

THE CITY OF PLATTEVILLE, WISCONSIN COMMON COUNCIL AGENDA

PUBLIC NOTICE is hereby given that a regular meeting of the Common Council of the City of Platteville shall be held on Tuesday, April 26, 2022 at 6:00 PM in the Council Chambers at 75 North Bonson Street, Platteville, WI.

***Please note - this meeting will be held in-person.**

The following link can be used to view the livestream of the meeting:

<https://us02web.zoom.us/j/89465034744>

I. CALL TO ORDER

II. ROLL CALL

III. PRESENTATION – Making Sense of Assessments

IV. CONSIDERATION OF CONSENT AGENDA – The following items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Council President if you would prefer separate discussion and action.

- A. Council Minutes – 4/12/22 Regular and 4/19/22 Special
- B. Payment of Bills
- C. Appointments to Boards and Commissions
- D. Licenses
 - 1. "Class B" Combination Beer and Liquor - MPK Rock, LLC, Platteville, WI (Lisa R Haas, Agent), for Premises at 130/140 Market Street (Fifty50)
 - 2. One-Year and Two-Year Operator License to Sell/Serve Alcohol
- E. Permits
 - 1. Banner - United Way of Platteville from September 10 – October 31
 - 2. Run/Walk – Platteville Kiwanis – 5K Run on Saturday, May 7 starting at 9:00 AM
 - 3. Street Closing – Second Street between Main Street and Furnace Street and Mineral Street between Oak Street and Third Street for the Southwest Music Festival on Saturday, July 16 from 9:00 AM to Midnight
- F. Resolution 22-08 Dissolve the Complete Count Committee

V. CITIZENS' COMMENTS, OBSERVATIONS and PETITIONS, if any – Please limit comments to no more than five minutes.

VI. REPORTS

- A. Board/Commission/Committee Minutes (Council Representative)
 - 1. Museum Board (Nickels) 1/19/22, 2/16/22, 3/16/22
 - 2. Community Safe Routes Committee (Artz) 2/21/22
 - 3. Police and Fire Commission (Kopp) 3/1/22
 - 4. Library Board (Parrott) 3/2/22
 - 5. Commission on Aging (Kopp) 3/16/22

VII. ACTION

- A. Resolution 22-09 DNR Stewardship Grant [4/12/22]
- B. Resolution 22-10 Designation of Official Newspaper
- C. Award of Contract 13-22 Rountree Branch Streambank Restoration [4/12/22]
- D. 2021 Budget Carryovers for 2022 [4/12/22]

VIII. INFORMATION AND DISCUSSION

- A. Ordinance Lead Service Line Replacement
- B. Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement – Lead Service Lines
- C. Employee Handbook Updates
- D. Loan Extension – 25 E. Main Street
- E. Contract 8-22 Highway Painting
- F. BIL 2023-2026 Considerations – Transportation Projects

IX. ADJOURNMENT

***Please note - this meeting will be held in-person.**

Please click the link below to join the webinar to view the livestream:

<https://us02web.zoom.us/j/89465034744>

or visit zoom.us, select "Join a Meeting" and enter the Webinar ID: 894 6503 4744

Connect by phone:

877 853 5257 (Toll Free) or

888 475 4499 (Toll Free)

Webinar ID: 894 6503 4744

If your attendance requires special accommodation, write City Clerk, P.O. Box 780, Platteville, WI 53818 or call (608) 348-9741 Option 6.

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET		
COUNCIL SECTION: PRESENTATION ITEM NUMBER: III.	TITLE: Making Sense of Assessments	DATE: April 26, 2022 VOTE REQUIRED: None
PREPARED BY: Adam Ruechel, City Manager		

Description:

City Manager Adam Ruechel will give a presentation describing the assessment process in the city of Platteville.

Attachments:

- Presentation

CITY OF

PLATTEVILLE



Making Sense of Assessments
PRESENTATION TO COMMON COUNCIL
APRIL 26, 2022

MAKING SENSE OF ASSESSMENTS

- In March 2022, Grant County home prices were up 23.6% compared to last year, selling for a median price of \$185,000 according to Redfin.com.
- With the most recent notice of assessment letters going out to property owners many have voiced concerns about rising assessments.
- Open book can be done via phone until noon on May 24, 2022.
- If you have questions regarding your personal property assessment, please email pp@accurateassessor.com or 920-749-8098.
- Board of Review occurs on May 26, 2022, from Noon to 2:00 p.m..

MAKING SENSE OF ASSESSMENTS

- The assessment process in Wisconsin is regulated by the WI Department of Revenue (DOR).
- State law requires assessors are certified by the DOR.
- Certification involves an exam that tests their knowledge of appraisal and assessment law and administration.
- Assessors are also required to follow an assessment manual which is issued by the DOR.
- Wisconsin has an annual assessment. This means that each year's assessment is a new assessment. The assessor may change your assessment because of building permits or sales activity even if the assessor did not inspect your property.

EQ ADMIN AREA 76 Madison
COUNTY 22 Grant County
CITY 271 Platteville

Year	Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)	Major Class Municipal Compliance Status	Type Of Notice Issued
2021	Residential	373,412,800	411,313,800	56.22	90.79	YES	
	Commercial	263,093,037	308,018,200	42.10	85.41	NO	
	Agricultural	162,300	176,300	0.02	92.06		
	Sum Of 5, 5M, 6, 7	491,000	440,700	0.06	111.41		
	Personal	10,474,000	11,637,800	1.59	90.00		
	Total	647,633,137	731,586,800	100.00	88.52	NO	

MAKING SENSE OF ASSESSMENTS

- Under state law (sec 70.05(5), Wis. Stats.), each municipality must assess major classes of property within 10 percent of full value in the same year, at least once within a five-year period.
- If a City does not comply after six years, the State will conduct a supervised assessment.

MAKING SENSE OF ASSESSMENTS

- In 2018, the City underwent a Full Revaluation to bring assessed values into compliance after the Commercial property class was out of compliance for four years.
- As a result, all property classes complied for 2018 and 2019. However, in 2020 and 2021 the Commercial class dropped out of compliance, at less than 90% of full value as determined by the DOR.
- According to City Assessor Accurate Appraisal, this is because of volatility in property values over the past couple of years. Accurate reports seeing ratios in some municipalities change more than 12% in one year!
- In 2022, Accurate will perform an Interim Market Update which will bring property class values back into compliance.

MAKING SENSE OF ASSESSMENTS

- An Interim Market Update is a type of revaluation but does not involve physical inspection of every property.
- Just as in a regular Maintenance year, the assessor may inspect properties which changed hands or filed a building permit.
- During an Interim Market Update the assessor will look at the assessed value of all properties in the City and will use statistical data, sales data and any other information that may impact values to determine if the assessed value needs to be adjusted.

HOW ASSESSMENTS DETERMINE TAXES

- Many taxpayers fear that a higher assessment will automatically mean higher property taxes.
- But contrary to popular belief, higher assessments do not guarantee higher property taxes. In fact, it is even possible for an individual's assessment to rise and property taxes to fall.
- This can better be seen by understanding the role assessments play in figuring property taxes.

HOW ASSESSMENTS DETERMINE TAXES

- Property assessments are used to apportion the total property taxes to be collected - the tax levy - among a community's property owners.
- An owner's share of the total tax levy is the same as the property's share of total assessed value.
- For example, if an individual property's assessed value represents 1% of a community's total assessed value, the owner will pay 1% of the community's property taxes.
- When the tax levy remains unchanged, an individual tax bill can only go up if the property being taxed grows sufficiently in value to represent a larger part of a community's total valuation. And this can only happen when an individual assessment increases faster than total community assessed values.

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT EXAMPLE

- The Wisconsin Taxpayer Alliance created a mythical Wisconsin hamlet to help individuals understand assessments better:
- During 2022, there were 4 homes in Smallville, each valued at \$50,000.
- Total assessed value in the community was \$200,000 (\$50,000 x 4 homes).
- Each of the 4 owners – Owner A, Owner B, Owner C and Owner D - owned 1/4 of Smallville's property value; so, each paid one-fourth of the property taxes.

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT EXAMPLE

- To illustrate: Owner A had a home assessed at \$50,000.
- It accounted for 25% of Smallville's total assessed value of \$200,000.
- The total property tax levy was \$8,000.
- Owner A share was 25%. or \$2,000.
- In the conventional but often confusing jargon of municipal finance, the assessed value times the tax, or mill rate, of \$40 per \$1,000 of assessed value ($\$8,000/\$200,000$) yields the taxes due: $\$50,000 \times \$40 = \$2,000$.

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT JUMP

- Smallville had not been revalued since before 2018.
- State law requires assessments (by class of property. e.g., residential or agricultural) to be within 10% of market value once every 5 years.
- Because Smallville's were not, the village board hired an assessor to revalue the 4 properties in the community.
- As a result, Smallville's total assessed value increased 100%, from \$200,000 to \$400,000.
- Owner A's assessment jumped 60% to \$80,000.
- Assessments on the homes of Owner B and Owner C doubled, going from \$50,000 to \$100,000.
- Owner D's assessment rose 140% to \$120,000 on their home.
-

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT JUMP

- Having gone through a revaluation before, Owner C was less anxious. Owner C knew that the total 2023 tax levy was not going to change. She studied the new 2022 assessment roll and shared her findings with her neighbors.
- **A Tax Cut** - Owner A's assessment climbed 60%, but that increase was less than the 100% jump for Smallville as a whole. Their share of the village's total assessed value fell from 25% in 2021 to 20% (\$80,000 / \$400,000) in 2022.
- Said Owner C to Owner A, "The total tax levy is going to stay at \$8,000. You now own 1/5 of Smallville's total property value, so you will pay 1/5 of the taxes." "See," Owner C scribbled, "1/5, or 20%, of \$8,000 is \$1,600... your tax bill will drop from \$2,000 to \$1,600."

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT JUMP

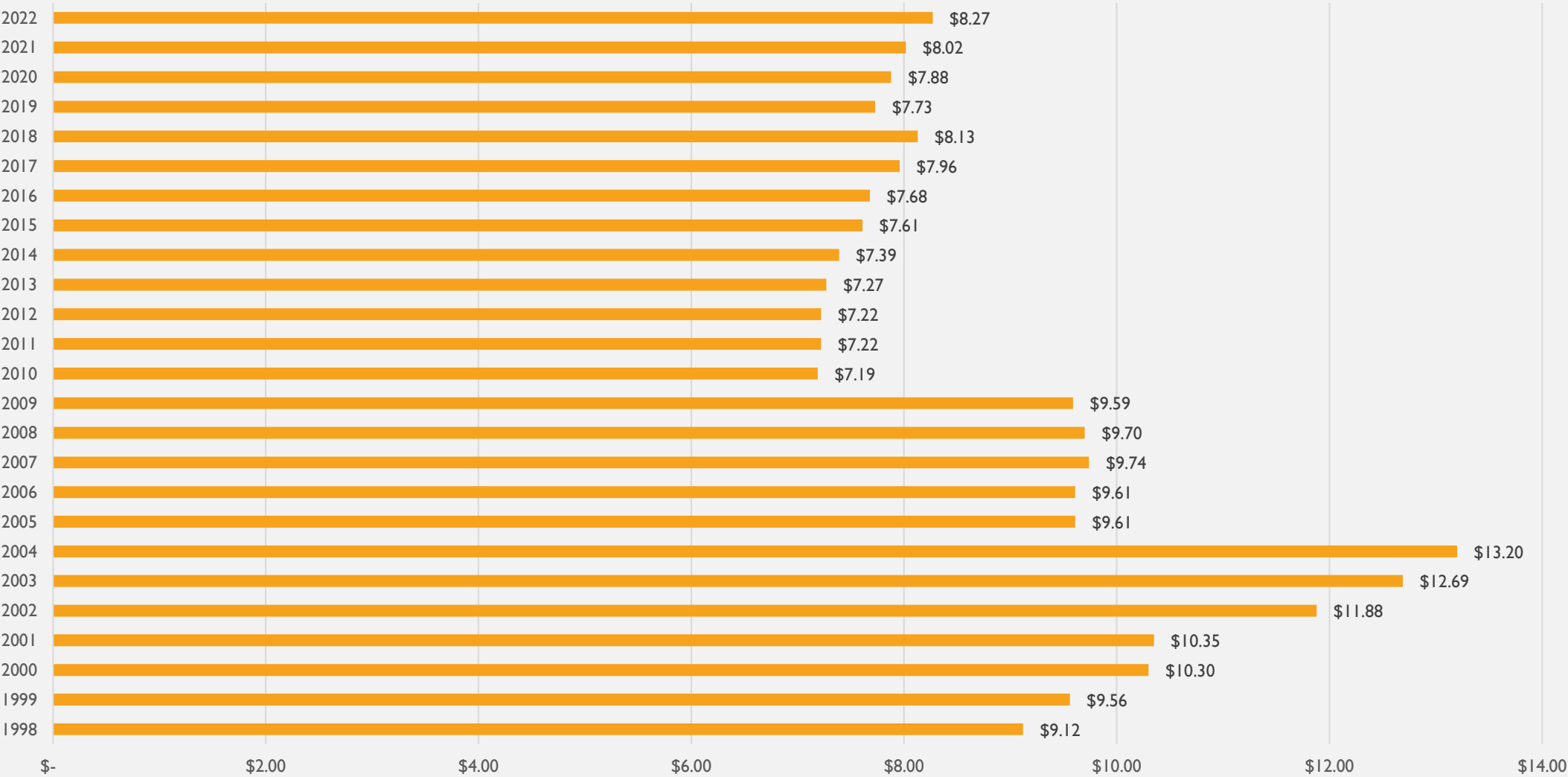
- **No Tax Change** - Owner C turned to Owner B. "Our 2023 property tax bills are going to be the same as last year - \$2,000," Owner C told them.
- Owner C explained that both their homes increased 100% in value, the same increase as the village, and added, "Our homes still each represent 25%, or 1/4, of Smallville's assessed value. Because the total tax levy will still be \$8,000, we'll each pay \$2,000 - same as last year."

WISCONSIN TAXPAYER ALLIANCE- SMALLVILLE, WI ASSESSMENT JUMP

- **Tax Increase** - Owner D's home was now assessed at \$120,000, 140% higher than the previous \$50,000.
- Their assessed value increased faster than total values for the village (140% vs. 100%).
- This meant their home now represented. 30% ($\$120,000 / \$400,000$) of Smallville's valuation', compared to 25% last year.
- It also meant they would pay 30%, or \$2,400, of the \$8,000 tax levy in 1995, as opposed to 25%, or \$2,000, last year.
- Owner D was not pleased, but they knew their riverfront location meant their home would sell for more if put on the market.

CITY OF PLATTEVILLE TAX RATE HISTORY

City of Platteville Assessed Tax Rate



CITY OF PLATTEVILLE

TAX RATE HISTORY

Assessed Value of Platteville Home											
Budget Year	City Tax Rate	\$150,000.00	Inc/Dec	\$ 200,000.00	Inc/Dec	\$250,000.00	Inc/Dec	\$300,000.00	Inc/Dec	\$350,000.00	Inc/Dec
2018	8.13	\$ 1,219.50		\$ 1,626.00		\$ 2,032.50		\$ 2,439.00		\$ 2,845.50	
2019	7.73	\$ 1,159.50	\$ (60.00)	\$ 1,546.00	\$ (80.00)	\$ 1,932.50	\$ (100.00)	\$ 2,319.00	\$ (120.00)	\$ 2,705.50	\$ (140.00)
2020	7.88	\$ 1,182.00	\$ 22.50	\$ 1,576.00	\$ 30.00	\$ 1,970.00	\$ 37.50	\$ 2,364.00	\$ 45.00	\$ 2,758.00	\$ 52.50
2021	8.02	\$ 1,203.00	\$ 21.00	\$ 1,604.00	\$ 28.00	\$ 2,005.00	\$ 35.00	\$ 2,406.00	\$ 42.00	\$ 2,807.00	\$ 49.00
2022	8.27	\$ 1,240.50	\$ 37.50	\$ 1,654.00	\$ 50.00	\$ 2,067.50	\$ 62.50	\$ 2,481.00	\$ 75.00	\$ 2,894.50	\$ 87.50
GRAND TOTAL		\$ 6,004.50	\$ 21.00	\$ 8,006.00	\$ 28.00	\$ 10,007.50	\$ 35.00	\$ 12,009.00	\$ 42.00	\$ 14,010.50	\$ 49.00

Cost Per Month for City Services					
	\$150,000.00	\$200,000.00	\$250,000.00	\$300,000.00	\$350,000.00
2021	\$ 100.25	\$ 133.67	\$ 167.08	\$ 200.50	\$ 233.92
2022	\$ 103.38	\$ 137.83	\$ 172.29	\$ 206.75	\$ 241.21
Increase	\$ 3.13	\$ 4.17	\$ 5.21	\$ 6.25	\$ 7.29

CONCLUSION

- Higher assessments do not automatically mean higher property taxes.
- The key is the rate of increase in a property's assessment relative to other properties.
- If total assessed values in a community rise 10% and if the total tax levy remains unchanged, an increase greater than 10% will mean a tax hike, while an increase smaller than 10% will mean a tax reduction.
- Ultimately, cost increases to continue to run city operations and services (resulting in higher property tax levies)-not higher assessments will most directly affect the property tax bill.
- When taxpayers review this information, hopefully they can view regular updating of assessments to ensure tax fairness.

QUESTIONS???

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION:
CONSIDERATION OF
CONSENT AGENDA
ITEM NUMBER:
IV.

TITLE:
Council Minutes, Payment of Bills, Appointment to Boards
and Commissions, Licenses, Permits, and Resolution 22-08

DATE:
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Candace Klaas, City Clerk

Description:

The following items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Council President if you would prefer separate discussion and action.

Budget/Fiscal Impact:

None

Sample Affirmative Motion:

"I move to approve all items listed under Consent Calendar"

Attachments:

- Council Minutes
- Payment of Bills
- Appointment of Boards and Commissions
- Licenses
- Permits
- Resolution 22-08 Dissolve the Complete Count Committee

PLATTEVILLE COMMON COUNCIL PROCEEDINGS

April 12, 2022

The regular meeting of the Common Council of the City of Platteville was called to order by Council President Barbara Daus at 6:00 PM in the Council Chambers of the Municipal Building.

ROLL CALL

Present: Barbara Daus, Eileen Nickels, Lynne Parrott, Kathy Kopp, Isaac Shanley, Jason Artz, and Ken Kilian. Excused: None.

PRESENTATION

Library Director Jessie Lee-Jones presented an update on the Platteville Public Library, which included the 2021 Public Library Annual Report and the 2021 Platteville Public Library Accomplishments.

CONSIDERATION OF CONSENT AGENDA

Motion by Kilian, second by Kopp to approve the consent agenda as follows: Council Minutes – 3/22/22 Regular; Payment of Bills in the amount of \$1,063,221.21; Financial Report – March; Appointments to Boards and Commissions, None; Licenses, One-Year Operator License, Christina M Potempa; Two-Year Operator License, Charles A Becker, Sarah K Blevins, Paige P Cullen, Angella S Donovan, Grace E Faulkner, Jade E Findley, Kristina L Garside, Rachel R Hazen, Eric B Heisner, Tracy L Hinkley, Adisyn O Hoff, Ashley J Jenkins, Kelsey A Klar, Elyse W Kudronowicz, Zachary M Mitchell, Katelyn N Moore, Morgan J Nelson, Ari I Nottrott, Melia L Piotrowski, Matthew P Sabel, Jonathon S Toppert, Andrew J Udelhofen, Toni M Walsh, Stephanie N Webster, Kasey L Wisnefski; Street Closing Permit – Main Street from Chestnut Street to Water Street for the 2nd Annual Platteville Cruise In On Main on Saturday, July 16 from 3:00 PM to 8:00 PM by the Southwest Wisconsin Auto Club; Council Organizational Meeting – Tuesday, April 19 at 5:00 PM. Motion carried 7-0 on a roll call vote.

CITIZENS' COMMENTS, OBSERVATIONS AND PETITIONS, if any.

Council President Barbara Daus thanked Alderperson Isaac Shanley for his service to the city of Platteville for the past three years. Council President Daus also congratulated Todd Kasper and Lynn Parrott on being the top candidates for Alderperson at the Spring Election. Kasper and Parrott will be sworn in at the Common Council Organizational meeting on Tuesday, April 19, 2022.

Council President Daus further extended a congratulations to the Platteville Fire Department on a successful Pancake Breakfast where they served over 850 adults as well as hosting Senator Tammy Baldwin, Senator Howard Marklein, and State Representative Travis Tranel who visited the fire state in recognition of the \$7 million dollar appropriation in federal funding the city has been awarded towards a new fire station.

REPORTS

- A. Board/Commission/Committee Minutes – Water and Sewer Commission, Zoning Board of Appeals, Housing Authority Board, Airport Commission, and Commission on Aging.
- B. Other Reports – Water and Sewer Financial Report – March, Airport Financial Report – March, Taskforce on Inclusion, Diversity, and Equity Update, and Department Progress Reports.

ACTION

- A. *Award of Contract 2-22 Cedar Street Reconstruction* – Dan Dreessens of Delta 3 Engineering briefed the Council on the details of the project. Motion by Shanley, second by Parrott to award Contract 2-22 Cedar Street Reconstruction to Rule Construction with no Alternate bids at the bid price of \$1,269,893.00, with the over budget covered by reallocating funding at the discretion of Staff listed in 1.a. through 1.e. as presented. Motion carried 7-0 on a roll call vote.
- B. *Award of Contract 3-22 Inclusive Playground Equipment* – Christina Burr, 6826 Woodland Road, was available to answer questions about the project. Motion by Nickels, second by Kilian to award Contract 3-22 Inclusive Playground Equipment to Lee Recreation at the bid price of \$999,159.00. Motion carried 7-0 on a roll call vote.
- C. *Award of Contract 4-22 West Main Street Culvert* – Motion by Kopp, second by Parrott to award Contract 4-22 West Main Street Culvert to Dane County Contracting at the bid price of \$441,744.00 with the overbudget amount to come from reallocation of ARPA funds. Motion carried 7-0 on a roll call vote.
- D. *Initial Resolution 22-05 Authorizing \$1,340,000 General Obligation Bonds for Street Improvement Projects* – Municipal Advisor Brian Roemer of Ehlers Public Finance Advisors, presented the Ehlers Series 2022A Pre-Sale Report. Motion by Nickels, second by Artz to adopt Initial Resolution 22-05 Authorizing \$1,340,000 General Obligation Bonds for Street Improvement Projects. Motion carried 7-0 on a roll call vote.
- E. *Resolution 22-06 Directing Publication of Notice of Electors Relating to Bond Issue* – Motion by Parrott, second by Nickels to adopt Resolution 22-06 Directing Publication of Notice to Electors Relating to Bond Issue. Motion carried 7-0 on a roll call vote.
- F. *Resolution 22-07 Providing for the Sale of \$1,340,000 General Obligation Street Improvement Bonds, Series 2022A* – Motion by Artz, second by Kopp to adopt Resolution 22-07 Providing for the Sale of Not to Exceed \$1,340,000 General Obligation Corporate Purpose Bonds, Series 2022A. Motion carried 7-0 on a roll call vote.
- G. *Indian Park Historical Marker* – Kristal Prohaska, 280 Division Street and Laurie Graney registered to speak in favor. Kristal Prohaska spoke and gave an update on the project. Motion by Kopp, second by Kilian to authorize City Staff to work with members of the Friends of Indian Park Committee on the formal application request for a Wisconsin Historical Marker to be added to Indian Park. Motion carried 7-0 on a roll call vote.
- H. *Campground Fee Update* – Motion by Artz, second by Nickels to approve the City of Platteville Fee Schedule Change for Campground Reservation to be \$25.00 per site. Motion carried 7-0 on a roll call vote.

INFORMATION AND DISCUSSION

- A. *Resolution DNR Stewardship Grant* – Public Works Director Howard Crofoot explained that this Resolution authorizes the City Manager to submit for Department of Natural Resources (DNR) Outdoor Recreation Grant applications for the Moundview Park Connector Trail and the Main Street Connector Trail projects. Staff recently submitted applications for both trails for Department of Transportation (DOT) Transportation Alternatives Program (TAP) grants. The DOT TAP grants, if approved, are 80/20 grants. If approved, the DNR grants can cover the 20% local match required. This is similar to the way the Moundview State Trail between Platteville and Belmont was funded. If the DOT TAP grant is not approved, the City has the ability to either accept the DNR grant at up to 50% funding or not accept the DNR grant. Staff recommends approving Resolution 22-xx authorizing submission of the DNR Outdoor Recreation Grant Applications.
- B. *Award of Contract 13-22 Rountree Branch Streambank Restoration* – Public Works Director Howard Crofoot explained that this project is to conduct streambank stabilization with rip rap and turf reinforcement matting in three locations along the Rountree Branch. The three locations include: Site 2: Both sides of the stream upstream and downstream of the trail bridge and fishing pier by Fiesta Cancun/Super 8 properties. This area has been subject to flooding and bank erosion on both sides. We want to protect both structures and minimize erosion. Site 4: Along the Valley Road (outside bend of the stream) near the Davison Water Plant. This area was originally stabilized in 2011 when Valley Road was reconstructed. A couple of years ago during one of the high-water events, there was a section that failed. City crews did an emergency repair. This will help stabilize that area. Site 6: Along both sides of the stream at the E. Mineral Street bridge. The bridge was installed in 2001 with an area for the current trail to pass underneath. In 2014, the MPO trail project completed the trail under the bridge. Both projects understood that when there are high water events, the stream will flood the trail. When flooding has happened, it causes sediment to deposit on the trail. Volunteers scrape the mud off the trail so it can be used. This project will include a concrete apron to help direct the floodwater and sediment away from the trail in all but the most severe rain events. The low bidder is Rule Construction. This firm has completed many projects for the City and done them well. Staff recommends awarding Contract 13-22 Rountree Branch Streambank Repair to Rule Construction for \$142,055.00.
- C. *Fire Station Professional Design Services RFP Submission Review* – City Manager Adam Ruechel explained that in the spring of 2021, the City of Platteville submitted a Community Project Funding request to Congressman Ron Kind's office in which an \$8,000,000 request was submitted to the House Appropriations Committee. \$7,000,000 was authorized by the Committee members to be included within the 2022 Fiscal Year Appropriation Cycle. The City of Platteville has received official notification the appropriation was approved in the Omnibus bill and the President officially signed the bill into law during the month of March. The City requested proposals from qualified architect/engineer (A/E) consultants to be part of a team to perform professional services for the design of a new Fire Station. Design services shall include landscape design, architectural design, interior design, plumbing, mechanical, electrical, telecommunication, and site civil engineering services. A recommendation from City Staff and the Committee will be presented to the Council at a future meeting.
- D. *2021 Budget Carryovers for 2022* – Administration Director Nicola Maurer explained that departments have requested the following 2021 unspent funds to be carried over to 2022: CIP

Fund Amount \$76,125 General Fund Amount \$23,524. Maurer provided details about each request. Staff recommends the Common Council approves the requested carryovers totaling \$76,125 in the CIP Fund and \$23,524 in the General Fund.

- E. *2022 City Goals Quarterly Report* – City Manager Adam Ruechel gave a short presentation on the first quarter update of the City Goals for 2022.
- F. *2022 City of Platteville Quarterly Financial Report* – City Manager Adam Ruechel gave a presentation of the first quart 2022 financial report that showcased areas where the City is exceeding, on track, or below revenue or expenditure projections.

ADJOURNMENT

Motion by Nickels, second by Artz to adjourn. Motion carried 7-0 on a voice vote. The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Candace Klaas, City Clerk

PLATTEVILLE COMMON COUNCIL PROCEEDINGS
APRIL 19, 2022

The organizational meeting of the Common Council of the City of Platteville was called to order by Council President Barb Daus at 5:10 PM in the Council Chambers of the Municipal Building.

ROLL CALL

Present: Barbara Daus, Ken Kilian, Lynne Parrott, Jason Artz, Eileen Nickels, Kathy Kopp, and Todd Kasper. Excused: None

ADMINISTER OATH OF OFFICE

City Clerk Candace Klaas administered the Oath of Office to Lynne Parrott (Aldersperson At-Large) and Todd Kasper (Aldersperson – District 1). Each will serve a 3-year term.

ELECTION OF COUNCIL PRESIDENT

Daus requested nominations for Council President. Motion by Nickels, second by Artz to nominate Barbara Daus for President. Nominations were closed. Motion carried 7-0 on a roll call vote.

DESIGNATION OF PRESIDENT PRO TEM

Daus designated Eileen Nickels as President Pro Tem.

ELECTION OF PLAN COMMISSION MEMBER

Motion by Artz, second by Parrott to nominate Todd Kasper. Nominations were closed and a unanimous ballot was cast for Todd Kasper. Kasper will also serve on Board of Appeals – Zoning. Motion carried 7-0 on a roll call vote.

DETERMINE COUNCIL SEATING ARRANGEMENTS

Seating arrangements are from left to right in the following order, Kathy Kopp, Jason Artz, Eileen Nickels, Barbara Daus, Ken Kilian, Lynne Parrott, Todd Kasper.

ACTION

- A. *Continuation of City Attorney and Special Counsel for Prosecutorial Services* – Motion by Kilian, second by Kopp to approve continuation of services with Bill Cole of Axley Brynson for City Attorney and Ben Wood of Wood Law Firm for Special Counsel – Prosecutorial Services. Motion carried 7-0 on a roll call vote.

ADJOURNMENT

Motion by Kopp, second by Nickels to adjourn. Motion carried 7-0 on a roll call vote. The meeting was adjourned at 5:28 PM.

