	68%	4,000	1,273	32%
Contributions - All Other	20	N/A	-	(20)	N/A
Miscellaneous Revenue	12,972	35%	37,600	24,628	65%
Fund Balance - Applied Budget Surplus	-	0%	105,000	105,000	
Transfers from Enterprise Funds	-	N/A	-	-	N/A
Interfund Transfers	-	0%	5,000	5,000	100%
TOTAL	<u>\$6,226,096</u>	<u>66.1%</u>	<u>\$9,416,197</u>	<u>\$3,190,101</u>	<u>33.9%</u>

VILLAGE OF WESTON
STATEMENT OF EXPENDITURES
March 31, 2025
(25% Y-T-D completed)

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % EXP.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE</u>	<u>BUDGET % LEFT</u>
GENERAL FUND					
Village Board Trustees	9,272	15%	61,599	52,327	85%
Village Municipality Dues	3,667	58%	6,300	2,633	42%
Personnel Committee	-	0%	2,156	2,156	100%
Board of Review	-	0%	300	300	100%
Municipal Court	10,062	N/A	-	(10,062)	100%
Village Attorney	4,940	11%	44,500	39,560	89%
Administrator	14,471	20%	72,602	58,131	80%
Clerk	53,742	19%	279,561	225,819	81%
Personnel	1,805	30%	6,035	4,230	70%
Elections	7,700	12%	63,420	55,720	88%
Data Processing/Central Services	59,529	44%	136,684	77,155	56%
Information Technology	16,341	21%	78,844	62,503	79%
Finance/Audit & Budgeting/Tax Collection	49,504	22%	229,369	179,865	78%
Village Assessor	10,525	22%	47,500	36,975	78%
Finance Committee	-	0%	1,799	1,799	100%
Risk Management/Insurance	96,434	88%	109,100	12,666	12%
Municipal Building/Misc. Gen'l Gov't.	33,521	29%	115,255	81,734	71%
Illegal Taxes/Tax Refunds/Bad Debt	248	10%	2,529	2,281	90%
Mountain Bay Metro Police Dept.	869,017	26%	3,376,067	2,507,050	74%
Safety Building Maintenance	3,005	33%	9,000	5,995	67%
Other Public Safety	176	7%	2,650	2,474	93%
SAFER	-	0%	1,289,743	1,289,743	100%
Public Safety Committee	-	N/A	2,695	2,695	100%
Building Inspections	53,292	19%	278,079	224,787	81%
Director of Public Works	3,577	20%	18,004	14,427	80%
Public Works Engineer	12,835	77%	16,700	3,865	23%
Deputy Director of Public Works	8,477	27%	31,268	22,791	73%
Street Operations - Village	131,741	9%	1,404,313	1,272,572	91%
Traffic Control	1,897	5%	40,000	38,103	95%
Winter Street Maintenance - Village	171,332	37%	467,623	296,291	63%
Hard Materials Handling	3,378	15%	21,915	18,537	85%
Street Irrigation Maintenance	93	1%	13,840	13,747	99%
Street Operations - Town	471	8%	6,173	5,702	92%
Winter Street Maintenance - Town	10,757	71%	15,162	4,405	29%
Street Lighting	38,252	18%	208,000	169,748	82%
Public Works/Utilities Committee	-	0%	621	621	100%
Human Services	1,969	39%	5,000	3,031	61%
Parks-Administration	74,929	24%	309,597	234,668	76%
Parks-Grounds Maintenance	25,502	15%	170,299	144,797	85%
Roadside Maintenance	13,335	21%	63,235	49,900	79%
Parks-Ice Rinks	274	4%	6,609	6,335	96%
Park & Recreation Committee	160	7%	2,304	2,144	93%
Community Development	42,381	17%	256,106	213,725	83%
Planning Commission	384	5%	7,575	7,191	95%
Board of Appeals	-	0%	1,883	1,883	100%
Extra Limits/Smart Growth/Land Use	265	1%	21,433	21,168	99%
Newsletter	5,668	19%	29,500	23,832	81%
Interfund Transfers - Refuse/Recycling	-	0%	25,000	25,000	100%
Contingency Reserve	-	0%	58,250	58,250	100%
TOTAL - General Fund	<u>\$1,844,928</u>	<u>19.6%</u>	<u>\$9,416,197</u>	<u>\$7,571,269</u>	<u>80.4%</u>

VILLAGE OF WESTON

Debt Service Fund

3/31/2025

	2025 YTD ACTUAL	2025 ANNUAL BUDGET
<u>REVENUES</u>		
Property Tax Levy	\$ 2,158,667	\$ 2,158,667
Special Assessments	7,475	7,000
Interest Income	2,031	750
Proceeds from Gen Obligation Bonds/Notes	-	-
Transfer from CDA Fund - TIF #1	-	1,548,163
Transfer from CDA Fund - TIF #2	-	157,125
TOTAL REVENUES	<u>\$ 2,168,173</u>	<u>\$ 3,871,705</u>
<u>EXPENDITURES</u>		
Principal Payments	\$ 1,394,539	\$ 2,624,539
Interest Payments	624,750	1,276,152
Fiscal Agent Expenses	-	-
Issuance Costs	-	-
Payment to Refunding Bond Escrow Agent	-	-
TOTAL EXPENDITURES	<u>\$ 2,019,289</u>	<u>\$ 3,900,691</u>
NET REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 148,884</u>	<u>\$ (28,986)</u>

VILLAGE OF WESTON
Weston Aquatic Center Fund
3/31/2025

	2025 YTD ACTUAL	2025 BUDGET	2024 YTD ACTUAL	2024 BUDGET
<u>REVENUES</u>				
Taxes	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Daily Fees	38	100,000	-	100,000
Season Passes	4,119	30,000	3,791	29,000
Pool Rentals-Evening	1,422	2,000	948	2,000
Birthday Party Packs	-	1,200	-	2,400
Group Rate Discounts-Daily	-	2,500	948	2,500
Concessions	-	7,000	-	7,000
Locker Rentals	-	70	-	120
Special Events	-	-	-	1,000
Swimming Lessons	-	4,000	-	3,500
Total Swimming Fees	<u>5,579</u>	<u>146,770</u>	<u>5,687</u>	<u>147,520</u>
Interest Income	882	100	921	100
Miscellaneous	-	-	-	-
Transfer from other funds	-	40,000	-	40,000
TOTAL REVENUES	<u>\$ 46,461</u> 20.48%	<u>\$ 226,870</u>	<u>\$ 46,608</u> 20.48%	<u>\$ 227,620</u>
<u>EXPENSES</u>				
Wages/Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Utilities	1,701	42,600	(768)	34,100
Contracted Services/Repairs	1,056	182,200	19,351	176,700
Supplies & Materials	79	29,075	428	27,975
Capital Outlay-Equipment	-	2,700	-	2,700
Capital Outlay-Computer Software	-	3,435	1,612	3,435
TOTAL EXPENSES	<u>\$ 2,836</u> 1.09%	<u>\$ 260,010</u>	<u>\$ 20,623</u> 8.42%	<u>\$ 244,910</u>
NET INCOME (LOSS)	<u>\$ 43,625</u>	<u>\$ (33,140)</u>	<u>\$ 25,985</u>	<u>\$ (17,290)</u>

FINANCE
4/14/2025

VILLAGE OF WESTON

Room Taxes Fund

3/31/2025

	<u>2025 YTD Actual</u>	<u>2025 Annual Budget</u>
Fund Balance, 1/1/25	\$ 36,797	
<u>Revenues</u>		
Room Taxes Revenue	\$ -	\$ 540,000
	<u>-</u>	<u>540,000</u>
<u>Expenditures</u>		
Payment to Wausau Visitor's Convention Bureau (CVB)	\$ -	\$ 378,000
Legal Services	-	-
Rec programs - Misc events	-	-
Miscellaneous Contributions	-	-
Other Economic Development-Commission Member Pay	-	12,587
Other Economic Development (Wayfinding signs)	-	-
Transfer to General Fund	-	5,000
Transfer to Capital Improvement Fund	-	116,595
Transfer to Aquatic Center Fund (Repairs/Capital Equipment)	-	40,000
	<u>-</u>	<u>552,182</u>
Revenues over (under) Expenditures	<u>-</u>	<u>(12,182)</u>

HOTEL-MOTEL ROOM TAX COLLECTIONS:

	<u>2025 Room Receipts</u>	<u>2025 8% Room Tax Collections</u>	<u>Distribution of Collections</u>	
			<u>Tourism Activities</u>	<u>Village of Weston</u>
Comfort Inn & Suite	\$ -		\$ -	\$ -
AmericInn & Suites	-		-	-
Air BNB	-		-	-
Priceline	-		-	-
Homeaway.com	-		-	-
Booking.com BV	-		-	-
Expedia	-		-	-
Fairfield Inn	-		-	-
Holiday Inn Express	-		-	-
TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

VILLAGE OF WESTON
Refuse/Recycling Program Fund
3/31/2025

	<u>Refuse</u>	<u>Recycling</u>	<u>Landfill</u>	<u>Total 2025 Actual</u>	<u>2025 Annual Budget</u>
Fund Balance, 1/1/25				\$ 181,928	
<u>Revenues</u>					
Recycling Grant	\$ -	\$ -	\$ -	\$ -	\$ 79,000
Garbage Fees/Sticker sales - Village	500,518	-	-	500,518	461,244
Recycling Collection Fees - Village	-	296,393	-	296,393	332,640
Garbage Fees - Town	-	-	-	-	24,056
Recycling Collection Fees/Bin Sales - Town	-	-	-	-	17,360
Landfill - Town	-	-	-	-	3,000
Miscellaneous	534	376	-	910	200
Properties-Recycling Materials	-	-	-	-	-
Transfer from General Fund	-	-	-	-	31,150
Total Revenues	<u>\$ 501,052</u>	<u>\$ 296,769</u>	<u>\$ -</u>	<u>\$ 797,821</u>	<u>\$ 948,650</u>
<u>Expenditures</u>					
Garbage	\$ 87,616	\$ -	\$ -	\$ 87,616	\$ 529,829
Landfill	-	-	3,082	3,082	34,150
Recycling - Curbside/Village	-	27,556	-	27,556	324,612
Recycling/Compost/StumpDump	-	2,380	-	2,380	49,273
Recycling - Curbside/Town	-	-	-	-	-
Recycling - Program Administration	-	2,914	-	2,914	32,250
Recycling - Educational Programs	-	9,812	-	9,812	13,300
Total Expenditures	<u>\$ 87,616</u>	<u>\$ 42,662</u>	<u>\$ 3,082</u>	<u>\$ 133,360</u>	<u>\$ 983,414</u>
Revenues over(under) Expenditures	<u>\$ 413,436</u>	<u>\$ 254,107</u>	<u>\$ (3,082)</u>	<u>\$ 664,461</u>	
Fund Balance, 3/31/2025				<u>\$ 846,389</u>	

Finance
2/18/2025

VILLAGE OF WESTON
Special Revenue Funds - TIF #1
3/31/2025

	2025 Actual	2025 Annual Budget
<u>REVENUES</u>		
Property Tax Increments	\$ 6,709,929	\$ 6,200,000
Computer Exemption State Aids	-	30,190
Personal Property Tax Aid	-	306,602
Investment Income	123,550	20,000
Transfer from CDA - TIF #1	-	-
	6,833,479	6,556,792
<u>EXPENDITURES</u>		
Administration Expenses	\$ 39,187	\$ 218,159
Rents/Leases-TIF Land	-	1,548,163
Grant	49,213	72,000
Transfer to Cap Proj-TIF #1	-	7,541,132
	88,400	9,379,454
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	6,745,079	(2,822,662)

FINANCE
4/14/2025

VILLAGE OF WESTON
Special Revenue Funds - TIF #2
3/31/2025

	2025 Actual	2025 Annual Budget
<u>REVENUES</u>		
Property Tax Increments	\$ 758,471	\$ 685,000
Computer Exemption State Aids	-	11,944
Personal Property Tax Aid	-	112,532
Investment Income	15,554	2,000
	774,025	935,615
<u>EXPENDITURES</u>		
Administration Expenses	\$ 9,101	\$ 74,859
Rents/Leases-TIF Land	-	-
Transfer to CIP	-	3,757,735
Transfer to CDA - TIF #2	-	-
	9,101	3,832,594
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	764,924	(2,896,979)

FINANCE
4/14/2025

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #1
3/31/2025

	2025 Actual	2025 Annual Budget
<u>REVENUES</u>		
Investment Income	\$ -	\$ 10,000
Market Adj	-	-
Rents/Leases-TIF Land	-	1,548,163
	-	1,558,163
<u>EXPENDITURES</u>		
Administration Expenses	\$ -	\$ 632
Fiscal Charges	-	2,615
Transfer to TIF Spec Revenue	-	-
Transfer to Debt Service Fund	-	1,548,163
	-	1,551,410
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	-	6,753

FINANCE
4/14/2025

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #2
3/31/2025

	2025 Actual	2025 Annual Budget
<u>REVENUES</u>		
Investment Income	\$ -	\$ 5,000
Rents/Leases-TIF Land	-	-
Transfer from TIF 2	-	-
	-	5,000
<u>EXPENDITURES</u>		
Administration Expenses	\$ -	\$ 405
Fiscal Charges	-	662
Transfer to TIF Spec Revenue	-	124,139
Transfer to Debt Service Fund	-	157,125
	-	282,331
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	-	(277,331)

FINANCE
4/14/2025

VILLAGE OF WESTON
Civic and Social - Special Revenue Funds
3/31/2025

	Weston Centennial (Scholarships)	Farmers Market	Total 2025 Actual	2025 Budget
REVENUES				
Farmers Market License	\$ -	\$ 6,400	\$ 6,400	\$ 8,300
Interest on Investments	-	281	281	50
Miscellaneous	-	-	-	11,000
	-	6,681	6,681	19,350
EXPENDITURES				
Farmers Market	-	375	375	18,494
	-	375	375	18,494
NET REVENUES OVER (UNDER)				
EXPENDITURES	\$ -	\$ 6,305	\$ 6,305	\$ 856

VILLAGE OF WESTON
Park & Recreation - Special Revenue Funds
3/31/2025

	Parkland Dedication Fees	Park/Rec. Donations	Kennedy Park Memorial	E.C. Trail/ Fun Run/Walk Donations	Dog Park Donations	Total 2025 Actual	2025 Budget
REVENUES							
Parkland Dedication Fees	\$ 8,750	\$ -	-	\$ -	\$ -	\$ 8,750	\$ 10,000
Donations - Park	-	-	-	-	-	-	-
Donations - Dog Park	-	-	-	-	33	33	150
Interest on Investments	-	586	-	-	-	586	50
	8,750	586	-	-	33	9,369	10,200
EXPENDITURES							
Parkland Dedication - Other Outside Contracted Service	-	-	-	-	-	-	15,000
All Other Parks-Landscaping/Trees	-	-	-	-	-	-	-
Dog Park Maintenance Expenses	-	-	-	-	-	-	-
	-	-	-	-	-	-	15,000
NET REVENUES OVER (UNDER) EXPS.							
	\$ 8,750	\$ 586	\$ -	\$ -	\$ 33	\$ 9,369	\$ (4,800)

FINANCE
4/15/2025

VILLAGE OF WESTON
Special Revenue Funds - Grants
3/31/2025

	<u>2025 Actual</u>	<u>2025 Annual Budget</u>
Fund Balance, 1/1/25	\$ -	
<u>REVENUES</u>		
ARPA Grant	\$ -	\$ 849,288
Investment Income	-	1,000
	<u>-</u>	<u>850,288</u>
<u>EXPENDITURES</u>		
Grant Expenses-General Government	-	-
Grant Expenses-Capital Expenses	-	-
Grant Expenses-Public Safety	-	-
Grant Expenses-Public Safety	-	-
Grant Expenses-Public Safety	-	919,309
Grant Expenses-Park Maintenance	-	-
	<u>-</u>	<u>919,309</u>
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	<u>-</u>	<u>(69,021)</u>
Fund Balance, 03/31/2025	<u>\$ -</u>	<u>\$ (69,021)</u>

ARPA funds remaining	-
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VILLAGE OF WESTON
Enterprise Fund - Water Utility
3/31/2025
(25% Year Completed **)**

	2025			2024		
	YTD ACTUAL	ANNUAL BUDGET	% completed	YTD ACTUAL	ANNUAL BUDGET	% completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 298,923	\$ 1,170,000	25.55%	\$ 275,839	\$ 1,170,000	23.58%
Commercial	73,725	340,000	21.68%	79,338	320,000	24.79%
Industrial	123,115	490,000	25.13%	130,742	490,000	26.68%
Public Authority	9,240	57,000	16.21%	8,250	57,000	14.47%
Multi-Family	54,120	200,000	27.06%	54,296	197,600	27.48%
Other	-	-	N/A	-	3,000	0.00%
Private Fire Protection	12,599	46,000	27.39%	11,780	46,000	25.61%
Public Fire Protection	138,432	468,000	29.58%	134,387	468,000	28.72%
Subtotal Sales	710,154	\$ 2,771,000	25.63%	694,632	\$ 2,751,600	25.24%
Interest Income	46,383	50,000	92.77%	74,683	30,000	248.94%
Interest Market Adj	-	-	N/A	-	-	N/A
Misc. Other Revenue	7,832	58,210	13.46%	5,791	41,110	14.09%
SUBTOTAL REVENUES	764,369	2,879,210	26.55%	775,106	2,822,710	27.46%
Capital Contributions	-	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 764,369	\$ 2,879,210	26.55%	\$ 775,106	\$ 2,822,710	27.46%
EXPENSES						
Operations & Maintenance	\$ 145,411	\$ 889,233	16.35%	\$ 146,607	\$ 993,622	14.75%
Administration	129,031	758,802	17.00%	124,738	694,287	17.97%
Payment in Lieu of Taxes	118,750	475,000	25.00%	118,750	475,000	25.00%
Depreciation	190,000	760,000	25.00%	177,500	710,000	25.00%
Interest/Fiscal Agent Exps.	34,908	165,111	21.14%	19,779	186,416	10.61%
Amortization Expense	-	1,328	0.00%	-	1,328	0.00%
	618,100	3,049,474	20.27%	587,374	3,060,653	19.19%
Interfund Transfers Out	-	-	N/A	-	-	N/A
TOTAL EXPENSES	\$ 618,100	\$ 3,049,474	20.27%	\$ 587,374	\$ 3,060,653	19.19%
NET INCOME	\$ 146,269	\$ (170,264)		\$ 187,732	\$ (237,943)	
<i>(per GAAP/GASB basis)</i>						
Less: Add'l Capital Contribs.	-	-		-	-	
NET INCOME	\$ 146,269	\$ (170,264)		\$ 187,732	\$ (237,943)	
<i>(per budget basis)</i>						

FINANCE
4/15/2025

VILLAGE OF WESTON
Enterprise Fund - Sewer Utility
3/31/2025
(* 25% Year Completed ***)**

	2025				2024		
	YTD ACTUAL	YTD ACTUAL	ANNUAL BUDGET	% completed	YTD ACTUAL	ANNUAL BUDGET	% completed
REVENUES							
Metered/Unmetered Sales:							
Residential	\$ 349,802	\$ 349,802	\$ 1,692,000	20.67%	\$ 324,383	\$ 1,380,000	23.51%
Commercial	204,999	204,999	950,000	21.58%	195,100	760,000	25.67%
Industrial	45,449	45,449	227,000	20.02%	39,813	200,000	19.91%
Public Authority	17,252	17,252	74,000	23.31%	15,104	57,000	26.50%
Subtotal Sales	\$ 617,502	\$ 617,502	\$ 2,943,000	20.98%	\$ 574,400	\$ 2,397,000	23.96%
Hook-up Fees	4,200	4,200	35,000	12.00%	6,000	20,000	30.00%
Interest Income	33,084	33,084	75,000	44.11%	66,127	50,000	132.25%
Gain on Sale of Equipment	12,000	12,000	-	N/A	-	-	N/A
Misc. Other Revenue	4,061	4,061	6,400	63.45%	3,118	6,400	48.72%
SUBTOTAL REVENUES	670,847	670,847	3,059,400	21.93%	649,645	2,473,400	26.27%
Premium Amortization	-	-	-	N/A	-	-	N/A
Capital Contributions	2,900	2,900	25,000	11.60%	202	1,000	20.20%
TOTAL REVENUES	\$ 673,747	\$ 673,747	\$ 3,084,400	21.84%	\$ 649,847	\$ 2,474,400	26.26%
EXPENSES							
Operations & Maintenance	74,094	\$ 74,094	\$ 467,406	15.85%	\$ 70,950	\$ 572,196	12.40%
Administration	96,959	96,959	484,753	20.00%	96,824	423,653	22.85%
Payment in Lieu of Taxes	3,750	3,750	15,000	25.00%	3,750	15,000	25.00%
Rib Mt. Sewer Dist.-Services	155,940	155,940	1,150,000	13.56%	186,658	1,150,000	16.23%
Rib Mt. Sewer Dist.-Debt Serv.	107,698	107,698	725,000	14.85%	128,483	600,000	21.41%
Depreciation	197,500	197,500	845,000	23.37%	187,500	803,000	23.35%
Interest/Fiscal Agent Exps.	35,562	35,562	10,916	325.78%	20,612	26,765	77.01%
Amortization Expense	-	-	-	N/A	-	-	N/A
SUBTOTAL EXPENSES	671,503	671,503	3,698,075	18.16%	694,777	3,590,614	19.35%
Interfund Transfers Out	-	-	-	N/A	-	-	N/A
TOTAL EXPENSES	671,503	\$ 671,503	\$ 3,698,075	18.16%	\$ 694,777	\$ 3,590,614	19.35%
NET INCOME	2,244	\$ 2,244	\$ (613,675)		\$ (44,930)	\$ (1,116,214)	
<i>(per GAAP/GASB basis)</i>							
Less: Add'l Capital Contribs.	(2,900)	(2,900)	(25,000)		(202)	(1,000)	
NET INCOME	(656)	\$ (656)	\$ (638,675)		\$ (45,132)	\$ (1,117,214)	
<i>(per budget basis)</i>							

FINANCE
4/15/2025

VILLAGE OF WESTON
Enterprise Fund - Stormwater Utility
3/31/2025
(* 25% Year Completed ***)**

	2025		% of year completed	2024		% of year completed
	YTD ACTUAL	ANNUAL BUDGET		YTD ACTUAL	ANNUAL BUDGET	
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 81,114	\$ 375,000	21.63%	\$ 80,737	\$ 282,000	28.63%
Commercial	118,973	450,000	26.44%	113,762	400,000	28.44%
Industrial	27,902	115,000	24.26%	27,902	98,000	28.47%
Public Authority	14,033	43,000	32.63%	15,125	43,000	35.17%
Tax-Exempt Properties	(280)	11,000	-2.55%	(338)	7,900	-4.28%
Other	919	1,200	76.58%	751	1,200	62.58%
Subtotal Sales	\$ 242,661	\$ 995,200	24.38%	\$ 237,939	\$ 832,100	28.60%
Drainage Fees	1,600	2,500	64.00%	700	2,500	28.00%
Interest Income	16,119	6,000	268.65%	9,823	6,000	163.72%
SUBTOTAL REVENUES	260,380	1,003,700	25.94%	248,462	840,600	29.56%
Premium Amortization	-	6,740	0.00%	-	1,380	0.00%
Capital Contributions	-	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 260,380	\$ 1,010,440	25.77%	\$ 248,462	\$ 841,980	29.51%
EXPENSES						
Program Management	\$ 17,188	\$ 74,104	23.19%	\$ 8,898	\$ 50,159	17.74%
DPW - Drainage Maintenance	17,502	144,132	12.14%	11,926	155,763	7.66%
DPW - Sweeping	2,339	43,777	5.34%	4,498	34,121	13.18%
Depreciation	100,000	400,000	25.00%	97,500	390,000	25.00%
Interest/Fiscal Agent Exps.	56,028	49,825	112.45%	36,504	64,801	56.33%
Interfund Transfers Out - General Fund	-	-	N/A	-	-	N/A
TOTAL EXPENSES	\$ 193,057	\$ 711,838	27.12%	\$ 159,326	\$ 694,844	22.93%
NET INCOME (LOSS)	\$ 67,323	\$ 298,602		\$ 89,136	\$ 147,136	
<i>(per GAAP/GASB basis)</i>						
Less: Add'l Capital Contribs.	-	-		-	-	
NET INCOME (LOSS)	\$ 67,323	\$ 298,602		\$ 89,136	\$ 147,136	
<i>(per budget basis)</i>						