Respectfully submitted,

Candace Klaas, City Clerk

SCHEDULE OF BILLS

MOUND CITY BANK:

4/8/2022	Schedule of Bills (ACH payments)	6891-6894	\$	46,921.88
4/8/2022	Schedule of Bills	73840-73842	\$	791.76
4/8/2022	Payroll (ACH Deposits)	110964-111079	\$	179,839.46
4/15/2022	Schedule of Bills (ACH payments)	6894	\$	749.92
4/15/2022	Schedule of Bills	73843-73848	\$	40,381.70
4/20/2022	Schedule of Bills (ACH payments)	6895-6922	\$	221,656.76
4/20/2022	Schedule of Bills	73849-73896	\$	53,054.80

	(W/S Bills amount paid with City Bills)	\$	(164,669.77)
	(W/S Payroll amount paid with City Payroll)	\$	(29,091.50)
Total		\$	349,635.01

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount	
6891									
04/22	04/08/2022	6891	INTERNAL REVENUE SE	FEDERAL INCOME TAX F	PR0402221	1	11,925.14	11,925.14	M
04/22	04/08/2022	6891	INTERNAL REVENUE SE	FEDERAL INCOME TAX S	PR0402221	2	10,442.45	10,442.45	M
04/22	04/08/2022	6891	INTERNAL REVENUE SE	FEDERAL INCOME TAX S	PR0402221	3	10,442.45	10,442.45	M
04/22	04/08/2022	6891	INTERNAL REVENUE SE	FEDERAL INCOME TAX	PR0402221	4	2,442.22	2,442.22	M
04/22	04/08/2022	6891	INTERNAL REVENUE SE	FEDERAL INCOME TAX	PR0402221	5	2,442.22	2,442.22	M
Total 6891:								37,694.48	
6892									
04/22	04/08/2022	6892	WI DEFERRED COMP BO	DEFERRED COMPENSAT	PR0402221	1	1,878.00	1,878.00	M
04/22	04/08/2022	6892	WI DEFERRED COMP BO	DEFERRED COMPENSAT	PR0402221	2	1,187.69	1,187.69	M
Total 6892:								3,065.69	
6893									
04/22	04/08/2022	6893	WI DEPT OF REVENUE	STATE INCOME TAX STA	PR0402221	1	6,105.30	6,105.30	M
Total 6893:								6,105.30	
6894									
04/22	04/15/2022	6894	INTERNAL REVENUE SE	FEDERAL INCOME TAX	CP161 4.11.2	1	749.92	749.92	M
04/22	04/08/2022	6894	WI SCTF	CHILD SUPPORT CHILD	PR0402221	1	56.41	56.41	M
Total 6894:								806.33	
6895									
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SEWER DEPT CHARGES	03.28.2022	1	629.00-	629.00-	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SEWER DEPT CHARGES	03.28.2022	2	4.95	4.95	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SEWER DEPT CHARGES	03.28.2022	3	61.20	61.20	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	WATER DEPT CHARGES	03.28.2022	4	25.00	25.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	WATER DEPT CHARGES	03.28.2022	5	2,188.99	2,188.99	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SEWER DEPT CHARGES	03.28.2022	6	1,311.91	1,311.91	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SEWER DEPT CHARGES	03.28.2022	7	71.98	71.98	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	LIBRARY CHARGES	04.01.2022	1	106.23	106.23	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	LIBRARY CHARGES	04.01.2022	2	499.00	499.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POOL CHARGES	04.01.2022	3	251.72	251.72	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	PARKS CHARGE	04.01.2022	4	363.48	363.48	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	PARKS CHARGE	04.01.2022	5	844.97	844.97	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	6	79.99	79.99	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	7	96.11	96.11	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	8	5.00	5.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	9	184.94	184.94	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	ADMINISTRATION CHAR	04.01.2022	10	218.00	218.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POOL CHARGES	04.01.2022	11	360.23	360.23	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SENIOR CENTER CHARG	04.01.2022	12	255.22	255.22	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	STREET DEPT CHARGES	04.01.2022	13	179.99	179.99	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	STREET DEPT CHARGES	04.01.2022	14	49.99	49.99	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	STREET DEPT CHARGES	04.01.2022	15	88.84	88.84	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	16	271.80	271.80	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	17	803.55	803.55	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	18	203.01	203.01	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	19	81.63	81.63	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	20	27.25	27.25	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	SENIOR CENTER CHARG	04.01.2022	21	477.66	477.66	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	22	100.00	100.00	M

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04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	23	150.00	150.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	24	9.99	9.99	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	25	203.46	203.46	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	26	21.05	21.05	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	27	332.08	332.08	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	28	1,298.00	1,298.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	29	215.73	215.73	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	ADMINISTRATION CHAR	04.01.2022	30	229.38	229.38	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	ELECTION CHARGES	04.01.2022	31	48.59	48.59	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	RECREATION CHARGES	04.01.2022	32	15.81	15.81	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	OE GRAY	04.01.2022	33	136.37	136.37	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	POLICE DEPT CHARGES	04.01.2022	34	268.91	268.91	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MAINTENANCE CHARGE	04.01.2022	35	1,543.46	1,543.46	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MAINTENANCE CHARGE	04.01.2022	36	262.90	262.90	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MAINTENANCE CHARGE	04.01.2022	37	605.86	605.86	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	38	2,429.42	2,429.42	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	FIRE DEPT CHARGES	04.01.2022	39	120.60	120.60	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	ADMINISTRATION CHAR	04.01.2022	40	79.92	79.92	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	ADMINISTRATION CHAR	04.01.2022	41	439.80	439.80	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	CITY MANAGER CHARGE	04.01.2022	42	375.00	375.00	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	MUSEUM CHARGES	04.01.2022	43	21.60	21.60	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	LIBRARY CHARGES	04.01.2022	44	62.76	62.76	M
04/22	04/20/2022	6895	CARDMEMBER SERVICE	LIBRARY CHARGES	04.01.2022	45	16.98	16.98	M
Total 6895:								17,471.31	
6896									
04/22	04/20/2022	6896	BADGER WELDING SUPP	MONTHLY CYLINDER RE	3704308	1	15.81	15.81	
04/22	04/20/2022	6896	BADGER WELDING SUPP	SHOP SUPPLIES	3704309	1	6.20	6.20	
Total 6896:								22.01	
6897									
04/22	04/20/2022	6897	BARTELS, ADAM	BARTELS TRAINING MEA	CPO TRAINI	1	39.36	39.36	
Total 6897:								39.36	
6898									
04/22	04/20/2022	6898	CDW GOVERNMENT INC	OFFICE SUPPLIES	V190550	1	79.29	79.29	
04/22	04/20/2022	6898	CDW GOVERNMENT INC	DATA PROCESSING	V257971	1	410.00	410.00	
04/22	04/20/2022	6898	CDW GOVERNMENT INC	DATA PROCESSING	V265174	1	4,700.00	4,700.00	
Total 6898:								5,189.29	
6899									
04/22	04/20/2022	6899	COMELEC SERVICES IN	CITY HALL DOORS	0475965-IN	1	65.00	65.00	
04/22	04/20/2022	6899	COMELEC SERVICES IN	CITY HALL DOORS	0476112-IN	1	2,045.00	2,045.00	
Total 6899:								2,110.00	
6900									
04/22	04/20/2022	6900	CORPORATE DESIGN IN	BUILDINGS AND GROUN	34290	1	359.66	359.66	
Total 6900:								359.66	

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6901								
04/22	04/20/2022	6901	CRUISIN' KIDS LLC	BOOTS	1206	1	190.99	190.99
Total 6901:								190.99
6902								
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	INCLUSIVE PLAYGROUN	18419	1	11,944.84	11,944.84
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	INCLUSIVE PLAYGROUN	18419	2	841.83	841.83
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	LEGION FIELD PARKING	18419	3	4,573.91	4,573.91
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	SECOND ST SIDEWALK -	18419	4	4,418.92	4,418.92
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	SECOND ST SIDEWALK	18567-1	1	2,572.62	2,572.62
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	LEGION FIELD WEST PA	18567-1	2	2,332.63	2,332.63
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	INCLUSIVE PLAYGROUN	18567-1	3	6,332.75	6,332.75
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	INCLUSIVE PLAYGROUN	18567-1	4	4,669.00	4,669.00
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	BUS 151 WATER	18570	1	1,043.33	1,043.33
04/22	04/20/2022	6902	DELTA 3 ENGINEERING I	BUS 151 SEWER	18570	2	521.67	521.67
Total 6902:								39,251.50
6903								
04/22	04/20/2022	6903	GENERAL COMMUNICATI	VEHICLE REPAIR	304466	1	50.00	50.00
Total 6903:								50.00
6904								
04/22	04/20/2022	6904	HAWKINS INC	CHEMICALS-WWTP	6166212	1	882.00	882.00
04/22	04/20/2022	6904	HAWKINS INC	CHEMICALS-WWTP	6166212	2	39.50	39.50
Total 6904:								921.50
6905								
04/22	04/20/2022	6905	HEISER HARDWARE	SEWER DEPT CHARGES	03.30.2022	1	127.04	127.04
04/22	04/20/2022	6905	HEISER HARDWARE	SEWER DEPT CHARGES	03.30.2022	2	28.77	28.77
04/22	04/20/2022	6905	HEISER HARDWARE	WATER DEPT CHARGES	03.30.2022	3	2.49	2.49
04/22	04/20/2022	6905	HEISER HARDWARE	WATER DEPT CHARGES	03.30.2022	4	35.04	35.04
04/22	04/20/2022	6905	HEISER HARDWARE	WATER DEPT CHARGES	03.30.2022	5	13.09	13.09
04/22	04/20/2022	6905	HEISER HARDWARE	PARKS CHARGES	03.30.2022	6	82.68	82.68
04/22	04/20/2022	6905	HEISER HARDWARE	PARKS CHARGES	03.30.2022	7	22.06	22.06
04/22	04/20/2022	6905	HEISER HARDWARE	STREET DEPT CHARGES	03.30.2022	8	37.35	37.35
04/22	04/20/2022	6905	HEISER HARDWARE	STREET DEPT CHARGES	03.30.2022	9	159.83	159.83
04/22	04/20/2022	6905	HEISER HARDWARE	OE GRAY CHARGES	03.30.2022	10	150.63	150.63
04/22	04/20/2022	6905	HEISER HARDWARE	MAINTANENCE DEPT CH	03.30.2022	11	134.88	134.88
04/22	04/20/2022	6905	HEISER HARDWARE	MUSEUM CHARGES	03.30.2022	12	77.14	77.14
04/22	04/20/2022	6905	HEISER HARDWARE	SEWER DEPT CHARGES	03.30.2022	13	89.31	89.31
04/22	04/20/2022	6905	HEISER HARDWARE	LIBRARY CHARGES	03.30.2022	14	54.74	54.74
Total 6905:								1,015.05
6906								
04/22	04/20/2022	6906	IVERSON CONSTRUCTIO	COLD MIX - ST DEPT	5100013064	1	527.80	527.80
Total 6906:								527.80
6907								
04/22	04/20/2022	6907	J & R SUPPLY INC	1" BLACK TOP EXTENSIO	8203513-IN	1	528.00	528.00
04/22	04/20/2022	6907	J & R SUPPLY INC	HYDRANT	8203513-IN	2	1,535.00	1,535.00

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04/22	04/20/2022	6907	J & R SUPPLY INC	MARKING PAINT	8203513-IN	3	135.00	135.00
Total 6907:								2,198.00
6908								
04/22	04/20/2022	6908	KRUSER SEPTIC SERVIC	POOL REPAIRS	45745	1	105.00	105.00
Total 6908:								105.00
6909								
04/22	04/20/2022	6909	L W ALLEN LLC	PRIMARY SLUDGE PUMP	CD99424105	1	72,434.00	72,434.00
04/22	04/20/2022	6909	L W ALLEN LLC	INTERMEDIATE SLUDGE	CD99425009	1	72,434.00	72,434.00
Total 6909:								144,868.00
6910								
04/22	04/20/2022	6910	LIFELINE AUDIO VIDEO T	PROFESSIONAL SERVIC	65115	1	750.00	750.00
Total 6910:								750.00
6911								
04/22	04/20/2022	6911	MCKINLEY, DOUGLAS	PHONE CASE	04.07.2022	1	59.95	59.95
Total 6911:								59.95
6912								
04/22	04/20/2022	6912	NCL OF WISCONSIN INC	LAB	469269	1	283.36	283.36
Total 6912:								283.36
6913								
04/22	04/20/2022	6913	OREILLY AUTO PARTS	ROLLER	2324-106370	1	148.74	148.74
04/22	04/20/2022	6913	OREILLY AUTO PARTS	SHOP SUPPLIES	2324-107011	1	34.99	34.99
04/22	04/20/2022	6913	OREILLY AUTO PARTS	CHIPPER	2324-107012	1	147.37	147.37
04/22	04/20/2022	6913	OREILLY AUTO PARTS	ROLLER	2324-107299	1	23.48	23.48
Total 6913:								354.58
6914								
04/22	04/20/2022	6914	OYEN PLUMBING & HEAT	BUILDINGS AND GROUN	4920	1	85.00	85.00
04/22	04/20/2022	6914	OYEN PLUMBING & HEAT	FD - BOILER SERVICE	4951	1	261.60	261.60
Total 6914:								346.60
6915								
04/22	04/20/2022	6915	PIONEER FORD SALES L	VEHICLE REPAIR	137602	1	110.58	110.58
Total 6915:								110.58
6916								
04/22	04/20/2022	6916	PLATTEVILLE HOTEL PA	LIBRARY UTILITIES AND	10027	1	1,391.50	1,391.50
Total 6916:								1,391.50
6917								
04/22	04/20/2022	6917	RENNERTS FIRE EQUIP	FD - VEHICLE REPAIR	44947	1	248.00	248.00

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Total 6917:								248.00
6918								
04/22	04/20/2022	6918	SOUTHWEST OPPORTU	JANITORIAL SERVICES-P	24668	1	1,858.00	1,858.00
Total 6918:								1,858.00
6919								
04/22	04/20/2022	6919	STRAND ASSOCIATES IN	WATER SYSTEM COMPR	0181796	1	251.75	251.75
Total 6919:								251.75
6920								
04/22	04/20/2022	6920	TRICOM INC/RADIO SHA	SHIPPING	10425077	1	15.00	15.00
04/22	04/20/2022	6920	TRICOM INC/RADIO SHA	SHIPPING	10425168	1	28.47	28.47
Total 6920:								43.47
6921								
04/22	04/20/2022	6921	WAND, DONNIE	WAND MEALS TRAINING	03.24.2022	1	42.00	42.00
Total 6921:								42.00
6922								
04/22	04/20/2022	6922	WEBER PAPER COMPAN	JANITORIAL SUPPLIES	D119670	1	47.47	47.47
04/22	04/20/2022	6922	WEBER PAPER COMPAN	BUILDINGS AND GROUN	D121175	1	151.95	151.95
04/22	04/20/2022	6922	WEBER PAPER COMPAN	BUILDINGS AND GROUN	D121544	1	278.81	278.81
04/22	04/20/2022	6922	WEBER PAPER COMPAN	JANITORIAL SUPPLIES	D121728	1	282.23	282.23
04/22	04/20/2022	6922	WEBER PAPER COMPAN	JANITORIAL SUPPLIES	D121973	1	656.36	656.36
04/22	04/20/2022	6922	WEBER PAPER COMPAN	JANITORIAL SUPPLIES	D121975	1	233.02	233.02
04/22	04/20/2022	6922	WEBER PAPER COMPAN	SUPPLIES	D122130	1	52.34-	52.34-
Total 6922:								1,597.50
73840								
04/22	04/08/2022	73840	COLLECTION SERVICES	CHILD SUPPORT CHILD	PR0402221	1	214.76	214.76
Total 73840:								214.76
73841								
04/22	04/08/2022	73841	VANTAGE TRANSFER AG	ICMA DEFERRED COMP	PR0402221	1	25.00	25.00
Total 73841:								25.00
73842								
04/22	04/08/2022	73842	WPPA/LEER	UNION DUES POLICE U	PR0402221	1	552.00	552.00
Total 73842:								552.00
73843								
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC-SEWER	04/15/2022	1	42.36	42.36
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC-WATER	04/15/2022	2	56.76	56.76
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-EVE	04/15/2022	3	601.53	601.53
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-POO	04/15/2022	4	14.22	14.22
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-PAR	04/15/2022	5	411.69	411.69

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04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-MUS	04/15/2022	6	1,573.43	1,573.43
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-STO	04/15/2022	7	145.80	145.80
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-STR	04/15/2022	8	56.63	56.63
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-FIRE	04/15/2022	9	1,144.85	1,144.85
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	GAS/HEATING-WATER	04/15/2022	10	104.94	104.94
04/22	04/15/2022	73843	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-CITY	04/15/2022	11	20.83	20.83
Total 73843:								4,173.04
73844								
04/22	04/15/2022	73844	BEL-AIRE RENTAL INC	SPRING SWAP TENT DEP	8417	1	909.50	909.50
Total 73844:								909.50
73845								
04/22	04/15/2022	73845	CENTURYLINK	ADMIN PHONE CHARGE	04.03.2022	1	263.24	263.24
04/22	04/15/2022	73845	CENTURYLINK	POLICE DEPT CHARGES	04.03.2022	2	731.41	731.41
04/22	04/15/2022	73845	CENTURYLINK	PHONE CHARGES-MUSE	04.03.2022	3	63.56	63.56
04/22	04/15/2022	73845	CENTURYLINK	LIBRARY PHONE CHARG	04.03.2022	4	34.47	34.47
04/22	04/15/2022	73845	CENTURYLINK	AIRPORT PHONE CHARG	04.03.2022	5	226.48	226.48
04/22	04/15/2022	73845	CENTURYLINK	WATER DEPT PHONE CH	04.03.2022	6	273.02	273.02
04/22	04/15/2022	73845	CENTURYLINK	PHONE BILLS-SEWER D	04.03.2022	7	205.29	205.29
Total 73845:								1,797.47
73846								
04/22	04/15/2022	73846	CENTURYLINK	SEWER LONG DISTANCE	03.31.2022 2	1	2.05	2.05
04/22	04/15/2022	73846	CENTURYLINK	SENIOR CENTER LONG	03.31.2022 2	2	2.62	2.62
04/22	04/15/2022	73846	CENTURYLINK	POLICE DEPT LONG DIST	03.31.2022 2	3	32.24	32.24
04/22	04/15/2022	73846	CENTURYLINK	LIBRARY LONG DISTANC	03.31.2022 2	4	8.14	8.14
04/22	04/15/2022	73846	CENTURYLINK	ENGINEERING LONG DIS	03.31.2022 2	5	.07	.07
04/22	04/15/2022	73846	CENTURYLINK	CITY CLERK LONG DISTA	03.31.2022 2	6	7.70	7.70
04/22	04/15/2022	73846	CENTURYLINK	CITY MANAGER LONG DI	03.31.2022 2	7	7.69	7.69
04/22	04/15/2022	73846	CENTURYLINK	WATER LONG DISTANCE	03.31.2022 2	8	2.04	2.04
04/22	04/15/2022	73846	CENTURYLINK	AIRPORT LONG DISTANC	03.31.2022 2	9	.14	.14
Total 73846:								62.69
73847								
04/22	04/15/2022	73847	PLATTEVILLE AIRPORT	CIP SUPPORT	CIP FUNDS	1	29,700.00	29,700.00
Total 73847:								29,700.00
73848								
04/22	04/15/2022	73848	WARCO TRANSPORTATI	SENIOR CENTER TRIP	04.47.2022	1	3,739.00	3,739.00
Total 73848:								3,739.00
73849								
04/22	04/20/2022	73849	ALLEGiant OIL LLC	DIESEL FUEL - UWP	283234	1	935.45	935.45
04/22	04/20/2022	73849	ALLEGiant OIL LLC	GASOLINE - UWP	283239	1	1,660.47	1,660.47
Total 73849:								2,595.92
73850								
04/22	04/20/2022	73850	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-STR	04.20.2022	1	49.94	49.94

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
04/22	04/20/2022	73850	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-PAR	04.20.2022	2	18.99	18.99
Total 73850:								68.93
73851								
04/22	04/20/2022	73851	ANDERSON WELDING &	WWTP	37033	1	70.00	70.00
04/22	04/20/2022	73851	ANDERSON WELDING &	WWTP	37034	1	48.00	48.00
Total 73851:								118.00
73852								
04/22	04/20/2022	73852	AXLEY BRYNELSON LLP	GENERAL ATTORNEY	879356	1	1,020.00	1,020.00
Total 73852:								1,020.00
73853								
04/22	04/20/2022	73853	BAKER & TAYLOR	BOOKS-LIBRARY CHILDR	2036625751	1	100.08	100.08
04/22	04/20/2022	73853	BAKER & TAYLOR	ADULT FICTION	2036631682	1	16.31	16.31
04/22	04/20/2022	73853	BAKER & TAYLOR	ADULT FICTION	2036631683	1	74.97	74.97
04/22	04/20/2022	73853	BAKER & TAYLOR	ADULT NON-FICTION	2036635047	1	1,456.52	1,456.52
04/22	04/20/2022	73853	BAKER & TAYLOR	CHILDREN'S BOOKS	2036657110	1	43.03	43.03
Total 73853:								1,690.91
73854								
04/22	04/20/2022	73854	CINTAS CORPORATION #	PROFESSIONAL SERVIC	4115508356	1	101.77	101.77
Total 73854:								101.77
73855								
04/22	04/20/2022	73855	COMMUNICATIONS ENGI	ALARM SYSTEM ANNUAL	378803	1	695.00	695.00
Total 73855:								695.00
73856								
04/22	04/20/2022	73856	CONWAY SHIELD	EQUIPMENT	0489939	1	178.95	178.95
Total 73856:								178.95
73857								
04/22	04/20/2022	73857	CORE & MAIN LP	METERS	P914391	1	459.55	459.55
04/22	04/20/2022	73857	CORE & MAIN LP	NEW METER HEADS	Q556388	1	334.87	334.87
Total 73857:								794.42
73858								
04/22	04/20/2022	73858	DMV-TV RP	TV RP ACCT AT DOT	04.18.2022	1	1,000.00	1,000.00
Total 73858:								1,000.00
73859								
04/22	04/20/2022	73859	DUBUQUE HOSE & HYDR	WWTP	704867	1	18.28	18.28
04/22	04/20/2022	73859	DUBUQUE HOSE & HYDR	WWTP	706299	1	10.34	10.34
04/22	04/20/2022	73859	DUBUQUE HOSE & HYDR	WWTP	706301	1	145.66	145.66

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73859:								174.28
73860								
04/22	04/20/2022	73860	EASTMAN CARTWRIGHT	WWTP	3645	1	129.10	129.10
Total 73860:								129.10
73861								
04/22	04/20/2022	73861	GRAINGER	WWTP	9276490720	1	61.27	61.27
Total 73861:								61.27
73862								
04/22	04/20/2022	73862	GREEN STAR CLEANING	PROFESSIONAL SERVIC	04.05.2022	1	828.36	828.36
Total 73862:								828.36
73863								
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	DRUG & ALCOHOL TESTI	4-0482 4/06/	1	35.00	35.00
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	DRUG & ALCOHOL TESTI	4-0482 4/06/	2	35.00	35.00
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	DRUG & ALCOHOL TESTI	4-0482 4/06/	3	35.00	35.00
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	DRUG & ALCOHOL TESTI	4-0482 4/06/	4	48.00	48.00
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	DRUG & ALCOHOL TESTI	4-3075 4.6.2	1	105.00	105.00
04/22	04/20/2022	73863	GUNDERSEN HEALTH S	NEW HIRE DRUG & ALCO	4-3075 4.6.2	2	35.00	35.00
Total 73863:								293.00
73864								
04/22	04/20/2022	73864	HACH COMPANY	LAB	12965992	1	254.24	254.24
Total 73864:								254.24
73865								
04/22	04/20/2022	73865	INDUSTRIAL SAFETY INC	EQUIPMENT	59028	1	938.40	938.40
Total 73865:								938.40
73866								
04/22	04/20/2022	73866	IWI MOTOR PARTS	SHOP SUPPLIES	431-249723	1	56.96	56.96
04/22	04/20/2022	73866	IWI MOTOR PARTS	SHOP SUPPLIES	445-100134	1	27.17-	27.17-
04/22	04/20/2022	73866	IWI MOTOR PARTS	FD - VEHICLE MAINTENA	445-204005	1	77.00	77.00
04/22	04/20/2022	73866	IWI MOTOR PARTS	SHOP SUPPLIES	445-204298	1	37.33	37.33
04/22	04/20/2022	73866	IWI MOTOR PARTS	VEHICLE MAINTENANCE	445-204299	1	6.64	6.64
Total 73866:								150.76
73867								
04/22	04/20/2022	73867	LV LABS WW LLC	TESTING	277	1	1,791.00	1,791.00
Total 73867:								1,791.00
73868								
04/22	04/20/2022	73868	MACQUEEN EQUIPMENT	GAS	P03575	1	284.51	284.51

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73868:								284.51
73869								
04/22	04/20/2022	73869	MADISON RADIOLOGIST	NEW HIRE TESTING-POLI	04.08.2022 2	1	107.00	107.00
Total 73869:								107.00
73870								
04/22	04/20/2022	73870	MENARDS	WATER LINE CAMPGROU	97450	1	232.97	232.97
04/22	04/20/2022	73870	MENARDS	CAMPGROUND ELECTRI	97498	1	161.95	161.95
04/22	04/20/2022	73870	MENARDS	SHOP SUPPLIES	97548	1	32.97	32.97
04/22	04/20/2022	73870	MENARDS	MOUNVIEW SHOWER L	97733	1	351.44	351.44
04/22	04/20/2022	73870	MENARDS	WATER LINE CAMPGROU	97740	1	39.46	39.46
04/22	04/20/2022	73870	MENARDS	DOG PARK SIGN POSTS	97844	1	35.36	35.36
04/22	04/20/2022	73870	MENARDS	WATER LINE CAMPGROU	98015	1	15.93	15.93
04/22	04/20/2022	73870	MENARDS	WATER LINE CAMPGROU	98017	1	7.89	7.89
04/22	04/20/2022	73870	MENARDS	CAMPGROUND WATER LI	98018	1	11.99	11.99
04/22	04/20/2022	73870	MENARDS	KNEE PADS	98052	1	47.35	47.35
04/22	04/20/2022	73870	MENARDS	CLEANING SUPPLIES	98061	1	13.98	13.98
04/22	04/20/2022	73870	MENARDS	HARDWARE FOR SIGNS	98151	1	12.74	12.74
04/22	04/20/2022	73870	MENARDS	BUILDINGS \$ GROUNDS	98153	1	15.98	15.98
04/22	04/20/2022	73870	MENARDS	BUILDINGS & GROUNDS	98308	1	624.28	624.28
04/22	04/20/2022	73870	MENARDS	BUILDINGS & GROUNDS	98349	1	31.00-	31.00-
04/22	04/20/2022	73870	MENARDS	BUILDINGS & GROUNDS	98350	1	188.72	188.72
04/22	04/20/2022	73870	MENARDS	BUILDINGS & GROUNDS	98448	1	121.78-	121.78-
04/22	04/20/2022	73870	MENARDS	JANITORAL SUPPLIES	98449	1	23.64	23.64
04/22	04/20/2022	73870	MENARDS	SEWER COLLECTION	98621	1	57.90	57.90
04/22	04/20/2022	73870	MENARDS	WWTP	98805	1	340.26	340.26
04/22	04/20/2022	73870	MENARDS	WWTP	98806	1	112.34-	112.34-
04/22	04/20/2022	73870	MENARDS	WWTP	98807	1	125.16	125.16
Total 73870:								2,074.85
73871								
04/22	04/20/2022	73871	MONONA PLBG & FIRE P	QUARTERLY FIRE SPRIN	2202490	1	125.00	125.00
04/22	04/20/2022	73871	MONONA PLBG & FIRE P	QUARTERLY FIRE SPRIN	2202491	1	125.00	125.00
04/22	04/20/2022	73871	MONONA PLBG & FIRE P	SPRINKLER	2202547	1	340.00	340.00
Total 73871:								590.00
73872								
04/22	04/20/2022	73872	MORRISSEY PRINTING I	WWTP	47856	1	39.85	39.85
04/22	04/20/2022	73872	MORRISSEY PRINTING I	FORMS-FIRE DEPT	47918	1	236.96	236.96
04/22	04/20/2022	73872	MORRISSEY PRINTING I	BUSINESS CARDS-FIRE	47931	1	110.00	110.00
04/22	04/20/2022	73872	MORRISSEY PRINTING I	ADVERTISING AND PUBL	47965	1	575.00	575.00
Total 73872:								961.81
73873								
04/22	04/20/2022	73873	NAPA AUTO PARTS-PLAT	FD - VEHICLE REPAIRS	873921	1	120.00-	120.00-
04/22	04/20/2022	73873	NAPA AUTO PARTS-PLAT	EQUIPMENT	876212	1	32.48	32.48
04/22	04/20/2022	73873	NAPA AUTO PARTS-PLAT	BUILDING	876365	1	17.29	17.29
04/22	04/20/2022	73873	NAPA AUTO PARTS-PLAT	FD - VEHICLE MAINTENA	876593	1	15.56	15.56
04/22	04/20/2022	73873	NAPA AUTO PARTS-PLAT	FD - VEHICLE MAINTENA	876826	1	54.98	54.98

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73873:								.31
73874								
04/22	04/20/2022	73874	NAT'L ASSOC OF SCHOO	CRO TRAINING	28451	1	495.00	495.00
Total 73874:								495.00
73875								
04/22	04/20/2022	73875	PERSONNEL EVALUATIO	PERSONNEL EVALUATIO	43736	1	60.00	60.00
Total 73875:								60.00
73876								
04/22	04/20/2022	73876	PINKS AUTOMOTIVE SER	TRUCK #40	98381	1	229.01	229.01
Total 73876:								229.01
73877								
04/22	04/20/2022	73877	PLATTEVILLE COLLISION	WWTP TRUCK	04.15.2022	1	3,047.60	3,047.60
Total 73877:								3,047.60
73878								
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-POLICE D	03.31.2022	1	7.56	7.56
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-CEMETER	03.31.2022	2	7.56	7.56
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-MUSEUM	03.31.2022	3	15.11	15.11
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-SEWER D	03.31.2022	4	3.78	3.78
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-WATER	03.31.2022	5	3.78	3.78
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-ELECTION	03.31.2022	6	35.75	35.75
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-COMMUNI	03.31.2022	7	71.50	71.50
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING- FIRE STA	03.31.2022	8	215.50	215.50
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-POLICE D	03.31.2022	9	67.20	67.20
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-INCLUSIV	03.31.2022	10	214.50	214.50
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-STREET R	03.31.2022	11	214.50	214.50
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-STREET R	03.31.2022	12	214.50	214.50
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-STREET R	03.31.2022	13	344.20	344.20
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-STREET R	03.31.2022	14	89.37	89.37
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-STREET R	03.31.2022	15	89.38	89.38
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-RECREATI	03.31.2022	16	15.11	15.11
04/22	04/20/2022	73878	PLATTEVILLE JOURNAL,	ADVERTISING-COUNCIL	03.31.2022	17	31.50	31.50
Total 73878:								1,640.80
73879								
04/22	04/20/2022	73879	POWERDMS	ACCREDITATION PACKA	Q-164454	1	1,150.00	1,150.00
Total 73879:								1,150.00
73880								
04/22	04/20/2022	73880	PRESERVE DESIGN STU	MUSEUMS PRESERVATI	753	1	12,172.24	12,172.24
Total 73880:								12,172.24
73881								
04/22	04/20/2022	73881	PSYCHOLOGY CENTER	NEW HIRE TESTING-POLI	221305	1	450.00	450.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
Total 73881:								450.00
73882								
04/22	04/20/2022	73882	QUALITY DOOR & HARD	DOOR CLOSER CITY HAL	709981	1	715.00	715.00
Total 73882:								715.00
73883								
04/22	04/20/2022	73883	SCHMIDT ELECTRICAL C	WWTP	3885	1	210.00	210.00
04/22	04/20/2022	73883	SCHMIDT ELECTRICAL C	WWTP	3895	1	168.60	168.60
Total 73883:								378.60
73884								
04/22	04/20/2022	73884	SCOTT IMPLEMENT	SUPPLIES	73431	1	65.49	65.49
Total 73884:								65.49
73885								
04/22	04/20/2022	73885	SHERWIN WILLIAMS	BROSKE KITCHEN FLOO	1334-6	1	239.86	239.86
04/22	04/20/2022	73885	SHERWIN WILLIAMS	PAINT	9797-0	1	55.38	55.38
Total 73885:								295.24
73886								
04/22	04/20/2022	73886	SJE	WWTP	CD99428231	1	59.16	59.16
Total 73886:								59.16
73887								
04/22	04/20/2022	73887	SOUTHWEST HEALTH CE	NEW HIRE PHYSICAL	04.15.2022 2	1	962.00	962.00
04/22	04/20/2022	73887	SOUTHWEST HEALTH CE	ALCOHOL BLOOD DRAW	04.15.2022 2	2	84.00	84.00
Total 73887:								1,046.00
73888								
04/22	04/20/2022	73888	SPEE-DEE	SHIPPING	551625	1	33.30	33.30
04/22	04/20/2022	73888	SPEE-DEE	SHIPPING	561876	1	16.76	16.76
Total 73888:								50.06
73889								
04/22	04/20/2022	73889	STREICHERS	UNIFORM ALLOWANCE	I1562880	1	264.99	264.99
Total 73889:								264.99
73890								
04/22	04/20/2022	73890	SW WI COMM ACT PROG	CDBG MONTHLY EXPEN	8667	1	322.86	322.86
Total 73890:								322.86
73891								
04/22	04/20/2022	73891	SYNCB/AMAZON	SWLS RESOURCE LIBRA	04.10.2022	1	253.20	253.20
04/22	04/20/2022	73891	SYNCB/AMAZON	OPERATING EXPENSES	04.10.2022	2	38.84	38.84
04/22	04/20/2022	73891	SYNCB/AMAZON	ADVERTISING	04.10.2022	3	71.91	71.91

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Seq	Invoice Amount	Check Amount
04/22	04/20/2022	73891	SYNCB/AMAZON	BUILDINGS AND GROUND	04.10.2022	4	17.39	17.39
04/22	04/20/2022	73891	SYNCB/AMAZON	ADULT NON-FICTION	04.10.2022	5	289.19	289.19
04/22	04/20/2022	73891	SYNCB/AMAZON	OFFICE SUPPLIES	04.10.2022	6	67.75	67.75
04/22	04/20/2022	73891	SYNCB/AMAZON	CHILDREN'S PROGRAM	04.10.2022	7	154.93	154.93
04/22	04/20/2022	73891	SYNCB/AMAZON	TEEN PROGRAMMING	04.10.2022	8	13.48	13.48
04/22	04/20/2022	73891	SYNCB/AMAZON	ADULT PROGRAMMING	04.10.2022	9	79.89	79.89
04/22	04/20/2022	73891	SYNCB/AMAZON	JUVENILE A/V	04.10.2022	10	175.70	175.70
04/22	04/20/2022	73891	SYNCB/AMAZON	ADULT A/V	04.10.2022	11	74.89	74.89
Total 73891:								1,237.17
73892								
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	R102093182:	1	211.61	211.61
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	R102093217:	1	572.56	572.56
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	R102093260:	1	1,004.64	1,004.64
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	R102093322:	1	131.12	131.12
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	R102093577:	1	215.63	215.63
04/22	04/20/2022	73892	TRUCK COUNTRY OF IO	TRUCK	X102103849:	1	22.64	22.64
Total 73892:								2,158.20
73893								
04/22	04/20/2022	73893	VIRTUAL ACADEMY	VIRTUAL ACADEMY TRAI	VA8063	1	315.00	315.00
Total 73893:								315.00
73894								
04/22	04/20/2022	73894	WI DEPT OF JUSTICE-TI	TIME SYSTEM QUARTER	455TIME-000	1	2,282.25	2,282.25
Total 73894:								2,282.25
73895								
04/22	04/20/2022	73895	WI DEPT OF TRANSPORT	BUSINESS 151 HSIP	395-0000255	1	7,560.35	7,560.35
04/22	04/20/2022	73895	WI DEPT OF TRANSPORT	BUSINESS 151 HSIP	395-0000255	2	130.79	130.79
04/22	04/20/2022	73895	WI DEPT OF TRANSPORT	BUSINESS 151 HSIP	395-0000255	3	.20	.20
Total 73895:								7,691.34
73896								
04/22	04/20/2022	73896	WI STATE LAB OF HYGIE	TESTING	708454	1	26.00	26.00
Total 73896:								26.00
Grand Totals:								363,556.82



BOARDS AND COMMISSIONS VACANCIES LIST

As of 4/12/22

Board of Appeals (ET Zoning) (partial term ending 4/1/24)
Board of Appeals (ET Zoning) (3 year term ending 4/1/25)
Board of Appeals (ET Zoning) Alternate (3 year term ending 4/1/25)
Board of Appeals (Zoning) Alternate (2 - 3 year term ending 10/1/24)
Board of Appeals (Zoning) Alternate (partial term ending 10/1/22)
Broske Center Care Committee (5 - non-expiring terms)
Commission on Aging (partial term ending 7/1/24)
Community Safe Routes Committee (partial term ending 9/1/22)
Historic Preservation Commission - Alternate (partial term ending 5/1/24)
Plan Commission (3 year terms ending 5/1/25)
Plan Commission (partial term ending 5/1/24)

UPCOMING VACANCIES - May 2022

Freudenreich Animal Care Trust Fund (3 year term ending 5/1/25)
Historic Preservation Commission (3 year term ending 5/1/25)
Library Board (2 - 3 year terms ending 5/1/25)
Police & Fire Commission (5 year term ending 5/1/27)

Application forms for the City of Platteville Boards and Commissions are available in the City Clerk's office in the Municipal Building at 75 N Bonson Street, Platteville, WI or online at www.platteville.org. Please note that most positions require City residency.

PROPOSED LICENSES

April 26, 2022

"Class B" Combination Beer and Liquor

- MPK Rock, LLC, Platteville, WI (Lisa R Haas, Agent), for Premises at 130/140 Market Street (Fifty50)

One Year Operator License

- Kennedy R Rankin

Two Year Operator License

- Brianna L Beissmann
- Travis A Klassy
- Tyler J Mathews
- Megan A McCallum
- Lindsay M Neefe
- Brianna S Slone
- Rachel K Thurwanger
- Morgan Vosberg
- Allison P Weegens

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION:
CONSIDERATION OF
CONSENT AGENDA
ITEM NUMBER:
IV.D.1.

TITLE:
"Class B" Combination Beer and Liquor - MPK Rock, LLC,
Platteville, WI (Lisa R Haas, Agent), for Premises at
130/140 Market Street (Fifty50)

DATE:
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Candace Klaas, City Clerk

Description:

Attached is an updated application from Fifty50 requesting that the outdoor premise space be extended to include the whole area as mapped out on the attached diagram. The applicants met with the License Committee and the Committee recommended approval with the condition that there is a visible barrier between the licensed premise and the parking lot.

Budget/Fiscal Impact:

None

Sample Affirmative Motion:

"I move to approve all items listed under Consent Calendar"

Attachments:

- "Class B" Combination Beer and Liquor Application
- Diagram of outdoor space

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } PLATTEVILLE

County of GRANT Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1029656518-02</u>	
FEIN Number <u>84-4071728</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

MPK ROCK, LLC

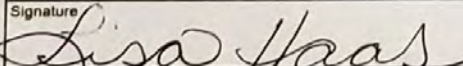
An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
HAAS	LISA	RENA	755 GRANT ST. PLATTEVILLE, WI 53818
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
HAAS	JEFFREY	MICHAEL	755 GRANT ST. PLATTEVILLE, WI 53818
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

- Trade Name FIFTY50 Business Phone Number 608.299.1528
- Address of Premises 130/140 MARKET STREET Post Office & Zip Code PLATTEVILLE, WI 53818
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
SECOND STORY OF BUILDING, BASEMENT, EXTERIOR BALCONY & STAIRS, GROUND
LEVEL PATIO. PATIO AREA IS ADJACENT TO NORTH SIDE OF BUILDING EXTENDING
NORTH BETWEEN THE EAST & WEST PROPERTY LINES 32 FEET AND EXTENDING NORTH
AN ADDITIONAL 13 FEET BETWEEN THE WEST PROPERTY LINE AND ENTRANCE WALK.
- Legal description (omit if street address is given above): _____
- (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? MPK ROCK, LLC

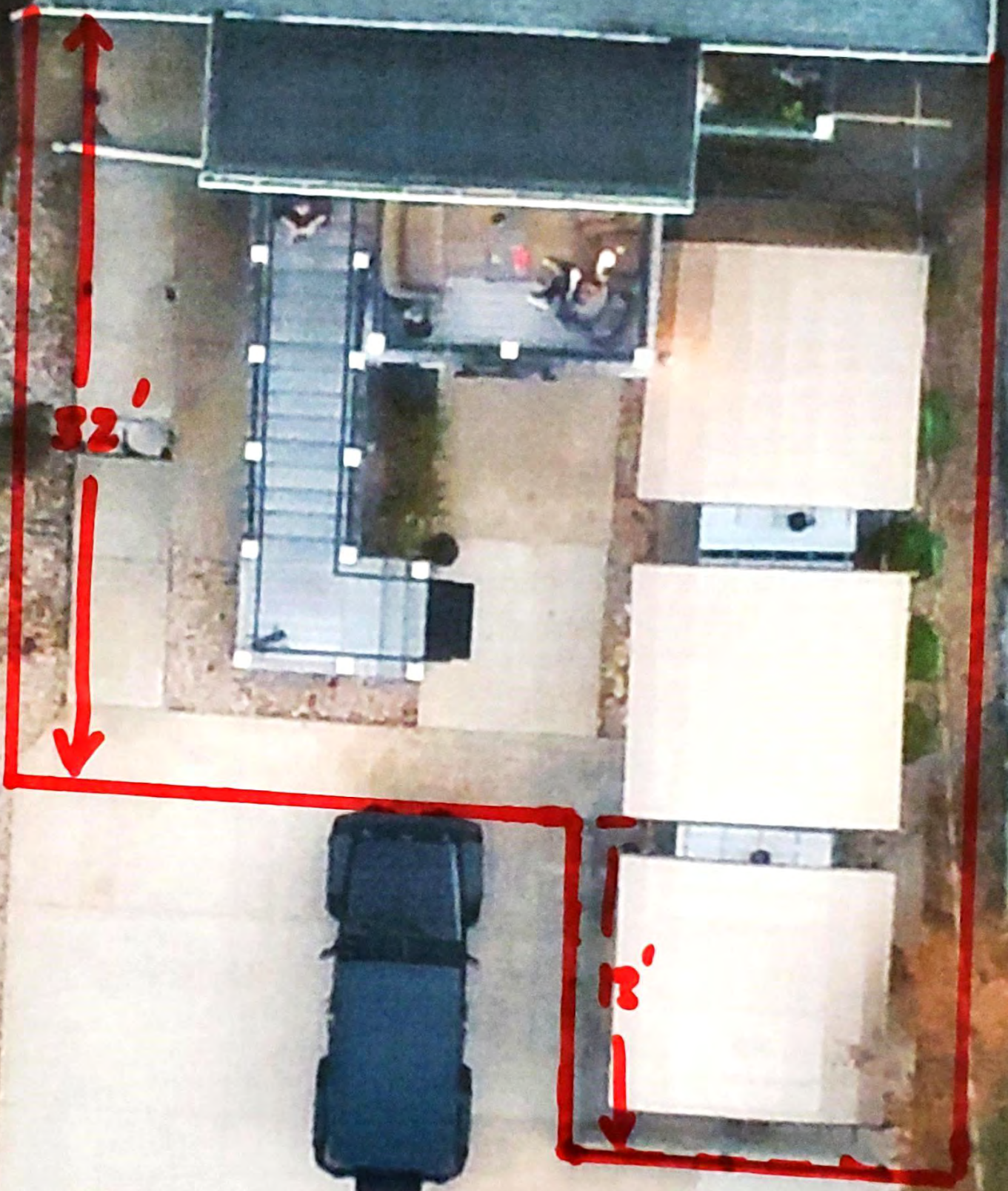
6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 12/03/14 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Haas, Lisa R.	Title/Member Agent/President	Date 04/09/22
Signature 	Phone Number [REDACTED] 7	Email Address

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



Fifty 50

CITY OF PLATTEVILLE

BANNER PERMIT

Date Permit Requested January 13, 2022

Name of Organization Requesting Permit United Way of Platteville

Address PO Box 227, Platteville, WI 53818

Contact Person Mary Klauer

Phone Number (608) 778-9587

Dates for Banner to be Displayed September 10, 2022 to October 31, 2022

Text of Message to be Displayed Same as previous years

Signature of Person Requesting Permit Mary Klauer

☐ \$125.00 Fee Accompanies This Application*

☒ Request \$125.00 Fee to Be Waived*

Date Approved by Common Council _____

Issued By _____
City Clerk

Fee (if charged) \$ _____

Receipt # _____

*Note Regarding City Banner Permit Fee: The City has determined that the actual cost to the City to erect and take down banners, in terms of the cost of personnel in wages/benefits and the cost of operating City equipment, is approximately \$225.00. The Common Council has decided to charge a lesser fee to organizations requesting this permission.

Check one: ☐ Parade
☐ Walk-a-thon
☒ Run ☐ Other

CITY OF PLATTEVILLE
PARADE, WALK-A-THON, RUN, OR OTHER SIMILAR
PERMIT

Date permit requested 03/22/2022

Name of organization requesting permit Platteville Kiwanis

Date/Time Sat. May 7 2022

Route (or attach map) see attached

Number of Participants 176

Amount of Liability Insurance Hylant Insurance Co.

Name of Insurance Company will receive cert. via email.

Address 1040 W. Meridian St Certificate Received: _____ (Date)

Name of Parade Marshal Dr. C. 200 Indianapolis IN 46240 Nikki Klein

Address contact person 205 Moonlight Dr

Phone 715-252-1849 Platteville, WI 53818

Assembly Area Morningside Park

Disbanding Area

Name of representative of the organization who can be contacted in the event of a problem:

Nikki Klein Phone: 715-252-1849

Signature of person requesting permit Nikki Klein

City Ordinance 41.07

Date approved _____

Approved by the City Council

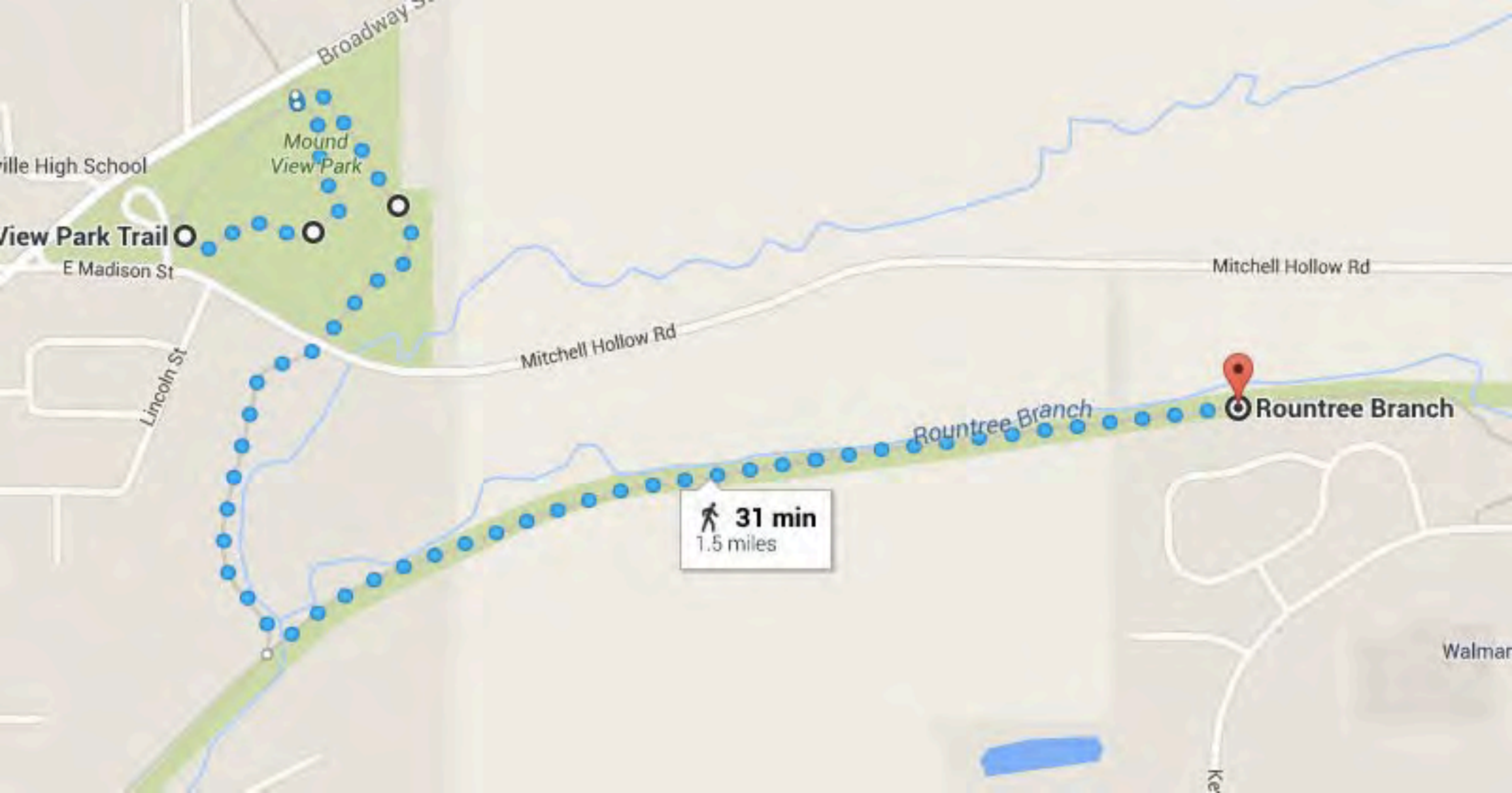
Issued by _____
City Clerk

☐ \$50.00 fee accompanies this application

Fee (if charged): \$ _____

☒ Request fee to be waived

Receipt # _____



ille High School

Mound
View Park

View Park Trail

E Madison St

Lincoln St

Broadway St

Mitchell Hollow Rd

Mitchell Hollow Rd

Rountree Branch

Rountree Branch

31 min
1.5 miles

Walman



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson PHONE (A/C, No, Ext): 317-817-5172 E-MAIL ADDRESS: kiwaniscert@hylant.com	FAX (A/C, No): 317-817-5151
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Lexington Insurance Company		19437
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 211954932 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2021	11/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			013136005	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2021	11/1/2022	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
May 7th, 2022 or any future date(s) during the policy term.
Kiwanis Badger Crawl 5K Run/Walk
Located @ Moundview Park, Platteville, WI
Kiwanis Club of Platteville

CERTIFICATE HOLDER**CANCELLATION**

City of Platteville
Attn: Candace Klaas
75 Bonson St.
Platteville WI 53818

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2021

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

City of Platteville
Attn: Candace Klaas
75 Bonson St.
Platteville, WI 53818

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

- A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

City of Platteville

Street / Alley Closing Permit Application Form

Describe Street / Alley to be Closed:

Second Street, Main to Furnace
Mineral Street, Oak to Third

Date(s):

Saturday, July 16, 2022

Beginning Time:

9:00 AM

Ending Time:

Midnight

List Names and Street Addresses of all Persons/Businesses Affected Below:

Approval

Rod n Debi's

60 E. Mineral St.

Deb Chandler

☒ Y or N

VFW

110 E. Mineral St.

Tina Lynch

☒ Y or N

PLAYERS

50 E. Mineral St.

John Smith

☒ Y or N

Brothers on 2nd

90 N. 2nd St.

John Smith

☒ Y or N

School Grille Bar

55 N. 2nd St.

Mike Smith

☒ Y or N

The Comradese

65 N. 2nd St.

Mike Smith

☒ Y or N

Nicks Bar

74 N. 2nd St.

Mike Smith

☒ Y or N

The Public House

30 N. 2nd St.

Mike Smith

☒ Y or N

Char Bar

60 N. 2nd St.

Frank Banfield

☒ Y or N

AC Motors

150 N. 2nd St.

Mike Smith

☒ Y or N

NOTE: Attach additional sheets if necessary or use back side

Name of Requestor:

Platteville Regional Chamber

Address of Requestor:

275 W. Business Hwy 151 Platteville, WI 53818

Requestor's Contact Number:

608-348-8888

Reason for Request:

Annual Southwest Music Festival

NOTE: Call the City Garage at 348-8828 to request barricades if needed. If City barricades are to be used, they must be picked up no later than 2 PM on the Thursday before usage! City personnel will not be called in on Friday, Saturday or Sunday if this is forgotten.

I affirm that I have checked with all of the persons that are affected by this requested street closing. The objections are listed on an attached sheet.

Signature:

Wayne A. Heday

Date:

4/7/2022

Do Not Write Below this Line - For Office Use Only

Police Department Review:

TFM #300

Street Department Review:

NS #142

Common Council Review Date:

Decision:

Approved

or

Denied

City Clerk:

Date:

City of Platteville

Street / Alley Closing Permit Application Form

Describe Street / Alley to be Closed:

Date(s):

Beginning Time:

Ending Time:

List Names and Street Addresses of all Persons/Businesses Affected Below:

Approval

→ Hills	<i>[Signature]</i>	92 E. Main St	<input checked="" type="radio"/> Y	or	N
Badger Bar	<i>[Signature]</i>	35 N. 2nd St.	<input checked="" type="radio"/> Y	or	N
The Gym	<i>[Signature]</i>	75 N. 2nd St.	<input checked="" type="radio"/> Y	or	N
Owl Cafe	<i>[Signature]</i>	80 N. 2nd St	<input checked="" type="radio"/> Y	or	N
Boondocks	<i>[Signature]</i>	70 N. 2nd St	<input checked="" type="radio"/> Y	or	N
Giner	CLOSED	45 N. 2nd St	Y	or	N

NOTE: Attach additional sheets if necessary or use back side

Name of Requestor:

Address of Requestor:

Requestor's Contact Number:

Reason for Request:

NOTE: Call the City Garage at 348-8828 to request barricades if needed. If City barricades are to be used, they must be picked up no later than 2 PM on the Thursday before usage! City personnel will not be called in on Friday, Saturday or Sunday if this is forgotten.

I affirm that I have checked with all of the persons that are affected by this requested street closing. The objections are listed on an attached sheet.

Signature:

Date:

Do Not Write Below this Line – For Office Use Only

Police Department Review:

Street Department Review:

NS #142

Common Council Review Date:

Decision: Approved or Denied

City Clerk:

Date:

We are asking for Second Street from Main Street to Mineral Street to be closed from Noon to Midnight, as well as Mineral Street from Oak Street to Third Street.

Our request also includes closing Second Street from Mineral Street to Furnace Street from 9 am to Midnight for staging.

Our event begins at 5 pm and we are trying to be considerate of the businesses in the area to accommodate their customers throughout the day.

April 8, 2022

Barb Daus, President
City Council
75 N. Bonson Street
Platteville, WI 53818

Re: Southwest Music Festival

Dear Ms. Daus:

The Platteville Regional Chamber has successfully hosted our Southwest Music Festival as part of our Hometown Festival Week for the past several years. Our Committee has been meeting to make plans for our 6th annual event on Saturday, July 16th, 2022 from 5PM-midnight.

The basics of our event are very similar as they have been in the past. We wish to have open intoxicants within the fenced area and we are respectfully requesting that the City suspend the ordinance prohibiting open intoxicants on the street on Saturday, July 16th from 5PM-midnight. We anticipate approximately 700 attendees and will make decisions regarding health and safety protocols if the situation dictates.

The location will be in the downtown area as shown on the attached map. It will include live entertainment.

We wish to close the following streets:

Second from Mineral to Furnace from 9AM to midnight; and

Second Street from Main to Mineral and Mineral Street from Oak to Third from noon to midnight;

We are attaching the Street Closing Permit with the necessary signatures of those businesses/individuals within the fenced off area. Please be aware that the Southwest Auto Club will request Main Street to be closed as it was last year for a Cruise In event.

There will be 3 entry locations to the area that will be staffed with volunteers. There will be one licensed bartender at each gate at all times to assist with identification checks and work in conjunction with the Platteville PD to ensure all bases are covered. Persons entering the area will pay a \$20 gate fee (\$15 in advance) and receive a wristband indicating the individual is of age. We will not allow outside vendors inside the fenced area. Staging for a headliner will be in the fenced in area (live music until midnight).

Thank you for your consideration.

Sincerely,

Wayne Wodarz
Executive Director

Southwest Music Festival

July 16, 2022

Key

- Event Boundaries
- Fence Locations



**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION:
CONSIDERATION OF
CONSENT CALENDAR
ITEM NUMBER:
IV.F.

TITLE:
Resolution 22-08 Dissolve the Complete Count
Committee

DATE:
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Candace Klaas, City Clerk

Description:

The Complete Count Committee was created in 2019 to provide outreach to “Hard to Count” (HTC) populations for the Census to take place in 2020. Census information is used to determine how many members our state has in the United States House of Representatives and is also used to determine districts in our state legislature and local governing bodies. Having an accurate and complete Census count is important to our community in determining Federal and state aids and grants, economic development, housing assistance, transportation improvements, and many other uses.

The Complete Count Committee is no longer needed as the tasks, purposes or responsibilities of this body have been fulfilled and the Census has been completed.

Budget Impact:

None.

Sample Affirmative Motion:

“I move to approve Resolution 22-08 Dissolving the Complete Count Committee.”

Attachments:

- Resolution 22-08

RESOLUTION NO. 22-08

A RESOLUTION DISSOLVING THE COMPLETE COUNT COMMITTEE

WHEREAS, in 2019 the City of Platteville partnered with the Census Bureau for Census 2020 through the Formulation of the Complete Count Committee; and

WHEREAS, the Common Council has determined that the Complete Count Committee is no longer needed as the tasks, purposes or responsibilities of this body have been fulfilled, completed and/or reassigned.

NOW, THEREFORE, be it resolved by the Common Council of the City of Platteville that the Complete Count Committee is hereby dissolved and abolished, effective immediately.

PASSED BY THE COMMON COUNCIL on April 26, 2022.

CITY OF PLATTEVILLE,

By: Barbara Daus, Council President

Attest:

Candace Klaas, City Clerk

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET		
COUNCIL SECTION: REPORTS ITEM NUMBER: VI.	TITLE: Board, Commission, and Committee Minutes	DATE: April 26, 2022 VOTE REQUIRED: None
PREPARED BY: Colette Steffen, Administrative Assistant II		

Description:

Approved minutes from recent Boards and Commissions meetings. Council representative may give a summary of the meeting.

Budget/Fiscal Impact:

None

Attachments:

- Museum Board
- Community Safe Routes Committee
- Police and Fire Commission
- Library Board
- Commission on Aging

Platteville Museum Board Minutes

January 19, 2022

Board/Friends Members Present: Garrett Jones, Eileen Nickels, Brad Brogley, Deb Jenny, Bill Van Deest
Others Present: Museums Director Erik Flesch (Board Liaison)

Call to order at 4:50 by Eileen Nickels

Minutes of the December 15, 2021 Museum Board meetings approved on motion by Deb Jenny, seconded by Brad Brogley.

Director's Monthly Report

- Director Flesch provided a museums progress report covering buildings and grounds, planning, programs, education, and operations.
 - The horse-drawn carriage rides program was successful despite some weather concerns and the Pasty sale is off to a great start.
 - The workshop heater is currently being repaired by Bills Heating and Cooling.
 - Plans are in progress to develop a summer school curriculum for the Platteville School District. Funding from Stoll Charitable Trust will allow all Grant County 4th grade students to visit the museum this year – museum staff are coordinating field trips from regional schools.
 - Director Flesch shared the 2022 Marketing and Communications Plan which details costs of in-house, external, and local/regional chamber marketing. One new marketing plan includes advertising on Wisconsin Public Radio.

Collections Monthly Report

- Director Flesch shared four photographs “found in collection” (FIC) but not formally accessioned and recommended them for accession. Director Flesch shared a pair of ice tongs and a photograph donated by Jim Horn and recommended them for accession. The board accepted the recommendation on a motion from Garrett Jones, seconded by Bill Van Deest.
- Museum staff have been busy updating collections stewardship practices as included in the IMLS Inspire! Grant.

Friends of the Mining & Rollo Jamison Museums Report

- Deb Jenny and Erik Flesch shared pasty fundraising materials with the board. The Friends met their fundraising goal for 2021.

Adjournment at 5:35 p.m. on motion by Bill Van Deest, second from Brad Brogley. Next meeting will be Wednesday, February 16.

Submitted by Garrett Jones, Board Secretary

Platteville Museum Board Minutes

February 16, 2022

Board/Friends Members Present: Garrett Jones, Eileen Nickels, Deb Jenny, Bill Van Deest, Mark Stead
Others Present: Museums Director Erik Flesch (Board Liaison)

Call to order at 4:50 by Eileen Nickels

Minutes of the January 19, 2022 Museum Board meetings approved on motion by Bill Van Deest, seconded by Deb Jenny.

Director's Monthly Report

- Director Flesch provided a museums progress report covering buildings and grounds, planning, programs, education, and operations.
 - The frozen mine experience is this weekend and there are many visitors already registered. Online pasty sales have met our original goal; the sale ends at the end of this week.
 - Director Flesch is working with the UW-Platteville sustainability department to explore solar panel installation on the Hoist House and other possible collaborations.
 - Director Flesch shared with the board that he is in early conversations about how the museums may organize and implement a capital campaign.
 - The museum has submitted plans for two elementary courses to be run through the Platteville School District summer school.
 - A new exhibit on Native American lithic tools is being staged and should be completed by the end of the month.

Collections Monthly Report

- Museum staff have been busy digitally cataloging items in the collection in partial fulfillment of the IMLS Inspire! grant.
- The Minenwerfer Mortar has been sand-blasted, which has exposed mechanical issues and cracks. The object has been transferred to Baker Iron Works for repair and improvements before painting.

Friends of the Mining & Rollo Jamison Museums Report

- Deb Jenny shared an update on the pasty fundraising with the board.
- The Chamber Tourism Council **has nominated the Museums for the Governor's Tourism Award for Arts, Culture, and Heritage.**

Adjournment at 5:35 p.m. on motion by Bill Van Deest, second from Mark Stead. Next meeting will be Wednesday, March 16.

Submitted by Garrett Jones, Board Secretary

Platteville Museum Board Minutes - March 16, 2022

Recorded by Brad Brogley

Board/Friends Members Present: Brad Brogley, Eileen Nickels, Deb Jenny, Bill Van Deest

Others Present: Museums Director Erik Flesch (Board Liaison)

Call to Order at 4:45 by Eileen

Accept minutes from previous meeting: 1st - Bill, 2nd - Deb Jenny. Motion passed

Director's Monthly Report

Pasty sale was a success. Erik thanked the many volunteers.

Generated 10% of Friends of Museum annual budget, more than \$10,000.00

More information to follow in future.

Museum was nominated for Arts, Culture and Heritage Award at the Governor's Conference on Tourism. Maritime Museum from Door County took 1st place.

Erik shared that in the future to compete for federal grants, provide a demonstrated strategic approach to a regional marketing plan. A vision statement which would be a collaborative effort between Friends and Museum Board. At this meeting, there would be work to clarify the vision at the local, state, national and international levels. It was discussed to have two meetings in which one meeting would be an invitation to the community and regional area to gather feedback that would be further considered by board members.

Erik shared a video of the Bishop Museum of Science and Nature from his hometown, sharing some comparisons and differences with this museum. This museum has achieved accreditation. Museum of science and nature, but also has cultural and live collections. Accreditation digital log of artifacts and conditions for the artifacts that require specific HVAC options. Organizational, collections, CAP, buildings assessment, IMLS funding will be shared in August.

The board reviewed the Land Statement. It was determined that the statement was well written and nothing needed to be added.

Discussion of the WPR radio ad options. The Thursday Run of Schedule and Larry Meiller Show/Thursday Run of Schedule Combo seemed to be the top two. The Thursday Run of Schedule is the one that Erik will pursue.

Collections Report

Accessions/Deaccessions

Accession all 16 items recommended: Deb Jenny - motion, Brad – second. Motion passed

Discussion of off-site storage took place. Additional storage options would be needed by the end of the year. Future agenda item to continue the discussion.

Friends Report

Storage options will be discussed by the Friends of the Museum Board as well.

Historic Reenactment will again be in person during Dairy Days weekend.

Old Business

Dennis Cooley has been contacted by Deb Jenny.

Gathering more information on how a capital campaign is run, will provide a direction for future conversations.

Adjournment

Meeting adjourned at 6:06. Bill - motion, Deb - 2nd. Motion passed

Next Meeting April 20, 2022



COMMUNITY SAFE ROUTES COMMITTEE
Monday February 21, 2022 6:00 PM
MEETING WAS HELD IN PERSON

Minutes

Prepared by Howard Crofoot, 02/22/2022

CSRC Attendees: Cindy Tang , Robin Fatzinger, Danica Larson, Eileen McCartney, Jason Artz, Maureen Vorwald

CSRC Not Present: None – One vacancy

Staff Attendees: Howard Crofoot, Adam Ruechel

Other Attendees: None

1. Call to Order at 6:00 pm by Cindy Tang
2. Approval of Minutes: January 17, 2022 meeting: Motion to approve as written by Danica, second by Jason. Vote passed unanimously.
3. Citizen Comments, Observations, & Petitions: None.
4. New Business:
 - a. Bipartisan Infrastructure Law (BIL) 2022 – 2026 (information only): Howard spoke about BIL. Authorization bill passed in November, but still not funded. DOT is anticipating action soon and is preparing to execute an 80/20 grant process. There are two timelines for this grant. The first is for 2022 funding: Grant requests must be submitted to DOT by April 1 for Mill & Overlay type projects. Grants awarded in May. Final Plans and Specifications in DOT format are due on August 1. DOT obligates the funding by September 30 and projects completed in 2023. Howard explained that he will be proposing two areas: the Industry Park and Golden Heights. The second timeline is for 2023 – 2026 funding: Grant requests must be submitted to DOT by June 1 and awarded in August. These can be full reconstruction projects. Howard said that one of the first tentative projects on this list will be East Main Street between Water and Broadway, especially for the large storm sewer pipe. Howard will bring proposed projects to CSRC for review of sidewalk options.
5. Old Business
 - a. TAP Grants – The three Transportation Alternatives Program (TAP) grants were submitted on January 28, 2022. These are 80/20 grants. In priority order they are:



COMMUNITY SAFE ROUTES COMMITTEE

Monday February 21, 2022 6:00 PM

MEETING WAS HELD IN PERSON

- i. Moundview Park Trail: This will pave and light the section from the bridge by J&N Stone through Moundview Park and connect to Fairfield Drive north of the High School. Design in 2023, pave in 2024.
- ii. Main Street Corridor Trail: This will pave and light the berm on the top of the old rail corridor from the Dog Park to East Main Street by the Skate Park. It will include an expansion of the parking lot on Valley Road for a trailhead connection. Design in 2024, pave in 2025.
- iii. Southeast Corridor Trail: This will pave and light the old railbed near NAPA/NOVUS out to the intersection of Eastside and Evergreen and tie into the trail to the Hospital. Design in 2025, pave in 2026.

Staff is working with Angie Wright to submit grant requests to DNR for recreation trail grants. They will be staggered to correspond with the timeline above. If approved, these grants can pay the 20% match. There is a separate funding source that will allow use by snowmobiles. This is the funding that we intend to compete for.

- b. Platteville Inclusive Playground - Howard discussed the Platteville Inclusive Playground. The City was awarded a \$2.2 million grant under the Community Development Block Grant, Covid program (CDBG-CV) for doing a project to promote health and wellness during a pandemic. The funded project scope includes playground equipment and appropriate surfacing for children of all abilities, replacing the east-west path across Smith Park, installing new handicapped parking on Fifth Ave, installing overflow parking between the Pickleball Courts and Horseshoe Courts on Second Street and installing a sidewalk on Second Street from the City Limits to the Pickleball Courts. Howard explained that the group is still doing fundraising for items not allowed in the grant, such as modifications to the Stone Shelter to make accessible restrooms. They are also raising money for a pavilion and to make a maintenance endowment.
6. Adjourn at 6:30 pm, motion by Jason, second by Robin. Motion passed unanimously.

Police and Fire Commission
Regular Meeting Minutes
March 1, 2022

Attendance: Deborah Rice, Frank King, Mike Dalecki, Council Liaison Kathy Kopp, City Manager Adam Ruechel, Fire Chief Ryan Simmons, Chief of Police Doug McKinley Absent: Tim Boldt, Vikki Peterson

- The meeting was called to order at 5:00 p.m. by President Dalecki
- The meeting minutes from the February 1st meeting were unanimously approved (motion by Rice, 2nd by King).
- There were no citizen comments or observations.
- Fire Department Update:

I. Membership Update

- There has been no change to our membership since our last meeting.

II. Reports of Significant Service Calls

- The fire department responded to 14 incidents in February. FD response summary is as follows:

Fires.....	1
Vehicle Crashes	2
Gas Odor/CO Alarms.....	3
Alarm System Activation.....	6
EMS Lift Assist	2

III. Information Updates

- Radio System Preventative Maintenance – Racom has replaced worn out and damaged equipment with the antenna system on the City’s radio system. We are hopeful this will give some improvement to the radio system but will not know how much the faulty parts were having in radio reception until we have had time to see how the repairs affect the radio reception issues. This is not a permanent solution to the problems, so we continue to work with the radio vendors and Grant Co. Sheriff to work towards a permanent solution.
- RFP for Professional Design Services for Fire Station – Chief Simmons worked with City Manager Ruechel and other department heads to review and develop an RFP for Professional Design Services for a fire station. City Manager Ruechel created the draft document and then shared the document for review to create a final version that was approved by the Common Council on February 22nd for dissemination.
- Prescribed Vegetation Management Burn Permit – Initial permit form and procedure to reflect updated regulation allowing prescribed vegetation management burns within city limits has been developed. Working with City Clerk to get permit and procedure documents onto the City’s website. We anticipate a few permit requests will be submitted in the spring.