FINANCE
4/15/2025

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - TIF 1 CIP FUND
3/31/2025
*****25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
TIF 1 CIP FUND:				
Administration	\$5,000	\$ -	\$5,000	N/A
Business Park	14,500	-	14,500	100.0%
Barbican	-	-	-	N/A
Weston Avenue	5,524,132	219,901	5,304,231	96.0%
Weston Ave/Birch-Alderson	-	3,106	(3,106)	N/A
Christiansen Prop/Bus Park	1,000,000	-	1,000,000	100.0%
TOTAL EXPENDITURES	<u>\$6,543,632</u>	<u>\$223,007</u>	<u>\$6,320,625</u>	<u>96.6%</u>



<u>REVENUES</u>				
Land Sales	\$ -	\$ -	\$ -	N/A
Transfer In - TIF #1 Special Revenue Fund	6,543,632	-	6,543,632	100.0%
TOTAL RESOURCES	<u>\$6,543,632</u>	<u>\$ -</u>	<u>\$6,543,632</u>	<u>100.0%</u>



Revenues Over (Under) Expenditures (\$223,007)

FINANCE
4/14/2025

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - FACILITIES CIP FUND
3/31/2025
*****25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
FACILITIES CIP FUND:				
Weston Public Safety Bldg	\$0	\$0	\$0	N/A
Kennedy Park	1,046,550	18,933	1,027,617	98.2%
Aquatic Center	450,000	11,522	438,478	97.4%
Municipal Center Bldg	-	-	-	N/A
Various Parks/Playgrounds	<u>1,100,000</u>	<u>-</u>	<u>1,100,000</u>	<u>100.0%</u>
TOTAL EXPENDITURES	<u><u>\$2,596,550</u></u>	<u><u>\$ 30,455.00</u></u>	<u><u>\$2,566,095</u></u>	<u><u>98.8%</u></u>



<u>REVENUES</u>				
Proceeds from G.O. Bonds	\$931,550	\$0	\$931,550	100.0%
Interest Income	\$0	\$0	\$0	N/A
Contributions	1,000,000	-	1,000,000	100.0%
Transfers from Other Funds	<u>665,000</u>	<u>-</u>	<u>665,000</u>	<u>100.0%</u>
TOTAL RESOURCES	<u><u>\$2,596,550</u></u>	<u><u>\$ -</u></u>	<u><u>\$2,596,550</u></u>	<u><u>100.0%</u></u>



Revenues Over (Under) Expenditures \$ (30,455.00)

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - STREETS CIP FUND
3/31/2025
*****25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
STREETS CIP FUND:				
Street Maintenance	\$225,000	\$ -	\$225,000	100.0%
Ross Ave/Camp Phillips	75,000	923	74,077	98.8%
Ped/Bike Plan	60,000	-	60,000	100.0%
Shorey	300,000	-	300,000	100.0%
Ross Ave	125,000	8,310	116,690	93.4%
Jelinek/Alderson	50,000	1,896	48,104	96.2%
Ross Ave Joint with Town	60,000	10,700	49,300	82.2%
Fuller Ave	2,075,000	11,903	2,063,097	99.4%
East Jelinek	-	2,728	(2,728)	N/A
Bloedel	50,000	-	50,000	100.0%
TOTAL EXPENDITURES	\$3,020,000	\$37,894	\$2,982,106	98.7%



REVENUES

Interest Income	\$ -	\$ 29,966.00	\$ (29,966.00)	N/A
State Grants-Transportation	75,000	-	75,000	100.0%
State Grants-Bike Trails	\$ 30,000.00	\$ -	\$ 30,000.00	100.0%
Misc Rev/Contribution	\$ -	\$ 15,000.00	\$ (15,000.00)	N/A
E/C River Launch Grant	-	-	-	N/A
Sale of Equip/Property	-	562	(562)	N/A
Proceeds from GO Bonds/Notes	2,915,000	-	2,915,000	100.0%
TOTAL RESOURCES	\$3,020,000	\$45,528	\$2,974,472	98.5%



Revenues Over (Under) Expenditures \$7,634

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - CAPITAL EQUIPMENT CIP FUND
3/31/2025
*****25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
CAPITAL EQUIPMENT CIP FUND:				
Other Gen Govt Outlay	\$ 80,000.00	\$0	80,000.00	100.0%
Public Safety Capital Outlay	100,000	0	100,000	100.0%
Highway Equipment	400,000	7,274	392,726	98.2%
Infrastructure	-	-	-	N/A
Parks Equipment	115,000	-	115,000	100.0%
Transfers to Other Funds	0	0	0	N/A
TOTAL EXPENDITURES	\$695,000	\$7,274	\$687,726	99.0%



REVENUES

Property Taxes	\$0	\$0	\$ -	N/A
State Shared Taxes-Expenditure Restraint	50,000	-	50,000	100.0%
Equipment Rental Fees	100,000	-	100,000	100.0%
Sale of Village Property	0	36,891	(36,891)	N/A
Proceeds from GO Bonds/Notes	911,605	-	911,605	100.0%
Transfers from Other Funds	80,000	-	80,000	100.0%
TOTAL RESOURCES	\$1,141,605	\$36,891	\$1,104,714	96.8%



Revenues Over (Under) Expenditures \$29,617

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resource Committee, April 21, 2025

Description: March TIF 1 & TIF 2 Detail Reports

From: Finance Department

Question: Should the Finance Committee acknowledge the TIF 1 & TIF 2 detail reports?

Background

The detail ledger for TIF 1 and TIF 2 are attached. All TIF funds are included; however, if there is not transaction activity in a fund, the detail ledger will not include those funds.

The fund number is the first two digits of the account number on the detail ledger. The breakdown of what each fund is can be found below:

- Fund 21 is TIF 1
- Fund 27 is TIF 1 CDA
- Fund 40 is TIF 1 Capital
- Fund 26 is TIF 2
- Fund 28 is TIF 2 CDA

Attached Docs: Detail Ledger for TIF 1 & TIF 2

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: Finance Director recommends acknowledgement.

Recommended Language for Official Action

I move to acknowledge the TIF 1 & TIF 2 detail reports.

Additional action: None.

Report Criteria:

Actual amounts
 Accounts with balances or activity
 Account Code.Account type = "Expenditure","Revenue"
 [Report].FUND = "21","26","27","28","40"

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-00-41120-000-000 TAX INCREMENTS						
			02/28/2025 (02/25) Balance	.00 *	.00 *	6,709,929.03-
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	6,709,929.03-

YTD Encumbrance	.00	YTD Actual	6,709,929.03- Total	6,709,929.03- YTD Budget	6,200,000.00- Unearned	509,929.03-
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21-00-48110-001-000 INTEREST-INVESTMENTS						
			02/28/2025 (02/25) Balance	.00 *	.00 *	82,721.53-
03/31/2025 CR1		4	Intercity Interest - Mar		3,801.31-	
03/31/2025 JE		5	LGIP Acct Interest - Mar		37,027.52-	
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	40,828.83- *	123,550.36-

YTD Encumbrance	.00	YTD Actual	123,550.36- Total	123,550.36- YTD Budget	20,000.00- Unearned	103,550.36-
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21-00-48110-009-000 INTEREST-MARKET VALUE ADJUST.						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00

YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
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21-06-56721-110-000 REGULAR EARNINGS						
			02/28/2025 (02/25) Balance	.00 *	.00 *	15,456.98
03/07/2025 PC		181	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	597.36		
03/07/2025 PC		184	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	597.36		
03/07/2025 PC		205	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	463.56		
03/07/2025 PC		305	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	293.88		
03/07/2025 PC		311	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	104.60		
03/07/2025 PC		333	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	835.36		
03/07/2025 PC		476	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1,538.98		
03/07/2025 PC		481	GEBERT, JAMI	124.78		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
21-06-56721-110-000 REGULAR EARNINGS (continued)							
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/07/2025	PC	790	LAO, SONG	133.46			
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/07/2025	PC	795	LAO, SONG	7.02			
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/21/2025	PC	977	HIGGINS,JENNIFER LYNN	1,134.98			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	980	HIGGINS,JENNIFER LYNN	59.74			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1001	BLAREK,FORREST J	463.56			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1097	TRAUTMAN,JESSICA M	353.65			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1103	TRAUTMAN,JESSICA M	44.83			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1123	WODALSKI,MICHAEL J	793.59			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1128	WODALSKI,MICHAEL J	41.77			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1262	GEBERT, JAMI	1,518.18			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1267	GEBERT, JAMI	145.58			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1532	LAO, SONG	137.85			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PC	1537	LAO, SONG	2.63			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
			03/31/2025 (03/25) Period Totals and Balanc	9,392.72 *	.00 *	24,849.70	
YTD Encumbrance	.00	YTD Actual	24,849.70 Total	24,849.70	YTD Budget	135,282.00 Unexpended	110,432.30
21-06-56721-125-000 TEMPORARY WAGES-REGULAR							
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00	
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00	

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
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21-06-56721-125-000 TEMPORARY WAGES-REGULAR (continued)

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00
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21-06-56721-151-000 SOCIAL SECURITY

		02/28/2025 (02/25)	Balance	.00 *	.00 *	1,162.26
03/07/2025	PB	879	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	64.74		
03/07/2025	PB	885	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	15.14		
03/07/2025	PB	957	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	26.73		
03/07/2025	PB	969	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	6.25		
03/07/2025	PB	1269	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	23.54		
03/07/2025	PB	1281	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	5.51		
03/07/2025	PB	1355	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	51.53		
03/07/2025	PB	1367	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	12.05		
03/07/2025	PB	1929	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	98.98		
03/07/2025	PB	1941	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	23.15		
03/07/2025	PB	2843	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	8.15		
03/07/2025	PB	2853	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.91		
03/21/2025	PB	3715	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	64.74		
03/21/2025	PB	3721	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	15.14		
03/21/2025	PB	3793	BLAREK,FORREST J	26.73		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
21-06-56721-151-000 SOCIAL SECURITY (continued)							
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	3805	BLAREK, FORREST J	6.25			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4119	TRAUTMAN, JESSICA M	23.54			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4131	TRAUTMAN, JESSICA M	5.51			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4203	WODALSKI, MICHAEL J	51.53			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4215	WODALSKI, MICHAEL J	12.05			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4877	GEBERT, JAMI	98.85			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4887	GEBERT, JAMI	23.12			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	5913	LAO, SONG	8.15			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	5923	LAO, SONG	1.91			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
			03/31/2025 (03/25) Period Totals and Balanc	675.20 *	.00 *	1,837.46	
YTD Encumbrance	.00	YTD Actual	1,837.46 Total	1,837.46	YTD Budget	10,350.00 Unexpended	8,512.54

21-06-56721-152-000 RETIREMENT-ER/EE SHARE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	1,120.93
03/07/2025	PB	873	HIGGINS, JENNIFER LYNN	83.03		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	945	BLAREK, FORREST J	32.22		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1257	TRAUTMAN, JESSICA M	27.69		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1343	WODALSKI, MICHAEL J	58.06		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1917	GEBERT, JAMI	115.63		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56721-154-000 HEALTH INSURANCE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	3,315.87
03/07/2025	PB	849	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	333.57		
03/07/2025	PB	855	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	13.41		
03/07/2025	PB	867	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.34		
03/07/2025	PB	897	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	157.52		
03/07/2025	PB	909	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	6.71		
03/07/2025	PB	933	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.17		
03/07/2025	PB	1209	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	111.19		
03/07/2025	PB	1221	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	4.47		
03/07/2025	PB	1245	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.11		
03/07/2025	PB	1309	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	8.90		
03/07/2025	PB	1331	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.23		
03/07/2025	PB	1871	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	125.75		
03/07/2025	PB	1883	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	5.65		
03/07/2025	PB	1905	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.40		
03/07/2025	PB	2793	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	55.59		
03/07/2025	PB	2803	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.24		
03/07/2025	PB	2823	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.06		
03/21/2025	PB	3685	HIGGINS,JENNIFER LYNN	333.57		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56721-154-000 HEALTH INSURANCE (continued)						
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3691	HIGGINS,JENNIFER LYNN	13.41		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3703	HIGGINS,JENNIFER LYNN	.34		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3733	BLAREK,FORREST J	157.52		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3745	BLAREK,FORREST J	6.71		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3769	BLAREK,FORREST J	.17		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4059	TRAUTMAN,JESSICA M	111.19		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4071	TRAUTMAN,JESSICA M	4.47		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4095	TRAUTMAN,JESSICA M	.11		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4157	WODALSKI,MICHAEL J	8.90		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4179	WODALSKI,MICHAEL J	.23		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4827	GEBERT, JAMI	129.72		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4837	GEBERT, JAMI	5.83		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4857	GEBERT, JAMI	.40		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5863	LAO, SONG	55.59		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5873	LAO, SONG	2.24		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5893	LAO, SONG	.06		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	1,656.77 *	.00 *	4,972.64

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56721-154-000 HEALTH INSURANCE (continued)						
YTD Encumbrance	.00	YTD Actual	4,972.64 Total	4,972.64	YTD Budget	24,384.00 Unexpended 19,411.36
21-06-56721-155-000 LIFE INSURANCE						
		02/28/2025 (02/25)	Balance	.00 *	.00 *	33.34
03/07/2025 PB		861	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	4.08		
03/07/2025 PB		921	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.51		
03/07/2025 PB		1233	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.74		
03/07/2025 PB		1321	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.89		
03/07/2025 PB		1895	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.95		
03/07/2025 PB		2813	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.12		
03/21/2025 PB		3697	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	4.08		
03/21/2025 PB		3757	BLAREK,FORREST J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.51		
03/21/2025 PB		4083	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.74		
03/21/2025 PB		4169	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.89		
03/21/2025 PB		4847	GEBERT, JAMI PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.02		
03/21/2025 PB		5883	LAO, SONG PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.12		
		03/31/2025 (03/25)	Period Totals and Balanc	16.65 *	.00 *	49.99
YTD Encumbrance	.00	YTD Actual	49.99 Total	49.99	YTD Budget	249.00 Unexpended 199.01

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56721-156-000 WORKER'S COMP INSURANCE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	90.68
03/07/2025	PB	891	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.94		
03/07/2025	PB	981	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	20.35		
03/07/2025	PB	1293	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.65		
03/07/2025	PB	1379	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.35		
03/07/2025	PB	1953	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.70		
03/07/2025	PB	2863	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.23		
03/21/2025	PB	3727	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	1.94		
03/21/2025	PB	3817	BLAREK,FORREST J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	20.35		
03/21/2025	PB	4143	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.65		
03/21/2025	PB	4227	WODALSKI,MICHAEL J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	1.35		
03/21/2025	PB	4897	GEBERT, JAMI PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.70		
03/21/2025	PB	5933	LAO, SONG PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	.23		
			03/31/2025 (03/25) Period Totals and Balanc	54.44 *	.00 *	145.12

YTD Encumbrance .00 YTD Actual 145.12 Total 145.12 YTD Budget 673.00 Unexpended 527.88

21-06-56721-164-000 EMPLOYEE HEALTH TESTS

			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00

21-06-56721-212-000 LEGAL SERVICES

			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
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Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56721-212-000 LEGAL SERVICES (continued)						
03/25/2025	AP	285	YDE LAW FIRM S.C.	1,640.00		
			**VendorNo: 19951 **Inv. No: 224153			
			**Desc: 2/8-3/2/25 SALE OF BUS PARK			
			PROPERTY **Inv. Date: 03/25/25			
			03/31/2025 (03/25) Period Totals and Balanc	1,640.00 *	.00 *	1,640.00
YTD Encumbrance	.00	YTD Actual	1,640.00 Total	1,640.00	YTD Budget	5,000.00 Unexpended 3,360.00
21-06-56721-213-000 ACCOUNTING & AUDITING FEES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	2,083.07
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	2,083.07
YTD Encumbrance	.00	YTD Actual	2,083.07 Total	2,083.07	YTD Budget	7,000.00 Unexpended 4,916.93
21-06-56721-279-000 STATE INSPECTION/REVIEW FEES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
03/10/2025	CD1	10	TIF 1 Admin Fee	150.00		
			03/31/2025 (03/25) Period Totals and Balanc	150.00 *	.00 *	150.00
YTD Encumbrance	.00	YTD Actual	150.00 Total	150.00	YTD Budget	150.00 Unexpended .00
21-06-56721-290-000 OTHER OUTSIDE CONTRACTED SERVI						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	2,000.00 Unexpended 2,000.00
21-06-56721-324-000 MEMBERSHIP DUES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	1,685.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	1,685.00
YTD Encumbrance	.00	YTD Actual	1,685.00 Total	1,685.00	YTD Budget	1,800.00 Unexpended 115.00
21-06-56771-791-000 GRANT						
			02/28/2025 (02/25) Balance	.00 *	.00 *	49,213.28
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	49,213.28

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
21-06-56771-791-000 GRANT (continued)						
YTD Encumbrance	.00	YTD Actual	49,213.28 Total	49,213.28	YTD Budget	72,000.00 Unexpended 22,786.72
26-00-41120-000-000 TAX INCREMENTS						
		02/28/2025 (02/25)	Balance	.00 *	.00 *	758,470.67-
		03/31/2025 (03/25)	Period Totals and Balanc	.00 *	.00 *	758,470.67-
YTD Encumbrance	.00	YTD Actual	758,470.67- Total	758,470.67-	YTD Budget	685,000.00- Unearned 73,470.67-
26-00-48110-001-000 INTEREST-INVESTMENTS						
		02/28/2025 (02/25)	Balance	.00 *	.00 *	11,146.28-
03/31/2025 CR1		4	Intercity Interest - Mar		4,407.85-	
		03/31/2025 (03/25)	Period Totals and Balanc	.00 *	4,407.85- *	15,554.13-
YTD Encumbrance	.00	YTD Actual	15,554.13- Total	15,554.13-	YTD Budget	2,000.00- Unearned 13,554.13-
26-00-49150-000-000 PROCEEDS FROM REVENUE BONDS/NO						
		02/28/2025 (02/25)	Balance	.00 *	.00 *	.00
		03/31/2025 (03/25)	Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned .00
26-06-56726-110-000 REGULAR EARNINGS						
		02/28/2025 (02/25)	Balance	.00 *	.00 *	3,950.75
03/07/2025 PC		180	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	99.56		
03/07/2025 PC		183	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	99.56		
03/07/2025 PC		204	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	154.52		
03/07/2025 PC		303	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	146.94		
03/07/2025 PC		309	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	52.30		
03/07/2025 PC		475	GEBERT, JAMI	417.72		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-110-000 REGULAR EARNINGS (continued)						
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PC	480	GEBERT, JAMI	33.87		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PC	791	LAO, SONG	133.46		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PC	796	LAO, SONG	7.02		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/21/2025	PC	976	HIGGINS,JENNIFER LYNN	189.16		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	979	HIGGINS,JENNIFER LYNN	9.96		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1000	BLAREK,FORREST J	154.52		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1095	TRAUTMAN,JESSICA M	176.83		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1101	TRAUTMAN,JESSICA M	22.41		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1261	GEBERT, JAMI	412.08		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1266	GEBERT, JAMI	39.51		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1533	LAO, SONG	137.85		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PC	1538	LAO, SONG	2.63		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	2,289.90 *	.00 *	6,240.65
YTD Encumbrance	.00	YTD Actual	6,240.65 Total	6,240.65	YTD Budget	36,944.00 Unexpended 30,703.35
26-06-56726-120-000 HOURLY WAGES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-151-000 SOCIAL SECURITY						
			02/28/2025 (02/25) Balance	.00 *	.00 *	283.78
03/07/2025	PB	881	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	10.79		
03/07/2025	PB	887	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.52		
03/07/2025	PB	959	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	8.91		
03/07/2025	PB	971	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.08		
03/07/2025	PB	1271	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	11.77		
03/07/2025	PB	1283	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.75		
03/07/2025	PB	1931	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	26.87		
03/07/2025	PB	1943	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	6.28		
03/07/2025	PB	2845	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	8.15		
03/07/2025	PB	2855	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.91		
03/21/2025	PB	3717	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	10.79		
03/21/2025	PB	3723	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.52		
03/21/2025	PB	3795	BLAREK,FORREST J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	8.91		
03/21/2025	PB	3807	BLAREK,FORREST J PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.08		
03/21/2025	PB	4121	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	11.77		
03/21/2025	PB	4133	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.75		
03/21/2025	PB	4879	GEBERT, JAMI PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	26.83		
03/21/2025	PB	4889	GEBERT, JAMI	6.27		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-151-000 SOCIAL SECURITY (continued)						
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5915	LAO, SONG	8.15		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5925	LAO, SONG	1.91		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	164.01 *	.00 *	447.79
YTD Encumbrance	.00	YTD Actual	447.79 Total	447.79	YTD Budget	2,828.00 Unexpended 2,380.21
26-06-56726-152-000 RETIREMENT-ER/EE SHARE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	274.59
03/07/2025	PB	875	HIGGINS,JENNIFER LYNN	13.84		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	947	BLAREK,FORREST J	10.74		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1259	TRAUTMAN,JESSICA M	13.85		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1919	GEBERT, JAMI	31.39		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	2835	LAO, SONG	9.76		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/21/2025	PB	3711	HIGGINS,JENNIFER LYNN	13.84		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3783	BLAREK,FORREST J	10.74		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4109	TRAUTMAN,JESSICA M	13.85		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4869	GEBERT, JAMI	31.39		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5905	LAO, SONG	9.76		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	159.16 *	.00 *	433.75
YTD Encumbrance	.00	YTD Actual	433.75 Total	433.75	YTD Budget	2,567.00 Unexpended 2,133.25

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-154-000 HEALTH INSURANCE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	1,059.92
03/07/2025	PB	851	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	55.59		
03/07/2025	PB	857	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.24		
03/07/2025	PB	869	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.06		
03/07/2025	PB	899	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	52.51		
03/07/2025	PB	911	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.24		
03/07/2025	PB	935	BLAREK,FORREST J PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.06		
03/07/2025	PB	1211	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	55.59		
03/07/2025	PB	1223	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.24		
03/07/2025	PB	1247	TRAUTMAN,JESSICA M PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.06		
03/07/2025	PB	1873	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	34.13		
03/07/2025	PB	1885	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	1.53		
03/07/2025	PB	1907	GEBERT, JAMI PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.11		
03/07/2025	PB	2795	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	55.59		
03/07/2025	PB	2805	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	2.24		
03/07/2025	PB	2825	LAO, SONG PAYROLL TRANS FOR 3/2/2025 PAY PERIOD	.06		
03/21/2025	PB	3687	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	55.59		
03/21/2025	PB	3693	HIGGINS,JENNIFER LYNN PAYROLL TRANS FOR 3/16/2025 PAY PERIOD	2.24		
03/21/2025	PB	3705	HIGGINS,JENNIFER LYNN	.06		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-154-000 HEALTH INSURANCE (continued)						
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3735	BLAREK, FORREST J	52.51		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3747	BLAREK, FORREST J	2.24		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3771	BLAREK, FORREST J	.06		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4061	TRAUTMAN, JESSICA M	55.59		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4073	TRAUTMAN, JESSICA M	2.24		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4097	TRAUTMAN, JESSICA M	.06		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4829	GEBERT, JAMI	35.21		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4839	GEBERT, JAMI	1.58		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4859	GEBERT, JAMI	.11		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5865	LAO, SONG	55.59		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5875	LAO, SONG	2.24		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5895	LAO, SONG	.06		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	529.63 *	.00 *	1,589.55

YTD Encumbrance	.00	YTD Actual	1,589.55	Total	1,589.55	YTD Budget	8,883.00	Unexpended	7,293.45
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26-06-56726-155-000 LIFE INSURANCE

			02/28/2025 (02/25) Balance	.00 *	.00 *	7.53
03/07/2025	PB	863	HIGGINS, JENNIFER LYNN	.68		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	923	BLAREK, FORREST J	.17		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
26-06-56726-155-000 LIFE INSURANCE (continued)							
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/07/2025	PB	1235	TRAUTMAN,JESSICA M	.37			
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/07/2025	PB	1897	GEBERT, JAMI	.53			
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/07/2025	PB	2815	LAO, SONG	.12			
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD				
03/21/2025	PB	3699	HIGGINS,JENNIFER LYNN	.68			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	3759	BLAREK,FORREST J	.17			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4085	TRAUTMAN,JESSICA M	.37			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	4849	GEBERT, JAMI	.55			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
03/21/2025	PB	5885	LAO, SONG	.12			
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD				
			03/31/2025 (03/25) Period Totals and Balanc	3.76 *	.00 *	11.29	
YTD Encumbrance	.00	YTD Actual	11.29 Total	11.29	YTD Budget	69.00 Unexpended	57.71

26-06-56726-156-000 WORKER'S COMP INSURANCE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	27.88
03/07/2025	PB	893	HIGGINS,JENNIFER LYNN	.32		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	983	BLAREK,FORREST J	6.78		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1295	TRAUTMAN,JESSICA M	.32		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	1955	GEBERT, JAMI	.73		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/07/2025	PB	2865	LAO, SONG	.23		
			PAYROLL TRANS FOR 3/2/2025 PAY PERIOD			
03/21/2025	PB	3729	HIGGINS,JENNIFER LYNN	.32		

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-156-000 WORKER'S COMP INSURANCE (continued)						
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	3819	BLAREK, FORREST J	6.78		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4145	TRAUTMAN, JESSICA M	.32		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	4899	GEBERT, JAMI	.73		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
03/21/2025	PB	5935	LAO, SONG	.23		
			PAYROLL TRANS FOR 3/16/2025 PAY PERIOD			
			03/31/2025 (03/25) Period Totals and Balanc	16.76 *	.00 *	44.64
YTD Encumbrance	.00	YTD Actual	44.64 Total	44.64	YTD Budget	211.00 Unexpended 166.36
26-06-56726-167-000 POST EMPLOYEE HEALTH						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	207.00 Unexpended 207.00
26-06-56726-213-000 ACCOUNTING & AUDITING FEES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	183.80
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	183.80
YTD Encumbrance	.00	YTD Actual	183.80 Total	183.80	YTD Budget	600.00 Unexpended 416.20
26-06-56726-279-000 STATE INSPECTION/REVIEW FEES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
03/10/2025	CD1	10	TIF 2 Admin Fee	150.00		
			03/31/2025 (03/25) Period Totals and Balanc	150.00 *	.00 *	150.00
YTD Encumbrance	.00	YTD Actual	150.00 Total	150.00	YTD Budget	150.00 Unexpended .00
26-06-56726-290-000 OTHER OUTSIDE CONTRACTED SERVI						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
26-06-56726-290-000 OTHER OUTSIDE CONTRACTED SERVI (continued)						
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	20,000.00 Unexpended	20,000.00
40-07-57355-215-000 ARCHITECTURAL/ENGINEER STUDIES						
			02/28/2025 (02/25) Balance	.00 *	.00 *	15,519.05
03/17/2025 AP		209	AECOM TECHNICAL SERVICES INC **VendorNo: 4290 **Inv. No: 2000997914 **Desc: WESTON AVE (X TO J) CONSTRUCTION SERVICES (FEB 25) **Inv. Date: 03/17/25	9,435.73		
			03/31/2025 (03/25) Period Totals and Balanc	9,435.73 *	.00 *	24,954.78
YTD Encumbrance	.00	YTD Actual	24,954.78 Total	24,954.78 YTD Budget	5,524,132.00 Unexpended	5,499,177.22
40-07-57355-821-000 CAPITAL IMPROVS-LAND ACQIS						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
03/21/2025 AP		225	BUCHBERGER, GARY B **VendorNo: 19593 **Inv. No: PMT 1 PAR 17 WESTON AVE **Desc: WESTON AVE ROW PAYMENT - PARCEL 17 **Inv. Date: 03/21/25	8,400.00		
03/21/2025 AP		226	BUCHBERGER, GARY B **VendorNo: 19593 **Inv. No: PMT 1 PAR 18 WESTON AVE **Desc: WESTON AVE ROW PURCHASE - PARCEL 18 **Inv. Date: 03/21/25	3,500.00		
03/21/2025 AP		227	BUCHBERGER, GARY B **VendorNo: 19593 **Inv. No: PMT 1 PAR 35 WESTON AVE **Desc: WESTON AVE ROW PAYMENT PARCEL 35 **Inv. Date: 03/21/25	6,100.00		
03/21/2025 AP		228	BUCHBERGER, GARY B **VendorNo: 19593 **Inv. No: PMT 1 PAR 37 WESTON AVE **Desc: WESTON AVE ROW PAYMENT - PARCEL 37 **Inv. Date: 03/21/25	6,000.00		
03/21/2025 AP		229	BUCHBERGER, GARY B **VendorNo: 19593 **Inv. No: PMT 1 PAR 8 WESTON AVE **Desc: WESTON AVE ROW PAYMENT PARCEL 8 **Inv. Date: 03/21/25	7,000.00		
03/21/2025 AP		247	VANG, JULIA **VendorNo: 23014 **Inv. No: PMT 1 PAR 10 WESTON AVE **Desc: WESTON AVE ROW PAYMENT - PARCEL 10 **Inv. Date: 03/21/25	200.00		
			03/31/2025 (03/25) Period Totals and Balanc	31,200.00 *	.00 *	31,200.00
YTD Encumbrance	.00	YTD Actual	31,200.00 Total	31,200.00 YTD Budget	.00 Unexpended	31,200.00-
40-07-57355-823-000 CAP IMPROVS-STREETS/CURB & GUT						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
40-07-57355-826-000 CAPITAL IMPROVS-SANITARY SEWER						
			02/28/2025 (02/25) Balance	.00 *	.00 *	55,818.53

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
40-07-57355-826-000 CAPITAL IMPROVS-SANITARY SEWER (continued)						
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	55,818.53
YTD Encumbrance	.00	YTD Actual	55,818.53 Total	55,818.53	YTD Budget	.00 Unexpended 55,818.53-
40-07-57355-827-000 CAPITAL IMPROVS-WATER MAINS/LA						
			02/28/2025 (02/25) Balance	.00 *	.00 *	107,927.68
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	107,927.68
YTD Encumbrance	.00	YTD Actual	107,927.68 Total	107,927.68	YTD Budget	.00 Unexpended 107,927.68-
40-07-57390-215-000 ARCHITECTURAL & ENGINEERING FE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
03/21/2025 AP		432	MSA PROFESSIONAL SERVICES INC **VendorNo: 10910 **Inv. No: 014352 **Desc: WESTON AVE (ALDERSON TO BIRCH) CONST SERVICES (12/15/24 - 02/15/25) **Inv. Date: 03/21/25	3,105.80		
			03/31/2025 (03/25) Period Totals and Balanc	3,105.80 *	.00 *	3,105.80
YTD Encumbrance	.00	YTD Actual	3,105.80 Total	3,105.80	YTD Budget	.00 Unexpended 3,105.80-
40-07-57390-820-000 CAPITAL IMPROVS-LANDSCAPING RE						
			02/28/2025 (02/25) Balance	.00 *	.00 *	.00
			03/31/2025 (03/25) Period Totals and Balanc	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended .00
Number of transactions: 227 Number of accounts: 38				Debit	Credit	Proof
Grand Totals:				61,293.31	45,236.68-	16,056.63

Report Criteria:
 Actual amounts
 Accounts with balances or activity
 Account Code.Account type = "Expenditure","Revenue"
 [Report].FUND = "21","26","27","28","40"

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resource Committee, April 21, 2025

Description: Attorney detail 3/10/25 – 4/13/25

From: Finance Department

Question: N/A

Background

Attached is the check detail for legal fees

Attached Docs: Vendor history

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: None.

Recommended Language for Official Action

For review, no action needed.

Vendor: **19951 YDE LAW FIRM S.C.**
2405 SCHOFIELD AVE
SUITE 210
WESTON, WI 54476

Phone:
Contact:
Activation Date: 03/01/2010
Termination Date:
Terms Code: Open Terms
Default Description:
Standard GL Accou: 10-01-51300-212-000
Vendor Type: Normal
Rating:
1099 ID Number: 39-1895766
Balance: .00

Totals Category	Report Dates	Year 2025	Year 2024
1099 Amount		5,120.00	31,636.00
Purchases		5,120.00	31,636.00
Adjustments		.00	.00
Payments		5,120.00	31,636.00
Discounts		.00	.00
Discounts Lost		.00	.00

	Date	Number	Amount
Last PO:	01/01/0001		.00
Last Invoice:	03/25/2025	224157	120.00
Last Check:	04/04/2025	64154	5,120.00

Invoice Detail

Invoice Date	Invoice Number	Seq	GL Period	Type	Input Date	Description	Amount	Payment Due Date	Discount	PO Number	PO Seq	Check Number	GL Account	1099 Type
03/25/2025	224153	1	03/25	Invoice	03/31/2025	2/8-3/2/25 SALE OF BUS PARK PROPERTY	1,640.00	04/03/2025	-			64154	21-06-56721-21	Attorneys Fe
03/25/2025	224154	1	03/25	Invoice	03/31/2025	3/2-3/21/25 COURT ORDINANCE	300.00	04/03/2025	-			64154	10-01-51300-21	Attorneys Fe
03/25/2025	224154	2	03/25	Invoice	03/31/2025	3/2-3/21/25 CLOUDPERMIT	100.00	04/03/2025	-			64154	10-01-51300-21	Attorneys Fe
03/25/2025	224154	3	03/25	Invoice	03/31/2025	3/2-3/21/25 TOWN LEASE	240.00	04/03/2025	-			64154	10-01-51300-21	Attorneys Fe
03/25/2025	224155	1	03/25	Invoice	03/31/2025	2/7-3/21/25 UTILITY RELOCATION ORD	2,040.00	04/03/2025	-			64154	10-01-51300-21	Attorneys Fe
03/25/2025	224156	1	03/25	Invoice	03/31/2025	2/9-2/10 REU QUESTION	680.00	04/03/2025	-			64154	61-03-53613-21	Attorneys Fe
03/25/2025	224157	1	03/25	Invoice	03/31/2025	2/17-2/24 SBA	120.00	04/03/2025	-			64154	10-01-51300-21	Attorneys Fe

Check Detail

Check Date	Check Number	Seq	GL Period	Type	Input Date	Amount	Discount Taken	Discount Lost	Invoice Number	Inv Seq	Invoice Description	Bank	GL Account	1099
04/04/2025	64154	1	03/25	Calculated	04/04/2025	1,640.00	.00	.00	224153	1	2/8-3/2/25 SALE OF BUS PARK PROPERTY	1	21-06-56721-	Attorn
04/04/2025	64154	2	03/25	Calculated	04/04/2025	300.00	.00	.00	224154	1	3/2-3/21/25 COURT ORDINANCE	1	10-01-51300-	Attorn
04/04/2025	64154	3	03/25	Calculated	04/04/2025	100.00	.00	.00	224154	2	3/2-3/21/25 CLOUDPERMIT	1	10-01-51300-	Attorn
04/04/2025	64154	4	03/25	Calculated	04/04/2025	240.00	.00	.00	224154	3	3/2-3/21/25 TOWN LEASE	1	10-01-51300-	Attorn
04/04/2025	64154	5	03/25	Calculated	04/04/2025	2,040.00	.00	.00	224155	1	2/7-3/21/25 UTILITY RELOCATION ORD	1	10-01-51300-	Attorn

Check Date	Check Number	Seq	GL Period	Type	Input Date	Amount	Discount Taken	Discount Lost	Invoice Number	Inv Seq	Invoice Description	Bank	GL Account	1099
04/04/2025	64154	6	03/25	Calculated	04/04/2025	680.00	.00	.00	224156	1	2/9-2/10 REU QUESTION	1	61-03-53613-	Attorn
04/04/2025	64154	7	03/25	Calculated	04/04/2025	120.00	.00	.00	224157	1	2/17-2/24 SBA	1	10-01-51300-	Attorn

PO Detail

PO Date	PO Number	Seq	GL Period	Type	Input Date	Description	Amount	PO Balance	Req Number	Re Seq	Invoice Number	GL Account	Recvd
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Requisition Detail

Requisition Date	Requisition Number	Seq	Status	Status Date	Description	Amount	PO Number	GL Account
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Report Criteria:

[Report].Vendor Number = 19951

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resources Committee, April 21, 2025

Description: Employee Personnel Policies and Procedures Handbook

- Reestablish Bookmarks – *completed*
- Update Address information – *completed*
- Other grammatical items

From: Jami Gebert, Administrator

Question: Would the committee like to acknowledge the grammatical updates to the Employee Personnel Policies and Procedures Handbook?

Background

The bookmarks have been reestablished in the Employee Personnel Policies and Procedures Handbook. Please see an updated link here: <https://westonwi.gov/DocumentCenter/View/12484/Employee-Personnel-Policies-and-Procedures-Handbook-v14-20250120?bidId=>.

Additionally, two grammatical items were noted by Trustee Pinsonneault in the policy handbook. #1. The Municipal Center's prior address was in Chapter 8, this is now updated to the 4747 Camp Phillips Road address. #2. References to the prior Finance Committee and prior Human Resources Committee need to be updated to the Finance and Human Resources Committee. There are 63 references to the Human Resources Committee and one reference to the Finance Committee. The amendments to Chapter 2 and Chapter 10 of the policy handbook correct several of these references, but staff will work to get all the references updated to the Finance and Human Resources Committee. These items were considered grammatical in nature, but we wanted to share the updating with the committee.

Attached Docs: None.

Committee Action: TBD.

FISCAL IMPACT: None.

Recommendation: Acknowledge updates.

Recommended Language for Official Action

I acknowledge the grammatical updates in the Employee Personnel Policies and Procedures Handbook.

Or something else . . .

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Finance & Human Resources Committee AND Board of Trustees, April 21, 2025
Description:	Discussion and/or action on amendments to Chapter 10 <i>Employee Conduct and Behavior</i> of the Employee Personnel Policies and Procedures Handbook
From:	Jami Gebert, Administrator
Question:	Would the committee like to recommend approval of amendments to Chapter 10 of the Employee Personnel Policies and Procedures Handbook to the Board of Trustees?

Background

Following discussion of the March 17th Finance and Human Resources Committee meeting, please find attached draft amendments to Chapter 10 *Employee Conduct and Behavior*. While discussion focused on the *Appearance* section of the policy last month, revisions were needed throughout the chapter, thus the entirety of Chapter 10 is attached. Unrelated to the *Appearance* section, there was discussion last month regarding the *Cellular Phone Policy*, which is also a part of Chapter 10. The draft amendments include an increase from \$25 to \$50/monthly reimbursement for non-exempt employees. There is also a highlighted section regarding reimbursement in the *Cellular Phone Policy*. We can discuss this option further at the meeting on Monday.

Attached Docs:	draft Chapter 10 <i>Employee Conduct and Behavior</i> amendments
Committee Action:	TBD.
FISCAL IMPACT:	Minimal.
Recommendation:	None.

Recommended Language for Official Action

Finance and Human Resources:

I recommend approval of the amendments to Chapter 10 *Employee Conduct and Behavior* of the Employee Personnel Policies and Procedures Handbook to the Board of Trustees.

OR

I recommend approval of the amendments to Chapter 10 *Employee Conduct and Behavior* of the Employee Personnel Policies and Procedures Handbook with the following changes _____ to the Board of Trustees.

Board of Trustees:

I motion to approve the Finance and Human Resources Committee recommendation regarding the amendments to Chapter 10 *Employee Conduct and Behavior* of the Employee Personnel Policies and Procedures Handbook.

OR

REQUEST FOR CONSIDERATION

I motion to approve the Finance and Human Resources Committee recommendation regarding the amendments to Chapter 10 *Employee Conduct and Behavior* of the Employee Personnel Policies and Procedures Handbook with the following changes _____.

Or something else . . .

CHAPTER 10

EMPLOYEE CONDUCT AND BEHAVIOR

- Sec. 10.01. Appearance.
- Sec. 10.02. Attendance and Punctuality.
- Sec. 10.03. Cellular Phone Policy.
- Sec. 10.04. Communication and Confidentiality.
- Sec. 10.05. Conduct Guidelines.
- Sec. 10.06. Drug Free Workplace and Substance Abuse Policy.
- Sec. 10.07. Ethics Policy.
- Sec. 10.08. Managements of Requests through the Administrator.
- Sec. 10.09. Off-Duty Conduct.
- Sec. 10.10. Political Activities.
- Sec. 10.11. Reasonable Accommodation of an Employee with a Disability.
- Sec. 10.12. Respect for Individual Differences.
- Sec. 10.13. Sexual Harassment Policy.
- Sec. 10.14. Social Media Policy.
- Sec. 10.15. Supervisor-Employee Relationships.
- Sec. 10.16. Supplementary Employment.
- Sec. 10.17. Technology Use Policy.
- Sec. 10.18. Telephone Use Policy.
- Sec. 10.19. Tobacco Free Village Buildings, Property, Equipment, and Vehicles.
- Sec. 10.20. Village Vehicles.
- Sec. 10.21. Weapons and Firearms.
- Sec. 10.22. Work Rules.
- Sec. 10.23. Workplace Bullying Policy.
- Sec. 10.24. Workplace Violence Zero-Tolerance Policy and Procedure.

Sec. 10.01. Appearance.

~~It is your responsibility to represent the Village to the public in a manner that shall be courteous, efficient, and helpful. The expectation is that employees will wear clothing appropriate for the type of work being performed. Village employees should always be business like, well-groomed, and dressed in a manner suitable for public service. The appearance of employees reflects the image of the Village and has a significant impact on the way we are viewed by the general public.~~

Administrative and Office Employees

~~Employees are expected to dress for their day in a manner that is normally acceptable in business establishments. Employees should not wear tight or revealing attire, spaghetti straps, backless clothing or similar attire that does not present a business-like appearance. Clothing that contains offensive words, cartoons, or contains political statements, slogans, or campaign related information is prohibited. Casual blouses or shirts, dress shirts, sleeveless sweaters and shirts, polo collar knit or golf-type shirts, button down shirts, sweaters, and jeans are accepted, as long as all clothing is neat, clean and without rips, holes, etc.~~

~~This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy could also result in disciplinary action.~~

~~Employees are to report to work with clean clothes and free of body odor. Perfume, scented lotions, cologne, and aftershave lotion should be used sparingly or modestly or avoided altogether as some individuals may be sensitive or allergic to strong fragrances. Hair should be clean, combed and styled conservatively. All attire must be clean, and well kept to present a professional image. Revealing clothing (including visible undergarments) may not be worn. Shoes must be in good visual shape; void of stains and/or discolorations. Fingernails should be kept clean; they should not be excessive in length. Facial and/or tongue piercings are to be removed during work hours. Studs, worn in the nose, may be worn if discreet and a maximum size of 2 mm. Make up is to be worn conservatively. Clothing that is too tight should be avoided. Tattoos featuring suggestive/vulgar images or words, or that display or promote racist or discriminatory ideals, must not be visible. Facial tattoos are prohibited. Body piercings must not be prominent or distracting. Subtle/understated adornments may be acceptable.~~

~~Employees working in the administrative office must follow guidelines described as “business casual”.~~

Appropriate “Business Casual” Attire

~~Dresses, skirts, blouses, dress shirts, sweaters, vests, slacks, skirts, capris that denote a professional “business casual” look are accepted. Hemlines for dresses and skirts are to be at an appropriate length. Business casual and/or semi-dress style shoes; sandals, sling backs, or any other open toed shoes must be professional in appearance and not pose a safety hazard. Shoes should be clean and of a business casual or semi-dress style.~~

~~Employees required to attend any Board of Trustee or Committee meeting of the Village must follow guidelines described as “business professional”.~~

Appropriate “Business Professional” Attire

~~For men, business attire includes a suit, sports coat, or collared dress shirt with a tie and dress slacks and shoes. For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer, and dress shoes.~~

~~No jeans, sweatshirts, tennis shoes or flip flops are to be worn.~~

Special Conditions

~~Special circumstances (cleaning days, certain work, and special occasions) may warrant relaxing the specific dress code guidelines and expectations, at the discretion of the Administrator. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, or similarly inappropriate clothing.~~

Uniforms for Services Division-Field-based Employees

~~Field-based Employees includes staff whose work is primarily outside a traditional office. The Village may make arrangements to provide uniforms to employees of the Parks and Public Works Department, plus Building Inspection staff that work out in the field or in the shop. These employees will be offered 5 eleven (11) sets of uniform trousers and shirts to ensure a full week of clean uniforms is available. Employees who primarily work as mechanics will also be offered coveralls to protect clothing. The Village may also provide t-shirts and hats for these employees. Employees are responsible for keeping their uniforms neat and in good repair.~~

~~Hats and caps may be worn as long as the logos and images on the hat or cap do not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any graphics or words that demean or ridicule others, and as long as wearing the hat or cap does not present a safety~~

hazard. Caps should be worn bill forward. Other head coverings may be permitted as authorized by your Department Director.

Employees that prefer not to wear a uniform, provided by the Village, are expected to wear clothing appropriate to the workplace and this clothing should not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any graphics or words that demean or ridicule others. Clothing should not be excessively torn, worn, frayed, or visibly patched. Pants and jeans should fit properly (i.e. not be so loose or baggy that undergarments or skin are visible when moving around or bending).

~~Services Division-Field-based~~ employees may wear shorts during the summer months. The shorts need to be ~~knee appropriate~~ length ~~or of a length not more than four inches above the knee~~. All shorts shall be hemmed, and cutoffs are prohibited. Shorts should be solid in color, made of denim, cotton or similar material. Shorts should also fit properly (i.e. not be so loose or baggy that undergarments or skin are visible when moving around or bending). Shorts may not be permitted for all activities and are only permitted as authorized by your Department Director.