IV. Personnel Issues/Concerns/Updates

- Nothing at this time.

- Police Department Update: Ian Shulte started on 2/28 as a Telecommunicator, he is a former Marine and he has a background in private security; Community Resource Officer Josh Stowe is back on duty after his deployment with the Marine Corps: we are currently running a hiring process with applications being accepted until 3/18, testing and internal interviews will be held on 3/26 and PFC interviews will be held on 4/5; currently we have one person remaining in the applicant pool and we conducting a background investigation to determine if they will be hired; the SWTC LE Academy starts on 7/11 and we would like to send one and possibly a second new hire through this academy; the Criminal Justice Information System audit has been completed and returned to the State, this audit ensures compliance with State mandated computer security requirements and it must be completed every 3 years; the PD will be participating in the UW-P Criminal Justice Association's annual career day on 3/8
- There was a discussion about the Joint Fire Station fundraising committee. Deborah Rice volunteered to be on the committee.
- The Commission voted unanimously to go into closed session at 5:30 p.m. per Wis. Statute 19.85(1)(c)-Considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises authority (motion by King, 2nd by Rice). Specifically, the Commission considered the probationary status of a Police Sergeant.
- The Commission returned to open session at 5:33 p.m.
- A motion stating that Police Sergeant Paul Rehlinger has successfully completed his probationary period with the Platteville PD was passed unanimously (motion by Rice, 2nd by King).
- The meeting adjourned at 5:34 p.m.

Respectfully Submitted,

Doug McKinley
Chief of Police

The Platteville Public Library Board of Trustees Board Meeting Minutes
Wednesday, March 2, 2022, 6:00p.m.

Members Present: Kelly Podach Francis, Emily Zachary, Lacy Taylor, Lynne Parrott & Karen Utley.

Absent: Nikki Klein & Carla Wages

Staff Present: Director Lee-Jones, Youth Services Manager Isabell & Patron Services Manager Zidon

- I. **CALL TO ORDER** by Lacy Taylor @ 6:06pm.
- II. **CONSIDERATION OF CONSENT AGENDA** -- Motion to approve by Kelly Podach Francis, second by Emily Zachary. Motion passed.
 - A. Meeting duly posted
 - B. Acceptance of Agenda
 - C. Approval of Minutes from [February 23, 2022](#)
- III. **CITIZENS' COMMENTS, OBSERVATIONS, and PETITIONS, if any**
 - City mask mandate has expired as of March 1st (including the library). Yesterday the library saw a large influx of visitors.
- IV. **REPORTS**
 - A. [Municipal Financial report](#)
 - B. [Library Board Financial report](#)
 - C. [Director's report](#)
 - D. City Council report
 - E. Foundation report
 - F. SWLS report
- V. **ACTION**
 - A. [Approval of February Bills](#) - Motion to approve by Kelly Podach Francis, second by Karen Utley. Motion passed.
 - B. [COVID-19 Protocols](#) - Motion to suspend the COVID Protocols Winter/Spring 2022 by Kelly Podach Francis, second by Lynne Parrott. Motion passed.
- VI. **INFORMATION and DISCUSSION**
 - A. Strategic Planning - Will need to start the process as the current plan will end in December. Lynne suggested we update the current plan as two years did not happen as intended due to COVID. Moving forward the board will review the current plan at the next meeting and make a decision on timeline.

ADJOURNMENT @ 6:49pm by Lacy Taylor, second by Lynne Parrott. Motion passed.

Next Regular Library Board Meeting: Wednesday, April 6, 2022, at 6p.m.

Commission on Aging

March 16, 2022

155 E. Lewis St., Platteville

Present: Ray Banfi, Joyce Bos, Jill Goffinet, Josephine Kischer, Kathy Kopp, Larry McReynolds, Jon Meidinger, Ally Shanahan

Absent: Debara Browning

Our sincere condolences to the family of Bill Cramer. Bill was a steady presence at the Senior Center and he will be missed.

- I. Meeting is called to order at 9:38 a.m. by Ray Banfi.
- II. Motion to approve Minutes of February 16th by Ally with the correction of “Loras” College, second Joyce, all in favor, Minutes are approved.
- III. Reports: PASS – Ray
We expect delivery of the Van in August. We will have a Brat sale on 2nd Street on May 14th and October 15th; other dates are May 7th, June 18th, and August 27th. We may consider one more on move-in day. We will be applying for a Grant of \$6,000 from United Way again this year. We will be checking into having Steve’s Pizza designating one day’s proceeds for the Senior Center.
Jon:
The United Methodist Church needs volunteers from us on April 13th for their community meal. Loras College students came to spend some time with some of our Seniors and we hope that they’ll be presenting some of their ideas for a marketing plan soon. One of the students will be in charge of our Social Media presence.

Jill:

Today is free Bingo. Next week, March 24th, Jim Winter, will be giving his presentation at 10:45 a.m. Hep Daus from the "Sleep In Heavenly Peace" program will be coming. There are still tickets available for the bus trip to "Just Desserts". Attendance at card games has been strong.

Kathy Kopp – Council:

She brought an article that appeared in "Municipality" about Senior Centers and their importance. To the question we asked at our last meeting, why we are part of the Park and Rec Department, she says that they do a lot of planning programs for families. There is not a lot of discussion about the Senior Center. Kathy says she was a "No" vote on the purchase of the Van from a Michigan vendor, not on the purchase of the Van. She suggests that we get a list of all our fundraisers and a list of all our activities, and the number of people who take advantage of them, to her so she can present them to the Council. We will invite Council members and the City Manager to the presentation by the Loras students. This will probably be towards the end of the semester.

The City did receive the \$7 Mil. Grant for the Fire Station. The RFP is out for the company to do the planning. Kathy would like to get a written History of the Senior Center from its beginning, how it was funded and when and how did it become part of the city. Jon says he can put that together for her. It would be good to have this ready for presentation to the Council on the second Tuesday in May, and it would be good to have our people present at that meeting. Since many people are hesitant to speak at public meetings, we should make a video of their testimonials.

IV. Business: Jon

We need to think about the wording of our Mission Statement. He will ask Adam if a change of By-Laws has to be approved by the Council.

Kathy suggests that all the proposed changes be effective when we have our future location determined. We need to make sure that we will get a permanent home for the Senior Center. Kathy suggests we make a "Wish list" as to the space we need in a new facility. She asks if we have anything planned for the July 4th celebration at Legion Park. If not, we should consider participating in some way.

V. Next meeting will be on April 20th at 9:30 a.m.

VI. Motion to adjourn Ray, second Josephine, all in favor, meeting adjourns at 10:50 a.m.

Josephine Kischer
Secretary

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: ACTION ITEM NUMBER: VII.A.	TITLE: Resolution 22-09 DNR Stewardship Grant	DATE April 26, 2022 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

This Resolution authorizes the City Manager to submit for Department of Natural Resources (DNR) Outdoor Recreation Grant applications for the Moundview Park Connector Trail and the Main Street Connector Trail projects. Staff recently submitted applications for both trails for Department of Transportation (DOT) Transportation Alternatives Program (TAP) grants. The DOT TAP grants, if approved, are 80/20 grants. If approved, the DNR grants can cover the 20% local match required. This is similar to the way the Moundview State Trail between Platteville and Belmont was funded. If the DOT TAP grant is not approved, the City has the ability to either accept the DNR grant at up to 50% funding or to not accept the DNR grant.

The intent is that this will cover design costs in 2023 and construction costs in 2024 for the Moundview Connector Trail and the design costs in 2024 and construction costs in 2025 for the Main Street Connector Trail. Staff also submitted a TAP grant for the Southeast Rail Corridor Trail, but that is scheduled for 2025 design and 2026 construction. The DNR grant program will reopen in 2024 for that trail.

The current grant application window closes on May 1, 2022.

Budget/Fiscal Impact:

If both the DOT TAP grant is funded and the DNR grant is funded for these projects, the City will have 0% match for the two projects. If the DOT grant is funded and the DNR grant is not, the City has the choice to accept the DOT grant and pay the 20% match from taxes or fundraising. If the DNR grant is funded and the DOT grant is not, the City has the choice to accept the DNR grant and pay the 50% match from taxes or fundraising. In any case, the City has the option of declining one or both grants.

Recommendation:

Staff recommends approving Resolution 22-09 authorizing submission of the DNR Outdoor Recreation Grant Applications.

Sample Affirmative Motion:

"Move to approve Resolution 22-09 authorizing submission of the DNR Outdoor Recreation Grant Applications."

Attachments:

- Resolution 22-09 Authorizing Submission of the Department of Natural Resources Outdoor Recreation Grant Applications

RESOLUTION 22-09

**Resolution Authorizing Submission of the
Department of Natural Resources
Outdoor Recreation Grant Applications**

WHEREAS, the City of Platteville is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE BE IT RESOLVED, the Common Council of the City of Platteville has budgeted a sum sufficient to complete the project or acquisition; and

HEREBY AUTHORIZES Adam Ruechel, City Manager, to act on behalf of the City of Platteville to:

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;

Submit signed documents; and

Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Platteville will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site

PASSED BY THE COMMON COUNCIL on the 26th of April, 2022.

Barbara Daus, Council President

ATTEST:

Candace Klaas, City Clerk

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION:
ACTION
ITEM NUMBER:
VII.B.

TITLE:
Resolution to Designate Official Newspaper

DATE:
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Candace Klaas, City Clerk

Description:

Common Council requested the annual amount that the City spends towards advertisements and publications. That figure is approximately \$13,200. It was further requested that staff also research various newspapers to compare the circulation numbers of each within the city of Platteville.

This has been broken into two groups, one for paid subscription circulations, and the other for free circulations. Below are the findings.

Paper (paid)	Within city of Platteville
Platteville Journal	1171
Telegraph Herald	443
Grant Co Herald Independent	50
Tri-County Press	46
Paper (free)	Within city of Platteville
Shopping News	5776
The Reminder	3677
Round Up	507

Budget/Fiscal Impact:

None.

Recommendation:

Staff recommends assigning the Platteville Journal as the official newspaper for the City of Platteville. The Platteville Journal is a paid subscription newspaper that reaches the most people within the area.

Sample Affirmative Motion:

"I move to assign the Platteville Journal as the official newspaper for the City of Platteville."

Attachments:

- Resolution 22-10

RESOLUTION NO 22-10
DESIGNATION OF OFFICIAL NEWSPAPER

BE IT RESOLVED, BY THE Common Council of the City of Platteville, Grant County, Wisconsin that the Platteville Journal be designated as the official newspaper for all publications of official business.

PASSED BY THE COMMON COUNCIL on the 26th day of April, 2022.

Barbara Daus, Common Council President

ATTEST:

Candace Klaas, City Clerk

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET

COUNCIL SECTION: ACTION ITEM NUMBER: VII.C.	TITLE: Award of Contract 13-22 Rountree Branch Streambank Restoration	DATE April 26, 2022 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

This project is to conduct streambank stabilization with rip rap and turf reinforcement matting in three locations along the Rountree Branch. The three locations include:

Site 2: Both sides of the stream upstream and downstream of the trail bridge and fishing pier by Fiesta Cancun/Super 8 properties. This area has been subject to flooding and bank erosion on both sides. We want to protect both structures and minimize erosion.

Site 4: Along the Valley Road (outside bend of the stream) near the Davison Water Plant. This area was originally stabilized in 2011 when Valley Road was reconstructed. A couple of years ago during one of the high water events, there was a section that failed. City crews did an emergency repair. This will help stabilize that area.

Site 6: Along both sides of the stream at the E. Mineral St bridge. The bridge was installed in 2001 with an area for the current trail to pass underneath. In 2014, the MPO trail project completed the trail under the bridge. Both projects understood that when there are high water events, the stream will flood the trail. When flooding has happened, it causes sediment to deposit on the trail. Volunteers scrape the mud off the trail so it can be used. This project will include a concrete apron to help direct the floodwater and sediment away from the trail in all but the most severe rain events.

The low bidder is Rule Construction. This firm has completed many projects for the City and done them well.

Budget/Fiscal Impact:

The 2022 Capital Improvement Program budgeted \$240,985 to complete this project. Of this amount, \$120,492.00 is allocated in the City Capital Improvement Plan budget from ARPA funding and \$120,493.00 is allocated from a DNR grant. When you remove the Engineering allocation of \$31,000, it leaves approximately \$209,985 for construction.

The low bidder is Rule Construction with a bid of \$142,055.00. This bid is under budget. Since the funding is split between the City (ARPA) and DNR, the nearly \$68,000 under budget is split between the two entities. Leaving some funding in case of changes, it is expected that there will be approximately \$25,000 in ARPA funding that could be reallocated to other projects.

Recommendation:

Staff recommends awarding Contract 13-22 Rountree Branch Streambank Repair to Rule Construction for \$142,055.00.

Sample Affirmative Motion:

“Move to award Contract 13-22 Rountree Branch Streambank Repair to Rule Construction at the bid price of \$142,055.00.”

Attachments:

- Bid Tabulation
- Recommendation Letter from Delta 3 Engineering



▶ Platteville, Wisconsin
▶ Dubuque, Iowa

P 608.348.5355
P 563.542.9005

E mail@delta3.com
W www.delta3.com

Bid Tabulation

PROJECT: Rountree Branch Streambank Restoration, Contract #13-22

LOCATION: Platteville, Wisconsin

DATE: March 31, 2022

Contractor	Base Bid		
Rule Construction Ltd.	\$142,055.00		
G-Pro Excavating LLC	\$150,880.00		
Owen's Excavating and Trenching, Inc.	\$194,945.00		

EVERY ANGLE COVERED





▸ Platteville, Wisconsin
▸ Dubuque, Iowa

P 608.348.5355
P 563.542.9005

E mail@delta3eng.biz
W www.delta3eng.biz

April 5, 2022

Mr. Howard Crofoot, P.E.
Director of Public Works
City of Platteville
75 N. Bonson Street
Platteville, Wisconsin 53818

Re: Recommendation of Award of Bid
Rountree Branch Streambank Restoration, Contract #13-22
City of Platteville

Dear Howard,

On Thursday, March 31, 2022, bids were received for the Rountree Branch Streambank Restoration project, Contract #13-22, which consisted of a single base bid. A total of three bids were submitted and publicly read aloud. The "as-read" and confirmed low bidder for the base bid was Rule Construction Ltd. of Dodgeville, Wisconsin with a bid of \$142,055. The final bid tabulation with all received bids has been attached for your review.

Contract #13-22 is the restoration and repair of the Rountree Branch in three locations. Site #2 includes the repair of both sides of the stream and is located upstream and downstream of the pedestrian bridge located between Country Kitchen and Fiesta Cancun. Site #4 is the repair of the west side of the stream along Valley Road near the water plant. Finally, Site #6 is the repair of both sides of the streambank at the E. Mineral Street bridge.

Due to the presence of cricket frogs, the work cannot begin until the middle of August and must be completed by the middle of October. This two-month window will provide the contractor adequate time to complete the work and all restoration.

The construction budget for this project was approximately \$210,000 so the project is well under the budgeted amount. There will be some cost associated with the monitoring of the cricket frogs at Sites #2 and #4, so I would recommend not fully reallocating the unused funds.

Rule Construction has completed several projects for the City of Platteville, most recently the Virgin Avenue and Pine Street Reconstruction project and the Ellen and Laura Street Reconstruction project with no issues or concerns. They are also the low bidder for the Cedar Street Reconstruction project. Therefore, we are recommending that the City of Platteville award Contract #13-22 to Rule Construction Ltd.

If you have any questions regarding this project, please feel free to contact me, at your convenience.



Sincerely,

DELTA 3 ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'D. Dreessens', with a stylized flourish at the end.

Daniel J. Dreessens, P.E.
Vice-President/Civil Engineer

DD:dd
Enclosures

cc: David Rule, Rule Construction Ltd.



**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: ACTION ITEM NUMBER: VII.D.	TITLE: 2021 Budget Carryovers to 2022, Budget Amendment #3	DATE April 26, 2021 VOTE REQUIRED: Two-Thirds
PREPARED BY: Nicola Maurer, Administration Director		

Description:

Departments have requested the following 2021 unspent funds to be carried over to 2022:

CIP Fund Amount \$76,125

General Fund Amount \$23,524

The requests are detailed in the attached schedule.

Budget/Fiscal Impact:

Identified unspent 2021 funds will be assigned for the specified purposes explained in the schedule in 2022.

Recommendation:

Staff recommends the City Council approves the requested carryovers totaling \$76,125 in the CIP Fund and \$23,524 in the General Fund.

Sample Affirmative Motion:

I make a motion to approve the carryover of \$76,125 in the CIP Fund and \$23,524 in the General Fund per the attached schedule.

Attachments:

- Schedule detailing the carryover requests.

2021 to 2022 Carryover Requests		2021 PROJECT TOTAL	FUNDING SOURCE TAX LEVY OTHER REVENUES		2021 EXPENDED	CARRYOVER REQUEST	PURPOSE/SOURCE
<u>2022 CIP Project</u>							
City Hall Exterior Maintenance		\$15,000	\$15,000		\$5,361	\$9,639	Project was partially completed in 2021, will complete in 2022
Camera System Server		\$20,000	\$5,000	\$15,000	\$0	\$20,000	Camera System project did not take place in 2021
Interview Room Camera System		\$25,000	\$25,000		\$0	\$25,000	Project did not take place in 2021. Will be rolled into the City-Wide Camera System 2022 project.
Train Safety Fence Replacement		\$35,000	\$35,000		\$21,837	\$13,163	Project not completed before winter, will complete in 2022
Campground Improvements & Expansion		\$25,000	\$15,000	\$10,000	\$16,677	\$8,323	Project was partially completed in 2021, will complete in 2022
		TOTAL CIP FUND CARRYOVER REQUESTED				\$76,125	
<u>General Fund Requests</u>							
Unspent funds in Admin. Prof. Services & Outlay						\$3,500	Towards 2022 Administration/Finance Intern
Unspent funds in City Manager Contingency						\$4,760	Towards 2022 interns
Unspent funds in City Manager Grant Writing						\$2,180	Towards Grant Writing and Tracking in 2022
Unspent funds in Police Radio Maintenance						\$850	For radio batteries ordered in 2021 but not shipped or billed until 2022.
A portion of the 2020 Friends of the Museums contribution which was supplemented by two 2020 grants awarded to the Friends for museum operating expenses. This amount was approved last year for carryover from 2020 to 2021 as seed money for a capital campaign. The capital campaign did not take place. The request is to carry this amount forward again.						\$12,234	To reduce the 2022 contribution from Friends of the Museums from \$47,000 to \$34,766
		TOTAL GENERAL FUND CARRYOVER REQUESTED				\$23,524	

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

**COUNCIL SECTION:
INFORMATION &
DISCUSSION
ITEM NUMBER:
VIII.A**

TITLE:
Lead Service Line Replacement Ordinance

DATE
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works

Description:

This is a Draft Ordinance to require the replacement of all Lead Service Lines (LSL) for all water services in the City of Platteville. Last month, the Commission gave guidance to Staff to prepare an Ordinance for consideration.

In 2017 the Water and Sewer Commission declined to consider an Ordinance, preferring to use persuasion and the offer of DNR grant funding to encourage homeowners to replace lead water service lines. In that time the City has replaced 489 lead water service lines and has approximately 140 remaining. Of the 140, there are 3 that are ineligible for the DNR grant funding because there is no residential component to the structure.

The Federal EPA, due to the lead water issues in Flint, MI has promulgated rules to be enforced by the Wisconsin DNR. One of the rules is to require any water utility that has at least one LSL to perform mandatory sampling and optimization of the chemical treatments to minimize the amount of lead leaching into the water supply. One way to avoid this additional expense is to ensure the removal of all LSL. The DNR grant program has preferences for communities that have LSL replacement Ordinances.

Staff reviewed sample Ordinances on the DNR website. This Ordinance is based on the Kaukauna ordinance with some items in the Green Bay ordinance. Staff is recommending the deadline be December 31, 2024, to give ample notice to property owners. The Commission/Common Council may wish to adjust that date.

Budget/Fiscal Impact:

Recommendation:

Staff recommends approval of the Draft Ordinance 22-xx to be forwarded to the Common Council for final approval.

Sample Affirmative Motion:

"Move to recommend Ordinance 22-xx, Lead Water Service Line Replacement to the Common Council for final approval."

Attachments:

- Ordinance 22-xx, Lead Water Service Line Replacement

ORDINANCE NO. 22-xx

AN ORDINANCE CREATING SECTION 7.04 OF THE MUNICIPAL CODE OF THE CITY OF PLATTEVILLE

The Common Council of the City of Platteville, Wisconsin do ordain as follows:

Section 1. Section 7.04 is hereby created as follows:

7.04 Lead Water Service Line Replacement.

(1) INTENT AND PURPOSE. The Common Council of the City of Platteville finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead pipe water service lines in use within both the City utility's water system and in private systems and, to that end, declares the purposes of this section to be as follows:

- (a) To ensure that the water quality at every tap of utility customers meets the water quality standards specified under federal law;
- (b) To reduce lead in city drinking water to meet the Environmental Protection Agency (EPA) standards and ideally to a lead contaminant level of zero in city drinking water for the health of city residents;
- (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead water service pipes and the consequent buildup of mineral deposits inside lead pipes; and
- (d) To meet the Wisconsin Department of Natural Resources (WDNR) requirements for local compliance with the Lead and Copper Rule (see 56 CFR 6460, 40 CFR parts 141.80-141.90 and Wis. Admin Code NR 809.541-809.55) and as amended.

(2) IDENTIFICATION OF LEAD SERVICE LINES.

- (a) Upon notice from Platteville Water and Sewer Utility, any person or entity who owns, manages or otherwise exercises control over a property connected to the Platteville Water and Sewer Utility water distribution system shall allow Platteville Water and Sewer Utility to inspect the customer side service line to determine the material of construction as authorized pursuant to Wis. Stats 196.171 et. seq.
- (b) Upon presentation of credentials, representatives of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the utility for inspection of the service line. If entry is refused, such representatives may obtain a special inspection warrant under Wis. Stats. 66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system on such property.
- (c) Platteville Water and Sewer Utility shall create and maintain a record of the location of all identified lead service lines served by the utility.

- (d) Platteville Water and Sewer Utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the Platteville Water and Sewer Utility water distribution system that has been inspected and determined to be constructed of lead.

(3) LEAD SERVICE LINE REPLACEMENT.

- (a) The following service line material combinations are subject to partial or full replacement with copper and/or plastic service lines under this chapter as identified:

Water Utility-Side	Customer Utility-Side	Side Requiring Replacement
Lead	Lead	Full – both Utility and customer side
Lead	Galvanized	Partial – Water Utility Only
Lead	Copper	Partial – Water Utility Only
Lead	Plastic	Partial – Water Utility Only
Copper	Lead	Partial – Customer Only
Plastic	Lead	Partial – Customer Only

No other service line material combinations have been identified which require replacement under this Chapter.

- (b) All lead water service lines must be replaced regardless of whether on the water utility side or the customer side. All customer side water service lines identified herein shall be replaced no later than December 31, 2024.
- (c) Replacement Priority. Owners, managers or persons otherwise exercising control over properties connected to the Platteville water and Sewer Utility water distribution system with customer-side lead water service lines shall be required to replace said lines according to the following order of priority and based on the replacement schedule established by the Platteville Water and Sewer Utility Commission:
1. Schools or licensed childcare facilities.
 2. Properties where a leak or failure has been discovered on either the water utility-side or customer-side portion of a lead service line.
 3. Properties at which confirmed water sample test at the tap shows lead concentrations at or above 15 parts per billion (ppb).
 4. Properties where more than 20 people regularly have access to drinking water during any eight-hour period.
 5. Properties where the water utility is replacing its side of the lead water service line to the property.
 6. All other properties not covered by 1. – 5. above.
- (d) Owner to replace lead service. The owner shall, at the owner's expense, replace the customer-side lead service. In all cases, the Utility shall supply an appropriate connection point as part of its work.

- (e) Financing of replacement. In the event funding is made available for this purpose through any means, an eligible property owner may apply to the city for financing or reimbursement of any portion of the cost of replacing a lead customer-side water service line under the terms of such financing program. Disputes regarding the eligibility for financing may be appealed to the Platteville Water and Sewer Commission. As a condition of receiving any available financing from the Utility/City, the property owner must provide adequate documentation demonstrating the contractor and/or plumber completing the work anticipated hereunder is properly certified and/or licensed by the state, as appropriate.
- (f) Water system reconstruction. The Utility Superintendent or designee shall inspect all private connections to the public water mains at the time that the utility system water main is to be reconstructed.
 - 1. Any existing private lead service line shall be considered illegal.
 - 2. Prior to the actual reconstruction of the water main and lateral system, each property owner shall be given notice of the project. Such notice shall be made not less than 30 days prior to commencement of the actual work.
 - 3. As the reconstruction progresses, the Utility Superintendent or designee shall inspect each private water service connection for the presence of lead or, in the event inspection has been made previously, determine the materials used in the private water connection from inspection records.
 - 4. If the private water service line does not contain lead, the City shall reconnect the same to the utility system at an appropriate point near the right-of-way line.
 - 5. If the private water service line is found to contain lead, the Utility Superintendent or designee shall immediately notify the owner in writing of that fact.
 - 6. Pursuant to 7.04 (3) (d), the owner shall, at the owner's expense, replace the lead water service line. In all cases, the City shall supply an appropriate connection point as part of its work.

(4) **AUTHORITY TO DISCONTINUE SERVICE.** As an alternative to any other methods provided for obtaining compliance with the requirements of this Section regarding replacement of illegal customer side water service lines, the utility may, no sooner than 30 days after the giving of notice as provided in subsection (2) (d) of this Section, discontinue water service to such property served by illegal customer side water service lines after reasonable notice and an opportunity for hearing before the Platteville Water and Sewer Commission under Wis. Stats ch. 68.

Section 2. All other provisions of Chapter 7 remain in effect.

Section 3. This Ordinance shall become effective upon passage and publication as provided by law.

Approved and adopted by the Common Council of the City of Platteville on a vote of ___ to ___ this ___th day of _____ 2022.

CITY OF PLATTEVILLE

By:

Barbara Daus, Council President

ATTEST:

Candace Klaas, City Clerk

Published:

DRAFT

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.B.	TITLE: Resolution 22-xx Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement	DATE April 26, 2022 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

The City of Platteville was awarded a Principal Forgiveness Loan (grant) from the DNR for up to \$94,102 for replacement of Lead Service Lines (LSL). The DNR program that awards the LSL Principal Forgiveness Loan requires an authorizing Resolution. Enclosed is the Resolution authorizing the acceptance of the funds and declaring that the City Clerk and the highest-ranking elected official (Common Council President) be authorized to sign the documents.

The DNR had a program in 2017 and 2018 that were funded with multi-year funds. We received funding and successfully removed 479 LSLs in the City of Platteville. Starting with 2021, the DNR is doing grants on a single year basis only. Staff mistakenly did this early in the process. This is the correct Resolution with a corrected project number and amount of award.

Budget/Fiscal Impact:

The City will reimburse up to 50 property owners up to a maximum of \$1,140 for each Lead Service Line replaced. The City will receive reimbursement from the DNR. If we follow the guidance of the DNR, the loan will be forgiven and does not need to be repaid.

Recommendation:

Staff recommends approval.

Sample Affirmative Motion:

"I move to approve Resolution 22-xx authorizing the City Clerk and Common Council President to execute documents related to the Department of Natural Resources Principal Forgiven Financial Assistance Agreement 4881-09."

Attachments:

- Resolution 22-xx, Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

RESOLUTION 22-xx

**Resolution Authorizing Execution of the
Department of Natural Resources
Principal Forgiven Financial Assistance Agreement**

WHEREAS, the City of Platteville (the “Municipality”) wishes to undertake a project to replace private lead service lines, identified as DNR No. 4881-09 (the “Project”); and

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the “SDWLP”) for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$94,102 that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE BE IT RESOLVED, the Common Council President and the City Clerk are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

PASSED BY THE COMMON COUNCIL on the 10th of May, 2022.

Barbara Daus, Council President

ATTEST:

Candace Klaas, City Clerk

THE CITY OF PLATTEVILLE, WISCONSIN COMMON COUNCIL SUMMARY SHEET

COUNCIL SECTION:
INFORMATION &
DISCUSSION
ITEM NUMBER:
VIII.C.

TITLE:
Employee Handbook Updates

DATE
April 26, 2022
VOTE REQUIRED:
Majority

PREPARED BY: Adam Ruechel, City Manager, Chad Wilson-HR Specialist

Description:

During the first quarter of 2022 Human Resource Specialist Chad Wilson was tasked with reviewing potential updates which could be made to the City of Platteville Employee Handbook. The last revision to the handbook occurred in December of 2021.

After reviewing the document with Department Directors, the following proposed changes have been made:

1. Updated pronoun usage has been made throughout the document. As part of the City of Platteville pledging to become a more inclusive community all references of, he/she, his/her have been removed and replaced with they/their/them/themselves.
2. Updated various recommended Microsoft Word Office changes regarding punctuation, spelling, etc throughout document.
3. Updated appropriate contact for various inquiries to recognize the presence of the Human Resource position.
4. Page 7: Personnel File Access has been updated to include the addition of Human Resource Specialist's duties and responsibilities.
5. Page 8: Background Checks: Background Check has been updated to include the addition of Human Resource Specialist's duties and responsibilities.
6. Page 14: Floating Holiday: Floating Holiday was updated from 16 hours to 32 hours per Common Council approval. Verbiage was added to provide clarity of the purpose of this leave type. Verbiage was added to identify the hour increments that this leave can be utilized in. Verbiage was added to indicate that Floating Holiday must be earned for it to qualify for payout upon separation.
7. Page 15: Vacation Table: Vacation Table was updated to new parameters based on approval from Common Council.
8. Page 17: Unused Sick Leave Upon Termination: Verbiage added to clarify that employees must have worked for the City for at least seven years to qualify for payout of unused sick leave. It previously read as either retiring from employment or working at least seven years.
9. Page 18: Footnote: Removed footnote, as this no longer applies to any current employee.
10. Page 19: Funeral Leave: Removed stepsibling from one day of approved leave to three days of approved leave based on City of Platteville pledge to be more inclusive.
11. Page 20: Special Leave of Absence With or Without Pay: Verbiage removed for clarity purposes.
12. Page 23: Overtime: Added dispatch employee language to include work schedule.
13. Page 29: Harassment and respectful Behavior: Added the word "Prevention" to accurately reflect the name of the policy.
14. Page 53: Responsibilities of All Employees and Officeholders: Adhering was added to the sentence to make it clearer to employees the items listed in the section.

Budget/Fiscal Impact:

There is no budget impact currently.

Recommendation:

Staff recommendation is to approve the revisions to the City of Platteville Employee Handbook as presented.

Sample Affirmative Motion:

"I move to approve the revisions to the City of Platteville Employee Handbook as presented."

Attachments:

- Employee Handbook Updates

CITY OF PLATTEVILLE EMPLOYEE HANDBOOK

Revised: December 2021



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CHAPTER 1: GENERAL EMPLOYMENT PRACTICES

Purpose

The Employee Handbook is provided to help employees of the City of Platteville become acquainted with City policies and procedures. It is intended to serve as a guideline and may be amended at any time without notice. Neither the contents of the handbook nor any amendments, guidelines, or procedures create or constitute an employment contract, an assurance of continued employment, or a guarantee of any other rights or benefits. An employee can terminate [his/her/their](#) employment with the City at any time for any reason and the City reserves that same right to terminate an employee at the will of the City unless otherwise specifically prohibited by law. This handbook replaces and revokes all previous handbooks. Updates to the Employee Handbook can be found on the Employee Shared Drive or by contacting your supervisor or [the Administration Department/Human Resources](#). To ensure all City employees carry out their job duties in accordance with the City's standards, expectations, and values, all City employees are expected to familiarize themselves and comply with this Handbook. This Handbook is subject to final interpretation by the Common Council or City Manager and the final determination of the Council shall prevail in the event of a conflict.

Scope

The Employee Handbook applies to all employees of the City of Platteville. Except where specifically noted, this handbook does not apply to or give any benefit, compensation, or remuneration to elected officials, board and commission members, or City volunteers. Managers and supervisors may implement more specific guidelines and procedures for their work groups that do not contradict the provisions of this Handbook. If any aspect of this Handbook differs from state or federal law or regulations, the law or regulation will be followed. To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel or where the collective bargaining agreement provides for a benefit or compensation for an employee, then the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. For example, any fringe and wage benefits set forth in this Handbook do not apply to employees subject to a collective bargaining agreement but rules and expectations of conduct as to use do apply. Any wages, hours, and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on those parties unless specifically addressed by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and the City or upon waiver. However, any rules and regulations contained in this Handbook apply to employees subject to a collective bargaining agreement, as such rules and regulations are promulgated under the City's authority within the collective bargaining agreement to set forth reasonable rules and regulations.

Violations of this Handbook committed by personnel subject to the Police and Fire Commission under Section 62.13(5), Wis. Stats. or subject to the Library Board will be addressed by those respective bodies within the authority of their jurisdiction.

Definitions

City Manager: The City Manager is the chief executive officer of the City of Platteville. The City Manager is responsible for the proper administration of all affairs relating to the City and overseeing the day-to-day operations of City staff. The City Manager has the ultimate authority regarding all employment decisions for the City of Platteville.

Department Director: Department Directors report directly to the City Manager and oversee all functions and employees in a defined department that typically consists of several divisions.

Division Manager: Division managers oversee all functions and employees of a defined division within a department.