All ~~services division-Field-based~~ employees will be required to wear approved work shoes and or work boots that are designed for use in the work environment in which it is being worn. Approved work shoes and or boots shall be interpreted to mean hard-soled, closed steel toe with uppers constructed of leather, or other man-made materials that are resistant to puncture and absorptions of oils and other substances. The work shoes and or work boots must be designed for use in the environment in which it is being worn. Hard-soled means a sole that is made from a hard material that is resistant to puncture. Please refer to Chapter 9 Safety for a complete description of Personal Protective Equipment requirements.

The Village, payable when receipts are turned in, shall also ~~reimburse~~contribute \$ \$300.00/annually to a clothing allowance for each Field-based employee, for such items as jackets, bib overalls, insulated coveralls, boots, hats and gloves.

All employees

Employees' personal appearance leaves a lasting impression on customers. Dress appropriately for the work you do and keep your work area clean, safe, and orderly. Avoid extremes in clothing, makeup, fragrances, and jewelry. Department Directors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities wherever possible, consistent with the business necessity to present a professional appearance to the public and our clients.

[TBD Amended by Act of the Village Board of Trustees on (date)]

Sec. 10.02. Attendance and Punctuality.

Our successful operation in large part depends on the regular attendance of each of our employees. Your job is important. -We need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their causes are disruptive and place a burden on your fellow employees and our customers. It also makes it difficult for us to operate efficiently, which affects our cost-effectiveness. ~~Since satisfied customers provide us with our jobs, r~~Regular attendance and being ready to work at your scheduled starting time (not just coming in the door or getting ready to start work) are simple ways ~~for you to we~~ help to maintain our commitment to quality and service.

If you will be unavoidably late to work or absent, please call your Department Director at least 30 minutes before but no later than 30 minutes after your scheduled starting time. Check with your Department Director when you arrive and record the time you actually start working on your time sheet. If you will be absent, make sure your Department Director knows about any customer(s) you are currently working with and what other things need to be taken care of during your absence.

Please contact ~~us~~your supervisor each day you will not be able to work. We may require a doctor's excuse for absences of three or more consecutive days.

Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action, up-to and including discharge.

Any employee who does not report to work and does not notify us within three (3) working days after the start of his/her scheduled shift will be considered to have voluntarily ~~terminated~~resigned his or her employment with us.

Sec. 10.03. Cellular Phone Policy.

- (1) Background: The Village recognizes that the performance of ~~ertain~~job responsibilities may be enhanced by or may require the use of a cellular (cell) phone, smartphone, tablet or another mobile computing device, hereafter referred to collectively as mobile devices. In order to comply with IRS rules, as of January 1st, 2015, the Village will no longer provide mobile device service to individual employees, unless otherwise provided for through a written employment agreement. Instead, the Village will begin issuing a Stipend for employees whose job duties require the use of a mobile device. This Stipend is meant to off-set the overall costs of the mobile device ownership, not cover those costs in full. The Stipend is not considered taxable income to the employee but is seen as a reimbursement for the expense of ownership.
- (2) Purpose: The Village recognizes that the performance of ~~ertain~~job responsibilities may be enhanced by, or may require the use of a mobile device. Village employees will be given the opportunity to purchase and use a mobile device of their choosing at work for mutual convenience. The Village reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of ~~T~~the Village's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Village employees must agree to the terms and conditions set forth in this policy before connecting their devices to the Village's network.
- (3) Scope: This policy applies to all Village employees, and those whose job responsibilities may be enhanced by, or may require the use of a mobile device. The Village will not own mobile devices for the use of individual employees. Following the adoption of this policy, all Village owned phones will be for general, pooled departmental use, unless otherwise provided for through a written employment agreement.
- (4) Definitions:
 - (a) For the purpose of this policy, any portable electronic resource device that is used, in any measure, to make or receive wireless calls, is defined as a "cell phone".
 - (b) For the purpose of this policy, employees are defined as regular full-time employees, but may also include those people associated with the Village such as regular part-time employees,

temporary, seasonal, appointed officials, elected officials, volunteers, and/or contractors if appropriate.

- (c) Village issued push-to-talk devices, walkie-talkies, and pagers that do not have a cellular phone capability are excluded from the policy. The Administrator should approve issuance of such devices.

(5) Use of Cellphones/Smart Devices by Village employees while at work:

- (a) Employees will be permitted to use their personal cellular phones within the workplace, but within reason and given certain conditions and limitations.
- (b) An employee who owns a cellular and/or mobile smart device may use the device for both business and personal purposes, as needed, and as appropriate throughout the workday. Use of the phone, during a work shift, in any manner contrary to Villages policies and expectations as well as local, state, or federal laws will constitute misuse, and could result in disciplinary action.
- (c) Employees may use their mobile device to connect to the Village's wireless network to access internet and other electronic resources necessary to perform their job duties. Employees may also access internet and other electronic resources for personal reasons, but should only do so while on break.
- (d) Employees will be expected to act maturely and responsibly with this privilege and also abide by the Village's computer and technology use policies while connected to the Village network with their mobile device.
- (e) While non-exempt employees are encouraged to connect their mobile devices to the Village's electronic email server, they may only download and ~~or~~ access these emails during their scheduled work shift.
- (f) Employees may only use their mobile devices in lawful and safe settings, and must abide by all other Village policies (e.g. policies regarding safe use and operation of equipment and vehicles) while in use.

(6) Stipend Reimbursement:

- (a) All full-time equivalents (FTEs) are eligible to request a stipend as reimbursement for use of their individually-owned mobile device as a business expense.
- (b) Eligible employees interested in receiving the Stipend must sign a mobile cell phone request and agreement (see Appendix 10-A). The employee's Department Director will review the request and pass his/her recommendation on to the ~~Employee Resources Manager or~~ Village Administrator for approval/denial. ~~To receive the stipend the employee's agreement with the Village will include the following:~~
 - i. Agreement that cell phone use must be consistent with applicable laws and to comply with all laws while driving.
 - ii. Agreement to follow the Village's requirements for preserving all email communications by installing and using the e-mail software application as directed by the Village. ~~This software could change from time to time.~~

- iii. Agreement that no government business is conducted through text messaging, except any text messaging that may be contained and supported through the Village's main server.
- iv. Agreement that the employee has no expectation of privacy with respect to the phone.
- v. Agreement to immediately produce the phone to the Village for inspection upon request.
- vi. Authorization allowing the Village to request any phone records or data for the subsidized phone from the cellular provider.
- vii. Agreement to provide the Village with their phone before the employee transitions to a new phone so that public records that might not have been properly saved to the Village's software can be retained before the transitions occurs.
- viii. Agreement to comply with the guidelines under Sec 10.17 Technology and Use Policy.

The Village is not responsible for anything that may happen to an employee's phone (if it is broken or damaged in the course of their employment) or any liabilities that may result from personal use of the phone.

(c) The Stipend amount for eligible, exempt employees shall be \$50/monthly.

(d) The Stipend amount for eligible, non-exempt employees shall be \$5025/monthly.

A potential different option regarding stipend amount(s) would be to consider the addition of \$1,200 to position compensation. The adjustment would only occur once, across the salary matrix. This would eliminate the need for stipend reimbursement. Appendix A would still be required outlining the compliance requirements of cellular phone use.

(e) The Village will pay only the Stipend amount and nothing more. The Stipend is neither permanent nor guaranteed. The Village reserves the right to remove an employee from Stipend eligibility and/or cancel the Stipend at any time. The Stipend shall end upon separation of employment with the Village. The Village shall not be responsible for any costs or fees associated with the mobile device service or contract, including cancellation charges.

(f) The Stipend will be added to the eligible employee's regular paycheck after a request has been submitted and approved by the Department Director, Administrator, Technology Services and Finance Department.

(g) Employees who choose not to accept the stipend must still provide the Village with a phone number at which they can be contacted in the event of situations requiring response to the needs of the public.

(7) Compliance Requirements for Stipend Reimbursement:

(a) As a condition of receipt of a cellular phone stipend reimbursement from the Village of Weston, all eligible employees are required to have a functioning cellular phone with them during their work shift. Phones must have a voice plan with an active voicemail account feature.

(b) Employees must provide their Department Director ~~and the Employee Resources Manager~~ with their current cell phone number, and immediately notify ~~both parties~~ the Department Director if the number changes.

- (c) Employees should arrive for their work shift with a properly charged and functioning cellular phone capable of sending and receiving communications throughout the workday.
- (d) Employees are expected to carry their mobile device on their person both on, and off duty, and respond promptly and professionally when contacted about Village business.

(8) Additional Compliance Requirements for eligible, exempt employees:

- (a) Eligible, exempt employees are required to have a mobile device, which also includes a cellular data plan, in addition to the voice plan with an active voicemail account feature requirement.
- (b) Eligible, exempt employees are required to be readily accessible for frequent contact, and/or critical contact with their colleagues and/or the public, and that accessibility extends to time away from work and/or may also involve on-call responsibilities.
- (c) Eligible, exempt employees will be asked to connect their mobile device (i.e., smart phone) with the Village's electronic mail server. Exempt employees must provide their mobile device to the Technology Services Director (i.e., Chief Technology Officer C.T.O.) to connect their device to the Village's electronic mail server.
- (d) All mobile devices anticipated to connect to the Village's data services, such as the Village's email system, must be approved by the Village's Technology Services Director. Not all devices are supported by the Village's system. The Village has no responsibility to service all data/communication systems. It is the employee's responsibility to ensure that their device can communicate with the Village's system prior to incurring any expenses or obligations with their provider.

[Amended by Act of the Village Board of Trustees on December 15, 2014]

Sec. 10.04. Communication and Confidentiality.

Communication is a joint responsibility shared by the Village and all employees. No information concerning the internal operations of the Village, including but not limited to the release of records of the Village, may occur except through, and with the permission of, the Administrator or individual Department Director if designated by the Administrator. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Department Director for a response to that inquiry.

Because of an employee's responsibilities at the Village, an employee may have access to confidential medical, social, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the Village's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the work unit without the permission of the Administrator or his/her designee. All employees are responsible for protecting the confidentiality of this information.

The Village's custodian of records is responsible for the disclosure of records pursuant to request for records under Wisconsin's Public Records Law. Unless directed by the Village's custodian of records, employees shall not act as the Village's custodian of records or disseminate information.

The Village acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Village, however, the employee's expression must be balanced against the interests of the Village. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the Village.

Sec. 10.05. Conduct Guidelines.

We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up-to and including discharge.

- (1) Discourteous conduct or poor service to customers.
- (2) Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.
- (3) Theft or inappropriate, unauthorized removal or possession of Village or coworker's property; use of Village equipment or supplies for personal projects.
- (4) Falsification of timekeeping records.
- (5) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty.
- (6) Boisterous or disruptive activity in the workplace.
- (7) Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment.
- (8) Insubordination or other disrespectful conduct.
- (9) Deliberate statements or actions detrimental to the Village; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the Village of Weston.
- (10) Sexual or other forms of harassment.
- (11) Unprofessional conduct at outside events where the employee is representing the Village of Weston; such as courses, seminars, and community events.
- (12) Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences from work.
- (13) Unauthorized overtime or failure to record overtime worked.
- (14) Unauthorized use of the telephone.
- (15) Smoking within the Village building or Village vehicles.

- (16) Unauthorized disclosure of business secrets or confidential business or customer's information.
- (17) Unauthorized entrance to the Village other than to report to work or to conduct business.
- (18) Violation of personnel policies.
- (19) Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- (20) Using abusive or offensive language with customers or coworkers.
- (21) Refusal to seek treatment or resolution of personal matters that affect work performance (including, but not limited to: emotional or family matters, drug abuse or addiction, or alcoholism).
- (22) Acceptance of gratuities or influence designed to affect the Village's response to the public or special interest groups.

Depending on the circumstances involved, discipline issued may be a verbal reprimand, a written reprimand, suspension without pay, or discharge. Progressive discipline may not be followed in all cases. Depending on the nature of the violation and other circumstances, including but not limited to the employee's past conduct, one or more "steps" may be repeated or skipped. In some circumstances, immediate discharge may result.

Sec. 10.06. Drug Free Workplace and Substance Abuse Policy.

It is the policy of Village to create a drug free workplace. The use of controlled substances or alcohol is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines Village's ability to operate effectively and efficiently. In this regard, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in Village business is strictly prohibited.

Employees who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, Village may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Sec. 10.07. Ethics Policy.

Integrity is expected and required of every employee. Integrity is an essential element of every transaction with other employees, Village representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions and in the performance of our service.

The Village is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation we enjoy is determined by the example set by management and the character and good judgment of each employee and Village representative. All employees and Village representatives are expected to conduct themselves in the highest ethical manner.

- (1) Employee and Village representatives are to treat others with respect without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, religion, or use or non-use of lawful products off premises during non-working hours.
- (2) Employees and Village representatives are to perform their duties with honesty and integrity.
- (3) Employees and Village representatives are to exercise independent judgment free from any outside influence.
- (4) Employees and Village representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments.
- (5) Employees and Village representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code.
- (6) Management will take reasonable measures to protect the reporting employee from any retaliatory, harassing or abusive behavior.
- (7) Management at all levels is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.

A conflict of interest is a situation in which an employee's private interest, usually of a financial or economic nature, conflicts with or raises a reasonable question of conflict with the employee's public duties and responsibilities or may reflect unfavorably on the reputation of Village. Conflicts of interest in public contracts are addressed in Wis. Stat. § 19.59. As representatives of Village, employees are obligated to place the interest of Village, in any transaction involving Village, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise to their Department Director, ~~Employee Resources Manager,~~ or the Administrator.

If you become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, we encourage you to promptly report the situation to your Department Director or the Administrator.

Sec. 10.08. Management of Requests through the Administrator.

- (1) Purpose: The Board of Trustees, committee and/or commission members have the right to receive information regarding Village operations to perform their duties as oversight bodies and to make policy decisions. The following procedures are designed to ensure requests are uniformly received and fulfilled in the most effective and efficient manner possible. As a general rule, information requested will be distributed to the entire Board, committee and/or commission when sent to the requester.
- (2) The process for elected or appointed officials' informational requests shall be:
 - a. To avoid ambiguity and confusion, elected or appointed officials are strongly encouraged to place informational requests in writing. Requests should be sent directly to the Administrator. If verbal requests are necessary, they should also be directed through the Administrator.
 - b. The Administrator will communicate the request to the appropriate Department Director and/or staff member for response.

- c. Any employees who receive non-routine directives or requests from any elected or appointed official are to immediately report such a directive or request to the employee's supervisor. Supervisors should report the request to the Administrator.
 - d. The Administrator will discuss with the Board President the number of requests and legality of requests. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.
 - e. Communication between committee chairs and Department Directors related to meeting agendas and minutes are exempt from the requests process.
- (3) Requests for information shall be categorized as follows:
- a. Existing information – individual elected or appointed officials possess all the rights granted to them as citizens of the community, including access to public records. Individual Board members may request and obtain statistics and reports, etc., that are readily available.
 - b. Exempt information – requests by elected or appointed officials for documents which would be exempt from disclosure to the general public will be presented to the Board for review. The Board will review the request and decide as to whether or not the documents will be released to the Board member, consistent with State law.
 - c. Customized information – when an elected or appointed official would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the Administrator, who will distribute copies to the Board of Trustees. The request(s) will be reviewed at the next meeting, if possible, by the Board and Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.

[Amended by Act of the Village Board of Trustees on March 18, 2024]

Sec. 10.09. Off-Duty Conduct.

In most instances, the Village will not be involved in employees' off duty conduct. The Village will take appropriate action if the targeted off-duty conduct interferes with an employee's ability to perform on the job, or that such conduct affects public confidence in the Village's ability to perform its mission.

Sec. 10.10. Political Activities.

Applicants for employment and employees are not required to contribute to any political fund nor render any political service to any person or party at any time. No person nor employee shall be hired, promoted, suspended, demoted nor dismissed for refusing to do so. Employees are prohibited from displaying political materials in the workplace.

Sec. 10.11. Reasonable Accommodation of an Employee with a Disability.

When it is determined that an employee cannot perform the essential functions of his/her position due to a physical limitation or medical condition, reasonable efforts will be made to accommodate the employee.

In determining what accommodation is necessary and reasonable, the Department Director ~~and the Employee Resources Manager~~ will meet with the employee to better understand their accommodation request and they shall consider:

- ✓ The nature and extent of the disability.

- ✓ The number of employees in the department in the same or a similar classification.
- ✓ The geographic location(s) in which the work is normally performed.
- ✓ The nature and cost of the accommodation needed to perform the essential job functions.
- ✓ The financial resources of the department and the governmental program.
- ✓ The impact of the accommodation on the operation of the department and the Village.
- ✓ The interests and desires of the employee and his/her willingness to pay for all or part of the necessary accommodation, if the accommodation would represent an undue hardship on the Village.

Each request for accommodation shall be handled on a "case-by-case" basis considering the individual set of facts and circumstances.

If it is determined that a reasonable accommodation cannot be accomplished in the employee's current position, other options within the department will be considered. If no reasonable accommodation can be accomplished within the employing department, options in other Village departments shall be considered.

A final decision on accommodation shall be made by the ~~Employee Resources Manager~~ Village Administrator after consultation with the Department Director.

Sec. 10.12. Respect for Individual Differences.

- (1) Our employees have the right to work in an environment free from harassment. Any employee who harasses another employee on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, religion or use or non-use of lawful products off premises during non-working hours, or other legally protected categories will be subject to disciplinary action up to, and including, termination.
- (2) Department Directors are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. A consultation with the ~~Employee Resources Manager~~ Village Administrator is required. Management employees are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome.
- (3) Employees should report any incidents in violation of this policy to the appropriate supervisor or the ~~Employee Resources Manager~~ Village Administrator.

Sec. 10.13. Sexual Harassment Policy.

- (1) Purpose: This policy is formulated to protect employees against unsolicited and unwelcome sexual overtures or conduct either physical or verbal. It prohibits employee misconduct that may upset employee morale and interfere with employees' work and efficiency, regardless of whether there is any economic impact resulting from such misconduct.

Sexual harassment is prohibited under [Title VII of the Civil Rights Act of 11064 \(42 USC 2000e\)](#), and some forms of such misconduct may subject violators to civil liability and/or criminal prosecution, as well as disciplinary action up to and including discharge.

- (2) Policy Statement: Employees shall be provided a work environment free of any forms of sexual and other harassment, and persons found to be in violation of this policy shall be dealt with through the disciplinary process or other appropriate means. This policy applies to work-related social activities.
- (3) Types of Conduct Covered by this Policy:
 - (a) The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
 - (b) The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.
 - (c) The policy prohibits other behaviors that are not welcomed by employees and are personally offensive, including but not limited to: sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on Village property or in Village vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the employee including e-mails, text messages, or other communication methods.
- (4) Responding to Harassment: If an employee experiences harassment or sees others being harassed, it is suggested employees discuss the inappropriate behavior with the harasser. If employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, employees should begin the Complaint Procedure.
- (5) Complaint and Investigation Procedures: An employee should initiate action on a complaint of sexual harassment by notifying any of the following (other than the alleged harasser): 1) Their immediate supervisor; or 2) their Department Director or the next level of management above their immediate supervisor; or 3) the ~~Employee Resources Manager~~ Village Administrator.
 - (a) We prefer that the employee submit a written summary of their complaint. However, ~~Employee Resources will investigate~~ all complaints will be investigated. Supervisory or management employees who receive an oral complaint are directed to record the date and time the complaint was received and to keep summary notes of the alleged misconduct and people involved and immediately contact the ~~Employee Resources Manager~~ Village Administrator.
 - (b) All complaints shall be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file.
 - (c) Confidentiality shall be maintained during the investigation to the fullest extent possible.
 - (d) An employee found in violation of this policy shall be subject to disciplinary action up to and

- including termination.
- (e) An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.
 - (6) Retaliation and/or Reprisal: An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.
 - (7) Education and Questions: All employees shall have the opportunity to attend an educational program on sexual harassment and this policy. Regular employees, Trustees, and managers are required to attend one of these sessions. These educational sessions shall be coordinated by the Employee Resources Manager, Accounts Payable, Payroll, Human Resources Specialist and/or Village Administrator.

Sec. 10.14. Supervisor-Employee Relationships.

Department Directors are prohibited from having romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the Administrator. Department Directors found to have violated this policy shall be subject to disciplinary action, up to and including termination.

Sec. 10.15. Supplementary Employment.

Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their Village employment. Employees in an allocated position shall notify their Department Director in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise. The Department Director may refuse to authorize supplementary employment if it is expected to interfere with the performance of the employee's regular job duties or if the supplementary employment presents a conflict of interest. Questions should be directed to the Employee Resources Manager, Village Administrator.

Employees are not allowed to conduct business related to outside employment while on Village paid time, nor is an employee permitted to use Village equipment or supplies in the performance of outside employment duties unless prior approval from supervisor.

Sec. 10.16. Social Media Policy.

Use of social networking sites shall be limited to business uses only and must be explicitly approved by the Department Director and consistent with the Village's policies. All posting to such site(s) are to be consistent with the Village's business objectives and existing policies. This includes, but is not limited to: political statements, cursing or other foul language and statements viewed as harassing other based on race, creed, color, age, sex, physical handicap or sexual inclination.

Employees have the right to participate in social media using personal equipment on their own time. The Village recognizes its employee's right to concerted activity, however, employees are expected to never post or create anything that would be potentially embarrassing to Village or considered offensive in the community. It should be clear that views expressed are not necessarily those of Village.

Sec. 10.17. Technology Use Policy.

The Village provides a variety of information technology resources for employees and customers in an effort to allow them to be more productive and have the information necessary to do their jobs. The use of these resources is intended for Village and customer's business purposes only.

- (1) **Business Purpose:** All information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by Village are business tools to be used in accordance with our mission of public service. Except as prohibited by this or another more restrictive department policy and with management approval, limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.
- (2) **Employee Responsibility:** Employees are responsible for appropriate use of information technology resources in accordance with this policy or more restrictive department policy. In addition to complying with all laws and policies, employees are expected to adhere to the highest ethical standards when conducting business.
- (3) **Department Director Responsibility:** Department Directors are responsible for ensuring the appropriate use of information technology resources through training, supervising, and, when necessary, taking disciplinary action.
- (4) **Appropriate Use:** The use of and access to Village-owned information technology resources is limited to employees and officers of the Village assigned access to said resources. It is intended for official purposes associated with the performance of governmental or agency functions in the name of and on behalf of the Village. Consequently, all data and information shall be and shall remain the property of the Village and shall not belong to the individual employee or officer. The use of information technology resources for limited personal use is a privilege which may be revoked at any time by management if its use is deemed inappropriate. The Village will monitor the use of information technology resources.
- (5) **Inappropriate Use:** Inappropriate use of information technology resources, including inappropriate personal use, may result in revocation of privileges, job-related discipline up to and including termination of employment. Uses that are prohibited include, but are not limited to:
 - ✓ Accessing resources or altering data without explicit management authorization.
 - ✓ Intentionally deleting or damaging data.
 - ✓ Copying, sending and removing information that is confidential or is not an open record to unauthorized users outside of the office or network.
 - ✓ Intentionally introducing a computer virus.
 - ✓ Engaging in illegal activities as defined by State and Federal law or local ordinance.
 - ✓ Wagering, betting or selling chances.
 - ✓ Transmitting threatening, abusive, obscene, lewd, profane, or harassing material.

- ✓ Viewing, reading or accessing any sexually explicit sites or materials that are pornographic.
- ✓ Attempting to evade, disable, or bypass any security provisions of systems or the network.
- ✓ Obtaining unauthorized access to any computer system, including a personal or home system without the express authorization of a Department Director.