Supervisor: A supervisor is the person to whom an employee directly reports.

Exempt Employee: Exempt employees meet the definition of “exempt” under the Fair Labor Standards Act (FLSA). Exempt employees are paid to perform a job regardless of the number of hours worked. Exempt employees are not eligible for overtime pay.

Non-exempt Employee: Non-exempt employees meet the definition of “non-exempt” under the Fair Labor Standards Act (FLSA). Work for non-exempt employees is recorded and compensated on an hourly basis. Non-exempt employees are paid time and one-half for overtime hours worked.

Base Rate of Pay: The rate of pay assigned to the employee regardless of specific job assignment or schedule. Base pay excludes all other pay including call in or on call pay. Base pay can be expressed as a base hourly rate of pay or as an annual salary.

Regular Rate of Pay: All compensation that is attributed to a certain period of time (~~e.g.~~e.g., a work week), as the term regular rate is defined by the FLSA.

Equal Employment Opportunity

The City of Platteville provides equal employment opportunity to all employees and applicants in accordance with applicable state and federal laws. The City does not discriminate in employment on the basis of race, color, creed, religion, sex (including pregnancy), national origin, ancestry, marital status, sexual orientation (including by definition, gender identity including transgender status), disability, age, genetic information or history, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer’s premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious or political matters, or any other category protected by law. This policy applies to all employees and applicants for employment and includes but is not limited to recruitment, hiring, placement, promotion, demotion, transfer, layoff, compensation, and selection for training. It is also City policy to provide equal opportunity in the use of all City facilities and participation in City-sponsored events. The failure of any City employee to perform in a manner consistent with this policy may result in disciplinary action. In addition, such failure may expose the employee, as well as the City, to liability under the law.

Any employee who feels that ~~he or she~~they ~~has~~have been subjected to or has witnessed discriminatory behavior should report the incident immediately. Incidents can be reported to any of the contacts identified in the Harassment Prevention and Respectful Behavior Policy located in Appendix D.

Disability Accommodation

The City of Platteville is committed to complying with all state and federal laws regarding the employment of individuals with disabilities. It is the City’s policy not to discriminate against qualified applicants or employees with regard to any term or condition of employment because of such individual’s disability, perceived disability, or record of disability, so long as the employee can perform ~~his/her~~their job with or without reasonable accommodation. Consistent with this policy, the City will provide reasonable accommodations to

otherwise qualified disabled applicants or employees, as required by applicable laws, provided that such accommodation does not constitute an undue hardship on the City.

Any employee with a disability who believes ~~he/she~~[they](#) may need an accommodation to perform ~~his/her~~[their](#) job should contact their supervisor and/or their Department Director. Upon receipt of an accommodation request, the City will work with the employee to identify functional limitations and possible accommodations. Consistent with applicable law, appropriate medical documentation may be requested to support any request for accommodation. The City reserves the right to choose among reasonable accommodations.

Personnel File Access

Each employee has a personnel file. Information retained in the personnel file includes personal information such as address and phone number, and specific work-related information such as application for employment, resume, performance evaluations, salary adjustments, job changes, and other designated records. An employee may request an opportunity to review the records ~~in in his or her~~[their](#) personnel file that the employee has a lawful right to review by submitting a written request to ~~the Administration Director~~[Human Resources](#). Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Employee files contain records maintained by the ~~City Manager~~[Human Resources](#) office. As a result, original documents contained in an employee's personnel file may not be taken outside of the custody of the ~~Human Resources Specialist or~~[City Manager](#).

The City will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity. Employee medical information will be maintained in separate medical files and will be treated confidentially to the extent required by law. Normally, medical information may be disclosed to someone other than the employee in the following circumstances:

- Supervisors, managers and/or elected officials may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment.

Employment Status

Positions at the City of Platteville (and consequently the employees who hold the positions) are assigned an employment status as part of the budget process. The employment status is based on assigned hours of the position and determines benefit eligibility. Changes to employment status must be approved in advance by the City Manager. No position eligible for health and dental benefits (regular full-time or regular part-time positions of .75 FTE or greater) can be established without prior approval of the Common Council.

Regular Full-Time: Employees designated by the City as regular full-time employees and who work at least forty hours per week for a standard work year. Regular full-time employees are eligible for all employee benefits outlined in the handbook.

Regular Part-time: Employees designated by the City as regular part-time employees and who normally work less than forty hours but at least twenty hours per week for a standard work year. Regular part-time employees must be assigned thirty hours per week (.75 FTE) to qualify for pro-rated health and dental benefits. Regular part-time employees are eligible for other pro-rated benefits, including paid leave time, *when specified* in the handbook (see Health and Retirement Benefits in Chapter 3 for details).

Part-time/Temporary/Seasonal (PTS): PTS employees generally fall into the following categories:

- Employees who work in a seasonal position, regardless of assigned hours;
- Employees who regularly are expected to work less than twenty hours per week;
- Employees in a work-study or internship position, regardless of assigned hours; or
- Employees who work in a temporary position or of finite duration, regardless of hours.

PTS employees are not designated as regular part- or full-time employees and do not qualify for benefits unless specified in an employment agreement. Previous tenure in a PTS position does not count as time served for the purpose of determining benefit eligibility in a regular full- or part-time position.

Volunteers: Volunteers provide services to the City either for a nominal fee or without receiving compensation. Volunteers do not qualify for benefits unless specifically stated in the handbook.

Recruitment and Selection

Generally, an official announcement of a regular full-time or part-time position opening at the City of Platteville will be posted on the City's web site. Each announcement will typically include specific information about the position, the application process, and the application deadline, if any.

Selection Process

The Department Director will work with [the City Manager](#) [Human Resources](#) to develop the selection process for any vacancies. The process may include written/performance tests, evaluation of training and experience, oral interviews, developmental assessment, or any combination of these. The process may include checking references before any job offer is made. The selection process for police, fire and library personnel is governed by the Police & Fire Commission and Library Board in accordance with Wisconsin State Statutes.

Physical or Psychological Exams

Some applicants may also be required to complete a physical examination, psychological examination, and/or drug and alcohol test as a condition of employment. The City will select the physician or psychologist to assess the candidate's ability to perform the essential functions of the job. The cost of the examination or drug and alcohol test will be paid by the City.

Background Checks

It is the policy of the City to conduct a criminal history background investigation on the applicants for regular full-time, regular part-time and PTS employees. The City of Platteville Police Department is authorized to access data in accordance with applicable law for positions at the City in which the City is required to, or chooses to, conduct a criminal history background investigation in order to screen employment applicants. Any data that is accessed and acquired will be maintained at the Police Department under the care and custody of the Chief of Police or [his or her](#) [their](#) designee. A summary of the results of the criminal history data may be released by the Police Department to the hiring authority, including the City Manager or other City staff involved in the hiring process. All information obtained during the background investigation will be confidential except to the extent required by Chapter 19, Wis. Stats. or other applicable law. After having served the purpose for which they are intended, the reports will be filed and maintained as a confidential staff-management planning record, to the extent permitted by law, and separate from the employee's personnel file.

Before the investigation is undertaken, the applicant must authorize the City by written consent to undertake the investigation.

The City will not reject an applicant for employment on the basis of the applicant's prior conviction or pending charge unless the circumstances of such conviction or pending charge are substantially related to the position of employment sought. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

- The grounds and reasons for the denial;
- The applicant complaint and grievance procedure;
- The earliest date the applicant may reapply for employment;
- That all competent evidence of rehabilitation will be considered upon reapplication.

Residency

In accordance with Wis. Stats 66.0502, the City has established a residency requirement that all full-time Police Officers, Police Sergeants, Police Lieutenants; Full-time Firefighters, Assistant Fire Chiefs, Deputy Fire Chiefs; the Police Chief and the Fire Chief must live within 15 [road](#) miles of the City limits. An exception to this policy may be made on a case-by-case basis by the Common Council for employees who are promoted from within the City to one of these positions. An employee who is complying with the residency requirement covering their current position is eligible to apply for one of these positions. If appointed, the employee may continue to live at the same residence until such time as they move. Once the employee chooses to leave the "grandfathered" residence, they must live within 15 miles of the City limits. This residency requirement does not apply to volunteer law enforcement, fire, or emergency personnel who are otherwise employees of the City of Platteville.

Employment of Relatives

Relatives of current City employees may be considered for employment unless there is a conflict of interest. For the purposes of this policy, relative will mean spouse, mother, father, son, daughter, brother, sister, grandchild, grandparent, legal guardian, domestic ~~partner~~[partner](#), or any of these met by a step or in-law relationship.

Examples of situations that would potentially constitute a conflict of interest include, but are not limited to:

- When an employee would directly or indirectly supervise or take part in the decision to hire, retain, promote, or evaluate a relative;
- When an employee would be responsible for auditing the work of a relative;
- When confidentiality of information held by the City would be jeopardized;
- When there is the potential for or appearance of inappropriate influence relating to policy decisions.

Exceptions may be made in the employment of part-time seasonal employees on a case-by-case basis with City Manager approval.

Grievance Procedure

General Description

The City of Platteville has established this Grievance Procedure for an employee to utilize for matters concerning corrective action, termination, or ~~work place~~[workplace](#) safety that are covered by this policy. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides an employee with the individual opportunity to address concerns regarding corrective action, ~~termination~~[termination](#), or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Common Council of the City of Platteville.

This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than as to disciplinary or termination matters of police and fire chiefs and subordinates when subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of corrective action under this Grievance Procedure. For purposes of this Grievance Procedure, "workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. For purposes of this Grievance Procedure, the term "corrective action" only includes documented reprimands, demotions, and unpaid suspensions implemented for disciplinary reasons. The term "corrective action" does not include performance evaluations, performance improvement plans, verbal counseling, written counseling, or any other action implemented or taken for non-disciplinary reasons.

The City expects employees and management to exercise reasonable efforts to resolve any questions, ~~problems~~problems, or misunderstandings prior to utilizing this policy. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures cover the matters covered by the Grievance Procedure. An employee subject to statutory dispute resolution procedures shall be subject to those procedures to the extent those procedures cover the matters covered by the Grievance Procedure.

The City reserves all ~~rights~~rights, and this Grievance Procedure does not create a contract of employment or any other legally binding contract. Employees of the City of Platteville are employed at-will and may resign or be terminated with lawful reason or without reason. The City may terminate the employment relationship at any time with or without reason and without violation of applicable law.

Grievance Steps

The grievance steps are outlined below. If the employee fails to meet the deadlines identified for each step, the grievance will be considered resolved as to the decision implemented and time-barred from proceeding through the remaining steps of the procedure.

Step 1 - Written Grievance Submission

The employee must prepare and file a written grievance with their Department Director within ten business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee's steps to orally review the matter with the employee's supervisor and the employee's signature and the date. The Department Director will investigate the facts giving rise to the grievance and inform the employee of ~~his~~ his or her~~their~~ decision, if ~~possible~~possible, within ten business days of receipt of the grievance. In the event the grievance involves the Department Director, the grievance shall be filed with the City Manager and the City Manager shall conduct the Step 1 investigation.

Step 2 – City Manager Review

If the grievance is not settled at the first step, the employee may request in writing, within five business days following receipt of the Department Director's decision, a request for written review by the City Manager. The City Manager or ~~his~~ his or her~~their~~ designee will investigate the facts giving rise to the grievance and inform the employee of ~~his or her~~ his or her~~their~~ decision, if ~~possible~~possible, within ten business days of receipt of the grievance. In the event the grievance involves the City Manager, the grievance shall be filed with the Common Council President and the Council President or ~~his~~ his or her~~their~~ designee shall conduct the Step 2 investigation.

Step 3 – Impartial Hearing Officer Review

If the grievance is not settled at the second step, the employee may request in writing, within five business days following receipt of the City Manager's decision, a request for written review by an impartial hearing officer. The City of Platteville shall select the impartial hearing officer. The hearing officer shall not be a City employee. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. If the grievant does not meet [his/her/their](#) burden, then the impartial hearing officer shall deny the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer may only consider the matter presented in the initial grievance filed by the grievant.

Step 4 – Governing Body Review

If the grievance is not resolved after Step 3, the employee or the City Manager shall request within five business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Common Council. The Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Council's next regular meeting. The Council will inform the employee of its findings and decision in writing within ten business days of the Council meeting. The Council shall decide the matter by majority vote and this decision shall be final and binding.

Department Director Termination

In the circumstance of a Department Director dismissal by the City Manager, the Department Director may appeal the decision, in writing, to the City Manager for reconsideration before the Common Council within ten days of the action. The appeal must contain documentation or extenuating circumstances of which the City Manager may not have formerly been aware and which could affect the decision to terminate.

Corrective Action

Employees are expected to maintain high standards of performance and conduct, and to comply with all City policies and procedures and federal, state and local laws, rules and regulations governing the conduct of public employees. When an employee's conduct or performance falls below these standards, or violates any applicable law, rule, regulation, or City policy or procedure, the employee may be subject to corrective action. An employee will be informed by [his or her/their](#) supervisor or Department Director of any corrective action, as well as the necessary steps to meet expectations moving forward.

Corrective action may include, but is not limited to the following:

- Verbal counseling,
- Mandatory participation in training and/or counseling,
- Written reprimand,
- Performance improvement plan,
- Suspension (paid or unpaid),
- Demotion,
- Salary reduction,
- Discharge.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order or sequence of actions or steps will be followed in all cases. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration may be given to the seriousness of the offense, the employee's ~~intent~~intent, and motivation to change the performance, and the environment in which the offense took place. An employee may use the grievance procedure if ~~he or she~~they wisheswish to appeal a corrective action, provided such corrective action is subject to the grievance procedure.

Resignation or Retirement

In order to resign in good standing, an employee must provide ~~his or her~~their supervisor with a written resignation stating the last date of work and reason for leaving at least fourteen calendar days prior to the resignation date. The City may accept lesser notice if, in the City's determination, the fourteen-calendar day notice cannot be reasonably given. Retiring employees and employees in management-level positions who are leaving employment are strongly encouraged to give one month of notice prior to resignation. In order to leave in good standing an employee must also return all City property and cooperate with requests for work-related information and planning.

All employees who accrue vacation and who leave employment with the City in good standing as described above will be compensated for all accrued and unused vacation leave at the date of separation. Vacation leave will be cashed out at the employee's base rate of pay as described in the Vacation Leave policy in the Attendance & Leave section of the Employee Handbook on page 15. Any vacation used during the last two weeks of employment must be approved by the Department Director.

Regular full-time and part-time employees who retire from employment with the City and/or have worked for the City at least seven years and who leave in good standing will be compensated for unused sick leave as described in the Sick Leave policy in the Attendance & Leave section of the Employee Handbook on page 17. An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation not in good standing.

Reduction in Force

When determined appropriate by the City Manager, reductions in the number of regular employees may occur. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with Department Directors as ~~he or she~~they deemsdeem appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected.

If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

CHAPTER 2: ATTENDANCE AND LEAVE BENEFITS

Attendance

All employees are hired to do a job that is important to the daily operations of the City. Therefore, it is critical to our success that employees reduce unplanned absences to the extent possible. Regular attendance is an essential component of employee performance and may be considered when making recommendations for promotions, transfers, salary increases, or disciplinary action. However, legally protected absences (e.g., military leave or leave under the Family Medical Leave Act) are excluded from this consideration.

Employees who are going to be absent from, or late to, work are required to notify their supervisor as soon as possible in advance of the absence. In the case of an unexpected absence, the employee should call ~~his/her~~their supervisor or specified department contact before the scheduled start time. If the supervisor is not available at that time, the employee should leave a message that includes a telephone number where ~~he/she~~they can be reached. The employee must call the supervisor on each day of an absence unless other arrangements have been made with the supervisor.

Individual departments may establish more specific reporting procedures. Failure to follow established reporting procedures may be grounds for disciplinary action.

Work Schedules

Regular full-time employees are generally expected to work forty hours per week. Work schedules are based on organization needs as determined by supervisors and Department Directors. Work schedules may vary depending on the position and department. City Hall office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Work schedules for individual employees may change from time to time depending on operational needs. A schedule change could occur when a supervisor changes the assigned hours of work within a work week, or when a supervisor approves a temporary change based on an employee request. Supervisors will notify employees of a required schedule change at least one week in advance whenever possible.

Break Periods

All employees may take one paid ~~fifteen-minute~~fifteen-minute break for every four consecutive hours worked. In addition, employees are typically expected to take a ~~thirty-minute~~thirty-minute unpaid lunch break for every six consecutive hours worked. For example, an employee scheduled 8:00 am to 4:30 pm would take a ~~thirty-minute~~thirty-minute unpaid lunch and may take two ~~fifteen-minute~~fifteen-minute paid breaks.

Break periods are not cumulative and may not be banked. Break periods not taken in any particular day are lost. During heavy workloads employees may be required to work through a break period.

Adverse Weather/Emergency Closing

The City has a responsibility to the public to operate during regularly scheduled business hours. However, in rare circumstances, operating during severe weather or other emergencies can put our employees or customers at risk of harming themselves or others. In these situations, the City Manager will determine if it is appropriate to close services to the public. In the absence of the City Manager, the Administration Director will make decisions with respect to emergency closings.

When the decision is made to close City services, all non-essential employees are expected to vacate the workplace for their safety and the safety of others. The City Manager will evaluate the emergency by reviewing weather conditions and referring to the Emergency Operations Plan to determine which divisions are essential and must remain open and which divisions may be closed.

Employees will be notified by their supervisor of any decisions relative to building closures or non-essential personnel made by the City Manager. The City will also notify the public via radio, press releases, City webpage, social media, and by posting a sign visible to customers in the principal building of closed divisions.

Non-exempt employees may use accrued floating holiday, compensation time, or vacation time to cover periods away from work under this policy or make up the hours at a time acceptable to their supervisor.

Holiday Leave

Regular full-time and part-time employees receive a total of nine holidays per year. For each of the nine holidays, regular full-time employees receive eight hours of paid holiday leave. Regular part-time employees receive pro-rated paid holiday leave. PTS employees do not receive paid holiday leave.

City Holidays

The nine observed holidays are New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.

If an observed holiday falls on a Sunday, City offices will be closed on the following Monday. If an observed holiday falls on a Saturday, offices will be closed on the preceding Friday, except for Christmas Day which will be observed the following Monday.

For most employees, the holidays listed above will be days off work. To receive paid holiday leave, an employee must be at work or on approved paid leave the scheduled days or shifts immediately preceding and following the City holiday. Eligible employees will receive leave with pay for City holidays at their base rate of pay.

Overtime for Hours Worked on a Holiday

Regular full-time and part-time employees required to work on a holiday will receive time and one-half (overtime) for the actual hours worked on the holiday. For the purposes of overtime, each holiday commences at 12:00 am and ends at 11:59 pm. If the actual and observed holiday differs, overtime will be paid on the actual holiday and not the observed holiday. For example, if July 4th is a Saturday, which the City would observe on Friday, July 3, an employee would receive overtime for hours worked on Saturday, July 4 but would not receive overtime pay for working on Friday July 3.

Certain public safety employee groups do not participate in the above holiday schedule due to the nature of their jobs. Employees in these groups usually work rotating shifts. Additional paid time off, in lieu of holidays, has been incorporated into the schedules of these groups. Please see Appendix A for details.

Regular full-time and part-time employees required to work on Easter Sunday will be paid time and one-half.

Floating Holidays

All regular full-time employees will also be given ~~four~~^{two} floating holidays (~~thirty-two~~^{sixteen} hours) per calendar year accrued during the first pay period of the calendar year, or pro-rated upon hire. Regular part-time employees receive prorated floating holiday leave. This leave type is provided to allow staff the opportunity to observe personal holidays/dates for which City offices are not closed. These events could be

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related to, but are not limit to, religious observances, community service, mental health, family needs, family events, celebrations, etc. When utilized, floating holiday must be approved in the same manner as vacation and can be used in quarter hour increments. The floating holiday is paid only if used. If the floating holiday is not used during the calendar year, it is forfeited. If an employee retires or separates from service, any earned, unused floating holidays will be paid upon termination.

Vacation Leave

Vacation leave is available for employees to use at their discretion to cover absences from work because of vacation, family needs, school programs, and other personal needs. Because vacation leave is to be used for rest, relaxation, and time away from work, vacation leave does not have an independent cash value, or a wage automatically payable, if the vacation is not used or paid out at separation from employment. Requests to use vacation leave (other than for emergencies) must be made in advance and approved by the employee's supervisor.

Vacation usage may be in quarter hour increments and will be deducted from the vacation balance in the pay period it is used. Vacation balances may not go below zero.

Regular full-time employees will receive annual paid vacation based on the table below. Vacation for regular part-time employees will be pro-rated based on established hours for pay periods worked by the employee.

<u>Years of Service</u>	<u>Non-Exempt (Eligible for Overtime)</u>		<u>Exempt (Not Eligible for Overtime)</u>	
	<u>Annual Vacation</u>	<u>Maximum Accrual</u>	<u>Annual Vacation</u>	<u>Maximum Accrual</u>
<u>0</u>	<u>80 (3.33)</u>	<u>160</u>	<u>120 (5.00)</u>	<u>200</u>
<u>1</u>	<u>88 (3.67)</u>	<u>168</u>	<u>128 (5.33)</u>	<u>208</u>
<u>2</u>	<u>96 (4.00)</u>	<u>176</u>	<u>136 (5.67)</u>	<u>216</u>
<u>3</u>	<u>104 (4.33)</u>	<u>184</u>	<u>144 (6.00)</u>	<u>224</u>
<u>4</u>	<u>112 (4.67)</u>	<u>192</u>	<u>152 (6.33)</u>	<u>232</u>
<u>5</u>	<u>120 (5.00)</u>	<u>200</u>	<u>160 (6.67)</u>	<u>240</u>
<u>7</u>	<u>136 (5.67)</u>	<u>216</u>	<u>176 (7.33)</u>	<u>256</u>
<u>10</u>	<u>160 (6.67)</u>	<u>240</u>	<u>200 (8.33)</u>	<u>280</u>
<u>15</u>	<u>184 (7.67)</u>	<u>264</u>	<u>224 (9.33)</u>	<u>304</u>
<u>20</u>	<u>200 (8.33)</u>	<u>280</u>	<u>240 (10.00)</u>	<u>320</u>

Years of Service	Annual Hours of Vacation	Pay Period Accrual (hire date on/after 9/1/2017)	Maximum Vacation Accrual Level (all employees)
1st through 6th year of service	80	3.33	160
7th through 14th year of service	120	5.00	200
15th through 20th year of service	160	6.67	240
21st year of service	168	7.00	248
22nd year of service	176	7.33	256
23rd year of service	184	7.67	264
24th year of service	192	8.00	272
25th year and additional years	200	8.33	280

Employees accrue vacation differently, depending on their date of hire:

Employees hired after 9/1/2017:

- Vacation will be prorated over twenty-four pay periods for the total annual allocation shown above. This proration will commence with the employee's date of hire.
- Employees may accrue up to the maximum for the relevant service level indicated in the table above. Once the maximum level of vacation is reached, additional vacation leave will not be accrued until the balance falls below the maximum accrual level.
- Employees will be compensated for all accrued and unused vacation leave at the date of separation, up to the accrual limits, if the employee resigns in good standing.

Employees hired before 9/1/2017:

- Annual vacation hours will be applied to employee banks on the anniversary of their date of hire.
- Employee vacation banks may not exceed the maximum for the relevant service level indicated in the table above. On anniversary dates, vacation will be added only up to the maximum. Any amount which exceeds the maximum will be forfeited.
- Upon resignation in good standing, the employee's annual vacation hours will be prorated based on the employee's anniversary date to determine the amount actually earned, and the employee will be compensated for earned but unused vacation.
- If vacation already used is in excess of the prorated amount for the year, the vacation time will be deducted from the employee's final [pay check](#) [paycheck](#) or from any vacation accrued from previous years. If the final [pay check](#) [paycheck](#) is insufficient to cover the excess used vacation, the employee will be required to reimburse the City.

Employees are responsible for knowing their vacation leave balance.

Vacation time is only accrued during a pay period when the employee works the pay period or uses paid time off or has a full combination thereof. Accordingly, an employee using paid leave will accrue vacation during such use. Employees not fully working and on a partial paid leave will receive accruals on a prorated basis. Vacation will not accrue during leaves of absence without pay. Vacation banks of employees hired before 9/1/2017 will be adjusted accordingly. Approved leaves of absence will count as time served for the purpose of determining vacation accrual rates based on years of service.

Sick Leave

Accrual

Full-time employees receive eight hours of sick leave each month worked and can have a maximum unused sick leave balance of 480 hours.¹ Hours and balances will be prorated for regular part-time employees. Once the maximum level of sick leave is reached, additional sick leave will not be accrued until the balance falls below the maximum accrual level. Any employee transitioning from a full-time to a part-time position will be able to retain accrued sick leave but will not accrue additional sick time until their balance falls below the part-time maximum.

An employee working or using any earned paid time during a leave will accrue sick leave during such use. Sick leave will not accrue during leaves of absence without pay. Employees working part of the month or using partial paid leave will receive accruals on a prorated basis.

Sick leave may be used in quarter hour increments.

Sick Leave Use

Accrued sick leave may be utilized in the following circumstances:

- Personal illness, injury, or disability of the employee or of the employee's spouse, child, sibling, parent, grandparent, grandchild, father-in-law, mother-in-law, [stepchildstepchild](#), or stepparent for which the employee's attendance may be necessary.
- Personal medical and dental appointments for the employee that cannot be scheduled outside the regular [work-dayworkday](#). These appointments should be scheduled at the beginning or end of the workday whenever possible to avoid disruption of work.
- Medical and dental appointments for the employee's spouse, child, sibling, parent, grandparent, grandchild, father-in-law, mother-in-law, [stepchildstepchild](#), or stepparent that cannot be scheduled outside the regular [work-dayworkday](#). These appointments should be scheduled at the beginning or end of the workday whenever possible to avoid disruption of work.
- When an employee has been exposed to a contagious disease of such a nature that [his/hertheir](#) presence at the workplace could endanger the health of others.
- In conjunction with funeral leave upon approval of the City Manager.

Use of sick leave for a purpose other than those listed above may result in corrective action. For the purposes of this section a "child" includes a stepchild, biological, adopted, and/or foster child. A "grandchild" includes a step grandchild, biological, adopted, and/or foster grandchild.

¹Full time employees hired prior to July 1, 1982 receive eight hours each month and can have a maximum unused sick leave balance of 960 hours.

An employee should report ~~his or her absence~~[their absence](#) to the supervisor as soon as possible and prior to the beginning of the shift. Supervisors may implement more specific reporting guidelines. Employees are required to report each day of their absence with their supervisor as soon as the need for leave arises unless approval for an extended absence has been given.

Employees may be required to provide medical documentation as proof of illness for absences in excess of three consecutive days or if overall attendance is cause for concern. The medical documentation must include the dates of the absence and verify the necessity of the absence.

An employee who is absent on approved vacation leave or other scheduled time off may not retroactively change the time off to sick leave.

When an insufficient sick leave balance remains to cover the absence of an employee, the remaining hours of absence will be charged to accumulated vacation, then to other accumulated paid leave, and lastly to leave without pay.

Sick Leave Usage and Worker's Compensation

See Worker's Compensation under the Employee Safety section of Employee Responsibilities on page 3.

Unused Sick Leave Upon Termination

Regular full-time employees who ~~retire from employment with the City and/or~~ have worked for the City at least seven years and who ~~leave~~[retire or separate](#) in good standing will be compensated for unused sick leave up to 480 hours.² Regular part-time employees will be paid the unused accumulated sick leave prorated based on established hours. Payments will be calculated using the employee's final pay rate.

Light Duty and Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City on a case-by-case basis. This policy does not guarantee assignment to light duty. Such assignments are short-term, episodic, non-recurring, and temporary in nature and will generally not extend beyond six months. The Department Director, in consultation with the City Manager, reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of ~~his/her~~[their](#) job due to a temporary disability, the employee will notify their Department Director in writing as to the nature and extent of the disability and the reason why ~~he/she/they~~ is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, work restrictions and the expected duration of the restrictions.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions. If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if ~~he/she/they refuses~~[refuse](#) such work. The City will not require an employee who is otherwise

²Full time employees hired prior to July 1, 1982 will be paid the unused accumulated sick leave up to 480 hours at the employee's final pay rate. Any accumulated sick leave over 480 hours will be paid at 1/2 the pay rate.

qualified for protection under the Family and Medical Leave Act to accept a light duty assignment in lieu of using FMLA leave. The circumstances of each disabled employee performing light duty work will be reviewed regularly by the Department Director and City Manager. Any light duty/modified work assignment may be discontinued at any time.

The City will make every effort to assist female employees who request reasonable accommodations for health conditions related to pregnancy or childbirth, including more frequent restroom, food, and water breaks; limits on lifting; seating and/or temporary transfer to a less strenuous or hazardous position, should one be available. Employees should contact their Department Director to discuss reasonable accommodations.

Family and Medical Leave

The City grants eligible employees leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA) and the Federal Family and Medical Leave Act (FMLA). For more specific details on leave available in accordance with these Acts, please refer to the policy in Appendix C.

Wisconsin FMLA

Employees who have been employed with the City for more than fifty-two weeks (for a minimum of 1,000 paid hours within the fifty-two weeks) are eligible for unpaid leave under this Act. Employees may, but are not required to, substitute paid leave benefits for unpaid leave time (~~e-g-e.g.~~, paid vacation). The amount of unpaid leave available in a calendar year is as follows:

Purpose	Type of Leave	Leave Available per 12 months
Birth or adoption of child	Family Leave	Up to six weeks
Care for a family member (as defined in Appendix C)	Family Leave	Up to two weeks
Employee serious health condition	Medical Leave	Up to two weeks

Federal FMLA

Any City employee who has worked for more than twelve months (for a minimum of 1,250 hours within the year) is eligible for unpaid leave under this Act. An employee may substitute paid leave benefits for unpaid leave. The amount of unpaid leave available during a ~~twelve-month~~twelve-month period for any covered purpose is twelve weeks.

Funeral Leave

Leave with pay may be taken by regular full-time and part-time employees to make necessary arrangements and attend the funeral in connection with a death in the family, according to the following schedule:

- Up to three days, if scheduled to work, for immediate family. Immediate family for purposes of this policy is spouse, parent, ~~step-parent~~stepparent, parent-in-law, child, ~~step-child~~stepchild, sibling, stepsibling, brother-in-law, sister-in-law, grandparent and grandchild of the employee or employee's spouse.

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- One day, if scheduled to work, for extended family. Extended family for purposes of this policy is ex-spouse, ~~step-sibling~~, aunt, uncle, niece, nephew and first cousin.

Under certain circumstances, a guardian or foster-parent arrangement may ~~exist~~[exist](#), and such a relationship may be considered on the same level as a biological parent. Under these circumstances, the City Manager has the discretion to approve funeral leave.

Military Leave

Leave will be granted for various duties of service in the military as provided by law. Military leaves will be without pay. An employee may use vacation or compensatory time for military leave.

Civil Leave

Employees will be granted leave without loss of pay when performing jury duty, appearing as a witness, attending court in the course of official duties, and performing emergency civilian duty in connection with national defense, as provided by law and upon providing proof of reason for absence. Employees performing jury duty must submit any fees received (other than meal or travel allowance) to the City. When dismissed from performing these duties, employees must return to their jobs to complete the regular ~~work day~~[workday](#) if half or more of the ~~work day~~[workday](#) remains.

Special Leave of Absence With or Without Pay

In certain situations, the City Manager may grant an employee a leave of absence outside of, or after exhaustion of legally protected leave such as FMLA or Military Leave. Vacation and sick leave will not accrue during leave without pay.

Employees will have the option of carrying benefits ~~on an individual cost basis~~ at the employee's expense if permitted by the plan. Employee contributions to any benefit premiums will be required either through payroll deduction or by direct payment to the Administration Department. The employee will be advised in writing as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. If an employee's contribution is more than sixty days late or as determined by the plan, then such late payment may result in termination of the employee's coverage. If the absence begins after a scheduled insurance premium payment, then the City will not recoup that premium payment.

CHAPTER 3: COMPENSATION AND OTHER EMPLOYEE BENEFITS

Compensation Administration

The City of Platteville compensation system is designed to attract, retain and reward highly talented staff who can help the City excel at its service-based mission and achieve its strategic goals. The City also strives to use its financial resources as efficiently and effectively as possible. Through the effective allocation of compensation dollars, the City will advance its compensation purpose and principles without placing an unreasonable burden on Platteville citizens. Employees can refer to the City's Compensation Policy for additional detail.

Compensation Adjustments

Regular full-time and part-time employees typically receive salary adjustments in one of four ways:

- Base Adjustments – When the ranges are adjusted (typically at the beginning of each calendar year), employees receive the amount of the range adjustment so that they remain on the same step within the range.
- Step Adjustments – Employees with salaries below target rate may receive step adjustments the pay period following their position anniversary date until their salary reaches the target rate of their salary range (assuming positive performance). Once the employee reaches the target rate, they will only receive base adjustments moving forward. Employees who have not demonstrated positive performance in their role during the preceding year may have their step adjustment withheld.
- Merit Adjustments (exempt only) – Exempt employees who have reached step 7 of their range, may qualify for merit adjustments. Merit adjustments will be determined by the City Manager based on individual performance. The percentage of the amount given in merit adjustments will not exceed the percentage of the amount given in steps during the same year.
- Lump Sum Payments - The City also may award non-base adjustments in the form of a lump sum payment in return for continued service or in order to keep payroll costs consistent with City resources.