(6) Conduct: Use of the Internet, e-mail and the telephone requires conformance to a professional standard of conduct. Employees are to conduct themselves as representatives of the Village and must show consideration and respect to others. It is the responsibility of each employee to ensure that use of the Internet, e-mail and the telephone is done responsibly and economically, and that access does not adversely affect his or her productivity.

Sec. 10.18. Telephone Use Policy.

Village telephones are for business purposes. Telephone calls may be monitored and/or recorded by the Village for business purposes. Incoming and outgoing personal phone calls are to be kept to a minimum and should not interfere with or prevent us from providing quality service to our customers. Personal calls should be made during ~~your lunchbreak~~ periods. Personal long-distance phone calls are not allowed.

Our mail system and letterhead are for business purposes only and are not to be used for personal use. Anything more should be discussed with your immediate Department Director.

Village supplies are for business use only and may not be used for personal reasons or taken home. This includes but is not limited to all office supplies.

Sec. 10.19. Policy for Identification Badges, Keys, and Access Cards.

- (1) Purpose: To maintain a safe and secure workplace, to protect Village staff, Board members, and assets by ensuring the proper usage and accountability of identification badges, keys and access cards. This policy shall serve as the framework by which all keys and access will be managed, issued, controlled, returned, replaced, and accounted for regarding the Municipal Center building.
- (2) Policy: This policy defines how the Village of Weston employees will assist in maintaining security through the proper use of access cards, keys or identification badges.
- (3) Definitions:
 - Identification Badges – a plastic card the same size as a credit card that identifies the person to whom it was assigned. The identification badge may be combined with the access card to serve both functions and be issued as a separate card. Cards issued to employees will include a photograph of the employee, their first and last name, title, and Village of Weston logo.
 - Keys – a metal key provided as a means of entry to the Municipal Center building, designed to open or close a lock in restricted areas.
 - Access Cards or Fobs – an electronic key card/fob, which allows access to restricted areas. Access cards add more security options than keys through programming that can restrict access by both location and time and maintain a record of the location and

time the access card is used. Access cards allow entry by presenting the card in the proximity of a card reader. Access cards or fobs should be considered the primary means in which to access the Municipal Center building.

(4) General Responsibilities

- (a) Village of Weston Employee identification badges will be issued and maintained by the I.T. Department.
- (b) Facility keys will be issued under the direction of the Building Manager.
- (c) Access cards will be issued by the I.T. Department under the direction of the Director of GIS and Technology Services. Access cards will be managed by the I.T. Department.
- (d) Access cards, keys, and identification badges will be issued directly by and returned directly to authorized personnel. The person receiving the access card, key or identification badge will sign an Acknowledgement of Receipt form (Appendix 10-B) indicating that they have received the item and assume full responsibility for the proper use of it (this form will require a signature at the time of issue).
- (e) Identification badges will be issued through the I.T. Department and will be worn at all times unless in Village uniform (Refer to 'Appearance,' Chapter Sec. 10.01).
- (f) Identification badges, keys or lost access cards are to be reported immediately to the I.T. Department. Waiting to report identification badges, keys or lost access cards allows for a greater potential for security to be jeopardized.
- (g) Each identification badge, key or access card that is issued will require a signature by the person holding responsibility for the usage of the identification badge, key or access card. It should be understood that the identification badge, key or access card shall only be used by the person who signed for them.
- (h) At times, it is necessary that keys or access cards be issued to contractors to perform work within a Village of Weston facility. Upon completing the request form (see Appendix 10-B), keys will be issued directly by the Building Manager and access cards may be obtained from the Director of GIS and Technology Services.

Contractors with short-term work are to pick up and return the access card daily from the Deputy Clerk/Administrative Assistant. A contractor is never to leave the Village of Weston property with an access card without prior approval of a Department Head.

Contractors with long-term contracts who return on a daily, weekly, or monthly basis may be issued access cards for the duration of the contract. For example, this may be necessary when work is to be completed on an ongoing basis. Cards are to be returned to the Director of GIS and Technology Services or designee they obtained the access card from at the termination of the contract or when no longer required.

- (i) Tampering or duplication of any component relating to any Village of Weston security system, access cards, keys or identification badges may result in disciplinary action, up to and including termination of employment.

- (5) To Request, Modify or Return an Identification Badge, Key(s) or Access Card:
An identification badge, key, and access card request form (see Appendix 10-B) must be completed. Requests for an identification badge or access card shall be submitted to the Director of GIS and Technology Services or Building Manger. Requests for keys shall be submitted to and maintained by the Director of GIS and Technology Services and/or Building Manager.
- (a) Keys will be cut and issued by the Building Manager.
 - (b) Access cards will be issued by the Director of GIS Technology Services and delivered to the Department Head or designees that submitted the request.
 - (c) Identification badges with breakaway lanyards and/or clips will be prepared and sent to the Department Head by the Director of GIS and Technology Services. If an employee photo has not been previously taken or is outdated, a new photo will be taken. This photo will be placed on the front of the identification badge.

Identification Badges, keys, and access cards will be returned to the employee's immediate supervisor or Director of GIS & Technology Services/Building Manager upon termination or retirement. The immediate supervisor, Director of GIS and Technology Services or Building Manager will note in writing receipt of the returned identification badges, keys, and access cards and forward correspondence to all parties, plus the Accounts Payable, Payroll and HR Specialist and Village Administrator.

[Created by Act of the Village Board of Trustees on July 17, 2023 and Amended by Act of the Village Board of Trustees on March 18, 2024]

Sec. 10.20. Tobacco Free Village Buildings, Property, Equipment, and Vehicles.

- (1) Purpose: The Village is committed to providing healthy, clean and productive public workplaces for our residents, employees and visitors. in support of our commitments we have adopted this policy which prohibits the use of tobacco products in all Village buildings and structures, on designated Village property/grounds and in all Village vehicles and equipment.
- (2) Definition: In this chapter the following terms have the following meanings:
 - Village Building. Any building or structure owned or leased by the Village. This includes any structure intended to be a permanent accession to real property; that is designed for sheltering people, for storing property, or for working, office or parking space; that in physical appearance is annexed to the real property, that is covered by a roof and has an enclosed space; that is not readily moved or disassembled; and that is commonly known to be a building or structure because of its appearance and because of the materials of which it is constructed.
 - Village Property/Grounds. Any real property or grounds owned or leased by the Village.
 - Designated Property/Grounds. Village owned or leased property, or grounds that are identified as tobacco free by signs, placards, etc.
 - Village Vehicle/Equipment. Any vehicle or equipment owned, rented or leased by the Village.

- Tobacco products. The term “tobacco products” includes cigarettes, cigars, pipes, chewing tobacco, tobacco free snuff and electronic cigarettes and shall have the meaning as defined in Wis. Stat. § [101.123\(1\)\(io\)](#), as it presently exists or may from time to time be amended. Notwithstanding any language in Wis. Stat. § [101.123\(1\)\(io\)](#), “tobacco products” shall also include “cigarettes” as defined in Wis. Stat. § [995.10\(d\)1](#), as it presently exists or may from time to time be amended.
- (3) Prohibited Activity. It is prohibited for anyone to use tobacco products in Village buildings, structures, designated property/grounds, in or while operating Village vehicles or equipment. The use of tobacco products in personal vehicles in the parking areas of any of the grounds designated as tobacco free is also prohibited. Furthermore, Village employees are prohibited to use tobacco products during paid work time, including paid breaks. Employees are not prohibited from using tobacco products during unpaid lunch breaks, paid time off.
 - (4) Enforcement Responsibility. Consistent with other personnel policy, Department Directors with primary responsibility for operations performed on job sites are delegated responsibility to ensure compliance with this policy.
 - (5) Violation-Penalty-Enforcement. Any employee violating any provisions of this policy may be subject to progressive disciplinary action, up to, and including termination of employment.

Sec. 10.21. Village Vehicles.

The majority of municipal vehicles are highly visible and often subject to public observation and scrutiny. As a result, criticism is frequently received from the general public concerning perceived or unethical use of municipal vehicles. With the adoption of a policy on municipal vehicle use, accountability surrounding vehicles will increase, therefore, placing Village officials in a strong position to justify and defend usage of municipal vehicles on a uniform basis.

Some Village personnel may be assigned a Village vehicle. A Department Director may recommend that an employee take a vehicle home overnight on a temporary basis if the needs of the Village so dictate. Determination to authorize a vehicle for overnight use will be made by the Department Director ~~and Employee Resources Manager and reported to the Administrator~~. Vehicles assigned may be used by the employee for transportation to and from work, for non-recurring personal errands on the way to and from work (provided these errands are within a reasonable distance on a reasonably direct route between home and work) and may transport other Village employees and family members as long as a reasonably direct route between home and work is maintained.

Below is a list of Safety Rules and Regulations for safe operation of Village vehicles:

- (1) Village employees who need or are required to use Village vehicles must hold a valid State of Wisconsin driver’s license.
- (2) Anyone who fails to maintain their driver license or Commercial Driver’s License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.
- (3) Village vehicles are to be used for Village business only and must not be used for personal use.
- (4) Only authorized passengers or drivers will be allowed to either operate or ride as a passenger in a Village vehicle.

- (5) All State of Wisconsin Motor Vehicle laws must be adhered to.
- (6) While driving a Village vehicle, employees should not exceed the posted speed limits. Seat belts will be worn at all time while either operating or riding as a passenger in Village vehicles.
- (7) Village vehicles are to be operated only when in a safe operating condition. Each employee driving a vehicle shall inspect the vehicle to assure that the vehicle is in a safe operating condition.
- (8) All accidents must be reported to the local police department and your Department Head immediately.
- (9) Drivers must notify their Department Head of any traffic or parking citations, including warnings, received while operating a Village vehicle.
- (10) Drivers are personally responsible for paying any traffic or parking fines incurred while they are operating a Village vehicle.
- (11) Whenever possible use a spotter when backing up a Village vehicle.
- (12) Maintain a safe cushion of space while operating a Village vehicle. For every 10 miles per hour, maintain one car/truck length of space.
- (13) Drivers will not operate a Village vehicle under the influence of drugs and or with an alcohol concentration of 0.02 or greater, while on duty for the Village of Weston as indicated by an alcohol breath test or blood alcohol test. Doing so may result in disciplinary action up to and including termination or employment.
- (14) Anyone who fails to maintain their driver license or Commercial Driver's License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.

On occasion, you may be asked to use your personal vehicle for Village of Weston's business. The Village requires you have adequate automobile insurance before driving any vehicle on Village business. The Village requires that you carry liability insurance for your vehicle (see Appendix 5-B). If you are in an accident with your vehicle while on the Village's business, your insurance is primary. As with any accident, report it to your immediate Department Director immediately.

Sec. 10.22. Weapons and Firearms.

(1) Definitions:

- (a) Employee - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of The Village.
- (b) Weapon - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. [Chapter 941 Crimes Against Public Health and Safety Subchapter III, Weapons](#), or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

- (c) Workplace - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village Employees in an official capacity for the Village. State law allows employees to have weapons/firearms in their vehicles if parked on Village property. The Village will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.
- (2) Employees who have been granted permission under **Sec. 54.102.(b) Firearms and Weapons Restricted Where Prohibited. Article I. In General. Chapter 54. Offenses and Miscellaneous Provisions** are exempt from **Sec. 10.21 Weapons and Firearms (3).** of this Chapter 10 Employee Conduct and Behavior.
- (3) Village employees are prohibited from carrying weapons when conducting Village business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees.
- (4) Village employees are prohibited from being in possession of dangerous or unauthorized materials, such as explosives on the premises, weapons, or firearms, in the workplace and possession of weapons or firearms on the premises without a permit.

Sec. 10.23. Work Rules.

The establishment of written work rules is one way in which employees can be informed of required behavior and expectations. When work rules are initially developed or substantially revised, department and/or individual meetings should be conducted to discuss and explain the rules. Communicating in person provides employees an opportunity to ask questions and helps to ensure better understanding. It is suggested that written copies of the work rules be given to all affected employees. No employee shall participate in the following:

- (1) Theft from the Village, other employees, or visitors.
- (2) Fighting or involvement that leads to violence.
- (3) Falsifying reports, records, or information.
- (4) Unauthorized possession of a weapon on the job.
- (5) Insubordination.
- (6) Gambling on the job.
- (7) Inefficiency, such as failing to do the amount or quality of work that is expected.
- (8) Consuming, possessing, or being under the influence of illegal drugs while on duty.
- (9) Consuming, possessing alcoholic beverages, or having an alcohol concentration of .02 or greater, and misuse of legal drugs during working hours for the Village are all violations of policy for employees while on duty. Doing so may result in disciplinary action up to and including termination.

- (10) Conviction of a criminal offense related to job duties.
- (11) Divulging confidential information.
- (12) Failing to report an injury or incident concerning an employee, visitor, or any other person on Village property.
- (13) Tardiness or absenteeism; leaving early without permission.
- (14) Violating safety regulations.
- (15) Failing to notify supervisor of absence from work.
- (16) Damaging Village property.
- (17) Horseplay and practical joking.
- (18) Smoking on paid time or in prohibited areas.
- (19) Using abusive or profane language.
- (20) Harassing behavior.
- (21) Policy violations.

Participation in these behaviors may result in disciplinary action up to and including termination of employment.

Sec. 10.24. Workplace Bullying Policy.

The Village is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated.

- (1) Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.
- (2) The Village expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, Department Director, or ~~an Employee Resources Department staff member~~ the Village Administrator. Management employees are expected to take action to stop workplace bullying.
- (3) Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.

- (4) Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.
- (5) Questions regarding this policy or a specific situation should be directed to the ~~Employee Resources Manager~~ Department Director and/or Village Administrator.

Sec. 10.25. Workplace Violence Zero Tolerance Policy and Procedure.

The Village maintains a zero-tolerance policy towards violence in the workplace. All violent behavior including threats, references or jokes of violence, is inappropriate in the workplace, on both the part of employees and customers, and will not be tolerated. All employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. Violations of this policy shall lead to disciplinary action up to and including termination and may also result in criminal prosecution.

- (1) Definitions:
 - (a) Employee - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of The Village.
 - (b) Workplace - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village Employees in an official capacity for the Village. State law allows employees to have weapons/firearms in their vehicles if parked on Village property. The Village will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.
 - (c) Workplace Violence - Any act of written, verbal, or physical aggression that occurs in the workplace intended to physically harm an individual or could cause a reasonable person to be in fear of imminent physical harm. It also involves the intentional non-authorized destruction or abuse of property. Examples of workplace violence may include but are not limited to: harassment, obscene phone calls, threats (direct or implied), references or jokes of violence, stalking, unauthorized possession or inappropriate use of weapons, assault, battery, robbery, kidnapping, murder, bomb threats, arson. Workplace violence does not include the use of reasonable force in the defense of oneself or others.
- (2) General Background: The Village recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Employees of the Village should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to Village facilities and services and the nature of certain employees' work, the Village cannot guarantee the protection of employees or customers against acts of violence. The Village may, however, regulate and direct the conduct of its employees and customers when possible in an effort to minimize the frequency and severity of violent incidents.
- (3) Exceptions to Weapons Prohibition: The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Law Enforcement Officers, except in

designated restricted areas unless otherwise directed by the Chief of Police. Also, employees required to utilize knives or similar tools on the job within the normal scope of their employment are not considered to be in violation of this policy.

(4) Reporting Procedures:

- (a) Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should contact the Administrator.
- (b) Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should contact the Police Department by calling 9-1-1.

(5) Restraining Orders: Employees who are seeking or have obtained restraining orders or injunctions against abusive persons shall notify their supervisor so that appropriate measures can be taken to facilitate prudent safety measures within the workplace. When a protective or restraining order lists Village workplaces as being protected areas, employees must provide their supervisor with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

(6) Alternatives to Reporting Workplace Violence to Your Supervisor: If an employee is not comfortable reporting incidents of workplace violence to their supervisor the employee may instead report it to their Department Director, a supervisory employee in the Police Department, the ~~Employee Resources Manager Accounts Payable, Payroll, Human Resources Specialist~~, or the Administrator.

(7) Report to ~~Employee Resources Manager the Village Administrator~~: Trustees receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of the Village and its assets shall report such incidents to the Administrator. The Administrator shall complete a confidential memorandum and submit it to the ~~Employee Resources Manager Police Department~~. Such memorandum should include:

- ✓ Description in detail of what happened, where it happened, and when it happened.
- ✓ Identity of persons committing the threat or violent behavior.
- ✓ Identity of persons against whom the threat was made or violent behavior directed.
- ✓ Identity of persons reporting or witnessing the threat or violent behavior.
- ✓ Observations that would make you believe that the individual intends to follow through on a threat.
- ✓ How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.

If it appears that the incident will require immediate attention, a verbal report shall be made to ~~Employee Resources Manager~~ the Village Administrator and then followed up with a

confidential written memorandum. Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

For those cases where it appears that criminal activity may be involved, no employee should take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

- (8) False Reports: Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including terminations.
- (9) Investigations and Resolutions: The ~~Employee Resources Manager~~ Village Administrator will receive, evaluate, intervene, and respond to reports of workplace violence with the assistance of a "Threat Management Team" as appropriate. Threat Management Team members may include personnel from the Police Department, Village Attorney's Office, ~~Administrator, Employee Resources Manager~~, and the Department Director of the affected department as well as any outside agencies that may provide assistance to the Village on the matter.

Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Anonymity of employees reporting violence or threats of violence will be maintained during the investigation to the greatest extent possible by those investigating and resolving the complaint. However, there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Crisis counseling to employees and their families victimized by workplace violence may be provided.

- (10) Consequence of Policy Violation: Employees who violate this policy are subject to discipline up to and including termination and may also result in criminal prosecution. A mandatory referral to the Employee Assistance Program may also be a condition of an employee's action plan.
- (11) Employee Assistance Program: The Village maintains an Employee Assistance Program (EAP) which provides help to employees who experience personal or family problems. At such times, your EAP is there to provide professional, confidential help within the limit of the law for you and members of your immediate family, free of charge. The EAP is just a phone call away anytime 24 hours a day through a toll-free telephone number (1-800-540-3758). Information brochures are available through the Accounts Payable, Payroll, Human Resources Specialist ~~Employee Resources Department~~.

APPENDIX 10-A



VILLAGE OF WESTON
REQUEST FOR STIPEND
FOR INDIVIDUALLY-OWNED MOBILE DEVICE

Village employees are eligible to receive a stipend as reimbursement for use of their individually-owned mobile device as a business expense, in accordance with **Sec. 10.03. Cellular Phone Policy of Chapter 10 Employee Conduct and Behavior of the Village of Weston Personnel Policies & Procedures Manual.**

Department Directors must submit their request(s) on this form to the Administrator. All other eligible employees must submit this request to their Department Director for review, approval or denial. The Department Director will forward the request, if approved, to the Administrator for review, approval or denial. The Administrator will return this application to the Department Director for submission to the Technology Services and Finance Department if approved.

(7) Compliance Requirements for Stipend Reimbursement:

- (a) All eligible employees are required to have a functioning cellular phone with them during their work shift.
- (b) Phones must include both a voice and a text plan and have an active voicemail account feature
- (c) Employees must provide their Department Director ~~and the Employee Resources Manager~~ with their current cell phone number, and immediately notify both parties if the number changes.
- (e) Employees should arrive for their work shift with a properly charged and functioning cellular phone capable of sending and receiving communications throughout the workday.
- (f) The Village has no responsibility to service communication systems.

(8) Compliance Requirements for eligible, exempt employees:

- (a) Eligible, exempt employees are required to have a mobile device, which also includes a cellular data plan, in addition to the voice and text plan, and an active voicemail account feature requirement.
- (b) Eligible, exempt employees are required to be readily accessible for frequent contact, and/or critical contact with their colleagues and/or the public, and that accessibility extends to time away from work and/or may also involve on-call responsibilities.
- (c) Eligible, exempt employees will be asked to connect their mobile device (i.e., smart phone) with the Village's electronic mail server. Exempt employees must provide their mobile device to the Technology Services Director (i.e., Chief Technology Officer C.T.O.) to connect their device to the Village's electronic mail server.
- (d) All mobile devices anticipated to connect to the Village's data services, such as the Village's email system, must be approved by the Village's Technology Services Director. Not all devices are supported by the Village's system. The Village has no responsibility to service all data/communication systems. It is the employee's responsibility to ensure that their device can communicate with the Village's system prior to incurring any expenses or obligations with their provider.

(e) Exempt employees are expected to carry their mobile device on their person both on, and off duty, and respond promptly and professionally when contacted about Village business.

Please print

Employee First Name		Last Name		MI	Date (MM/DD/YYYY)
Device Type, i.e Smartphone, Ipad, etc.	Device Make	Device Model		Voice Mail <input type="checkbox"/> Yes <input type="checkbox"/> No Text Messaging <input type="checkbox"/> Yes <input type="checkbox"/> No	
Device Serial Number	Device Network Carrier	Device Phone Number			

Signed

Date (MM/DD/YYYY)

Reviewed by Department Director

Date (MM/DD/YYYY)

Approved Denied

Signed

Reviewed by Administrator

Date (MM/DD/YYYY)

Approved Denied

Signed

- Eligible exempt employee @ \$50.00/monthly
- Eligible non-exempt employee @ ~~\$50~~20.00/monthly

Route approved application to Technology Services and Finance Department.

Appendix 10-B



**VILLAGE OF WESTON
ACKNOWLEDGEMENT OF RECEIPT
AND UNDERSTANDING OF VILLAGE OF WESTON
ISSUED IDENTIFICATION CARDS, ACCESS CARDS, AND KEYS**

I _____, hereby acknowledge receipt of:

- Village Identification Badge
- Village Access Card
- Village Key(s) # _____

I understand that this identification card, access card and/or key(s) have been issued to me for the purposes of my employment. I understand and agree that the card(s) or key(s) will be used only for my employment with the Village of Weston and for employment-related purposes.

I acknowledge my access card and/or identification card must be in my possession with photo visible at all times (unless in Village uniform) during working hours and I agree that I am responsible for any use of my card(s) and/or key(s). I understand that access cards and keys are an integral part of security for Village facilities and, as such, agree that allowing others to use my card or key or allowing others unaccompanied access or unauthorized access to any secured area is prohibited.

I further agree that if I lose my identification card, access card and/or key(s), I will immediately report the lost card(s) or key(s) to the Village IT Department.

I acknowledge that malfunctions of the access card shall be reported immediately to the Director of GIS and Technology Services.

I understand that failure to comply with the provisions outlined herein may result in disciplinary action up to and including termination.

Name

Date

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Finance & Human Resources Committee, April 21, 2025
Description:	Discussion and/or action on Method/Questions for Annual Employee Survey
From:	Jami Gebert, Administrator
Question:	Review and narrow the list of questions for an annual employee survey.

Background

Following discussion at the March 17, 2025, committee meeting, research was completed on a third-party to conduct an annual employee survey. Polco was recommended through the Wisconsin City/County Management Association (WCMA). A Wisconsin based business, located in Madison, Polco focus is on local governments and public sector.

Polco proposal for services is attached. As a partner with The National Employee Survey (NES), <https://info.polco.us/platform/benchmark-surveys/national-employee-survey>, our survey results would be benchmarked nationally with other organizations who also utilize NES. Polco also provided a draft of the survey instrument for review. In addition to the national survey questions, the Village would be able to add ½ page of custom questions when the survey would be administered. With our subscription we would also receive access to the Polco platform and be able to complete an unlimited number of smaller surveys or polls.

The \$4,500 proposed price is per administration of the NES. I did ask both WCMA and Polco about other third-party survey partners specific to municipal governance and Gallup was mentioned. At this moment, I did not contact and/or price Gallup services. I was interested in feedback from the committee on the Polco possibility first.