New Hires

The City Manager has the discretion to assign new hires anywhere within the salary range. Ideally new hires will be assigned to a step that is lower than the control point (step 6), although this may not always be possible. The City Manager will weigh the following factors when determining starting salaries:

- Candidate skills and experience;
- Pay at candidate's previous organization;
- Pay of other incumbents currently in the role;
- Current labor market conditions.

Promotions

A promotion occurs when an employee accepts a new role or position in a higher salary grade. In the case of a promotion, the employee will typically move to the step or portion of the new salary grade that provides a minimum of a 5% increase from ~~his or her~~ their current salary. When determining promotion increases, the following factors may also be considered:

- Scope of the position change;
- Pay of any positions supervised;
- Pay of other incumbents currently in the role;
- Current labor market conditions.

Demotions

A demotion occurs when an employee accepts or is moved to a position in a lower salary grade. When a demotion occurs, the incumbent will move to the closest step to their current salary in the new range (which may be the maximum).

Transfers

A transfer occurs when an employee accepts or is moved to a new position assigned to the same salary grade. Transfers will not typically result in any change in salary.

Position Reclassification

A position reclassification occurs when a position is reevaluated based on a change or expansion of job duties. When a reclassification occurs, the City Manager may recommend an appropriate step progression for the impacted employee(s).

Position Anniversary Date

An employee's position anniversary date is the date the employee started their current regular full-time or part-time job classification. Position anniversary dates change when employees are promoted or demoted. The position anniversary date does not change when a position is reclassified to a new salary range or transferred to another position or job classification within the same salary range.

Pay Periods and Paychecks

For most positions, the payroll week is defined as Sunday through Saturday. There are two weeks in a pay period. Employees are paid every other Friday. When a payday falls on a holiday, employees are paid on the preceding [work dayworkday](#). Earnings are deposited into the account(s) designated by the employee.

The pay period for sworn law enforcement officers is set forth in the collective bargaining agreement governing such employees. The work period for sworn law enforcement officers under the FLSA for overtime purposes is not the same as the pay period and may be up to 28 calendar days.

Employees will receive an email notification of each paycheck, with a link to an electronic copy of their direct deposit advice. The direct deposit advice details wages earned for the pay period as well as deductions for taxes, insurance premiums, deferred compensation, pension, etc. as applicable by law or authorized by the employee. Employees should review the advice for accuracy and contact the [Administration DepartmentAccounting Specialist-Payroll](#) as soon as possible regarding any potential errors. Any employee who is unable to access the direct deposit advice can request a copy from the [Administration DepartmentAccounting Specialist-Payroll](#).

Time Reporting

Employee Responsibilities

All employees must turn in a pay record on a bi-weekly basis in the format determined by the Administration Department. For non-exempt employees, time of hours worked must be entered to the nearest one-quarter hour. All non-exempt employees shall record all hours worked including hours worked in excess of forty hours per week.

Exempt employees are salaried and paid eighty hours per pay period. Exempt employees are required to report the amount of paid leave or unpaid leave taken each pay period, in the format determined by the Administration Department. Employees are required to report all hours worked accurately and completely and submit their completed [time cardtimecard](#) to their supervisor on their last day worked for the pay period or as directed by their supervisor. Employees taking vacation time or other extended leaves should prepare and submit [time cardstimecards](#) in advance of their leave.

Supervisor Responsibilities

Supervisors are responsible for reviewing the [time cardtimecard](#) for accuracy, including ensuring all hours worked are recorded appropriately, paid leave time has been used and recorded appropriately, and that all relevant provisions of the City's Employee Handbook and any applicable union contract have been followed. Questions regarding application of the Employee Handbook or a union contract should be directed to the [Administration DepartmentHuman Resources](#). Supervisors are responsible for collecting missing [time](#)

~~cardstimecards~~ and working with employees to make necessary corrections to the ~~time cardtimecard~~. ~~Time cardsTimecards~~ must be approved by the employee's supervisor or designated alternate and submitted to Payroll no later than noon on the Monday following the close of a pay period.

Time worked is rounded to the nearest quarter hour. Falsification of time entry is grounds for termination of employment. Failure to meet employee and/or supervisor responsibilities may result in errors or a delay in pay.

Overtime

Supervisors are responsible for determining if overtime is appropriate for employees based on workload, customer service, and scheduling issues. Employees may at times be required to work overtime depending on City needs. The City's overtime policy complies with applicable state and federal laws governing the accrual and use of overtime, including the Fair Labor Standards Act (FLSA).

As part of the City's compensation plan, each position is designated as "exempt" or "non-exempt." Non-exempt employees are paid on an hourly basis and are eligible to earn overtime. Exempt employees are paid according to an annual salary and are not eligible for overtime pay.

Most non-exempt employees will be compensated for "hours worked" in excess of forty hours per workweek at a rate equal to one and one-half times their regular rate of pay as defined by the Fair Labor Standards Act. Except in emergencies, the employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

The following count as hours worked for the purpose of calculating overtime within a workweek:

- Hours actually worked;
- Paid holiday leave taken on the observed holiday;
- Vacation leave, sick leave, and floating holiday leave used to replace hours that the employee was scheduled to work.

Schedule changes do not result in overtime if the change does not result in additional hours worked as defined above.

For most ~~employeesemployees~~, the workweek begins at 12:00 a.m. on Sunday and runs until the following Saturday at 11:59 p.m. In certain situations, different workweeks may be established based on the needs of the division, subject to the approval of the City Manager. See "Holiday Leave" in the Attendance and Leave section for overtime guidelines for hours worked on City Holidays.

[Dispatch employees' workweek begins at 11:00 p.m. on Saturday and runs until the following Saturday at 10:59 p.m.](#)

Non-exempt employees engaged in sworn law enforcement activities work a ~~twenty-eight daytwenty-eight-day~~ period under the extended workweek exemption of the FLSA. These employees will receive overtime only as identified in the collective bargaining agreement and as required by law.

For non-exempt employees in the Street Division please reference the Street Division Availability and Overtime Policy in the Appendix.

[Reporting Concerns or Errors](#)

The City will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice has occurred, ~~he or she~~ they should send a written complaint to ~~the Administration Department~~ Human Resources for review.

Employees will be reimbursed for any inappropriate deductions taken. In cases where overtime payments are owed to the employee, the amount reimbursed will be based on FLSA guidelines only. Since some of the City's overtime policies are more generous than that required by law, payments already made to employees under City policy will be credited against any amounts due to the employee under the FLSA.

Employees should review their pay notices regularly and must report any potential overpayment or underpayment to the ~~Administration Department~~ Accounting Specialist-Payroll as soon as it is discovered.

For specific information regarding the correction of improper payroll deductions applied to exempt employees, please reference the FLSA Safe Harbor Policy ~~immediately below the "Overtime" section in~~ Appendix E.

Compensatory Time

Non-exempt employees may request the accrual of compensatory time (comp time) in lieu of approved overtime pay. Both the accrual and use of comp time require prior supervisor approval and must be recorded on ~~time card~~ timecards. If comp time is approved by the supervisor, one and one-half hours of comp time will be accrued for every hour of overtime worked.

Accrued but unused comp time as of October 31 will be paid out to the employee on or before December 31. Accrued but unused comp time will also be paid out upon termination of employment. Any cash out will be paid at the rate that is in effect at the time of the cash out or termination from employment.

The maximum balance of comp time allowed is sixty hours. Once an employee reaches sixty hours of accrued comp time, further overtime will be paid in cash until the balance falls below sixty.

The FLSA governs both "traditional" compensatory time off and "other" compensatory time off. Because the City does not follow traditional rules for earning overtime under the FLSA and instead offers a more generous overtime earning program, the City only permits employees to accrue compensatory time that is classified as "other" compensatory time under the FLSA. As a result, compensatory time may be used only with the discretionary approval of the employee's supervisor. The City reserves the right to cash out an employee's compensatory time bank at any time.

Exempt Employee Absences

Exempt employees are expected to work the number of hours necessary to fulfill their responsibilities and effectively perform their duties, which often requires work in excess of forty hours per week or eighty hours per pay period. Exempt employees earn a weekly salary which is paid on a bi-weekly basis and are not eligible for overtime, compensatory time, or other supplemental pay.

Exempt employees will not be allowed to track time and use "informal comp time" on an hour for hour basis. If an exempt employee is not consistently accounting for at least eighty hours per pay period (of time actually worked and accrued leave time taken) the situation will be treated as a performance and/or workload concern.

An absence of four hours or more will require use of paid leave unless approved by the employee's supervisor because the employee has worked an extensive ~~amount~~ number of additional hours.

It is the policy of the City to fully comply with the Fair Labor Standards Act (FLSA). In keeping with this commitment, the City will pay exempt employees their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law. Full-day deductions from pay that are permitted by law include, but are not limited to, deductions for infractions of written workplace conduct rules, salary for the employee's first and last weeks of employment and use of leave under the Family and Medical Leave Act (FMLA). If ongoing use of intermittent FMLA leave is needed, deductions may be required on an hour for hour basis. Contact [the Administration Department Human Resources](#) for more information. The City has created a Safe Harbor Policy for employees who are classified as exempt under the FLSA. Please see Appendix E for this policy.

Call-In Pay

Call in pay is intended to compensate employees for having to report in emergencies and unforeseen circumstances. Regular full-time and regular part-time non-exempt employees called back to work following the completion of the regular working day or on a scheduled day off will receive a minimum of two hours pay at one and one-half times their regular rate of pay. Call-ins must be approved by the employee's supervisor. Reporting early for a shift, shift extensions, scheduled meetings, or schedule changes do not qualify for call-in pay. Eligibility for call-in pay is determined based on the work requirements and schedules of each division:

Police Department

Telecommunicators receive call-in pay when called in to work in addition to their regularly scheduled hours. Regularly scheduled hours include weekends and holidays on a rotating basis. This provision will not apply to the two consecutive hours worked prior to or immediately following the employee's regular schedule of hours which constitute no break in service.

Utilities Division

Utilities division employees receive call-in pay when called in to work in addition to their regularly scheduled hours. Regularly scheduled hours include weekends and holidays on a rotating basis.

Street Division

Street division employees receive call-in pay for hours worked before 5:00am or after 6:00pm and on Saturdays and Sundays, unless given a twelve-hour advance notice to report to work. For examples of when and how call-in pay is applicable, please reference the Street Division Availability and Overtime Policy in Appendix B.

Employees working in support of Street Division employees will work under the Street Division rules above.

Employees who are called in to work due to an emergency for a neighboring municipality will receive two times the normal rate of pay for a minimum of two hours. The municipality will be billed accordingly.

Uniform Allowances

The City may provide uniforms for certain employee groups. Uniforms provided by the City are to be worn while working for the City, but not at other times. Certain employee groups may be granted a uniform allowance or may be reimbursed for uniform expenses they incur. In some circumstances, the employee may be required to pay taxes on the uniform allowance. Under IRS code §162, if the clothing is specifically required as a condition of employment and is not worn or adaptable to general usage as ordinary clothing, then the

reasonable uniform payment would be tax free. In all other cases, the employee would be required to pay tax on the uniform allowance or reimbursement. Uniform policies and allowances will be approved by the Department Director.

Health and Retirement Benefits

The information in this section is intended to provide employees with a general overview of City benefits. Please see the City of Platteville Employee Benefits Summary and individual benefit plan documents for more details. In the event of a conflict, information contained in the Benefit Summary or specific summary plan documents prevail. The City of Platteville's benefit package is periodically reviewed and may be changed or updated. Contact [the Administration Department Human Resources](#) for questions related to benefits.

Benefit Eligibility

Regular full-time employees and regular part-time employees who are assigned thirty hours per week or more are eligible for the City's benefit program which includes health, dental, vision, life and long-term disability insurances, Wisconsin retirement, deferred ~~compensation~~[compensation](#), and the employee assistance program. Eligible dependents are spouses and children under age twenty-six.

Benefits for regular part-time employees will be prorated according to the employee's assigned full-time equivalent (FTE). Flexible Part-time/Temporary/Seasonal (PTS) employees and Paid On-Call Firefighters do not qualify for benefits unless specifically noted.

Benefit Enrollment

The benefit year begins January 1 and ends December 31. New employees are eligible for benefits on the first of the month following the 15th day of employment, unless noted otherwise, and must elect their benefits within thirty days of hire. Current employees can make changes to benefit elections during open enrollment, which occurs in the fall of each year. Employees may also be able to make changes to benefits when a qualifying life event occurs. Qualifying life events are certain changes in the status of the employee or member of the employee's family such as getting married, having a baby or loss of other health insurance. Employees have thirty days after a qualifying life event to make a change in benefit coverages.

See below for a summary of the available insurance options:

Type of Insurance	Premium Payment	Additional Details
Health	Premium cost is shared between employee and City.	City self-funds a portion of the employee medical deductible and coinsurance via HRA plan.
Dental	Premium cost is shared between employee and City.	
Vision	Premium cost is paid by employee.	
Life	Premium cost is paid by City for the employee. Premium for optional additional coverage for employee or dependents is paid by employee.	Effective first day of month following thirty days employment.
Long-Term Disability	Premium cost paid by City.	Effective after thirty days continuous service. Provides income protection for illness/injury absence beyond forty-five forty-five consecutive days.

Flexible Spending Account

Flexible spending accounts allow employees to annually set aside pretax dollars from earnings to pay for qualified health care and ~~child care~~[childcare](#) expenses. Set-aside funds should be used by the end of the year. Any funds not used by the end of the grace period are forfeited.

Employee Assistance Program

The City provides confidential assessment and referral services to assist eligible employees in solving problems through an independent organization. Employees have access to certified social service counselors 24 hours a day. These counselors can assist employees with personal and work concerns, family issues, addiction concerns, legal concerns, financial ~~planning~~[planning](#), and many other issues that may cause stress or concern, at no cost to the employee. This program is available for all regular full-time and part-time employees covered under the long-term disability plan.

Wisconsin Retirement System

Employees who work at least 600 or 1,200 hours, depending on prior eligibility and participation in the WRS, in a twelve-month period will participate in a retirement plan offered through the Wisconsin Retirement System (WRS). WRS is a defined benefit plan, funded through a combination of City contributions and employee contributions deducted through payroll. Employees are vested after five years of service. Upon retirement, WRS offers seven payment (annuity) options for the employee's lifetime. An employee's benefit depends on age at retirement, average ~~salary~~[salary](#), and years of credited service.

An employee who ends ~~his or her~~their career in public service and remains out of public employment in Wisconsin for more than thirty days can request a return of ~~his or her~~their contributions with interest or can leave the contributions in the WRS until reaching age fifty-five or later.

Deferred Compensation

Deferred compensation is a voluntary program made available by the City for regular full-time and part-time employees. The Section 457 deferred compensation plan allows employees to invest a portion of their earnings for retirement before or after taxes are deducted. Employees can sign up for the City's deferred compensation program or make changes to contribution amounts at any time.

Careful Selection of Benefits and Notification of Changes

It is important that each employee's personal information and decisions regarding benefit selection be accurate at all times. It is each employee's responsibility to promptly notify ~~the Administration~~ Department Human Resources, in writing, of any change in personal information including name, address, telephone number, marital status (for benefits and withholding purposes), names, addresses and phone numbers of the employee's spouse and dependents (for benefits purposes) and emergency contact information.

CHAPTER 4: EMPLOYEE RESPONSIBILITIES

Employee Conduct

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the residents for whom they work. Each employee is part of the greater City team and should work in a manner that supports both the objectives of their work group, as well as the City as a whole. Employees should be mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics.

The following are job requirements for every position at the City of Platteville. All employees are responsible for and expected to:

- Refrain from any acts that bring the employee or City into disrepute, including unlawful acts, both on and off the job;
- Provide excellent service to both internal and external customers;
- Conduct themselves respectfully toward both residents and staff and respond to inquiries and information requests with patience and courtesy;
- Perform assigned duties to the best of their ability at all times;
- Not give special treatment to, or discriminate against, any person in the performance of their duties;
- Report any and all unsafe conditions to a supervisor;
- Maintain good attendance; and
- Act as good stewards of City resources. Resources may be physical (buildings and equipment), financial or human (efficiency and effectiveness).

Harassment and Respectful Behavior

The City is committed to providing a work environment that is free from harassment, violence, ~~discrimination~~[discrimination](#), or other offensive behavior. Maintaining a respectful workplace is a responsibility shared by all employees. The City's Harassment [Prevention](#) and Respectful Behavior policy identifies types of inappropriate behavior, procedures to be followed in the circumstance of inappropriate behavior and responsibilities of employees, ~~supervisors~~[supervisors](#), and officeholders in such circumstance. Please refer to the Harassment Prevention and Respectful Behavior Policy in Appendix D.

Conflict of Interest

It is expected that all employees exercise good judgment in avoiding outside activities or situations where a conflict of interest with City business exists or could be perceived to exist. The following are some examples of situations where a conflict of interest may occur:

- If an employee's official capacity with the City and with an outside organization enable ~~him or her~~[them](#) to influence City business, which allows ~~him or her~~[them](#) to directly or indirectly gain something of value;
- If an employee accepts a paid or unpaid position elsewhere and performs an activity that interferes with the employee's duties or job performance at the City;
- If an employee uses information not generally available to the public, in the employee's personal affairs which ~~allows~~[allow](#) ~~him or her~~[them](#) to directly or indirectly gain something of value;
- If an employee's personal relationship has the potential for inappropriate influence on City business decisions.

Outside Employment and Business Activity

The City is considered the primary employer for all regular full-time and regular part-time employees. Employment and other business activity outside of the employee's work for the City must not interfere with the employee's City work schedule, work performance, availability for overtime, call back duty or pertinent meetings the employee is expected to attend.

The following types of conduct are prohibited:

- Engaging in outside employment or business activity during work time;
- Using City equipment, resources, or staff in the course of outside employment or business activity;
- Violating City personnel policies as a result of outside employment or business activity;
- Receiving compensation from another individual or employer for services performed during hours for which the employee is also being compensated by the City - work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates a conflict of interest or the perception of a conflict;
- Working for another employer or business while using paid sick leave from the City for the same hours.

Departments may establish more specific policies as appropriate, subject to approval of the City Manager. In addition, outside employment or business activity must not present a real or perceived conflict of interest. Employees should talk with their Department Director upon hire with the City, or before obtaining outside employment or engaging in outside business activity, to determine if there is a potential for a conflict of interest.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Employees must remain neutral and cannot engage in political activity while at work or by using City resources.

Any employee who becomes a candidate for federal, [state](#), or municipal elective office, or assumes a federal, [state](#), or municipal elective office is expected to properly fulfill [his or her](#) normal duties during such candidacy and while holding such office.

An employee may not use official authority or influence to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity.

Confidential Information

During the course of employment, employees may learn, [see](#), or acquire confidential information about the City of Platteville, other employees, or our citizens. Such information is to be handled in strict confidence and is to be shared only with those employees or officeholders within the City of Platteville who need to know such information. Employees are expected to handle confidential information in a manner which complies with state and federal laws and regulations. Unauthorized use of, or access to, confidential information is prohibited, and confidential information may only be used in the interests of the City. Confidential information may include, but is not limited to, medical records, employee records, other personal information regarding City employees or former employees, records of criminal investigations, and certain business records.

Employees who are uncertain whether information is confidential or not should consult with their supervisor or Department Director before releasing or using such information.

Requests for Information or References

The City of Platteville is committed to operating openly and transparently, and to providing requested information whenever possible. If information is confidential, it must not be disclosed (see Confidential Information in this chapter). If information is being requested on behalf of a potential litigant against the City, employees should refer the request to the City Manager.

Requests to provide a reference for a former City employee should be referred to the Department Director. Employees who choose to provide a personal reference for a former City employee are acting in their own capacity and not as an agent, official or employee of the City. In this circumstance, employees should inform the inquiring party that they are not speaking on behalf of or representing the City.

Media Relations

Except for routine inquiries, questions from the media should be directed to the Communications Specialist, Department ~~Directors~~[Directors](#), or the City Manager. Police and Fire Department employees and volunteers should refer to procedures for their specific department.

Some employees may serve as administrators on the City's web or social media sites. Employees serving in this capacity are responsible for following the City's Social Media Administration Policy (pending).

Social Media

The City of Platteville respects employee's rights to engage with traditional (letters to the editor) or social (personal websites, blogs, social media pages etc.) media on their own devices during non-work hours. Employees should exercise caution with content that references City personnel, policies, ~~operations~~[operations](#), or property. Employees may not use a City brand, logo, or other City identifier in their personal content or distribute information that purports to be the position of the City without prior authorization.

City employees are discouraged from identifying themselves as City employees when responding to or commenting on media content with personal opinions or views. If an employee chooses to identify ~~him or herself~~[themselves](#) as a City of Platteville employee and comments on a matter related to City business, a disclaimer similar to the following must be used "These are my own opinions and do not represent those of the City."

There may be times when personal content shared through the media or social media, even if off-duty and using the employee's own devices, may impact work performance and become the basis for employee coaching or corrective action. Employees should be very cautious about sharing content that may adversely impact the public's confidence in the employee's or City's ability to carry out their respective missions.

Examples of situations where this might occur include:

- Cyber-bullying, stalking or harassment;
- Discriminatory or defamatory remarks or the threat of violence;
- Airing of workplace concerns or issues;
- Negative comments about co-workers, ~~leaders~~[leaders](#), or elected officials;
- Release of confidential or private data; or
- Unlawful activities.

Training and Development

The City is committed to providing quality service to its citizens and recognizes the need to provide training and conference opportunities for employees to enhance their job-related skills and personal development. The City may also approve memberships for employees in certain trade and professional associations for the purpose of individual and organizational development.

External training, professional/trade memberships or conferences must be requested and approved through the Department Director. Priority will be given to training required for licensures and certifications. Local training opportunities will be given first consideration, followed by state or regional programs.

Employee participation in training and professional association activities will be considered as hours worked for pay purposes, up to the number of hours in the employee's normal [work-day/workday](#) for exempt employees. Non-exempt employees will be compensated for each hour spent in attendance and for travel time.

Internal training may also be offered on topics such as safety, City policies and conduct, and should be treated as any other work assignment. As a relatively small organization, cross training between individual employees is critical for continuity in the City's operations. Employees are expected to actively participate in cross training by documenting work process and procedures, sharing their knowledge with co-workers and embracing related assignments.

Expense Reimbursement

The City reimburses employees for certain authorized extra expenses they incur when required by the City to attend conferences, meetings, training sessions or similar events. Reimbursable expenses are those expenses over and above what the employee would have normally incurred had they not been required to attend. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Detailed information can be found in the City of Platteville's Hotel and Meals & Tips policies.

Gifts

All public officials and City employees are prohibited from directly or indirectly receiving any payment of expense, compensation, gift, reward, favor, service, promise of future employment, loan, advance or other future benefit from any source. This includes free meals and/or beverages, alcohol, [outings/outings](#), or tickets to any sporting or special event. City employees may not accept any gratuity from any vendors, contractors, suppliers, companies, agents or consultants and it is expected that when appropriate, employees inform individuals or companies of the City policy regarding gifts.

Limited exceptions include the following:

- Gifts of nominal value (trinkets such as a pen, mug, magnet, etc.);
- A plaque or similar item recognizing service or an award;
- Items given as part of a membership in a group, a majority of whose members are not officials, where all members receive the same gift (e.g., a gift given to all conference attendees, food/treats given to the Police Department from residents, etc.);
- Travel reimbursement for an event where the employee is a guest speaker;
- Donations of money, equipment, etc. to a department or City as a whole;
 - Items of substantial monetary value will be officially accepted by the Common Council at a Council meeting.

Dress Code

The City's image is a direct result of our staff both individually and collectively. Quality service, positive attitude, good customer relations and a professional appearance are key factors in creating and maintaining a favorable image. Each employee represents the City in ~~his or her~~[their](#) daily contacts with residents, ~~vendors~~[vendors](#), and members of the business community. The City expects employees to use good judgment in choosing their attire and in their grooming and personal hygiene.

Employees who spend the majority of their time in an office environment should wear business attire Monday through Thursday. Unless informed otherwise, jeans are allowed on Friday. Employees should use discretion when participating in external meetings or other situations where jeans may not be appropriate. Clothes should be clean, wrinkle-free and in good condition.

Office employees should avoid:

- Clothes purchased with or clothes containing deformities (~~e.g.e.g.~~ rips and/or fraying);
- Clothing with advertising or logos other than City of Platteville;
- Shirts or pants which reveal undergarments;
- Shorts; and
- Informal footwear including flip flop sandals, such as the type one would wear to a beach.

The ultimate goal is for all City staff members to look professional in order to build a positive impression with our citizens and co-workers. Unless approved by the supervisor due to the nature of the work, clothing that is damaged, heavily stained or torn should not be worn. Employees should not wear shirts, buttons, ~~hat~~[hats](#), or other clothing with obscene or offensive words, terms, logos, pictures. If you are uncertain about what is acceptable, ask your supervisor.

City Property

Employees have a responsibility to protect public property and City resources. Unauthorized destruction, defacement or misuse of City property is prohibited. Knowingly stealing or taking property belonging to the City, residents, or employees for personal use, sale, or solicitation is strictly prohibited at all times.

Personal areas such as offices, lockers, ~~work stations~~[workstations](#) and City vehicles are the property of the City. As such, the City has the right to enter or inspect them without employee consent to the extent permitted by law. Employees have no expectation of privacy when using the aforementioned City property or in any personal property brought on to City premises or used for City business.

Weapons

Possession or use of dangerous weapons, including handguns and firearms, by City employees and volunteers is prohibited on City property and while performing work or training on behalf of the City, in City vehicles, while driving or while riding as a passenger in a personal vehicle.

Exceptions to this policy are as follows:

- Employees may possess firearms in City-owned parking areas if the employee holds a valid permit (provided one is required) and if the firearm is secured within an attended personal vehicle or concealed from view within a locked, unattended personal vehicle while the employee is working on City property.

- This policy does not apply to an employee who is showing or transferring the weapon or firearm to law enforcement officers as part of an investigation.
- This policy does not apply to sworn law enforcement officers, either on or off duty.

Employee Safety

Employee and visitor safety is a priority for the City of Platteville. Creating and maintaining a safe and healthy environment is the responsibility of every employee. Employees are expected to follow established work practices, to take the time to perform jobs safely and to comply with the following safety rules:

- All established safety procedures must be followed.
- All personal protective equipment must be used in any area for which it has been issued. If proper protective equipment is not available, the employee should ask the appropriate supervisor before proceeding.
- Employees may not operate, ~~adjust~~adjust, or repair machines or equipment unless authorized to do so.
- If an employee is unsure how to perform an assigned task or operate a machine, the employee should ask the appropriate supervisor before proceeding.
- Only the proper tool(s) should be used for the job. If the proper equipment is not available, the employee should ask the appropriate supervisor before proceeding.
- Employees should use proper techniques in lifting and ask for assistance in lifting any object that is too bulky, ~~awkward~~awkward, or heavy to be lifted safely by one person.
- Equipment should be kept clean and work areas orderly.

Prompt notification of unsafe conditions will help the City prevent future injuries or illnesses. An employee will not be subjected to retaliation for reporting safety problems or concerns. All employees are encouraged to make suggestions for improvement of workplace conditions and/or related policies.

Workers' Compensation Insurance

The City provides Workers' Compensation insurance for all of its employees. If an employee or volunteer is injured on the job, ~~he or she~~they must report the accident immediately to ~~his or her~~their supervisor. If the condition is potentially life-threatening, emergency services should be called first. The supervisor will place a phone call to the on-call nurse to provide details of the injury and will receive an injury assessment, treatment recommendation and referral to a treatment facility when needed. If the supervisor is not available, the employee should call the on-call nurse.

The on-call nurse service will complete the insurance reporting requirements and will provide a triage incident report to ~~the Administration Department~~Human Resources. A City of Platteville Accident Report Form must be completed by the employee, which will record all of the known details and circumstances pertaining to the injury, as well as the names of all and any witnesses to the accident. The completed form must be forwarded to ~~the Administration Department~~Human Resources within 10 days of the accident. The supervisor will notify the City Manager of the accident and will keep the City Manager apprised on a continuing basis.

If the Workers' Compensation claim is accepted and the employee has been disabled for more than three calendar days, the City's Workers' Compensation Provider will pay wage-loss benefits to the employee. The first three days of lost time after an injury are only paid if the employee is disabled for eight or more calendar days. Compensation benefit rates are based on two-thirds of the employee's average gross weekly wage earned at the time of injury. The employee will be eligible to use accrued sick leave up to the limit of the

accumulated benefit, and then other available paid leave, if necessary, up to the limit of the accumulated benefit to supplement the Workers' Compensation payment. In no event will the total of the Workers' Compensation payment and the supplement from the accrued paid leave exceed the normal gross pay. No deductions will be taken from the Workers' Compensation payments. However, any payments made through accrued paid leave will be treated as regular pay and subject to all required payroll deductions.

Under circumstances where Workers' Compensation payments are initially denied, the employee must use ~~his or her~~their accumulated sick or vacation leave or take time off without pay if no accrued leave time is available. If the decision is reversed and the employee is later deemed eligible to receive Workers' Compensation payments, some or all of the accrued leave time may be credited, depending on how long ~~he or she~~they was/were away from work.

If the work-related injury or illness also qualifies as a serious medical condition as defined in the Family and Medical Leave Act, any lost time incurred shall also count toward leave available under the Family and Medical Leave Act Policy, as they run concurrently. Additionally, if the employee is eligible for any other leaves as provided for in this handbook, the Workers' Compensation leave and the Family and Medical Leave Act leave will also count toward the leave time available with respect to those policies, as well as run concurrently until eligibility for any of the leaves expire.

Vehicle Safety

Where a position requires the driving of a motor vehicle, the employee must have the appropriate valid driver's license and a good driving record. The City of Platteville provides insurance for City vehicles. Employees are expected to drive safely and courteously and abide by all State and City traffic regulations. Costs for traffic citations are the responsibility of the driver. Any accident involving a City vehicle must be reported to the employee's supervisor.

The use of seat belts is required for all occupants of a City-owned vehicle, City equipment where seat belts are provided, and non-City owned vehicles used for City business. Certain exceptions exist under Wisconsin Statutes 347.48 (2m) (dm) and (dr).

Non-emergency use of all cell phones while operating a City vehicle or operating any vehicle while in the service of the City is prohibited. In such occurrences, employees should pull out of traffic to a safe location when using a cell phone. In addition, texting and e-mailing while operating a City vehicle or operating any vehicle while in the service of the City is prohibited.

Criminal Charges

Employees are expected to report any arrests and/or formal charges for illegal conduct (other than minor class C traffic violations) to ~~his or her~~their Department Director within five business days of the arrest or filing of charges. At that time, the case will be reviewed to determine if the charges are substantially related to the employee's position with the City and if the charges impact the employee's ability to perform their job. The matter may also be independently investigated by the City for the City's own independent determination of whether City policy or expectations of conduct have been violated. The employee may be required to provide regular reports of the disposition of the charges or court case to assist in this determination. Failure to report criminal charges may be grounds for termination of employment.

Controlled Substance-Free Workplace

It is the policy of the City of Platteville to provide and to make a good faith effort to maintain a controlled substance-free workplace. The City's goal is to establish and maintain a healthy and efficient work force free from the effects of controlled substance and alcohol abuse. The policy is in compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and applicable State law.

The City recognizes that controlled substance abuse poses potential health, ~~safety~~^{safety}, and security problems. The manufacture, distribution, storage, purchase, dispensation, possession, consumption, or use of any illegal drug, controlled substance, or alcohol while at the workplace or in a City vehicle is strictly prohibited. Employees shall not use illegal substances or abuse legal substances in a manner which may impair their ability to perform job duties safely and productively, or that might impair senses, coordination, or judgment. Under no circumstances may an employee perform employment-related duties, whether on or off City premises, while under the influence of alcohol or illegal substances. An employee taking a prescribed drug or medication that may adversely affect such employee's ability to perform work in a safe and productive manner must report such use to ~~his or her~~^{their} supervisor so that a determination can be made on the ability of such employee to commence work.

If alcoholic beverages are served at a City sanctioned function or gathering, all employees are expected to behave responsibly. In no event shall a City employee operate a City vehicle after consuming any amount of alcohol at such a function or gathering.

Employees may be required to undergo random drug testing, depending on the position held in the organization. Typical positions subject to random testing are public safety jobs, Commercial Driver's License (CDL) holders, and other safety sensitive jobs. Employees may be required to undergo mandatory drug testing upon reasonable suspicion that the employee has been consuming drugs or alcohol or is under the influence of drugs or alcohol. Also, employees may be required to undergo mandatory testing upon application for employment, upon promotion, ~~demotion~~^{demotion}, or transfer, after a workplace accident involving City personnel or equipment (including motor vehicles), or during or following a drug/alcohol treatment or rehabilitation program.

Any employee that fails to cooperate with the testing process or who tests positive for any of the prohibited substances shall be deemed unqualified to work and immediately removed from the job when the City is notified of the positive test result or failure to cooperate with the testing process. The City will take disciplinary actions, up to and including discharge, based on noncompliance with this policy by an employee and specifically for actions as follows:

- A positive verified controlled substances test result;
- A positive alcohol test result of .02 or greater;
- A positive drug test result;
- Engaging in prohibited conduct under this policy;
- Refusal to submit to testing, which will result in discharge.