I understand the third-party service benefits of guaranteed anonymity and benchmarking results but do feel using our Survey123 collection software we could complete the survey inhouse for minimal to no cost. Looking forward to discussing options further at Monday's meeting.

Attached Docs:	Polco Proposal for Services The National Employee Survey 2025 draft
Committee Action:	TBD.
FISCAL IMPACT:	\$4,500/per administration of the NES.
Recommendation:	None.

Recommended Language for Official Action

I recommend proceeding with Polco for the administration of the NES at the cost of \$4,500 to the Board of Trustees.

OR

I recommend pursuing alternative options including _____.

Or something else . .



Polco and Weston, WI

PROPOSAL FOR SERVICES

Build smarter, better connected communities with an easy-to-use platform that brings verified input into decision making.

Prepared by:

Alec Vice

avice@polco.us

www.polco.us

About Polco

Polco is an exclusive partner of International City and County Managers Association (ICMA) and National League of Cities (NLC), and a GovTech 100 company. More than 350 government agencies trust Polco to empower their organizations to build trust, maximize the impact of public resources, and drive resident satisfaction. In 2019, Polco entered the GovTech market with flexible and trustable engagement tools, helping to facilitate civil and constructive discourse through participant verification and results filtering. In 2019, Polco merged with National Research Center (NRC), giving customers access to 25+ years of gold-standard survey assessment experience and more than 30M points of verified community input. In 2022, Polco founded the Government Performance and Action Lab (GPAL), a public/private data partnership with ICMA, NLC, The Hoover Institute and UW-Madison. In early 2023, Polco merged with Balancing Act, a mission-aligned GovTech 100 Company, to bring budget, climate and housing simulations, prioritization tools and taxpayer receipts into their full suite of engagement tools. With these powerful partnerships and decades of trusted data to contextualize, benchmark and compare current results, Polco is leading the future of public engagement, performance management and data-driven decision making.

Our Expertise

Polco's team, approaching 100 employees, has decades of experience working with and for local, state and federal governments on the critical issues that move us all forward. In addition to the data scientists and survey research experts in NRC, our in-house data science laboratory, our staff includes communications experts, certified community engagement professionals, credentialed customer success managers, PHD economists, MPAs, and product and engineering teams that put our customers at the center of every decision. We understand the challenges and opportunities that local governments contend with daily, and are experienced and prepared to support at each step of the way.

Our Products

Polco Engage gives you 24/7 access to online surveying, polling, live polling, real time results, reporting and analytics for up to 10 users. **Assessments** are tried and trusted statistically valid benchmark surveys conducted by NRC. **Polco Track** combines essential public data with verified resident feedback in one powerful performance management dashboard. **Balancing Act** offers simulation exercises on everyday and critical issues, along with prioritization tools and a taxpayer receipt. When used together, Polco products represent the most complete suite of public engagement and data-driven decision making tools available today.

<i>Engage</i>	<i>Assess</i>	<i>Track</i>	<i>Balancing Act</i>
Participant Overview	National Community Survey	Overview Dashboard	Budget Simulations
Ask (Surveys + Polls)	National Employee Survey	Safety Domain	Housing Simulations
Polco Live	National Business Survey	Economy Domain	Prioritize
Engagement Library	National Law Enforcement Survey	Land Use Domain	Taxpayer Receipt
Analysis + Reporting	National Law Enforcement Employee Survey	Community Health Domain	
	Community Assessment for Older Adults	Community Connection Domain	
		Education, Arts & Culture Domain	







Your Subscription

Prepared for the City of Weston, WI

This quote expires June 30, 2025

Recommended Products and Services

Polco Engage Module + Assess Module – **The National** ~~\$8,300~~/2 Years

Employee Survey® \$4,500/2 Years

- Includes ½ Page of Custom Questions
- Includes up to 15 Department Reports

Optional Add-Ons:

Total : \$4,500/2 Years

We are active partners in your success. Your work with Polco is supported by our team of survey and engagement experts, and a dedicated Customer Success Manager to provide training and resources. Supporting assets include webinars, best practice newsletters and a robust collection of case studies, articles, and engagement content to help you do the best work possible.

The XYZ of ABC 2025 Employee Survey

This survey is to be completed by the XYZ of ABC employee who received an invitation. Your responses will be kept anonymous and no identifying information will be shared.

1. Please rate each of the following aspects of quality of life in ABC.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
ABC as a place to live	1	2	3	4	5
ABC as a place to work	1	2	3	4	5
The overall quality of life in ABC	1	2	3	4	5

2. How likely or unlikely are you to recommend LIVING in ABC to someone who asks?

Very likely Somewhat likely Somewhat unlikely Very unlikely Don't know

3. Please rate the following categories of ABC government performance.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The overall direction that ABC is taking	1	2	3	4	5
Generally acting in the best interest of the community	1	2	3	4	5
Overall confidence in ABC government	1	2	3	4	5
The overall quality of the services provided by the XYZ of ABC	1	2	3	4	5

4. Please rate the extent to which you agree or disagree with the following statements about your job working for the XYZ of ABC.

	<u>Strongly agree</u>	<u>Somewhat agree</u>	<u>Somewhat disagree</u>	<u>Strongly disagree</u>	<u>Don't know</u>
Overall, I am satisfied with my job	1	2	3	4	5
I plan on working for this organization a year from now	1	2	3	4	5
I see a career path for me at XYZ of ABC	1	2	3	4	5
I gain satisfaction from my current job responsibilities	1	2	3	4	5
I feel positively challenged in my current job	1	2	3	4	5
I have the opportunity to do what I do best every day at work	1	2	3	4	5
My values match or fit with the values of this organization	1	2	3	4	5
I have good friends at work	1	2	3	4	5
Overall, I feel positive about working for the XYZ of ABC	1	2	3	4	5
The mission and vision of the XYZ of ABC make me feel my job is important	1	2	3	4	5

5. How likely or unlikely are you to recommend WORKING FOR the XYZ of ABC to someone who asks?

Very likely Somewhat likely Somewhat unlikely Very unlikely Don't know

6. As an employee of XYZ of ABC, how would you rate the job the organization does at each of the following?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Availability of necessary materials, resources and equipment to do the job effectively	1	2	3	4	5
Providing individual and group work spaces to do the job effectively	1	2	3	4	5
Access to technology that helps employees do their job effectively	1	2	3	4	5
Compensation (salary, benefits and incentives/bonuses) compared with similar opportunities	1	2	3	4	5
Benefits overall (vacation, sick leave, health care, retirement plan, etc.)	1	2	3	4	5
Work-life balance	1	2	3	4	5
Work schedule flexibility	1	2	3	4	5
Maintaining a work environment that is free of violence or harassment	1	2	3	4	5
Maintaining a work environment that is free of drug or alcohol abuse	1	2	3	4	5
Protecting employees from health and safety hazards on the job	1	2	3	4	5
Providing a clear vision for our organization	1	2	3	4	5
Communicating information that helps employees understand the problems and issues facing the XYZ	1	2	3	4	5
Speed of response to important issues or change	1	2	3	4	5
Collaboration between departments (e.g., transportation, planning, etc.)	1	2	3	4	5
Openness to new ideas and initiatives	1	2	3	4	5
Valuing creativity	1	2	3	4	5
Making all employees feel welcome	1	2	3	4	5
Helping new employees feel connected and integrated	1	2	3	4	5
Fostering a respectful atmosphere	1	2	3	4	5

7. How would you rate the job the organization does at each of the following?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Demonstrating respect for employees of different cultures and belief systems	1	2	3	4	5
Respecting individual cultural beliefs and values	1	2	3	4	5
Attracting employees from diverse backgrounds	1	2	3	4	5
Recruiting diverse people into positions of organizational leadership	1	2	3	4	5
Promoting workplace diversity	1	2	3	4	5
Applying policies and procedures equally to all employees	1	2	3	4	5
Providing equal employment opportunities to employees of all backgrounds	1	2	3	4	5
Providing a safe and secure environment for employees of all backgrounds	1	2	3	4	5
Clarity of staff roles and responsibilities	1	2	3	4	5
Accuracy of performance evaluations	1	2	3	4	5
Connection between compensation and performance	1	2	3	4	5
Showing employee appreciation	1	2	3	4	5
Supporting continual learning and development	1	2	3	4	5
Availability of opportunities for employees to develop knowledge and skills	1	2	3	4	5

The XYZ of ABC 2025 Employee Survey

Opportunities to develop a career path	1	2	3	4	5
The overall skill set of staff	1	2	3	4	5
The work being done at the XYZ of ABC overall	1	2	3	4	5

8. Please rate each of the following aspects of your WORK GROUP.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Communication among all staff in my work group	1	2	3	4	5
The working relationships in my work group	1	2	3	4	5
Collaboration among all staff in my work group	1	2	3	4	5
Overall staff morale in my work group	1	2	3	4	5
Effectiveness of meetings in my work group	1	2	3	4	5
The quality of work being done in my work group	1	2	3	4	5

9. Please rate each of the following aspects of your SUPERVISOR'S performance.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Communicating information in a timely manner	1	2	3	4	5
Welcoming employee involvement in decision-making	1	2	3	4	5
Encouraging an environment where employees feel comfortable to raise issues and concerns that are important to them	1	2	3	4	5
Encouraging employees to come up with innovative solutions to problems	1	2	3	4	5
Encouraging employees to use their own judgment to get the job done	1	2	3	4	5
Promoting a positive working relationship among work group members	1	2	3	4	5
Fostering an atmosphere of mutual trust and confidence	1	2	3	4	5
Treating employees with respect	1	2	3	4	5
Valuing employees from diverse backgrounds	1	2	3	4	5
Treating all employees fairly	1	2	3	4	5
Providing specific, constructive feedback that helps improve employee performance	1	2	3	4	5
Communicating expectations of employees	1	2	3	4	5
Working together with employees to set goals	1	2	3	4	5
Recognizing high-performing employees	1	2	3	4	5
Providing recognition for doing good work	1	2	3	4	5
Applying discipline fairly and consistently	1	2	3	4	5
Managing low-performing employees	1	2	3	4	5
Providing opportunities for employees to learn and grow	1	2	3	4	5
Coaching or mentoring employees	1	2	3	4	5

10. Please rate your overall level of confidence in the leadership of:

	<u>Very confident</u>	<u>Moderately confident</u>	<u>Slightly confident</u>	<u>Not confident</u>	<u>Don't know</u>
Your supervisor	1	2	3	4	5
Senior staff/leadership	1	2	3	4	5
Council/elected officials	1	2	3	4	5

[OPTIONAL SURVEY QUESTIONS]

Support Services (Optional)

1. Please rate the **QUALITY** of each of the following support services in ABC.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Custodial cleaning services	1 2	3	4		5
Maintenance and repair services	1 2	3	4		5
Facilities management services overall	1 2	3	4		5
Fleet maintenance services overall	1 2	3	4		5
Recruitment services	1 2	3	4		5
Benefits administration	1 2	3	4		5
Training services	1 2	3	4		5
Human resources services overall	1 2	3	4		5
Radio systems	1 2	3	4		5
Telephone systems	1 2	3	4		5
Network services	1 2	3	4		5
Application services	1 2	3	4		5
Desktop / Help Desk services	1 2	3	4		5
General information technology (IT) services overall	1 2	3	4		5
Purchasing services overall	1 2	3	4		5
Finance services overall	1 2	3	4		5
Risk management services overall	1 2	3	4		5
Overall XYZ internal services	1 2	3	4		5

Diversity and Inclusion (Optional)

****NOTE: This question can be added to the survey at no additional cost.****

2. Please rate how welcoming the XYZ of ABC is for:

	<u>Very Don't welcoming</u>	<u>Very Welcoming</u>	<u>Somewhat welcoming</u>	<u>Not know</u>
People with disabilities	1 2		3 4	5
People who identify as lesbian, gay, bisexual, or other non-straight sexual identities	1 2		3 4	5
People who identify as transgender	1 2		3 4	5
Men	1 2		3 4	5
Women	1 2		3 4	5
People who are Arabic or Middle Eastern	1 2		3 4	5
People who are Asian, Asian Indian or Pacific Islander	1 2		3 4	5
People who are Black or African American	1 2		3 4	5
People who are Hispanic	1 2		3 4	5
People who are American Indian or Alaskan Native	1 2		3 4	5
People who are White	1 2		3 4	5
People whose first language is not English	1 2		3 4	5
People who are not U.S. citizens	1 2		3 4	5
People of Christian faith	1 2		3 4	5
People of Islamic faith	1 2		3 4	5
People of Jewish faith	1 2		3 4	5
People of other faiths	1 2		3 4	5
People who are agnostic or atheist	1 2		3 4	5
People who are liberal	1 2		3 4	5
People who are conservative	1 2		3 4	5
People who are veterans or military personnel	1 2		3 4	5
People who are older	1 2		3 4	5
People who are younger	1 2		3 4	5
People who are of lower income	1 2		3 4	5

The XYZ of ABC 2025 Employee Survey

[CUSTOM QUESTIONS (if applicable)]

Our last questions are about you. Again, all of your responses to this survey are completely anonymous and no identifying information will be revealed or shared. Completing this information will help us better understand employees' experiences working for the XYZ.

Employee Information

D1. In which XYZ agency or department do you work?
(Please choose one.) **[TO BE DETERMINED WITH JURISDICTION'S ASSISTANCE]**

- xx

D2. What is your management status?

- Manager
- Non-manager
- Don't know

D3. What is your exemption status?

- Exempt (not eligible for overtime)
- Non-Exempt (eligible for overtime)
- Don't know

D4. Are you employed full time or part time?

- Full time
- Part time

Demographic Information

D5. Do you live in ABC?

- Yes
- No

D6. Are you of Hispanic, Latino/a/x, or Spanish origin?

- No
- Yes

D7. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- A race not listed

D8. What is your gender?

- Woman
- Man
- Identify in another way → go to D8a

D8a. If you identify in another way, how would you describe your gender?

- Gender/Identify in another way
- Genderqueer/gender fluid
- Non-binary
- Transgender man
- Transgender woman
- Two-spirit
- Identify in another way

D9. In which category is your age?

- 20 years or younger
- 21-30 years
- 31-40 years
- 41-50 years
- 51-60 years
- 61 years or older

D10. How many years have you worked for the XYZ of ABC?

- 0 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- More than 20 years

The National Employee Survey™
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REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resource Committee, April 21, 2025

Description: Zero Based Budgeting

From: Finance Department

Question: N/A

Background

In a past meeting the committee expressed interest in taking a deeper dive into the budget. It is early in the year to really update any numbers for 2026, but we can take a deep dive and really look to see what kind of expenditures are in the departments. The second department we will look at is Clerk.

Attached Docs: Finance Budget workpapers

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: None.

Recommended Language for Official Action

None.

**VILLAGE OF WESTON
2025 OPERATING BUDGET**

ACCOUNT #	ACCOUNT DESCRIPTION	2023 ACTUAL	2024 Y-T-D 9/30/2024	2024 ESTIMATE	2024 BUDGET	2025 ADOPTED BUDGET	2025 BUDGET CHANGE
CLERK'S OFFICE / HUMAN RESOURCES							
<u>CLERK'S OFFICE (51420)</u>							
110	Salaries	79,636	76,513	108,447	107,902	111,271	
120	Hourly Wages	63,265	49,679	54,106	59,007	60,363	
122	Overtime Wages	945	31	834	410	845	
139	Bonus/Incentive pay	2,813	0	0	0	0	
151	Social Security	10,395	8,988	12,499	12,799	13,194	
152	Wisconsin Retirement	9,473	8,448	11,273	11,546	11,988	
154	Health/Dental Insurance	31,876	32,679	41,972	39,282	62,573	
154-01	Health Incentive	0	0	2,297	0	3,457	
155	Life Insurance	365	350	495	485	503	
156	Worker's Comp. Ins.	147	143	265	272	296	
157	Education/Training	235	250	0	1,100	500	
167	Income Continuation Ins.	0	0	0	1,042	1,071	
199	Less: Recycling Wages/Fringes	(1,195)	0	0	0	0	
	Personnel Services	197,955	177,081	232,188	233,845	266,061	32,216
225	Telephone	1,760	1,350	1,760	1,200	1,200	
290	Outside Contracted Services - background checks	2,891	2,142	2,900	3,500	3,500	
	Contractual Services	4,651	3,492	4,660	4,700	4,700	0
310	Office Supplies	601	44	400	750	750	
311	Postage	14	19	50	250	100	
312	Outside Printing	143	422	425	200	200	
314	Small Equipment	0	0	500	500	500	
321	Publication Notices	4,961	799	1,200	4,500	2,500	
324	Membership Dues	395	130	400	500	500	
325	Conferences/Regis. Fees	550	349	400	2,500	2,000	
326	Advertising	0	0	0	50	50	
327	Marketing	657	0	0	0	0	
334	Commercial Travel Expenses	419	237	250	600	600	
335	Meeting Expenses	0	41	0	50	50	
336	Lodging	404	434	500	1,500	1,500	
351	Repairs/Maint/Gasoline	0	0	0	50	50	
	Supplies & Materials	8,144	2,475	4,125	11,450	8,800	(2,650)
	CLERK'S OFFICE	210,750	183,048	240,973	249,995	279,561	29,566
							11.83%
<u>PERSONNEL / HUMAN RESOURCES (51430)</u>							
157	Education & Training	0	0	0	1,500	0	
163	Cafeteria Plan/Employee Benefits	869	593	1,000	1,450	1,450	
	Personnel Services	869	593	1,000	2,950	1,450	(1,500)
290	Purchased Services	2,160	130	500	1,000	1,000	
	Contractual Services	2,160	130	500	1,000	1,000	0
310	Office Supplies	2,000	2,508	3,000	3,085	3,085	
323	Subscriptions-Tax/Law/Other	0	0	0	300	300	
324	Membership Dues/HR Consulting	0	0	0	200	200	
390	All Other Supplies	(30)	0	0	0	0	
	Supplies & Materials	1,970	2,508	3,000	3,585	3,585	0
	PERSONNEL / HUMAN RES.	4,999	3,231	4,500	7,535	6,035	(1,500)
							-19.91%

10-01-51430-290-000	MAN RESOURCES OTHER OUTSIDE CONTRACTED SERVI	2,160	0	130	1,000	500	1000	1000	1000	1000	HR Consulting;
10-01-51430-310-000	MAN RESOURCES OFFICE SUPPLIES	2,000	978	2,508	3,085	3,000	3085	3085	3085	3085	3500 Wellness incentives & Garmins
10-01-51430-311-000	MAN RESOURCES POSTAGE & BOX RENTAL	0	0	0	0	0	0	0	0	0	
10-01-51430-312-000	MAN RESOURCES OUTSIDE PRINTING/STATIONERY &	0	0	0	0	0	0	0	0	0	
10-01-51430-314-000	MAN RESOURCES SMALL EQUIPMENT	0	0	0	0	0	0	0	0	0	
10-01-51430-322-000	MAN RESOURCES SUBSCRIPTIONS-NEWSPAPERS/PERIO	0	0	0	0	0	0	0	0	0	
10-01-51430-323-000	MAN RESOURCES SUBSCRIPTIONS-TAX/LAW/OTHER SE	0	0	0	300	0	300	300	300	300	
10-01-51430-324-000	MAN RESOURCES MEMBERSHIP DUES	0	0	0	200	0	200	200	200	200	
10-01-51430-325-000	MAN RESOURCES REGISTRATION FEES/TUITION	0	0	0	0	0	0	0	0	0	0 HR Membership Dues
10-01-51430-332-000	MAN RESOURCES EMPLOYEE AUTOMOBILE ALLOWANCE/	0	0	0	0	0	0	0	0	0	
10-01-51430-334-000	MAN RESOURCES COMMERCIAL TRAVEL EXPENSES	0	0	0	0	0	0	0	0	0	
10-01-51430-335-000	MAN RESOURCES MEETING EXPENSES	0	0	0	0	0	0	0	0	0	
10-01-51430-336-000	MAN RESOURCES LODGING	0	0	0	0	0	0	0	0	0	
10-01-51430-390-000	MAN RESOURCES ALL OTHER SUPPLIES	-30	0	0	0	0	0	0	0	0	0
10-01-51430-397-000	MAN RESOURCES LESS: 5% ADMIN ADJUSTMENT	0	0	0	0	0	0	0	0	0	
10-01-51440-110-000	IENT - ELECTIONS SALARIES-REGULAR	0	0	0	0	-	0	0	0	0	
10-01-51440-120-000	IENT - ELECTIONS HOURLY WAGES-REGULAR	5,904	5,772	5,136	11,103	11,204	11,496	11,496	16,083	16,083	
10-01-51440-122-000	IENT - ELECTIONS HOURLY WAGES-OVERTIME	1,815	1,667	1,590	2,167	2,085	1,500	1,500	1,500	1,500	Raechel and Sarah working OT on 2 elections
10-01-51440-125-000	IENT - ELECTIONS TEMPORARY WAGES-REGULAR	4,575	4,455	11,583	25,000	20,000	8,000	8,000	8,000	8,000	Possible two elections plus IPAV wages.
10-01-51440-151-000	IENT - ELECTIONS SOCIAL SECURITY	567	546	490	2,929	2,547	1,652	1,652	1,653	1,653	
10-01-51440-152-000	IENT - ELECTIONS RETIREMENT-ER/EE SHARE	525	506	464	915	918	946	946	1,144	1,144	
10-01-51440-154-000	IENT - ELECTIONS HEALTH INSURANCE	1,363	1,344	1,595	1,163	2,864	4,207	4,207	3,894	3,894	
10-01-51440-154-000	IENT - ELECTIONS HEALTH INCENTIVE					154	231	231	219	219	
10-01-51440-155-000	IENT - ELECTIONS LIFE INSURANCE	7	7	11	14	20	18	18	17	17	
10-01-51440-156-000	IENT - ELECTIONS WORKER'S COMP INSURANCE	29	30	67	107	65	48	48	73	73	
10-01-51440-157-000	IENT - ELECTIONS EMPLOYEE EDUCATION & TRAINING	0	0	0	150	0	150	150	150	150	
10-01-51440-167-000	IENT - ELECTIONS POST EMPLOYEE HEALTH	0	0	0	70	-	72.00	72	101.00	101.00	
10-01-51440-242-000	IENT - ELECTIONS REPAIRS/MAINT-OTHER MACH & EQU	640	0	0	1,500	650	1,500	1,500	1,500	1,500	Maint for DS200 - Express Vote warrant expired
10-01-51440-310-000	IENT - ELECTIONS OFFICE SUPPLIES	1,900	1,548	2,666	5,000	3,439	4,000	4,000	4,000	4,000	Election worker meals \$12 per meal (2 possible
10-01-51440-311-000	IENT - ELECTIONS POSTAGE & BOX RENTAL	5,646	5,446	4,713	22,000	22,000	6,000	6,000	5,000	5,000	absentee ballots est. 2,000 ballots for 2 elections
10-01-51440-312-000	IENT - ELECTIONS OUTSIDE PRINTING/STATIONERY &	4,636	1,780	1,300	10,000	3,000	10,000	10,000	3,000	3,000	purchase of outer and certificate absentee
10-01-51440-314-000	IENT - ELECTIONS SMALL EQUIPMENT	250	250	318	1,000	650	1,000	1,000	1,000	1,000	
10-01-51440-321-000	IENT - ELECTIONS PUBLICATION FEES-LEGAL NOTICES	127	111	143	400	250	400	400	400	400	
10-01-51440-334-000	IENT - ELECTIONS COMMERCIAL TRAVEL EXPENSES	229	122	49	200	179	200	200	200	200	SVD travel (mileage for checking drop box for
10-01-51440-397-000	IENT - ELECTIONS LESS: 5% ADMIN ADJUSTMENT	0	0	0	0	-	-	-	-	-	
10-01-51440-819-000	IENT - ELECTIONS Capital Equipment - All Other	0	0	0	0	-	12,000	12,000	-	-	Replacement server badger book, 3 client badger
10-01-51441-314-000	S - GRANT FUNDS SMALL EQUIPMENT	0	0	0	0	-	-	-	-	-	
	Clerk Subtotal	243,962	170,220	216,404	341,248	315,498	349,016	349,016	384,231	384,231	
10-06-56945-290-000	IGE NEWSLETTER OUTSIDE CONTRACTED SERVICES	0	0	0	500	0	0	0	0	500	We discussed to move this to the printing of the
10-06-56945-310-000	IGE NEWSLETTER OFFICE SUPPLIES	0	0	0	0	0	0	0	0	0	
10-06-56945-311-000	IGE NEWSLETTER POSTAGE & BOX RENTAL	6,572	4,549	6,600	9,000	9,000	9,000	9,000	6,900	6,900	Quarterly Newsletter - this is what 2024 is
10-06-56945-312-000	IGE NEWSLETTER OUTSIDE PRINTING/STATIONERY &	13,647	9,113	13,635	18,000	20,000	20,000	20,000	5,000	5,000	Quarterly Newsletter - this is what 2024 is
10-06-56945-326-000	IGE NEWSLETTER ADVERTISING	0	0	0	0	0	0	0	0	0	
10-06-56945-390-000	IGE NEWSLETTER OTHER SUPPLIES-ALL OTHER SUPPL	0	0	177	500	0	500	500	1,000	1,000	

	Depart	Percentage	Last Nam	First N	Annual	OT	FICA	WRS	Workers Com	Health Insurance	Dental Insurance	Worker Wellnes	income cont.	Health Incentiv	Life Insurance
10	51420	100.000%	Brehm	Pam	79,657.00		6,094.00	5,536.00	136.00	26,594.00	1,431	27.00	498.00	1,564.00	252.00
10	51420	48.000%	Chibeya	Sarah	28,224.00	845.00	2,224.00	2,021.00	50.00	9,361.00	686.00	13.00	175.00	551.00	50.00
60	53771	15.000%	Chibeya	Sarah	8,820.00	-	675.00	613.00	15.00	2,925.00	215.00	4.00	55.00	172.00	16.00
61	53612	15.000%	Chibeya	Sarah	8,820.00	-	675.00	613.00	15.00	2,925.00	215.00	4.00	55.00	172.00	16.00
10	51440	16.000%	Chibeya	Sarah	9,408.00	2,112.00	881.00	801.00	20.00	3,120.00	229.00	4.00	59.00	184.00	17.00
	51522	6.000%	Chibeya	Sarah	3,528.00	-	270.00	245.00	6.00	1,170.00	86.00	2.00	22.00	69.00	6.00
10	51420	71.000%	Gigl	Adam	32,139.00		2,458.00	2,234.00	55.00	11,644.00	1,017.00	18.00	201.00	685.00	23.00
60	53771	10.000%	Gigl	Adam	4,527.00		346.00	315.00	8.00	1,640.00	143.00	3.00	28.00	97.00	3.00
61	53612	10.000%	Gigl	Adam	4,527.00		346.00	315.00	8.00	1,640.00	143.00	3.00	28.00	97.00	3.00
10	51440	4.000%	Gigl	Adam	1,811.00		139.00	126.00	3.00	656.00	57.00	1.00	11.00	39.00	1.00
10	51522	5.000%	Gigl	Adam	2,263.00	813.00	235.00	214.00	5.00	820.00	72.00	1.00	14.00	48.00	2.00
					183,724.00	3,770.00	\$ 14,343	\$ 13,033	\$ 321.00	\$ 62,495.00	\$ 4,294.00	\$ 80.00	1146.00	3,678.00	389

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resource Committee, April 21, 2025
Board of Trustees, April 21, 2025

Description: Accounts Receivable Write-Offs

From: Finance Department

Question: Finance & Human Resource: Should the Finance & Human Resource Committee recommend to the Board of Trustees approval of the proposed accounts receivable write offs?
Board: Should the Village Board approve the proposed accounts receivable write offs?

Background

The accounts receivable subsidiary was reviewed for potential write-offs that fit the criteria of our write-off policy. The spreadsheet of write-offs (attached) is what the Finance Department is proposing to write off. The amounts to be written off with Finance & Human Resource Committee/Board approval are \$1,746.14.

Attached Docs: Details of write-off

Committee Action: None.

FISCAL IMPACT: \$1,746.14 in write-offs.

Recommendation: Finance Department recommends.

Recommended Language for Official Action

Finance & Human Resource Committee: I recommend that the Board of Trustees approve the accounts receivable write-offs as presented.

Board of Trustees: I approve the accounts receivable write-offs as presented.

Additional action: None.

Customer #	Name	Balance	Billing Date	Description of Invoice	Action Requesting
1910	BEYOND THE OFFICE DOOR	82.92	12/1/2024	2023 Personal Property	Unable to Collect - Amount to Write Off
1103	EL CHARRO	130.31	12/1/2024	2023 Personal Property	Unable to Collect - Amount to Write Off -New Ownership
1117	EXPRESS EMPLOYMENT PROFESSIONAL	71.07	12/1/2024	2023 Personal Property	Unable to Collect - Amount to Write Off -Moved
1917	IMMUCOR INC	189.54	12/1/2024	2023 Personal Property	Unable to Collect - Amount to Write Off-TIF
1919	MINISTRY MEDICAL GROUP	1,272.30	12/1/2024	2023 Personal Property	Unable to Collect - Amount to Write Off-TIF
		1,746.14	Total Amount to be Written OFF		

Village of Weston
 4747 Camp Phillips Road
 Weston WI 54476
 Phone: 715-359-6114
 Fax: 715-359-6117



INVOICE

Date	Number	Page
04/24/2024	12922	1

Bill To: BEYOND THE OFFICE DOOR

5508 E JELINEK AVE
 WESTON WI 54476

Customer No. 1910

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	2023 Delinquent Personal Property	82.92	82.92

NOTES:

Amount 82.92

Balance Due 82.92

To ensure proper credit, return enclosed remittance copy with payment.

If you have any questions regarding this bill, please call the Finance Department at (715) 359-6114 or e-mail finance@westonwi.gov. Thank you.

Invoices not paid after 90 days will be forwarded to the WI State Debt Collection Program.

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

**MARATHON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2023
 PERSONAL PROPERTY**

Beyond the Office Door

Account Number: 19200000020058
 Bill Number: 383963

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

Location of Property/Legal Description

383963/19200000020058
BEYOND THE OFFICE DOOR

 5508 E JELINEK AVE
 WESTON WI 54476

Please inform treasurer of address changes.

ASSESSED VALUE LAND	ASSESSED VALUE IMPROVEMENTS	TOTAL ASSESSED VALUE	AVERAGE ASSMT. RATIO	NET ASSESSED VALUE RATE	NET PROPERTY TAX
0	3,500	3,500	0.716333756	0.02369291 <small>(Does NOT reflect credits)</small>	82.92
ESTIMATED FAIR MARKET VALUE LAND	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS	TOTAL ESTIMATED FAIR MARKET VALUE	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit	
0	4,900	4,900		6.57	
TAXING JURISDICTION	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2023 EST. STATE AIDS ALLOCATED TAX DIST.	2022 NET TAX	2023 NET TAX	% TAX CHANGE
MARATHON COUNTY	781,649	897,571	20.46	19.41	-5.1%
VILLAGE OF WESTON	1,823,413	2,290,682	29.70	28.39	-4.4%
DC EVEREST SCHOOL	19,847,930	21,046,927	38.37	29.67	-22.7%
NORTHCENTRAL TECH	1,340,113	1,357,497	5.76	5.45	-5.4%
TOTAL	23,793,105	25,592,677	94.29	82.92	-12.1%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			94.29	82.92	-12.1%

TOTAL DUE: \$82.92
FOR FULL PAYMENT
PAY BY:
JANUARY 31, 2024

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
 Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
DC EVEREST SCHOOL	3,719,623	10.80	2038				

PAY 1ST INSTALLMENT OF: \$82.92
BY JANUARY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

 PIN# 19200000020058
 BEYOND THE OFFICE DOOR
 BILL NUMBER: 383963

PAY 2ND INSTALLMENT OF: \$0.00
BY JULY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

 PIN# 19200000020058
 BEYOND THE OFFICE DOOR
 BILL NUMBER: 383963

PAY FULL AMOUNT OF: \$82.92
BY JANUARY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

 PIN# 19200000020058
 BEYOND THE OFFICE DOOR
 BILL NUMBER: 383963


 INCLUDE THIS STUB WITH YOUR PAYMENT


 INCLUDE THIS STUB WITH YOUR PAYMENT


 INCLUDE THIS STUB WITH YOUR PAYMENT

Village of Weston
 4747 Camp Phillips Road
 Weston WI 54476
 Phone: 715-359-6114
 Fax: 715-359-6117



INVOICE

Date	Number	Page
04/24/2024	12903	1

Bill To: EL CHARRO

1711 SCHOFIELD AVE
 SUITE E
 WESTON WI 54476

Customer No. 1103

Terms: NET 20 DAYS

Quantity	Description	Unit Price	Net Amount
1	2023 Delinquent Personal Property	130.31	130.31

NOTES:

Amount 130.31

Balance Due 130.31

To ensure proper credit, return enclosed remittance copy with payment.

If you have any questions regarding this bill, please call the Finance Department at (715) 359-6114 or e-mail finance@westonwi.gov. Thank you.

Invoices not paid after 90 days will be forwarded to the WI State Debt Collection Program.

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

**MARATHON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2023
 PERSONAL PROPERTY**

El Charro Mexican Restaurant

**Account Number: 1920000050017
 Bill Number: 383977**

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

**Location of Property/Legal Description
 1711 Schofield Ave**

383977/1920000050017
EL CHARRO MEXICAN RESTAURAN

1711 SCHOFIELD AVE
 SUITE E
 WESTON WI 54476

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 5,500	TOTAL ASSESSED VALUE 5,500	AVERAGE ASSMT. RATIO 0.716333756	NET ASSESSED VALUE RATE 0.02369291 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 130.31
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 7,700	TOTAL ESTIMATED FAIR MARKET VALUE 7,700	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 10.32	
TAXING JURISDICTION	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2023 EST. STATE AIDS ALLOCATED TAX DIST.	2022 NET TAX	2023 NET TAX	% TAX CHANGE
MARATHON COUNTY	781,649	897,571	31.77	30.51	-4.0%
VILLAGE OF WESTON	1,823,413	2,290,682	46.11	44.61	-3.3%
DC EVEREST SCHOOL	19,847,930	21,046,927	59.57	46.62	-21.7%
NORTHCENTRAL TECH	1,340,113	1,357,497	8.94	8.57	-4.1%
TOTAL	23,793,105	25,592,677	146.39	130.31	-11.0%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			146.39	130.31	-11.0%

**TOTAL DUE: \$130.31
 FOR FULL PAYMENT
 PAY BY:
 JANUARY 31, 2024**

Warning: If not paid by due date, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
DC EVEREST SCHOOL	3,719,623	16.98	2038				

PAY 1ST INSTALLMENT OF: \$130.31
 BY JANUARY 31, 2024

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

PIN# 1920000050017
 EL CHARRO MEXICAN RESTAURANT
 BILL NUMBER: 383977

PAY 2ND INSTALLMENT OF: \$0.00
 BY JULY 31, 2024

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

PIN# 1920000050017
 EL CHARRO MEXICAN RESTAURANT
 BILL NUMBER: 383977

PAY FULL AMOUNT OF: \$130.31
 BY JANUARY 31, 2024

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

PIN# 1920000050017
 EL CHARRO MEXICAN RESTAURANT
 BILL NUMBER: 383977



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

Village of Weston
 4747 Camp Phillips Road
 Weston WI 54476
 Phone: 715-359-6114
 Fax: 715-359-6117



INVOICE

Date	Number	Page
04/24/2024	12904	1

Bill To: EXPRESS EMPLOYMENT PROFESSIONA
 JUSTIN BANGTSON
 3409 SCHOFIELD AVENUE
 WESTON WI 54476

Customer No. 1117

Terms: NET 20 DAYS

Quantity	Description	Unit Price	Net Amount
1	2023 Delinquent Personal Property	71.07	71.07

NOTES:

Amount 71.07

Balance Due 71.07

To ensure proper credit, return enclosed remittance copy with payment.

If you have any questions regarding this bill, please call the Finance Department at (715) 359-6114 or e-mail finance@westonwi.gov. Thank you.

Invoices not paid after 90 days will be forwarded to the WI State Debt Collection Program.

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

**MARATHON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2023
 PERSONAL PROPERTY**

Express Employment Professionals

**Account Number: 19200000050018
 Bill Number: 383978**

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

**Location of Property/Legal Description
 3409 Schofield Ave**

383978/19200000050018
EXPRESS EMPLOYMENT PROFESSI

**3409 SCHOFIELD AVE
 WESTON WI 54476**

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 3,000	TOTAL ASSESSED VALUE 3,000	AVERAGE ASSMT. RATIO 0.716333756	NET ASSESSED VALUE RATE 0.02369291 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 71.07
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 4,200	TOTAL ESTIMATED FAIR MARKET VALUE 4,200	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 5.63	
TAXING JURISDICTION	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2023 EST. STATE AIDS ALLOCATED TAX DIST.	2022 NET TAX	2023 NET TAX	% TAX CHANGE
MARATHON COUNTY	781,649	897,571	18.85	16.64	-11.7%
VILLAGE OF WESTON	1,823,413	2,290,682	27.35	24.33	-11.0%
DC EVEREST SCHOOL	19,847,930	21,046,927	35.34	25.43	-28.0%
NORTHCENTRAL TECH	1,340,113	1,357,497	5.30	4.67	-11.9%
TOTAL	23,793,105	25,592,677	86.84	71.07	-18.2%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			86.84	71.07	-18.2%

**TOTAL DUE: \$71.07
 FOR FULL PAYMENT
 PAY BY:
 JANUARY 31, 2024**

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
DC EVEREST SCHOOL	3,719,623	9.26	2038				

PAY 1ST INSTALLMENT OF: \$71.07
BY JANUARY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
**VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476**

 PIN# 19200000050018
 EXPRESS EMPLOYMENT PROFESSIONALS
 BILL NUMBER: 383978

PAY 2ND INSTALLMENT OF: \$0.00
BY JULY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
**VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476**

 PIN# 19200000050018
 EXPRESS EMPLOYMENT PROFESSIONALS
 BILL NUMBER: 383978

PAY FULL AMOUNT OF: \$71.07
BY JANUARY 31, 2024

 AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:
**VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476**

 PIN# 19200000050018
 EXPRESS EMPLOYMENT PROFESSIONALS
 BILL NUMBER: 383978



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

Village of Weston
 4747 Camp Phillips Road
 Weston WI 54476
 Phone: 715-359-6114
 Fax: 715-359-6117



INVOICE

Date	Number	Page
04/24/2024	12908	1

Bill To: IMMUCOR INC
 3401 CRANBERRY BLVD
 WESTON WI 54476

Customer No. 1917

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	2023 Delinquent Personal Property	189.54	189.54

NOTES:

Amount 189.54

Balance Due 189.54

To ensure proper credit, return enclosed remittance copy with payment.

If you have any questions regarding this bill, please call the Finance Department at (715) 359-6114 or e-mail finance@westonwi.gov. Thank you.

Invoices not paid after 90 days will be forwarded to the WI State Debt Collection Program.

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

**MARATHON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2023
 PERSONAL PROPERTY**

Immucor, Inc.

Account Number: 1920000090022
 Bill Number: 383792

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

Location of Property/Legal Description
 3401 Cranberry Blvd

383792/1920000090022
 IMMUCOR, INC.

3130 GATEWAY DR
 NORCROSS GA 30071

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 8,000	TOTAL ASSESSED VALUE 8,000	AVERAGE ASSMT. RATIO 0.716333756	NET ASSESSED VALUE RATE 0.02369291 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 189.54																																				
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 11,200	TOTAL ESTIMATED FAIR MARKET VALUE 11,200	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 15.01																																					
<table border="1"> <thead> <tr> <th>TAXING JURISDICTION</th> <th>2022 EST. STATE AIDS ALLOCATED TAX DIST.</th> <th>2023 EST. STATE AIDS ALLOCATED TAX DIST.</th> <th>2022 NET TAX</th> <th>2023 NET TAX</th> <th>% TAX CHANGE</th> </tr> </thead> <tbody> <tr> <td>MARATHON COUNTY</td> <td>781,649</td> <td>897,571</td> <td></td> <td>44.37</td> <td></td> </tr> <tr> <td>VILLAGE OF WESTON</td> <td>1,823,413</td> <td>2,290,682</td> <td></td> <td>64.89</td> <td></td> </tr> <tr> <td>DC EVEREST SCHOOL</td> <td>19,847,930</td> <td>21,046,927</td> <td></td> <td>67.82</td> <td></td> </tr> <tr> <td>NORTHCENTRAL TECH</td> <td>1,340,113</td> <td>1,357,497</td> <td></td> <td>12.46</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>23,793,105</td> <td>25,592,677</td> <td>0.00</td> <td>189.54</td> <td>0.0%</td> </tr> </tbody> </table>						TAXING JURISDICTION	2022 EST. STATE AIDS ALLOCATED TAX DIST.	2023 EST. STATE AIDS ALLOCATED TAX DIST.	2022 NET TAX	2023 NET TAX	% TAX CHANGE	MARATHON COUNTY	781,649	897,571		44.37		VILLAGE OF WESTON	1,823,413	2,290,682		64.89		DC EVEREST SCHOOL	19,847,930	21,046,927		67.82		NORTHCENTRAL TECH	1,340,113	1,357,497		12.46		TOTAL	23,793,105	25,592,677	0.00	189.54	0.0%
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VILLAGE OF WESTON	1,823,413	2,290,682		64.89																																					
DC EVEREST SCHOOL	19,847,930	21,046,927		67.82																																					
NORTHCENTRAL TECH	1,340,113	1,357,497		12.46																																					
TOTAL	23,793,105	25,592,677	0.00	189.54	0.0%																																				
FIRST DOLLAR CREDIT			0.00	0.00	0.0%																																				
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%																																				
NET PROPERTY TAX			0.00	189.54	0.0%																																				

TOTAL DUE: \$189.54
FOR FULL PAYMENT
PAY BY:
JANUARY 31, 2024

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
DC EVEREST SCHOOL	3,719,623	24.70	2038				

PAY 1ST INSTALLMENT OF: \$189.54
 BY JANUARY 31, 2024
 AMOUNT ENCLOSED _____
 MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476
 PIN# 1920000090022
 IMMUCOR, INC.
 BILL NUMBER: 383792

PAY 2ND INSTALLMENT OF: \$0.00
 BY JULY 31, 2024
 AMOUNT ENCLOSED _____
 MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476
 PIN# 1920000090022
 IMMUCOR, INC.
 BILL NUMBER: 383792

PAY FULL AMOUNT OF: \$189.54
 BY JANUARY 31, 2024
 AMOUNT ENCLOSED _____
 MAKE CHECK PAYABLE AND MAIL TO:
 VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476
 PIN# 1920000090022
 IMMUCOR, INC.
 BILL NUMBER: 383792



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

Village of Weston
 4747 Camp Phillips Road
 Weston WI 54476
 Phone: 715-359-6114
 Fax: 715-359-6117



INVOICE

Date	Number	Page
04/24/2024	12910	1

Bill To: MINISTRY MEDICAL GROUP INC
 3301 CRANBERRY BLVD
 WESTON WI 54476

Customer No. 1919

Terms: Open Terms

Quantity	Description	Unit Price	Net Amount
1	2023 Delinquent Personal Property	1,272.30	1,272.30

NOTES:

Amount 1,272.30

Balance Due 1,272.30

To ensure proper credit, return enclosed remittance copy with payment.

If you have any questions regarding this bill, please call the Finance Department at (715) 359-6114 or e-mail finance@westonwi.gov. Thank you.

Invoices not paid after 90 days will be forwarded to the WI State Debt Collection Program.

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

**MARATHON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2023
 PERSONAL PROPERTY**

Ministry Medical Group Inc.



Account Number: 19200000130030
 Bill Number: 384047

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

384047/19200000130030
 MINISTRY MEDICAL GROUP INC.

Location of Property/Legal Description
 3301 Cranberry Blvd

ASCENSION WISCONSIN
 4040 VINCENNES CIR
 INDIANAPOLIS IN 46268

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 53,700	TOTAL ASSESSED VALUE 53,700	AVERAGE ASSMT. RATIO 0.716333756	NET ASSESSED VALUE RATE 0.02369291 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 1272.30
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 75,000	TOTAL ESTIMATED FAIR MARKET VALUE 75,000	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 100.74	

TAXING JURISDICTION	2022		2023		2022 NET TAX	2023 NET TAX	% TAX CHANGE
	EST. STATE AIDS ALLOCATED TAX DIST.	2022	EST. STATE AIDS ALLOCATED TAX DIST.	2023			
MARATHON COUNTY	781,649		897,571		309.62	297.85	-3.8%
VILLAGE OF WESTON	1,823,413		2,290,682		449.33	435.56	-3.1%
DC EVEREST SCHOOL	19,847,930		21,046,927		580.55	455.24	-21.6%
NORTHCENTRAL TECH	1,340,113		1,357,497		87.10	83.65	-4.0%
TOTAL	23,793,105		25,592,677		1,426.60	1,272.30	-10.8%

TOTAL DUE: \$1,272.30
FOR FULL PAYMENT
PAY BY:
JANUARY 31, 2024

FIRST DOLLAR CREDIT
LOTTERY AND GAMING CREDIT
NET PROPERTY TAX

0.00 **0.00** **0.0%**
0.00 **0.00** **0.0%**
1,426.60 **1,272.30** **-10.8%**

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
 Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
DC EVEREST SCHOOL	3,719,623	165.77	2038				

PAY 1ST INSTALLMENT OF: \$1,272.30
 BY JANUARY 31, 2024

PAY 2ND INSTALLMENT OF: \$0.00
 BY JULY 31, 2024

PAY FULL AMOUNT OF: \$1,272.30
 BY JANUARY 31, 2024

AMOUNT ENCLOSED _____

AMOUNT ENCLOSED _____

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

MAKE CHECK PAYABLE AND MAIL TO:

MAKE CHECK PAYABLE AND MAIL TO:

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

VILLAGE OF WESTON
 TREASURER
 4747 CAMP PHILLIPS RD
 WESTON, WI 54476

PIN# 19200000130030
 MINISTRY MEDICAL GROUP INC.
 BILL NUMBER: 384047

PIN# 19200000130030
 MINISTRY MEDICAL GROUP INC.
 BILL NUMBER: 384047

PIN# 19200000130030
 MINISTRY MEDICAL GROUP INC.
 BILL NUMBER: 384047



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Finance & Human Resources Committee AND Board of Trustees, April 21, 2025
Description:	Discussion and/or action on amendments to Chapter 2 <i>Administration of Local Government Agency</i> of the Employee Personnel Policies and Procedures Handbook
From:	Jami Gebert, Administrator
Question:	Would the committee like to recommend approval of amendments to Chapter 2 of the Employee Personnel Policies and Procedures Handbook to the Board of Trustees?