If the employee is retained following a positive test, then the employee will be placed on an unpaid leave of absence and will not be allowed to return to duty until the situation has been investigated and the requirements of a conditional reinstatement agreement (if instituted) have been satisfied, which may include the employee testing negative for prohibited substances.

Employees are required to notify the City Manager within five calendar days following conviction of a criminal drug statute.

Employees needing help in dealing with controlled substance problems are encouraged to make use of the resources available through their health insurance and the employee assistance program.

CHAPTER 5: INFORMATION AND COMMUNICATION TECHNOLOGY

This policy is intended to govern the use of City of Platteville information and communication systems and workplace monitoring. The City encourages its employees to use information and communication technology to its fullest potential in order to provide a service of the highest quality to its customers. The guidelines and prohibitions established in this policy are meant to protect the City of Platteville information and communication systems from damage caused by unauthorized users, access by third parties, and improper use of the system.

Information systems are defined as:

- All City owned computer equipment and software, and all data entered, ~~maintained or~~ maintained or transmitted on such equipment and software.

Communication Systems are defined as:

- Telephone, voice mail, copy machines and fax devices;
- Electronic mail (email) systems;
- Voice and video recorders and players;
- Radio and paging systems;
- Bulletin boards, ~~in boxes~~ in boxes, and other places where documents, paper mail and messages are posted or stored.

Hardware and Software

The Department Director and IT must approve all hardware and software prior to acquisition to ensure consistency and compatibility in the City's IT network. Employees are prohibited from installing, ~~downloading~~ downloading, or acquiring hardware and software, including product demonstrations, without prior approval from IT.

Employees are required to abide by software and documentation copyright laws and licensing agreements. Any questions about the legality of the software and documentation should be directed to the Department Director. At no time should any users make copies of City-owned software and documentation. All City software licensing and documentation is managed by IT or at the department-level.

Data Management and Protection

Storage

All information developed by or introduced to a City technology system by an employee in conjunction with employment with the City is the property of the City. Electronic documents, including e-mails, electronic communication and business-related materials created on an employee's home or personal computer must be stored in the employee's Office 365 account or appropriate Office 365 Sharepoint site, and/or in Laserfiche, in accordance with City records retention policies and WI State Statutes. These documents should not be stored on an employee's home or personal devices. Employees are responsible for deleting outdated files that are no longer needed for compliance with the City Records Retention Schedule; this includes data files and e-

mail messages. The City Clerk or [his/her/their](#) designee should be contacted with questions regarding the classification of public and private data.

Privacy

Any use of the City of Platteville information or communication systems by an employee constitutes a waiver of any right to privacy concerning such use, including any personal communication using these systems. Employees should remember that emails are public records and are subject to the open records law. This includes electronic communications including emails and other messages sent on personal internet accounts regarding official City business. The City reserves the right to review, audit, intercept and disclose all communications on these systems at any time without prior notice to employees. The City further reserves the right to review and disclose all communications related to official City business sent from personal accounts.

Protection

All users must use and maintain unique City-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential.

When setting up and/or using work, [portable/portable](#), or personal devices to access City of Platteville data or the City of Platteville network, employees agree to take all reasonable and appropriate precautions to protect and control their devices from unauthorized physical access, tampering, [loss/loss](#), or theft. Such reasonable and appropriate precautions include, but are not limited to:

- Securing the device with a password - while such password is enforced via Exchange, users agree to always protect, and not share, the password for their devices;
- Physically securing the device when not in use and never leaving the device unattended in an unsecured place such as an unlocked car, in conference rooms, on an office desktop or in public areas when traveling;
- Not storing confidential information on the device;
- Configuring the device to automatically power-off or “time out” after a period of inactivity;
- Notifying IT Support immediately if the device is stolen or lost - it is important that any data on the device be removed as soon as it is believed to be stolen or lost.

Prohibited Use

Employees are responsible for preserving the integrity of the information and communication systems and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

- Copying unauthorized system files or copyright material such as third-party software;
- Attempting to “crash” systems or programs;
- Attempting to secure unauthorized higher-level privileges or access to remote systems;
- Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems;
- Sharing password or password information with a person not authorized;
- Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures;
- Engaging in activities that could cause unnecessary congestion or disruption of the system.

Employees must not engage in any conduct using information systems that is a violation of the City of Platteville’s policies, including but not limited to:

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- Communication with abusive or obscene language;
 - Harassment, ~~intimidation~~[intimidation](#), or threats of violence;
 - Images or words of a lewd or sexually suggestive nature, even if the recipient has consented to or requested such material;
 - Jokes, ~~comments~~[comments](#), or other material that are offensive or discriminatory;
 - Disseminating classified, confidential, sensitive, ~~proprietary~~[proprietary](#), or private information to unauthorized persons or organizations;
 - Using any systems for personal gain, solicitation, to send junk mail or “for profit” messages;
 - Political activity.

Users may receive inappropriate and unsolicited e-mail messages. Such messages should be deleted immediately and reported to the employee’s supervisor. If the activity continues, the supervisor should notify IT Support.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will occur. Personal use should be extremely limited and never preempt or interfere with the employee’s work or the use of technology for City business. Personal use of City-owned computers and equipment is subject to the prohibited uses outlined in this policy. Personal email or social media use should be undertaken from non-work accounts.

Cell Phones

The City issues City-owned cell phones for those employees whose Department Directors have found an operational need for these devices. Limited personal use (less than thirty minutes during the course of a month) of City-issued cell phones is allowed. Employees are responsible for exercising care in the transport and storage of these phones. Broken, lost or stolen phones must be reported to the employee’s supervisor and IT Support immediately.

Some employees choose to use their personal cell phones for City purposes, such as accessing City email. The City Clerk’s office will maintain a master list of cell phone numbers for emergency purposes. The personal cell phone numbers of employees will not be given directly to the public. However, it is reasonable to expect that as an employee performs City work on a personal cell phone such as returning customer calls, ~~his or her~~[their](#) personal phone number may become accessible to certain members of the public. It is also reasonable to expect that personal numbers may be shared with contractors or vendors.

APPENDIX A

Hours Worked on a Holiday – Public Safety

Police Sergeants

Police Sergeants will be compensated at the rate of eight hours off for holidays, plus half an hour of holiday time off for each hour worked on a holiday, in addition to normal straight time pay for time worked on holidays. If a holiday falls on a sergeant's regularly scheduled day off or vacation day, the sergeant will receive eight hours off in lieu of the holiday.

Sergeants may choose to be paid for the holiday hours earned. If a sergeant's compensatory time accrual is at the maximum level (sixty hours), the holiday time will be paid out.

Police Telecommunicators

Police Telecommunicators will be compensated at the rate of eight hours off for holidays (six hours for part-time telecommunicators), plus half an hour of holiday time off for each hour worked on a holiday, in addition to normal straight time pay for time worked on holidays. If a holiday falls on a telecommunicator's regularly scheduled day off or vacation day, the telecommunicator will receive eight hours off in lieu of the holiday.

Telecommunicators may choose to be paid for the holiday hours earned. If a telecommunicator's compensatory time accrual is at the maximum level (sixty hours), the holiday time will be paid out.

APPENDIX B

Street Division Availability and Overtime Policy

Purpose

A fundamental responsibility of the Street Division is to maintain the transportation system and related public works infrastructure. This includes snow removal and responding to emergencies. This policy covers availability and overtime for Street Division employees.

Availability

To meet the mission of the Street Division, employees have a duty to perform work outside of scheduled working hours. Street Division employees are assumed to be available for weekend and evening response during snow/ice season, unless the supervisor has pre-approved an employee's request to be unavailable for response. Only a limited number of employees can be unavailable when the Division is expecting to respond to a weather-related event, and there may be situations when an employee's request is denied ~~to ensure~~ensuring adequate staff coverage. Since the Division works as a team and snow/ice response is a critical function of the team, requests to be unavailable for response should be carefully considered and infrequent in nature due to the burden it places on other team members.

Employees are also required to respond in a timely manner to calls and other communications from the City. Employees must provide all phone numbers at which the employee may be reached when on duty and off duty, including cell phones and land lines.

Overtime

Due to the Division's important responsibilities affecting public safety and the modifications that occur to employee schedules, the City has a more generous overtime policy for non-exempt (hourly) Street Division employees than required by law. Non-exempt employees are eligible for overtime (time and one-half) for hours worked in excess of 40 hours worked in a work week as required under the FLSA. In addition, the City provides overtime in certain circumstances even though the 40-hours worked threshold has not been exceeded. This overtime is not legally required and is at the discretion of and is subject to change by the City. Overtime may be taken in the form of pay or compensatory time, as outlined in the employee handbook.

The overtime-eligible situations under City policy are outlined below:

- Extended/Modified Shifts with Twelve Hours' Notice: An employee who is given twelve hours or more notice of a shift change and works an extended or modified shift differing from the employee's scheduled shift will be eligible for overtime for those hours worked prior to 5am or after 6pm on that ~~work day~~workday.
- Extended/Modified Shifts without Twelve Hours' Notice: An employee who is given less than twelve ~~hours notice~~hours' notice of a shift change and works an extended or modified shift differing from the employee's scheduled shift will be eligible for overtime for those hours worked prior to 7am or after 6pm on that ~~work day~~workday.
- Reporting for Duty During Off Hours: An employee called in to work outside of the employee's scheduled or extended/modified working hours, as determined by the employee's supervisor or Department Director, will generally receive two hours of pay at the overtime rate as a minimum for work performed by the employee as a result of the call-in if the employee reports for duty. The two-hour minimum pay constitutes pay for up to two hours of work. Employees are required to perform any call-in responsibilities in the most effective and efficient manner possible—.

By providing overtime pay not required by law, the City does not intend for the pyramiding of overtime to occur, meaning overtime is not earned on top of overtime. The FLSA permits the City to credit these amounts or not count these amounts when calculating overtime required by the FLSA. As such, the non-FLSA overtime will be used to offset FLSA overtime liability to the extent permitted by law, including 207 U.S.C. § 207(e) and (h).

The failure to prepare accurate time records, the failure to perform work responsibilities in an efficient and resourceful manner, and the failure to receive or respond to calls or provide requested contact information will be treated as a performance issue and may result in discipline up to and including discharge.

Employees should direct any questions regarding this policy or any questions about earnings under this policy to the Street Superintendent or Department Director.

Overtime Examples:

Example A: Employee is given at least twelve hours' notice of a modified shift from 5am to 1pm to salt/plow.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	8	5am to 1pm
Overtime Eligible Hours	0	No policy-based overtime or FLSA overtime is earned

Example B: Employee is given at least twelve hours' notice to work a modified shift from 3am to 11am to salt/plow.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	6	5am to 11am
Overtime Eligible Hours	2 at overtime	3am to 5am. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time.

Example C: Employee is given less than twelve hours' notice to work from 3am to 11am to salt/plow snow and to work their ~~eight hour~~eight-hour shift.

Total Hours Worked	8	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	4	7am to 11am
Overtime Eligible Hours	4 at overtime	3am to 7am. Four non-FLSA required overtime hours have been earned resulting in the equivalent of six hours pay or comp time.

Example D: Employee is called in off hours to work at 5pm on a Tuesday after the employee completed the ~~work day~~workday and left for the day. The employee works from 5:30pm until 6:30pm.

Total Hours Worked	1	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	0	
Overtime Eligible Hours	2 at overtime	5:30pm to 6:30pm. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time (as a result of the two hour <u>two-hour</u> minimum).

Example E: Employee is called in off hours to work from 6am to noon on a Sunday which was not a scheduled ~~work day~~workday for that employee.

Total Hours Worked	6	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours worked	0	
Overtime Eligible Hours	6 at overtime	6am to 12:00pm. Six non-FLSA required overtime hours have been earned resulting in the equivalent of nine hours pay or comp time.

Example F: Employee works an extended shift from 7am to 8pm on a Wednesday to salt/plow snow after working their typical ~~eight-hour~~eight-hour day from 7am to 3pm.

Total Hours Worked	13	Hours worked counted towards 40 hours for FLSA overtime
Straight Time Hours	11	7am to 6pm
Overtime Eligible Hours	2 at overtime	6pm to 8pm. Two non-FLSA required overtime hours have been earned resulting in the equivalent of three hours pay or comp time.

APPENDIX C

Family and Medical Leave Act

The City's Family and Medical Leave Act Policy is intended to conform to, and not exceed, the requirements of the federal and, if applicable, the state Family and Medical Leave Act ("FMLA"); however, this policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws directly into the City's personnel policies. This policy does not specifically repeat every provision of FMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law can be found with other employment related postings. Family and medical leave taken under this policy may be covered by federal law, by state law, or both.

When leave taken by employees under this policy is governed by both federal and state law, the more generous provision will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this policy. In this regard, employees should note that certain leave may be covered by both state and federal law for only a portion of the leave. Employees may be required to provide advance notice and certain information as set forth below to be eligible for family or medical leave under this policy. Employees may also be required to submit leave requests in writing when circumstances and applicable law permit. Employees' use of other leave provided by the City for the reasons covered by law, when appropriate, will be treated as use of family and/or medical leave whenever applicable laws allow.

Eligibility Requirements

To be eligible for leave under federal law, an employee must have been employed by the City for at least twelve months and have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave.

To be eligible for leave under state law, an employee must have been employed for more than fifty-two consecutive weeks and have been paid for at least 1,000 hours. The kind and amount of leave available to an employee under this policy, as well as an employee's rights during leave, depends on whether the employee meets one or both of these requirements. Exceptions to these requirements will be made only by separate written policy of the City.

Types of Leave Available

It is City policy to treat use of family or medical leave under this policy as simultaneous use of state and federal leave entitlements whenever appropriate and permitted by law.

The City provides family and medical leave for eligible employees under the following circumstances.

- Birth of the eligible employee's child and to care for a newborn child;
- Placement with the eligible employee of a child for adoption and, under federal law, foster care;
- Care administered to an eligible employee's spouse, son, daughter, parent, parent-in-law, and domestic partner (§103.10(1)(ar), Wis. Stat.), with a serious health condition;
- Inability of the eligible employee to perform the functions of ~~his/her~~ their job because of a serious health condition;
- Care for a service member – up to twenty-six workweeks (Form WH-385) (29 CFR 825.127(c));
- Leave because of a qualifying exigency (Form WH-384) (29 CFR 825.126);

- When receiving continuing treatment (29 CRF 825.115): Employee is treated two or more times within thirty days (of the first day of incapacity) and employee is treated on at least one occasion within seven days (of the onset of the condition) and requires continuing treatment;
- Leave for bone marrow and organ donation. The Wisconsin Bone Marrow and Organ Donation Leave Act provides qualifying employees with the right to take up to six weeks in a ~~twelve-month~~twelve-month period of job-protected leave, with continued medical benefits, when they need time off from work for the purpose of serving as a bone marrow or organ donor. To qualify for Bone Marrow and Organ Donation Leave an employee must have worked for the City of Platteville for more than fifty-two consecutive weeks and have worked at least 1,000 hours during the preceding ~~fifty-two-week~~fifty-two-week period. If an employee intends to take leave for the purpose of serving as a bone marrow or organ donor, the employee must do the following:
 - Make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the health care provider of the bone marrow or organ donor.
 - Give the City advance notice of the bone marrow or organ donation.
 - Submit a request for Family Medical Leave.

Amount of Leave Available

Under **federal** law, an eligible employee is entitled to a total of twelve weeks of leave during a ~~twelve-month~~twelve-month period. The ~~twelve-month~~twelve-month period utilized by the City in applying this policy is defined as the twelve-month period immediately preceding the commencement of the requested leave.

Under **state** law, an eligible employee is generally entitled to:

- In a calendar year, six weeks of family leave for:
 - The birth of the employee's natural child if the leave begins within sixteen weeks of the child's birth;
 - The placement of a child with the employee for adoption or as a precondition to adoption under §48.90(2), Wis. Stat., but not both, if the leave begins within sixteen weeks of the child's placement.
- In a calendar year, two weeks of family leave to care for the employee's child, spouse, domestic partner, or parent, if the child, spouse, domestic partner, or parent has a serious health condition;
- In a calendar year, two weeks of leave to care for the employee's own serious health condition;
- In a calendar year no employee may take more than ten weeks of family leave for any combination of reasons.

Manner in Which Leave Can Be Taken

Leave available under this policy may be taken in full, but may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time) under certain circumstances.

Compensation During Leave

Generally, leave taken under this policy is unpaid, with the following exceptions:

- For leave governed exclusively by federal law, the City does not provide paid leave for leave taken under this policy in any situation where the City would not normally provide such paid leave. Further, in such cases, the City reserves the right to require an employee to substitute or use accrued paid leave for leave taken under this policy whenever permitted by law. However, for leave exclusively governed by federal law, employees may use the following leaves provided by the employer, if available:
 - Vacation or floating holiday, if available, for any family or medical leave;

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- Accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.
 - For leave governed by state law, employees may substitute any accrued paid leave or take unpaid leave for leave taken under this policy. This includes paid vacation, sick leave, or floating holiday provided by separate policy of the City, if available. Generally, though not always, this will include leave time that employees earn and accumulate through the course of their employment with the City but does not include leave which is not progressively earned and banked through continuing service to the City. For those portions of FMLA leave covered by state law, employees may substitute accrued paid leave for unpaid leave e.g., substituting accrued sick leave for the care of a newborn.

Continuation and Accrual of Benefits

Employees will remain eligible for health insurance benefits under the City's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave.

During leave taken under this policy, the City will pay any portion of the premiums for coverage that it was responsible for paying immediately prior to the leave. The employee must continue to pay ~~his/her~~^{their} share of health coverage as provided in the City health plan. If paid leave is not substituted for unpaid leave, the employee must pay ~~his/her~~^{their} share of premiums to the ~~Administration Department~~^{Accounting Specialist-AP/AR} by the same time payment would have been made for such premiums through payroll deduction. If paid leave is substituted for unpaid leave, the employee's share of the premiums will be paid by the same method used during paid leaves of absence, i.e., by payroll deduction. Employees should check with the ~~Administration Department~~^{Human Resources} concerning arrangements for making employee payments for health insurance during leaves.

The City reserves the right to require employees to place up to eight weeks of premiums in escrow prior to leave, pursuant to state law, or to discontinue coverage if premiums are received from employees more than thirty days late, pursuant to federal law, to the extent permitted by law.

Employees will not accrue any employment benefit during leave taken under this policy, except that such benefits will accrue if employees elect to use other leaves provided by the City and if such benefits would normally accrue during that leave. For employees hired before 9/1/2017, vacation banks will be adjusted for vacation which did not accrue due to the leave.

Required Advance Notice

Employees must provide the City with notice in a reasonable and practicable manner before leave taken under this policy is to begin if the need for leave is foreseeable, e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. When requesting partial or intermittent leave in connection with ~~child birth~~^{childbirth} or adoption, the employee must provide at least as much notice as the City requires for making other non-emergency or non-medical leave, as well as a definite schedule for the leave. When advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable. Employees are encouraged to provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave.

When planning medical treatment, the employee should consult with the City and make a reasonable effort to schedule the leave so as not to disrupt unduly the City's operations, subject to the approval of the employee's

health care provider. Employees are ordinarily expected to consult with the City in order to work out a treatment schedule which best suits the needs of both the City and the employee.

When an employee is absent for three consecutive days or more, ~~the Administration Department~~[Human Resources](#) must be notified so that the employee can be placed on Family Medical Leave.

Medical Information Required

The City requires that an employee's request for leave to care for the employee's seriously ill spouse, domestic partner, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's positions, be supported by certification issued by the health care provider of the employee or the employee's ill family member. The City reserves the right to require certification consistent with the Department of Labor form related to certification of leave and definition of a serious health condition (Certification of Physician Form). That form is available from ~~the Administration Department~~[Human Resources](#).

An employee's failure to make a timely and responsive certification may result in denial of the leave requested until such certification is provided. Further, failure to provide such certification may be the basis for denial of continued leave or qualification of the leave as FMLA leave. The City will be entitled to receive re-certification to the extent permitted by law. An employee on family or medical leave will report, orally or in writing, to ~~the Administration Department~~[Human Resources](#) every thirty days concerning ~~his/her~~[their](#) status and intention to return to work.

Light Duty

Time spent performing light duty is not FMLA leave.

Employer Notice Requirements

General Notice. Must be accessible to applicants and employees, and distribution to employee must be via handbook or each new hire (can be electronic).

Eligibility and Rights and Responsibilities Notice. Must be given within five business days of an employee request for leave for an FMLA qualifying reason. The appropriate certification form should be sent with the notice.

Designation Notice. The designation must indicate that the leave is FMLA qualifying or does not qualify and specify the reasons for not qualifying and must also specify the amount of leave that will be FMLA and must state whether a fitness for duty certification will be required.

Medical Certification Forms. Leave can be denied if certification is not submitted within fifteen days (39 CFR 825.305). If it is incomplete, the employee has seven days to cure the deficiencies (39 CFR 825.305(c)).

Certification of the Need for Leave

The City may contact the employee's health care provider for verification or clarification purposes, ~~using a health care professional, Administration or Department Director, but not the employee's direct supervisor. The City Manager and/or Human Resources are authorized to make such contact.~~ Permission is not required by the employee to contact the provider for verification purposes. Employee permission must be obtained for clarification of individually identifiable health information.

Leave may be denied to an employee who refuses to release information for a second or third opinion. The City has five days to provide the employee with a copy of the second/third opinion. If the City requires the employee to obtain either a second or third opinion the City must reimburse the employee or family member for any reasonable "out of pocket" travel expenses incurred to obtain the second and third medical opinions.

The City may not require the employee or family member to travel outside normal commuting distance for purposes of obtaining the second or third medical opinions except in very unusual circumstances.

Recertification may be requested every six months. The City may seek recertification at any time: if an extension of leave is requested, circumstances described in the last certification have changed, and if information is obtained that casts doubt on the employee's stated reason for an absence or the continuing validity of the last certification. Employers may request the same information on recertification as is permitted during the initial certification.

Fitness for Duty Certification

Employees must be notified by the City in the designation notice whether a fitness-for-duty certification will be required in order to return to work and whether it must address the ability to perform the essential job functions. The certification does not have to be provided after each intermittent leave absence, but it may be requested every thirty days (if intermittent leave was used during that period) and reasonable safety concerns exist regarding the employee's ability to perform [his/her/their](#) duties.

The City may contact the employee's health care provider for purposes of clarifying and authenticating the fitness-for-duty certification. Clarification may be requested only for the serious health condition for which FMLA leave was taken. The City may delay restoration to employment until the employee submits a required fitness-for-duty certification unless the City has failed to provide the required notice. So long as the City provided the required notice, an employee who does not provide a fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under FMLA.

Definitions Used in the FMLA Policy

Absence plus treatment means a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

Authorized to practice in the State means that the provider must be authorized to diagnose and treat physical or mental health conditions under applicable state law.

Chronic conditions requiring treatments means chronic condition which:

- Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Continuing treatment means continuing treatment by a health care provider that involves any of the following:

- A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times, within thirty days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care

provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

- Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider;
 - * The requirement in paragraphs one and two is an in-person visit to a health care provider. The first in-person treatment visit must take place within seven days of the first day of incapacity.
- Pregnancy or prenatal care;
- Chronic conditions;
- Permanent or long-term conditions;
- Conditions requiring multiple treatments.

Extenuating circumstances means circumstances beyond the employee's control that prevent the follow-up visit from occurring as planned by the health care provider.

Health care provider means a ~~doctor of medicine~~[Doctor of Medicine](#) or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; any other person determined by the Secretary of the US Department of Labor to be capable of providing health care services.

Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Multiple treatments (non-chronic conditions) means any period of absence to receive multiple treatments (including any period of recovery wherefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Others "capable of providing health care services" include only:

- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law;
- Nurse practitioners, nurse midwives, clinical social workers and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law;
- Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable State or local law or collective bargaining agreement;
- Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and

-
- Any health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of [his or her](#)~~their~~ practice as defined under such law.

Permanent/long-term conditions requiring supervision means a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease).

Pregnancy means any period of incapacity due to pregnancy, or for prenatal care.

Qualifying exigency means leave due to a qualifying exigency may be taken on an intermittent or reduced leave schedule basis.

Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care (defined as an overnight stay in a hospital, [hospice](#)~~hospice~~, or residential medical care facility; any overnight admission to such facilities is an automatic trigger for FMLA eligibility) or continuing treatment by a health care provider.

Regimen of Continuing Treatment includes, for example, a course of prescription medication (~~e.g.~~[e.g.](#), antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

APPENDIX D

Harassment Prevention and Respectful Behavior Policy

The City is committed to providing a work environment that is free from harassment, violence, ~~discrimination~~[discrimination](#), or other offensive behavior. Maintaining a respectful workplace is a responsibility shared by all employees.

Inappropriate behavior can be categorized as:

Discrimination: Unlawful conduct, employment decisions or inappropriate remarks that are made based on a person's protected status including race, color, creed, religion, sex (including pregnancy), national origin, ancestry, marital status, sexual orientation (including by definition, gender identity and transgender status), disability, age, genetic information or history, participation in the military reserve and veteran status, arrest and conviction record, declining to attend a meeting about religious or political matters, declining to participate in any communication about religious or political matters, use of lawful products off the employer's premises during nonworking hours, or any other category protected by law.

Harassment: Verbal or physical conduct that is threatening or hostile toward an individual because of a person's protected status.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct by an employee is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances, ~~flirtations~~[flirtations](#), or propositions;
- Subtle pressure or requests for sexual favors;
- Sexually explicit or offensive jokes or innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual ~~prowess~~[prowess](#), or sexual deficiencies;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, ~~cartoons~~[cartoons](#), or posters, suggestive or obscene letters, ~~notes~~[notes](#), or invitations;
- The use of the internet, cell phones or e-mail system to transmit, communicate or receive sexually suggestive, ~~pornographic~~[pornographic](#), or sexually explicit pictures, ~~messages~~[messages](#), or material.

It is important to understand that stories, cartoons, gifts, ~~nicknames~~[nicknames](#), and comments of a sexual nature may be offensive to others and will not be tolerated.

Harassment can happen regardless of the individuals' gender, including gender identity or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles

hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the victim.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, “I was joking” or “I didn’t mean it that way” are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

Retaliation: Harassment, discrimination, or a tangible employment action against any person who complains, ~~reports~~reports, or participates in an investigation of discrimination, ~~harassment~~harassment, or other misconduct.

Offensive Behavior: Unwelcome work-related actions such as angry outbursts, inappropriate joking, name-calling, bullying or using disrespectful language.

Officeholder: Individuals elected to serve in public office as council members and those persons appointed to serve on a commission or committee.

Violent Behavior: The use of authority, physical force, threats of force or intimidation to cause fear or harm.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

Responsibilities of All Employees and Officeholders

Each employee and officeholder ~~is~~are responsible for assisting in the prevention of unlawful harassment, ~~discrimination~~discrimination, and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy;
- Encouraging any person who confides that ~~he or she~~they ~~is~~are being harassed, ~~retaliated~~retaliated, or discriminated against to report these acts; and
- reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, ~~retaliation~~retaliation, and other prohibited conduct;
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, ~~discrimination~~discrimination, and retaliation;

- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within ~~his or her~~their line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to carry out these responsibilities may be grounds for discipline.

Procedures

Any employee or officeholder experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that ~~his or her~~their actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee or officeholder should document all incidents in order to provide the fullest basis for investigation if needed.

Any employee who believes that ~~he or she~~they is being harassed, discriminated or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination or retaliation, and so that appropriate investigative and corrective actions may be initiated:

- City Manager;
- Common Council President, Chief of Police, or City Attorney, if such conduct is engaged in by the City Manager;
- Common Council President or City Attorney, if such conduct is engaged in by a Council member/officeholder.

A supervisor who receives this information from a subordinate must report the information to the appropriate individual designated above.

An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against another officeholder should report the incident to the Common Council President or City Attorney. An officeholder with a complaint of harassment, discrimination or retaliation based on protected status against a City employee or third party should report the incident to the City Manager or City Attorney.

The City will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The City may initiate its investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.

Through adoption of this Policy, the Common Council has authorized the Common Council President in conjunction with the City Manager, or the City Manager with the approval of the Common Council President, to initiate an investigation and designate an investigator for any matter involving allegations against Common

Council members or any other appointed officeholder who is not also an employee. If the allegations are against the Common Council President, the Common Council reserves its right to address such allegations in the manner it deems necessary. If the allegations are against the City Manager, then the Common Council may initiate an investigation and designate an investigator with regard to such allegations. The City Manager may initiate an investigation and designate an investigator in other circumstances.

If an investigation is conducted, then the investigator will meet with the victim and other persons having information and document the facts surrounding the incident complained of, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other factual information. The investigator will immediately notify the City Manager or Common Council President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, ~~rape~~[rape](#), or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

The City will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment. Disciplinary action may include, but is not limited to warning, reassignment, suspension, ~~termination~~[termination](#), or removal. If the City does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the City's policy and appropriate remedial action will be taken.

Further, the City will correct any adverse employment action an employee experienced due to conduct prohibited by this policy. In all cases, the City will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above. If the complainant is an officeholder, or the allegations are against an officeholder, the officeholder may file an appeal with the Common Council President if they disagree with the investigation or disposition.

The complainant or employees accused of harassment may file an appeal with the City Manager if they disagree with the investigation or disposition. If the allegations are against the City Manager, the complainant or City Manager may file an appeal with the Common Council President if they disagree with the investigation or disposition.

Retaliation

Retaliation against any employee for filing a harassment, ~~discrimination~~[discrimination](#), or retaliation complaint, or for assisting, ~~testifying~~[testifying](#), or participating in the investigation of such a complaint, is prohibited by the City and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Employees who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate as a result of the City's findings on the initial complaint. Because of the City's commitment to

prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and will likely result in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading ~~behavior~~[behavior](#), or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

Training

The City will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has any questions or concerns about this policy should talk with ~~his or her~~[their](#) supervisor or the City Manager.

Outside Agencies

Employees also have the ability to promptly report any violations of law, including assault, rape, ~~battery~~[battery](#), or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111.

APPENDIX E

FLSA Salary-Exempt Safe Harbor Policy

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce the City's "good faith" commitment to comply with the regulations and commitment to reimburse employees for any improper deductions;
- Clearly state and inform employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform employees of a complaint mechanism if the employee believes that pay has been improperly deducted.

Good Faith Commitment

The City is committed to complying with the pay practices governed by the Fair Labor Standards Act. Questions about this policy or the regulations defining this policy should be directed to [the Administration Department/Human Resources](#). The City will work with employees to help them understand the regulations and their impact on employees.

Permissible Salary Deductions

Being an exempt employee means not being entitled to receive overtime pay regardless of how many hours are worked each week. Exempt status also means being guaranteed a salary of a "predetermined amount" which amount cannot be reduced because of variations in the quality or quantity of work that is performed.

There are certain instances when the City is allowed to deduct wages from an exempt employee's salary. These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year;
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long-Term Disability, and the employee has no vacation or personal time off remaining for the year;
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment;
- To offset any amounts received as payment for jury fees, witness fees, or military pay;
- Penalties imposed in good faith for violating safety rules of "major significance";
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or other violations as stated in this Handbook;
- Unpaid leave taken under the Family and Medical Leave Act, including partial day deductions when intermittent leave is used;
- Pursuant to principles of public accountability, under which the employee accrues paid time off and which require the employee pay to be reduced, or such employee to be placed on leave without pay, for absences for personal reasons, ~~illness~~ [illness](#), or injury of less than one ~~work-day~~ [workday](#) when accrued leave is not used by an employee because:
 - permission for its use has not been sought or has been sought and denied;

-
- accrued leave has been exhausted; or
 - the employee chooses to use leave without pay;
 - Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough;
 - As otherwise permitted by law.

Actual Practice of Improper Deductions

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an "actual practice" of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made;
- For employees in the same job classifications working for the same managers responsible for the actual improper deductions.

Factors that may suggest an actual practice of improper salary deductions include:

- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Filing a Complaint

Improper deductions are a serious violation of this Policy. An exempt employee who feels improper deductions have been made from their paycheck should contact [the Administration Department Human Resources](#) immediately. Once notified, the City will work with the employee to resolve the issue and reimburse them if an improper deduction had in fact been made.

Employees who feel the resolution offered by the City is unsatisfactory or unlawful, may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

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EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Handbook, as well as policies, ~~rules~~rules, and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be in writing, intended to be a contract, and authorized and approved by the Common Council at a ~~duly noticed~~duly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the City at any time, with or without notice to the extent permitted by law.

I understand that, unless I am otherwise subject to an individual employment contract, collective bargaining agreement or statutory provision providing a specific process for discipline or removal, I am an at-will employee and my employment can be terminated at the option of either the City or me, at any time for no reason or any lawful reason.

Supervisor's Signature

Date

Employee's Signature

Date

***After you have read and signed this page, please detach the page from the Handbook and return to ~~the City~~
~~Manager office~~Human Resources for placement in your personnel file.***

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET

COUNCIL SECTION:
INFORMATION &
DISCUSSION
ITEM NUMBER:
VIII.D.

TITLE:
25 E. Main Street – Loan Extension

DATE:
April 26, 2022

VOTE REQUIRED:
Majority

PREPARED BY: Joe Carroll, Community Development Director

Description:

In 2015, the RDA and City approved loans to assist with improvements to the building at 25 E. Main Street. The loans are with Ken and Judy Wall, d/b/a LMN Investments LLC. The RDA approved a loan of \$80,000 at 1% interest with a 7-year balloon payment and a 20-year amortization. The current balance on the loan is approximately \$60,000. The City approved a loan of \$172,000 at 3% interest with a 7-year balloon payment and a 20-year amortization. The current balance on the loan is approximately \$138,000. This is a pass-thru loan, with the funds coming from a loan that the City has with Fidelity Bank & Trust.

Both of these loans are secured by a mortgage that is in a second position to a private lender that has a mortgage on the property. The private loan has a current balance of \$405,651.48. According to the 2021 real estate property tax bill, the property has an assessed value of \$224,000 and an estimated fair market value of \$253,100.

The balloon payments for these two loans are due in May. The applicant is requesting a two-year extension to the loans to allow more time to build up the equity in the property so the loans could be consolidated into the bank loan. The RDA needs to approve the request for the \$80,000 loan and the Council needs to approve the request for the \$172,000 loan.

The City received a two-year extension from Fidelity Bank & Trust for the remaining loan funds. The loan is for \$119,475.54 at a rate of 3.25%. This note is amortized over 170 payments, but repayment of the loan will be made in 23 payments of \$870.88 beginning on May 6, 2022, and monthly thereafter, and a final “balloon” payment of the unpaid balance on April 6, 2024.

Budget/Fiscal Impact:

As a pass-thru loan, LMN Investments is making payments to the City to cover our payments to Fidelity, but the City is liable for the debt if LMN fails to make the required payments. Due to this risk, the City’s loan to LMN has been at a higher interest rate. (Approximately 1% higher)

Recommendation:

Staff recommends approval of the request for a loan extension to LMN Investments LLC for an additional two years at a rate of 4%, subject to a revised Note, Mortgage and Agreement.

Sample Affirmative Motion:

“Motion to approve a loan to LMN Investments LLC in the amount of \$_____, at a rate of 4%, with 23 equal monthly payments and a final “balloon” payment of the unpaid balance due on April 6, 2024, and subject to a revised Note, Mortgage and Agreement.”

Attachments:

- Promissory Note from Fidelity Bank & Trust
- Loan Request for RDA and City of Platteville Loan



LOAN NUMBER	LOAN NAME	ACCT. NUMBER	NOTE DATE	INITIALS
60000000283	CITY OF PLATTEVILLE	CAAO206	04/06/22	MDM600
NOTE AMOUNT	INDEX (w/Margin)	RATE	MATURITY DATE	LOAN PURPOSE
\$119,475.54	Not Applicable	3.250%	04/06/24	Commercial

Creditor Use Only

PROMISSORY NOTE (Commercial - Single Advance)

DATE AND PARTIES. The date of this Promissory Note (Note) is April 6, 2022. The parties and their addresses are:

LENDER:

FIDELITY BANK & TRUST
6 Insight Drive
PO Box 401
Platteville, WI 53818
Telephone: 608-348-5501

BORROWER:

CITY OF PLATTEVILLE
75 N BONSON ST
PO BOX 780
PLATTEVILLE, WI 53818-0780

1. DEFINITIONS. As used in this Note, the terms have the following meanings:

- A. Pronouns. The pronouns "I," "me," and "my" refer to each Borrower signing this Note and each other person or legal entity (including guarantors, endorsers, and sureties) who agrees to pay this Note. "You" and "Your" refer to the Lender, any participants or syndicators, successors and assigns, or any person or company that acquires an interest in the Loan.
- B. Note. Note refers to this document, and any extensions, renewals, modifications and substitutions of this Note.
- C. Loan. Loan refers to this transaction generally, including obligations and duties arising from the terms of all documents prepared or submitted for this transaction such as applications, security agreements, disclosures or notes, and this Note.
- D. Loan Documents. Loan Documents refer to all the documents executed as a part of or in connection with the Loan.
- E. Property. Property is any property, real, personal or intangible, that secures my performance of the obligations of this Loan.
- F. Percent. Rates and rate change limitations are expressed as annualized percentages.
- G. Dollar Amounts. All dollar amounts will be payable in lawful money of the United States of America.

2. PROMISE TO PAY. For value received, I promise to pay you or your order, at your address, or at such other location as you may designate, the principal sum of \$119,475.54 (Principal) plus interest from April 6, 2022 on the unpaid Principal balance until this Note matures or this obligation is accelerated.

3. INTEREST. Interest will accrue on the unpaid Principal balance of this Note at the rate of 3.250 percent (Interest Rate).

- A. Post-Maturity Interest. After maturity or acceleration, interest will accrue on the unpaid Principal balance of this Note at 18.000 percent until paid in full.
- B. Maximum Interest Amount. Any amount assessed or collected as interest under the terms of this Note will be limited to the maximum lawful amount of interest allowed by applicable law. Amounts collected in excess of the maximum lawful amount will be applied first to the unpaid Principal balance. Any remainder will be refunded to me.
- C. Accrual. Interest accrues using an Actual/360 days counting method.

4. REMEDIAL CHARGES. In addition to interest or other finance charges, I agree that I will pay these additional fees based on my method and pattern of payment. Additional remedial charges may be described elsewhere in this Note.

- A. Late Charge. If a payment is more than 15 days late, I will be charged 5.000 percent of the Amount of Payment. I will pay this late charge promptly but only once for each late payment.
- B. Returned Payment Charge. I agree to pay a fee not to exceed \$30.00 for each check, electronic payment, negotiable order of withdrawal or draft I issue in connection with the Loan that is returned because it has been dishonored.

5. PAYMENT. I agree to pay this Note in 24 payments. This Note is amortized over 170 payments. I will make 23 payments of \$870.88 beginning on May 6, 2022, and on the 6th day of each month thereafter. A single "balloon payment" of the entire unpaid balance of Principal and interest will be due April 6, 2024.

Payments will be rounded to the nearest \$.01. With the final payment I also agree to pay any additional fees or charges owing and the amount of any advances you have made to others on my behalf. Payments scheduled to be paid on the 29th, 30th or 31st day of a month that contains no such day will, instead, be made on the last day of such month.

Each payment I make on this Note will be applied first to escrow that is due, then to interest that is due, then to principal that is due, and finally to any charges that I owe other than principal and interest. If you and I agree to a different application of payments, we will describe our agreement on this Note. You may change how payments are applied in your sole discretion without notice to me. The actual amount of my final payment will depend on my payment record.

6. PREPAYMENT. I may prepay this Loan in full or in part at any time. Any partial prepayment will not excuse any later scheduled payments until I pay in full.

7. LOAN PURPOSE. The purpose of this Loan is RENEW REDEVELOPMENT LOAN #3015003058.

8. LIMITATIONS ON CROSS-COLLATERALIZATION. The Loan is not secured by a previously executed security instrument if a non-possessory, non-purchase money security interest is created in "household goods" in connection with a "consumer loan," as those terms are defined by federal law governing unfair and deceptive credit practices. The Loan is not secured by a previously executed security instrument if you fail to fulfill any necessary requirements or fail to conform to any limitations of the Real Estate Settlement Procedures Act, (Regulation X), that are required for loans secured by the Property or if, as a result, the other debt would become subject to Section 670 of the John Warner National Defense Authorization Act for Fiscal Year 2007.

The Loan is not secured by a previously executed security instrument if you fail to fulfill any necessary requirements or fail to conform to any limitations of the Truth in Lending Act, (Regulation Z), that are required for loans secured by the Property.

9. **DEFAULT.** I will be in default if any of the following events (known separately and collectively as an Event of Default) occur:

- A. **Payments.** I fail to make a payment in full when due.
- B. **Insolvency or Bankruptcy.** The death, dissolution or insolvency of, appointment of a receiver by or on behalf of, application of any debtor relief law, the assignment for the benefit of creditors by or on behalf of, the voluntary or involuntary termination of existence by, or the commencement of any proceeding under any present or future federal or state insolvency, bankruptcy, reorganization, composition or debtor relief law by or against me or any co-signer, endorser, surety or guarantor of this Note or any other obligations I have with you.
- C. **Failure to Perform.** I fail to perform any condition or to keep any promise or covenant of this Note.
- D. **Other Documents.** A default occurs under the terms of any other Loan Document.
- E. **Other Agreements.** I am in default on any other debt or agreement I have with you.
- F. **Misrepresentation.** I make any verbal or written statement or provide any financial information that is untrue, inaccurate, or conceals a material fact at the time it is made or provided.
- G. **Judgment.** I fail to satisfy or appeal any judgment against me.
- H. **Name Change.** I change my name or assume an additional name without notifying you before making such a change.
- I. **Property Transfer.** I transfer all or a substantial part of my money or property.
- J. **Property Value.** You determine in good faith that the value of the Property has declined or is impaired.
- K. **Insecurity.** You determine in good faith that a material adverse change has occurred in my financial condition from the conditions set forth in my most recent financial statement before the date of this Note or that the prospect for payment or performance of the Loan is impaired for any reason.

10. **WAIVERS AND CONSENT.** To the extent not prohibited by law, I waive protest, presentment for payment, demand, notice of acceleration, notice of intent to accelerate and notice of dishonor.

A. **Additional Waivers By Borrower.** In addition, I, and any party to this Note and Loan, to the extent permitted by law, consent to certain actions you may take, and generally waive defenses that may be available based on these actions or based on the status of a party to this Note.

- (1) You may renew or extend payments on this Note, regardless of the number of such renewals or extensions.
- (2) You may release any Borrower, endorser, guarantor, surety, accommodation maker or any other co-signer.
- (3) You may release, substitute or impair any Property securing this Note.
- (4) You, or any institution participating in this Note, may invoke your right of set-off.
- (5) You may enter into any sales, repurchases or participations of this Note to any person in any amounts and I waive notice of such sales, repurchases or participations.
- (6) I agree that any of us signing this Note as a Borrower is authorized to modify the terms of this Note or any instrument securing, guarantying or relating to this Note.

B. **No Waiver By Lender.** Your course of dealing, or your forbearance from, or delay in, the exercise of any of your rights, remedies, privileges or right to insist upon my strict performance of any provisions contained in this Note, or any other Loan Document, shall not be construed as a waiver by you, unless any such waiver is in writing and is signed by you.

11. **REMEDIES.** After I default, you may at your option do any one or more of the following.

- A. **Acceleration.** You may make all or any part of the amount owing by the terms of this Note immediately due.
- B. **Sources.** You may use any and all remedies you have under state or federal law or in any Loan Document.
- C. **Insurance Benefits.** You may make a claim for any and all insurance benefits or refunds that may be available on my default.
- D. **Payments Made On My Behalf.** Amounts advanced on my behalf will be immediately due and may be added to the balance owing under the terms of this Note, and accrue interest at the highest post-maturity interest rate.
- E. **Set-Off.** You may use the right of set-off. This means you may set-off any amount due and payable under the terms of this Note against any right I have to receive money from you.

My right to receive money from you includes any deposit or share account balance I have with you; any money owed to me on an item presented to you or in your possession for collection or exchange; and any repurchase agreement or other non-deposit obligation. "Any amount due and payable under the terms of this Note" means the total amount to which you are entitled to demand payment under the terms of this Note at the time you set-off.

Subject to any other written contract, if my right to receive money from you is also owned by someone who has not agreed to pay this Note, your right of set-off will apply to my interest in the obligation and to any other amounts I could withdraw on my sole request or endorsement.

Your right of set-off does not apply to an account or other obligation where my rights arise only in a representative capacity. It also does not apply to any Individual Retirement Account or other tax-deferred retirement account.

You will not be liable for the dishonor of any check when the dishonor occurs because you set-off against any of my accounts. I agree to hold you harmless from any such claims arising as a result of your exercise of your right of set-off.

F. **Waiver.** Except as otherwise required by law, by choosing any one or more of these remedies you do not give up your right to use any other remedy. You do not waive a default if you choose not to use a remedy. By electing not to use any remedy, you do not waive your right to later consider the event a default and to use any remedies if the default continues or occurs again.

12. **COLLECTION EXPENSES AND ATTORNEYS' FEES.** On or after the occurrence of an Event of Default, to the extent permitted by law, I agree to pay all expenses of collection, enforcement or protection of your rights and remedies under this Note or any other Loan Document. Expenses include, but are not limited to, attorneys' fees, court costs and other legal expenses. These expenses are due and payable immediately. If not paid immediately, these expenses will bear interest from the date of payment until paid in full at the highest interest rate in effect as provided for in the terms of this Note. All fees and expenses will be secured by the Property I have granted to you, if any. In addition, to the extent permitted by the United States Bankruptcy Code, I agree to pay the reasonable attorneys' fees incurred by you to protect your rights and interests in connection with any bankruptcy proceedings initiated by or against me.

13. **COMMISSIONS.** I understand and agree that you (or your affiliate) will earn commissions or fees on any insurance products, and may earn such fees on other services that I buy through you or your affiliate.

14. **WARRANTIES AND REPRESENTATIONS.** I have the right and authority to enter into this Note. The execution and delivery of this Note will not violate any agreement governing me or to which I am a party.

15. **APPLICABLE LAW.** This Note is governed by the laws of Wisconsin, the United States of America, and to the extent required, by the laws of the jurisdiction where the Property is located, except to the extent such state laws are preempted by federal law. In the event of a dispute, the exclusive forum, venue and place of jurisdiction will be in Wisconsin, unless otherwise required by law.

16. **JOINT AND SEVERAL LIABILITY AND SUCCESSORS.** My obligation to pay the Loan is independent of the obligation of any other person who has also agreed to pay it. You may sue me alone, or anyone else who is obligated on the Loan, or any number of us together, to collect the Loan. Extending the Loan or new obligations under the Loan, will not affect my duty under the Loan and I will still be obligated to pay the Loan. This Note shall inure to the benefit of and be enforceable by you and your successors and assigns and shall be binding upon and enforceable against me and my successors and assigns.

17. AMENDMENT, INTEGRATION AND SEVERABILITY. This Note may not be amended or modified by oral agreement. No amendment or modification of this Note is effective unless made in writing. This Note and the other Loan Documents are the complete and final expression of the agreement. If any provision of this Note is unenforceable, then the unenforceable provision will be severed and the remaining provisions will still be enforceable. No present or future agreement securing any other debt I owe you will secure the payment of this Loan if, with respect to this loan, you fail to fulfill any necessary requirements or fail to conform to any limitations of the Truth in Lending Act (Regulation Z) or the Real Estate Settlement Procedures Act (Regulation X) that are required for loans secured by the Property or if, as a result, this Loan would become subject to Section 670 of the John Warner National Defense Authorization Act for Fiscal Year 2007.

18. INTERPRETATION. Whenever used, the singular includes the plural and the plural includes the singular. The section headings are for convenience only and are not to be used to interpret or define the terms of this Note.

19. NOTICE, FINANCIAL REPORTS AND ADDITIONAL DOCUMENTS. Unless otherwise required by law, any notice will be given by delivering it or mailing it by first class mail or via a nationally recognized overnight courier to the appropriate party's address listed in the DATE AND PARTIES section, or to any other address designated in writing. Notice to one Borrower will be deemed to be notice to all Borrowers. I will inform you in writing of any change in my name, address or other application information. I will provide you any correct and complete financial statements or other information you request. I agree to sign, deliver, and file any additional documents or certifications that you may consider necessary to perfect, continue, and preserve my obligations under this Loan and to confirm your lien status on any Property. Time is of the essence.

20. CREDIT INFORMATION. I agree to supply you with whatever information you reasonably request. You will make requests for this information without undue frequency, and will give me reasonable time in which to supply the information.

21. ERRORS AND OMISSIONS. I agree, if requested by you, to fully cooperate in the correction, if necessary, in the reasonable discretion of you of any and all loan closing documents so that all documents accurately describe the loan between you and me. I agree to assume all costs including by way of illustration and not limitation, actual expenses, legal fees and marketing losses for failing to reasonably comply with your requests within thirty (30) days.

22. SIGNATURES. By signing under seal, I agree to the terms contained in this Note. I also acknowledge receipt of a copy of this Note.

BORROWER:

CITY OF PLATTEVILLE

By _____ (Seal)
ADAM RUECHEL, CITY MANAGER

By _____ (Seal)
CANDICE KLAAS, CITY CLERK

LENDER:

Fidelity Bank & Trust

By _____ Date _____ (Seal)
Michael D Moran, Vice President - Ag/Commercial

COPY

LMN Investment Properties, LLC

25 E. Main St. Platteville, WI. 53818

Loan Request for RDA and City of Platteville Loan

Mortgage Data	1st Mortgage	2nd Mortgage	2nd Mortgage
Amount	\$405,651	\$54,122	\$123,742
Interest Rate	6.99%	1.0%	3.0%
Amortization Period	20 Years	20 Years	20 Years
Loan Term	20 Years	7 Years	7 Years
Payments /Year	12	12	12
Periodic Payment	\$2993.	\$367.92	\$1,293.86
Annual Debt Service	\$35,916	\$4,415	\$15,526
Total Annual Debt Service			\$55,857

	Units	Rent	Term	Total
Student Housing	4	\$550	12	\$26,400
	4	\$500	12	\$24,000
	2	\$800	12	\$19,200
Residential Total				\$69,600
Commercial Space	1	\$850	12	\$10,200
Total Income				\$79,800
Vacancy Rate			11.5%	\$(9,177)

**THE CITY OF PLATTEVILLE, WISCONSIN
COUNCIL SUMMARY SHEET**

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.E.	TITLE: Contract 8-22 Highway Painting	DATE: April 26, 2021 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

This is our annual painting of centerlines and other pavement markings on highways. This year we intend to repaint South Chestnut and Markee. These streets were originally painted with epoxy in 2010. Normally, epoxy lasts 5 – 7 years. This contract will repaint those items. The painting for the Mill and Overlay on West Main Street will be done with the West Main Street culvert replacement project.

We have 1 Alternate bid:

Alternate A will paint the dashed yellow line on the bike path on the west side of the street.

Staff received a bid from one firm - Century Fence of Pewaukee. This company has satisfactorily performed Highway Painting for Platteville in the past.

Budget/Fiscal Impact:

The budget is \$30,000. The bid for the Base Bid is \$31,332.40. The bid including Alternate A is \$35,454.40.

The major item that increased in price is for crosswalks. Due to the nature of the project, there are a number of crosswalks at the roundabout. Staff will withdraw the crosswalk on Reddy Drive to reduce the final price.

Recommendation:

Staff recommends awarding the base bid only to Century Fence at the bid price of \$31,332.40 with the overage absorbed in the CIP budget, subject to the removal of the crosswalk at Reddy Drive.

Sample Affirmative Motion:

"I move to approve Contract 8-22, Highway Painting to Century Fence for the bid price of \$31,332.40 with the overage absorbed in the CIP budget, subject to removal of the crosswalk at Reddy Drive."

Attachments:

- Bid Tabulation
- Map

CITY OF PLATTEVILLE
CONTRACT 8-22 Highway Painting
BID OPENING: Tuesday, April 19, 2022 – 10:00 A.M. – City Hall North Conference Room

	Century Fence	7 Hills Striping, Inc.		
Base Bid	\$ 31,332.40	\$ No Bid	\$	\$
Alternate A	\$ 4,122.00			
Total	\$ 35,454.40			

City of Platteville - 8-22 overview



4/4/2022, 9:26:07 AM

 City Boundary

1:4,800

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.19 km

THE CITY OF PLATTEVILLE, WISCONSIN COUNCIL SUMMARY SHEET

COUNCIL SECTION: INFORMATION & DISCUSSION ITEM NUMBER: VIII.F.	TITLE: BIL 2023-2026 Considerations	DATE April 26, 2022 VOTE REQUIRED: Majority
PREPARED BY: Howard B. Crofoot, P.E., Director of Public Works		

Description:

The DOT has a Bipartisan Infrastructure Law (BIL) grant window for 2023 – 2026 projects due as of June 1, 2022. These projects can be full reconstruction, including design costs, street and storm sewer reconstruction. There are two kinds of projects.

One is for the Surface Transportation Program – Urban (STP-U) category. These are designated roads for Federal aid program that are designated as “collectors and above”. The colored streets on the attached Functional Classification map except the State Highways are authorized for this program.

1. STP-U: The following roads should be considered under the STP-U program:
 - a. East Main Street between Water and Broadway. This street was last reconstructed in 1985. The pavement has aged and the joints in the concrete are wide and cause a terrible ride. It allows water to get into the gravel base to deteriorate the road further. The large storm sewer under the roadway can be replaced by this project. Currently, the storm sewer goes under the building at 250 E. Main St, crosses under E. Main Street, then continues west of the Fire Station under the parking lot and continues behind Subway to the intersection of Pine and Water. The part under the building at 250 E. Main St. has likely been untouched since the building was constructed in the early 1900's. Other portions are in poor condition. The project would replace the water and sanitary sewer in that section as well.
 - b. Camp Street between Lancaster and Hollman. This stretch was last reconstructed in the late 1960's. There have been 8 documented water main breaks – 3 in the last 4 years. At least one of the breaks has caused a major repaving when the water undermined the pavement. This is a major traffic collector for Westview School and needs full reconstruction.
 - c. Greenwood Avenue between College and Longhorn. This is the only section of Greenwood that has not been reconstructed recently. It was constructed in 1964 and overlaid in 2012. It has had one water main break in 2017, but it is undersized. This section is a 6" pipe and the sections east and west are 10". It will improve fire flows in this area.

The other program is for the Surface Transportation – Local (STP-L) category. All other roads fall into this category – roughly 2/3 of our roads.

2. STP-L: The following roads should be considered under the STP-L program:
 - a. Knollwood Subdivision: This includes Knollwood Way, Hillcrest and Highbury Circles. These streets were last constructed in the mid-1980's. There have been 7 documented water main breaks, with 4 of them in the last 3 years. The latest ones show severe external corrosion of the ductile iron pipe. The main culvert under Knollwood Way as you enter the subdivision has a headwall that is pulling away from the pipe. The sanitary sewer is in back yards, so it is not as critical, however, for future development, the sewer line should be increased and moved down toward the ditch in Knollwood Park to allow for future growth out toward Pleasant Valley Road.

- b. West Madison Street/Jewett Street and Seventh Avenue between Elm and Lancaster: This includes the blocks of West Madison and Jewett between Elm and Lancaster, plus the cross-street (Seventh Avenue) between Madison and Jewett. Jewett Street was last reconstructed in 1960. Madison Street was last reconstructed in 1968. Seventh Avenue was last reconstructed in 1964. Between these three streets, there have been 13 water main breaks with over half in the last 5 years.
- c. Sunset Drive between College and West Main: Sunset Drive was last reconstructed in 1968. There have been four water main breaks in the last 5 years. One was on the slope just west of College Drive that required replacement of about 7,500 square feet of pavement. The storm sewer on the north-south section of the street by West Main is behind the street. It is composed of corrugated metal pipe that lasts approximately 35-40 years. The pipe goes under 4 driveways and has failed under at least one of the driveways in the last 5 years.
- d. Seventh Avenue between Camp and Ridge: This is already on the CIP for reconstruction in 2026. This street was last reconstructed in 1973. There are 7 documented water main breaks on this section with at least 4 in the last 10 years.
- e. Moundview Drive from Kase to Pitt Street: This street was last reconstructed in 1974. There are 4 documented breaks with one of those in the last 5 years.
- f. Rountree Avenue from Pine to Carlisle: This street was reconstructed in multiple years. The block from Pine to Mitchell in 1950, the block from Mitchell to Alden in 1966 and the block from Alden to Carlisle in 1981. In this section there have been 4 documented water main breaks, but only one of them in the past 10 years.

There are many other criteria that could be used, including age of the street or condition. The most cost effective will be to prioritize the streets based on documented utility issues as well as on the condition of the street.

Budget/Fiscal Impact:

These grants are 80/20 grants for design and construction for street and storm sewer work. Any water or sanitary sewer work will need to be funded by the Water & Sewer rate payers.

As an example: Knollwood Subdivision with Knollwood Way, Highbury and Hillcrest Circles – not including any Water & Sewer costs will be approximately \$3.5 million using DOT cost factors. 20% city match will be about \$700,000. The corresponding Water and Sewer costs will be over \$1.5 million, not including upgrades to water & sewer in the easement areas.

Recommendation:

Staff recommends prioritizing potential projects and authorizing submission of the grants via consensus.

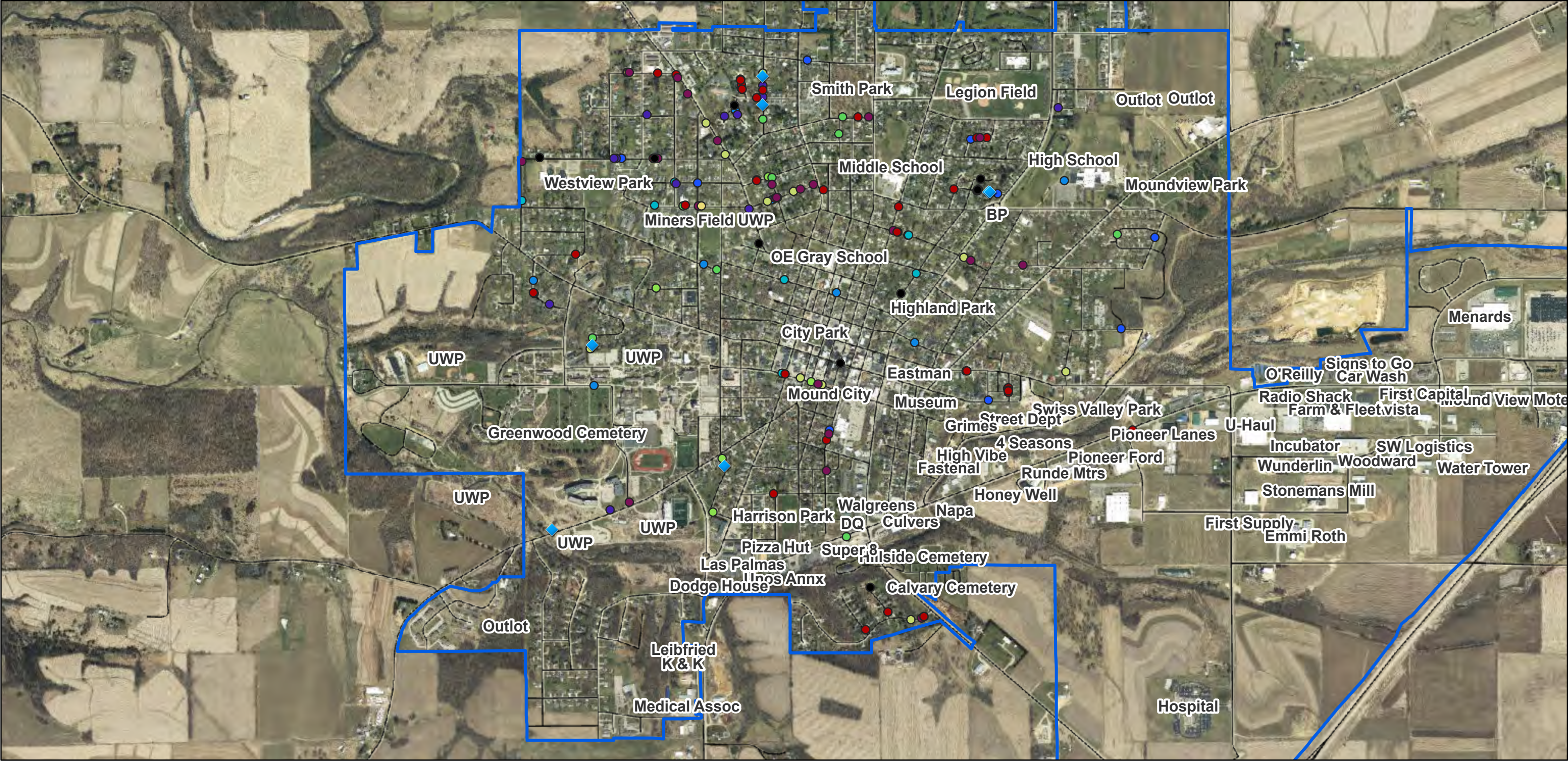
Sample Affirmative Motion:

None.

Attachments:

- Map of documented water main breaks
- Map of Functional Classification of streets.

City of Platteville WM Breaks Apr 22



4/19/2022, 3:17:37 PM

Centerlines

City Boundary

Water-Main Breaks

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

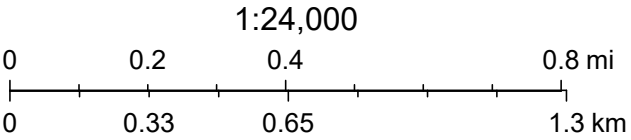
2008

2007

2006

Unknown

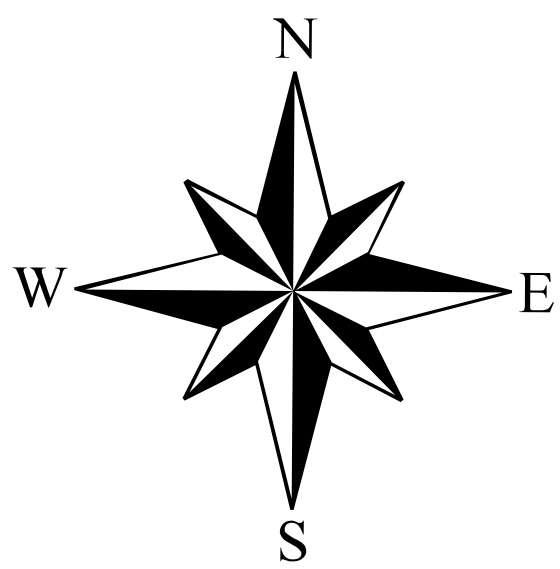
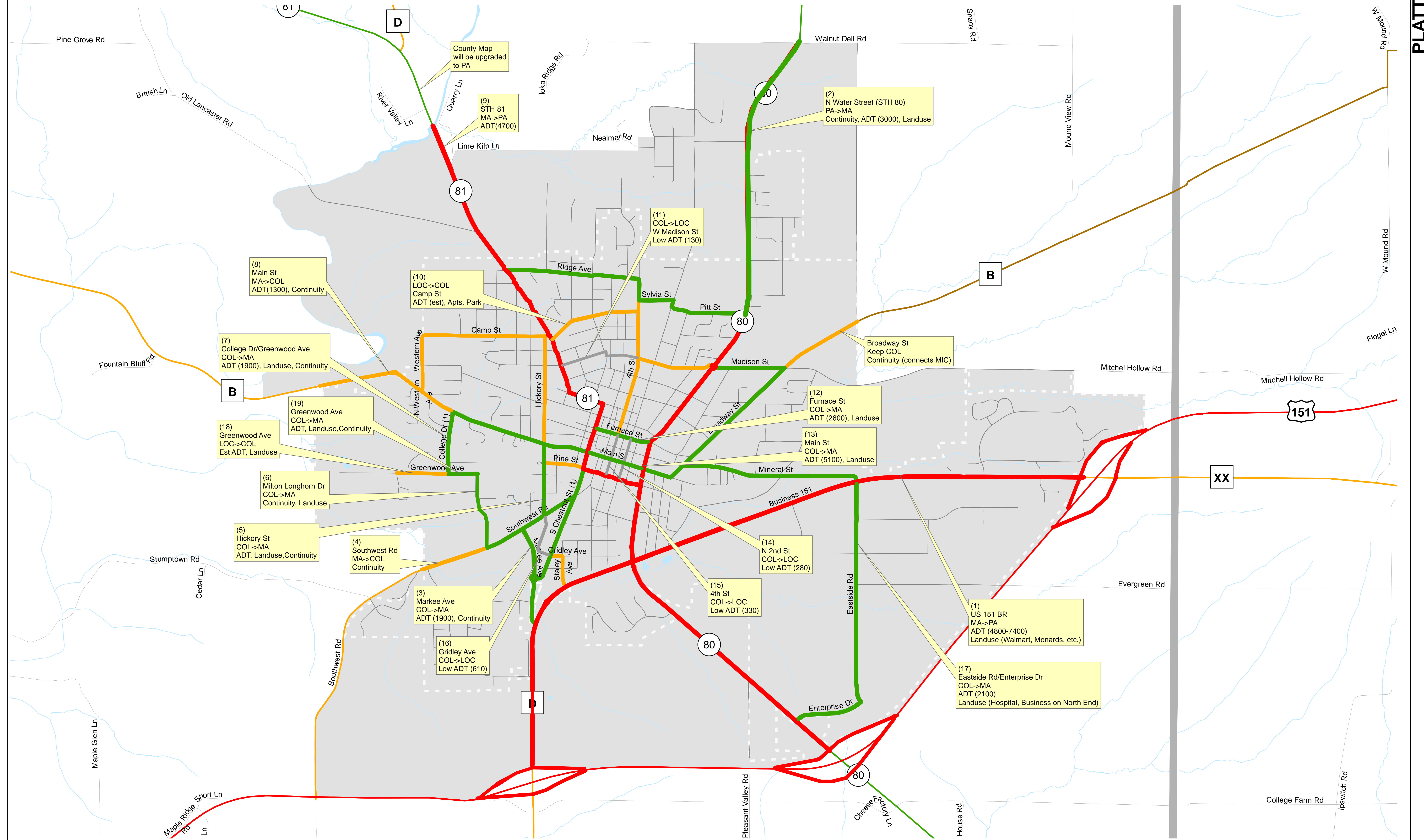
Landmark Names



PLATTEVILLE

Functional Classification - DRAFT

PLATTEVILLE



0 0.325 0.65 1.3 Miles

Legend

Existing	Planned*	Other

* NOTE:
All planned route locations are approximations only.