Background

Please find attached proposed amendments to Chapter 2 *Administration of Local Government Agency* of the Employee Personnel Policies and Procedures Handbook. The main amendments to the policy are the committee change from Human Resource Committee to Finance and Human Resources Committee, and the removal the Employee Resources Manager position, as the position is no longer part of the organizational structure. Staff will be working to remove references to the Employee Resources Manager position through the handbook in the upcoming months.

Attached Docs:	draft Chapter 2 <i>Administration of Local Government Agency</i> amendments.
Committee Action:	TBD.
FISCAL IMPACT:	None.
Recommendation:	None.

Recommended Language for Official Action

Finance and Human Resources:

I recommend approval of the amendments to Chapter 2 *Administration of Local Government Agency* of the Employee Personnel Policies and Procedures Handbook to the Board of Trustees.

OR

I recommend approval of the amendments to Chapter 2 *Administration of Local Government Agency* of the Employee Personnel Policies and Procedures Handbook with the following changes _____ to the Board of Trustees.

Board of Trustees:

I motion to approve the Finance and Human Resources Committee recommendation regarding the amendments to Chapter 2 *Administration of Local Government Agency* of the Employee Personnel Policies and Procedures Handbook.

REQUEST FOR CONSIDERATION

OR

I motion to approve the Finance and Human Resources Committee recommendation regarding the amendments to Chapter 2 *Administration of Local Government Agency* of the Employee Personnel Policies and Procedures Handbook with the following changes _____.

Or something else . . .

CHAPTER 2

ADMINISTRATION OF LOCAL GOVERNMENT AGENCY

- Sec. 2.01. Board of Trustees.
- Sec. 2.02. Village President.
- Sec. 2.03. Finance and Human Resources Committee.
- Sec. 2.04. Village Administrator.
- Sec. 2.05. Employee Resource Manager.
- Sec. 2.06. Department Directors.
- Sec. 2.07. Supervisors.
- Sec. 2.08. Responsibilities to Board of Trustees through Administrator.
- Sec. 2.09. Chain of Command.
- Sec. 2.10. Joint Employee-Management Committee.

Sec. 2.01. Board of Trustees.

The Board of Trustees has the authority and responsibility for approving or rejecting any action taken by the Finance and Human Resources Committee, and/or Village supervisors and managers.

Sec. 2.02. Village President.

The President, in addition to his/her role as a Trustee, is also the Chief Executive of the Village and should generally:

- (1) Recommend the appointment of Department Directors.
- (2) Participate in recruitment procedures as necessary.
- (3) Supervise the Administrator.

Sec. 2.03. Finance and Human Resources Committee.

The Finance and Human Resources Committee should generally:

- (1) Be composed of members as described in the Municipal Code of Ordinances, as well as the Attorney, when necessary, and the Administrator, ~~and the Employee Resources Manager, whom both~~ shall serve as ex officio members without voting power.
- (2) Perform tasks as described in the Municipal Code of Ordinances regarding the Finance and Human Resources Committee, including, but not limited to the following activities:
 - ✓ Advise the Board of Trustees regarding potential and pending litigation involving the Village.
 - ✓ In cooperation with the Administrator, recommend to the Board of Trustees the consideration of policies and procedures regarding personnel issues affecting the Village.
 - ✓ Oversee the selection of contracted services for labor negotiation services.

- ✓ Monitor, in cooperation with the ~~Employee Resources Manager Administrator~~, the general personnel policies for the Village, including such things as paid time off and leaves of absence.
 - ✓ In cooperation with the Administrator, make recommendations regarding disciplinary actions involving Village employees.
 - ✓ Consider and recommend departmental organization, reorganization and staffing levels and make appropriate recommendations to the board.
 - ✓ Act on all matters so enumerated in the Village of Weston Employee Personnel Policy and Procedures Manual Handbook as being assigned to the Finance and Human Resources Committee.
 - ✓ Consider any other matter the Board of Trustees may refer.
- (3) In addition to those duties prescribed by the Code of Ordinances, the Finance and Human Resources Committee should review and refer to the Board of Trustees recommendations for policies and amendments thereto, including the following:
- ✓ Recommend to the Board of Trustees modifications to the salary schedules for elected officials in accordance with Wisconsin statutes and for all other Village employees, unless their respective salaries are otherwise established by statute or labor agreement.
 - ✓ Recommend special wage adjustments.
 - ✓ Recommend reclassification requests.
 - ✓ Review requests for additional full-time staff based on evaluation of the position description, pay rate, classification, category of and need for the position, in accordance with practice relating to the establishment of new positions.
 - ✓ Recommend total compensation/fringe benefit portfolio programs in compliance with approved labor agreements and personnel policies.
 - ✓ Review leave of absence requests.
 - ✓ Participate in recruitment procedures, as necessary.
 - ✓ Under **Sec. 2.07. Department Directors.** Hear appeals from Department Directors when personnel-related administrative rules or directives are incompatible with the efficient operation of a department.
 - ✓ Under **Sec. 4.11. Selection Process - Unfair Practices Prohibition.** Investigate alleged violations of the Village's employee selection process as it pertains to unfair advantage practices prohibition.
 - ✓ Under **Sec. 4.21. Hiring Process - Starting Pay.** Approve the adjustment of starting pay above the Mid-Point based upon market conditions, unique qualifications directly related to the requirements of the position.

- ✓ Under **Sec. 5.10. Salary Ranges.** Review, modify, and approve the implementation of the current year's Village of Weston Pay Matrix.
- ✓ Under **Sec. 5.06. Reclassification Requests Procedures (6)** During the August meeting, approve new or expanded position requests for the following year. If the position involves a new classification, the Finance and Human Resources Committee will establish the new classification and approve a pay level submitted by the Administrator.
- ✓ Under **Sec. 5.07. Reclassification Review Procedure.** Approve new classes with the appropriate pay range as submitted by the Administrator. Approve classification changes as submitted by the Administrator. In most cases the authorized changes are effective on January 1 of the upcoming year.
- ✓ Under **Sec. 7.11. Telework and Telecommuting. (2) Approval.** Review modify, deny and/or approve a department's written plan for telecommuting and submit their findings thereafter to the Board of Trustees.
- ✓ Under **8.07. (3) Performance Appraisal Process, Accelerating Pay Increases.** Review, approve, modify, or deny a Department Director's or Administrator's request for accelerating an employee's pay within the Village of Weston Grade and Pay Matrix and submit their findings thereafter to the Board of Trustees.
- ✓ Under **Sec. 8.08. (2) Education Expense Reimbursement Program.** Review all requests meeting the minimum criteria. This committee will approve or deny reimbursement requests based upon:
 - ✓ Whether certificate or degree program is directly related to the employee's current job and/or will improve management skills,
 - ✓ Employee's performance history including the length of time employed by the Village, achievements and contribution during this period, and overall quality of work performed,
 - ✓ Appropriateness of the educational goal (e.g. level of correlation between the education and a likely career path within the Village Government.
- ✓ Under **Sec. 11.08. Grievances against Employee Discipline, Terminations, and Workplace Safety. (2) Appeal to Impartial Hearing Officer: (c) Impartial Hearing Officer Recommendation:** Receive the Impartial Hearing Officer recommendations affirming or reversing the action with the reasons therefore in writing.
- ✓ Under **Sec. 11.08. Grievances against Employee Discipline, Terminations, and Workplace Safety. (3) Appeal to Finance and Human Resources Committee, (a) Step 5, after having** received a properly submitted appeal, shall meet with the parties to discuss the matter as soon as practicable.

- ✓ At the conclusion of that meeting, the **Finance and** Human Resources Committee may affirm, modify, or reverse, by a majority vote of the committee, the Impartial Hearing Officer's determination.
- ✓ The committee shall issue a written decision sustaining or denying the decision of the Impartial Hearing Officer within ten (10) calendar days of the meeting.
- ✓ Under **Sec. 11.09. Complaints of Alleged Discrimination on the Basis of Disability. (1) Step 1:** If the Administrator determines, after consultation with the Village Attorney, that s/he lacks the legal authority to implement a determination without approval of the Board of Trustees, s/he shall immediately refer the determination to the **Finance and** Human Resources Committee.
 - ✓ The **Finance and** Human Resources Committee shall add such matters referred to it by the Administrator to the agenda of their next scheduled meeting and review: the complaint, the Administrator's determination and any other information deemed relevant by the Committee and make a determination taking action on the matter.
 - ✓ A written report shall be mailed to the complainant within thirty (30) calendar days of the meeting held to review the Administrator's determination.
- ✓ Under **Sec. 11.09. Complaints of Alleged Discrimination on the Basis of Disability. (2) Step 2:** The **Finance and** Human Resources Committee shall meet within thirty (30) days of receipt of the written appeal to review the evidence and consider any argument provided by the parties.
 - ✓ A written determination of the **Finance and** Human Resources Committee shall be mailed to the complainant within thirty (30) calendar days of the hearing.
- ✓ Under **Sec. 11.10. Complaint Procedures for Other Issues. (4) Step 4:** Within thirty (30) days of receipt of appeal from an employee providing the Administrator's reply, from which the employee wishes to appeal, meet with the employee, the Administrator and the department head and attempt to resolve the complaint.
 - ✓ The Committee shall issue a final written decision within ten (10) calendar days of such meeting.
- ~~✓ Under **Sec. 13.03. Holidays. (3) Weekend Holidays:** The Human Resources Committee shall determine when and if a Holiday falls on a weekend day, whether the preceding Friday or following Monday, shall be considered a holiday for pay purposes.~~
- ✓ Under **Sec, 13.04. Paid Time Off (PTO) (2) PTO Accrual Schedule:** Approve changes in the years of service accumulation rate, bi-weekly accrual hours and maximum accumulation allowed and forward their recommendation(s) to the Board of Trustees for action.
- ✓ Under **Sec. 13.06. Medical Leave Bank (2)(j):** Approve changes in the maximum accrual of Medical Leave Bank account hours and forward their recommendation(s) to the Board of Trustees for action.

- ✓ Under **Sec. 13.09. Leave of Absence (3)**: Approve leaves of absence greater than thirty (30) days and the extension of leaves of absence already in effect.
- ✓ Under **Sec. 13.10. Leave of Absence for Education**: Grant an educational leave of absence not to exceed one (1) year without pay or benefits.

Sec. 2.04. Village Administrator.

The Administrator is responsible for the development, supervision, and operation of the Village and its personnel and facilities. Employees have the obligation to further the professional advisement of the Board of Trustees through the chain of command. The Administrator is given the latitude to determine the best method of implementing the policy decisions of the Board of Trustees. The Administrator is the chief administrative officer of the Village and should generally:

- (1) Be responsible for the administration of all day-to-day operations of the village government, as applicable to this manual, the human resources and personnel functions of the Village.
- (2) Maintain a plan of administration, including an organization chart, which defines the authority and responsibility for all non-statutory positions of the village; submit it to the Board of Trustees for adoption as the official organization and administrative procedure plan for the village and make suggestions for amendments and/or changes when needed.
- (3) Be responsible for the administrative direction and coordination of all employees of the village according to established organization procedures.
- (4) Recommend to the board the appointment, promotion, and when necessary for the good of the village, the suspension or termination of department heads.
- (5) In consultation with the appropriate Department Director, be responsible for the hiring, appointment, promotion, and when necessary for the good of the village, the suspension or termination of employees below the department head level.
- (6) Serve as personnel officer for the village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all village employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis; recommend salary and wage scales for village employees not covered by collective bargaining agreements; develop and enforce high standards of performance by village employees; assure that village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
- (7) Assist in labor contract negotiations and collective bargaining issues.
- (8) Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- (9) Participate in recruitment procedures as necessary.
- (10) Submit reports when requested by the Finance and Human Resources Committee and/or Board of Trustees.

- (11) All duties as so enumerated in the Village of Weston Employee Personnel Policies and Procedure Manual Handbook as being assigned to the Administrator.
- (12) Perform all other related duties as directed by the Board of Trustees.
- (13) Delegate the above responsibilities to a subordinate when warranted.

~~Sec. 2.05. Employee Resources Manager.~~

~~The Employee Resources Manager should generally:~~

- ~~(1) Maintain lists of persons eligible for hiring and promotion to positions within the Village, when appropriate.~~
- ~~(2) Conduct position analysis and evaluation of vacant positions or positions considered for reclassification.~~
- ~~(3) Participate in recruitment procedures as necessary.~~
- ~~(4) Advise the Human Resources Committee and/or employees on personnel matters of Village-wide importance.~~
- ~~(5) Submit reports when requested by the Administrator for presentation to the Human Resources Committee and/or Board of Trustees.~~

Sec. 2.056. Department Directors.

Department directors should generally:

- (1) Enforce the personnel policies and respective departmental rules and regulations in a consistent and impartial manner.
- (2) Comply with all personnel-related administrative rules and directives. When such a rule or directive is incompatible with the efficient operation of a department that department may appeal to the Finance and Human Resources Committee.
- (3) Keep employees informed of current personnel policies and future revisions.
- (4) Participate in grievance procedures as required by this manual.
- (5) Promptly notify the Administrator of any proposed change in staff organization.
- (6) Administer discipline and delegate such authority to supervisory staff as necessary.
- (7) Oversee the enforcement of and compliance with labor agreements in their department.
- (8) Ensure that all job posting and notices are displayed in a designated area within their department.

- (9) Have the authority to supervise employees in approved/authorized positions in accordance with procedures established in these personnel policies.
- (10) Develop and maintain position descriptions for all employees within their department.
- (11) Evaluate staff performance and submit written performance evaluations to the ~~Employee Resources Manager~~ Administrator.
- (12) Collaborate with the Administrator in developing employee orientation and in-service training programs and other personnel management activities.

Sec. 2.067. Supervisors.

To the extent that Department Directors delegate authority to them, Supervisors may:

- (1) Implement the personnel policies, rules, and regulations in their unit.
- (2) Assist in the evaluation of the performance of subordinate employees.
- (3) Participate in grievance procedures as required by this manual.

Sec. 2.078. Responsibilities to Board of Trustees through Administrator.

All staff members, including Department Directors and Supervisors shall be responsible to the Board of Trustees through the Administrator. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from deliberation, debate, and voting such as Board of Trustees members. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator to the Board of Trustees. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means their supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this ~~manual~~ handbook or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

Sec. 2.089. Chain of Command.

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides, by law, with the Board of Trustees, and operationalized through the Administrator. The Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board of Trustees and head of the employee management team. Department Directors of the Village are part of the management team, and report through the Administrator.

This management team concept is the process by which a recommendation for Board of Trustees' action is developed and Board of Trustees decisions are implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board of Trustees to promote effective services for the community.

Sec. 2.0910. Joint Employee-Management Committee.

The Administrator will consult with employees on terms and conditions of employment through the Joint Employee-Management Committee (JEMC) in accordance with the process established by this section.

This section does not apply to an employee whose terms and conditions of employment are governed by a collective bargaining agreement authorized by state law or to an employee organization authorized to engage in collective bargaining with the Village on behalf of its members.

“Terms and conditions of employment” means wages, salaries, hours and other terms and conditions of employment with the village, including but not limited to:

- ✓ Compensation and incentive plans;
- ✓ Policies related to employee attendance, leave and hours of employment;
- ✓ Recommendations concerning employee health insurance, life insurance and other employee benefits;
- ✓ The grievance process (but not an individual or group grievance that is to be considered pursuant to that process);
- ✓ Training, safety, and equipment; and
- ✓ All other issues related to working conditions, wages, hours and conditions of employment.

Nothing in this section is intended nor shall it be construed to authorize collective bargaining, a collective bargaining agreement of any type or characterization, or to recognize a bargaining agent for any group of employees. The Village is not obligated to implement any issue discussed during consultations and retains the right to unilaterally determine employment conditions for employees.

REQUEST FOR CONSIDERATION

Public Mtg/Date: Finance & Human Resources Committee AND Board of Trustees, April 21, 2025

Description: Discussion and/or action on adoption of *Sec. 2.11 Local Preference in Village Purchases in the Administration of Local Government Agency Chapter of the Employee Personnel Policies and Procedures Handbook*

From: Jami Gebert, Administrator

Question: Would the committee like to recommend adoption of the *Local Preference in Village Purchases* policy in the Employee Personnel Policies and Procedures Handbook to the Board of Trustees?

Background

Below is the discussion and action regarding a formal policy encouraging local preference in Village purchases from the March 17, 2025, BOT meeting.

Discussion and/or action on Adoption of a Formal Policy Encouraging and Giving Preference when Purchasing Materials, Services, and Goods from Businesses in the Village of Weston

Motion by Pinsonneault, second by Weiland to direct staff to draft a policy encouraging and giving preference when purchasing materials, services, and goods from businesses in the Village of Weston for further discussion/action.

Zeyghami stated that he understands the need for staff to go out of the Village to get supplies if they are not provided locally. Pinsonneault stated that staff should shop in Weston first and then go outside of Weston to shop if they need supplies. Cronin stated that he looks to the community as a whole which includes the outside communities and when reviewing vouchers, he sees that Village purchases materials as much as they can in the Village but sometimes needs to go outside. He does not believe there needs to be a formal policy for staff. Trautman stated when purchasing for federal grants, preference for local purchasing is against the policy and that should be taken into consideration in the Boards' decision.

Yes Vote: 5 No Votes:2 Abstain:0 Not Voting: 0 Result: Pass

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	NO
Ermeling, Barb	YES
Jordan, Joe	NO
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	YES
Zeyghami, Hooshang	YES

Attached is a draft policy for *Local Preference in Village Purchases*, which if approved would be incorporated into the *Administration of Local Government Agency Chapter of the Employee Personnel Policies and Procedures Handbook*.

REQUEST FOR CONSIDERATION

Attached Docs: draft Sec. 2.11 *Local Preference in Village Purchases* policy.

Committee Action: TBD.

FISCAL IMPACT: None to minimal.

Recommendation: None.

Recommended Language for Official Action

Finance and Human Resources:

I recommend adoption of Section 2.11 *Local Preference in Village Purchases* to Chapter 2 of the Employee Personnel Policies and Procedures Handbook to the Board of Trustees.

OR

I recommend adoption of Section 2.11 *Local Preference in Village Purchases* to Chapter 2 of the Employee Personnel Policies and Procedures Handbook with the following changes _____ to the Board of Trustees.

Board of Trustees:

I motion to approve the Finance and Human Resources Committee recommendation regarding Section 2.11 *Local Preference in Village Purchases* to Chapter 2 of the Employee Personnel Policies and Procedures Handbook.

OR

I motion to approve the Finance and Human Resources Committee recommendation regarding Section 2.11 *Local Preference in Village Purchases* to Chapter 2 of the Employee Personnel Policies and Procedures Handbook with the following changes _____.

Or something else . . .

Village of Weston POLICY MANUAL		
Issue Date TBD 04/21/2025	Policy Title:	TBD Policy No. 2.11
Revision Date	<i>Local Preference in Village Purchases</i>	

The Village recognizes the importance of Village purchases in supporting the local economy. Due consideration will be provided to local merchants, which shall be defined as any merchant that provides sales or service from a location within Weston. Village departments shall take into consideration the monetary value of the purchase, availability of service, and transportation costs in determining the lowest price. If the difference in price between the local vendor and a vendor from outside Village boundaries is negligible, and the purchase is within the constraints of State and Federal law and absent any legal restriction that would prevent purchase, the local vendor shall be used.

(1) Exception: Grant funded purchases shall follow the *Village of Weston Grants Procurement Policy*, available through the Finance Department, established to ensure proper authorizations and procedures for the spending of grant funds.

DRAFT

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Finance & Human Resources Committee, April 21, 2025
Description:	Discussion and/or action on formal policy on body camera usage by Village staff
From:	Jami Gebert, Administrator
Question:	Should the committee consider and/or recommend a body camera usage policy to the Board of Trustees?

Background

Trustee Pinsonneault requested the above referenced agenda item through the attached email correspondence. Follow-up on the questions included in the email is below in red.

- Who wears them? The Village has three body cameras. They are worn by the Building Inspection staff in the Planning & Development Department. Two cameras were originally purchased for Building Inspection staff following two shooting incidents in 2017, one being the tragic event that occurred here in Marathon County and the other a murder of a City of Milwaukee Building Inspector.
- When are they worn? The cameras are primarily worn when completing code enforcement matters. The usage of the cameras declined during COVID due to the Village limiting code enforcement efforts during the pandemic. In recent years, the cameras have been used for code enforcement efforts, plus on more extensive inspections, the majority of which are new home inspections. The cameras have not been worn for home maintenance/repair inspections, such as a new furnace install or plumbing inspections.
- When are they recording? The inspectors turn the camera on before exiting the vehicle and/or entering a structure and shut the camera off when they exit a structure and/or return to the vehicle.
- Who decides if an event is to be recorded? The Building Inspector & Building Manager. The Building Inspection team often work independently and could decide if they felt the situation warranted use of the body camera. What is the purpose of the camera program? First, to ensure the safety of the staff. Second, to secure details of the visit in recorded form. It is felt showing both parties actions and feelings through the dialogue of the visit is more accurate in recording than relying on memory of events. Third, recording can be used to recall specific items during follow up reporting.
- Where do the files go? The recordings are saved on the (P:) drive of the Village server.
- Who maintains those records? Once the files are saved on the (P:) drive, they are backed up nightly was part of the Village's I.T. infrastructure.
- What is done with the records/ are they reviewed by anyone? Currently, saved recordings have not been deleted since purchase/replacement of the cameras. Recordings, following completion of a code enforcement case and/or final inspection report, would not be viewed regularly.
- Do our neighboring communities use body cameras for similar purposes? We are not aware of any neighboring municipalities that use cameras.
- What is the appropriate cost of the program to include capital equipment, ongoing IT costs, costs to archive the data, etc.? The body cameras the Village purchased were approximately \$150/each. The lifespan of the cameras is estimated at five to seven-years. To date there has not been any additional I.T. expense with the maintenance or archive of data.

Staff also feel a policy should be put into place to further clarify the use and archiving of the body camera footage. I have contacted MBMPD for their policy language related to body cameras. I will also reach out to the Wisconsin City/County Management Association (WCMA) and League of Wisconsin Municipalities (LWM)

REQUEST FOR CONSIDERATION

for examples of policies from other municipalities. While not ready to present a policy on Monday, if determined by the committee to proceed, staff will work to have a draft available for the May meeting.

Attached Docs: Email correspondence of April 5, 2025, from Trustee Pinsonneault RE Hr/Finance agenda item

Committee Action: TBD.

FISCAL IMPACT: None.

Recommendation: None.

Recommended Language for Official Action

I motion for staff to draft a body camera usage policy and to bring the draft back to a future committee meeting for possible recommendation to the Board of Trustees.

Or something else . . .

From: [Jim Pinsonneault](#)
To: [Barb Ermeling](#)
Cc: [Jami Gebert](#)
Subject: Hr/finance agenda item
Date: Saturday, April 5, 2025 7:58:38 AM

Barb,

I would like to have an agenda item added for April please:

Discussion and action on formal policy on body camera usage by Village staff.

Who wears them?

When are they worn?

When are they recording?

Who decides if an event is to be recorded? What is the purpose of the camera program?

Where do the files go?

Who maintains those records?

What is done with the records/ are they reviewed by anyone?

Do our neighboring communities use body cameras for similar purposes?

What is the appropriate cost of the program to include capital equipment, ongoing IT costs, costs to archive the data, etc.?

With this preliminary information available to the committee, it should facilitate good discussion around if a formal policy is in place or needs to be with regards to body cameras.

Thanks,
-Jim