



**TOWN BOARD MEETING  
WEDNESDAY, APRIL 23, 2025  
6:00 p.m.  
FREEDOM TOWN HALL - W2004 COUNTY RD S**

1. Call to order, roll call, pledge
2. Verification of posting/adopt agenda
3. Consideration of minutes of Town Board meeting on 3/26/2025 and 2/26/2025
4. Public comment session (maximum 15 minutes total)
5. Discussion and possible action on Special Event Permit; Breakfast on the Farm
6. Discussion and possible action on Operator Licenses
7. Discussion and possible action on variance for Dercks/Fields property
8. Discussion and possible action on lights in Citizens Park
9. Discussion and possible action on pay application for VFW Park project (MSA)
10. Discussion and possible action on appointing First Responder Director position
11. Discussion and possible action on First Responder position descriptions
12. Discussion and possible action on Freedom Athletic Association Diamond 5 proposal
13. Discussion and possible action on recently identified failing culvert on Weyers Road
14. Discussion and possible action on physical placement of announcements and postings at town hall/offices
15. Discussion and possible action on updating fee schedule to include penalties for yard waste site misuse
16. Discussion and possible action on amending ordinance Chapter 8: Planning Commission to adopt changes to terms and assigning numerical designation to commissioner seats
17. Discussion and possible action on full employee handbook with recent amendments
18. Department Reports –
  - a. Fire Company Report
  - b. First Responder Report
  - c. Highway Department Report
  - d. Attorney Report
  - e. Planner Report
  - f. Administrator Report
  - g. Park Committee Report
  - h. Outagamie County Police Dept Report
19. Identify Future Agenda Items
  - a) VFW Contract
  - b) FAA Agreement
  - c) Right-of-Way Obstruction Ordinance
20. Consideration Of Vouchers/Direct Deposits
21. Adjourn

Posted on the Board at the Freedom Town Hall and on the Town website on the 23<sup>rd</sup> of April 2025 by 4:00 PM by the Clerk's Office.

Dana McHugh, Clerk/ Treasurer

TOWN BOARD MEETING MINUETS  
WEDNESDAY, February 26, 2025  
6:00 p.m.  
FREEDOM TOWN HALL - W2004 COUNTY RD S

1. CALL TO ORDER, ROLL CALL, PLEDGE  
**Chairman Schumacher called the meeting to order at 6:01 pm. Members present: Chairman Justin Schumacher, Supervisor Margo Fox, Supervisor Linda Borneman. Also present: Administrator Justin Carlson, Deputy Clerk/ Treasurer Rachel Kolocheski, Clerk/ Treasurer Dana McHugh, Town Planner Jeff Sanders, and Town Attorney Keith Steckbauer. Not Excused Supervisor Chris Valley & Excused Supervisor Kevin Schuh. Chairman Schumacher led the Pledge of Allegiance.**
2. VERIFICATION OF POSTING/ADOPT AGENDA  
**Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 25th of January 2025 by 4:00 PM by the Clerk's Office. Notified Post Crescent via email of the meeting. Motion made by Supervisor Fox to adopt the agenda, Seconded by Supervisor Borneman.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
3. CONSIDERATION OF MINUTES OF TOWN BOARD MEETING ON 1/22/25  
**Supervisor Borneman made a motion to approve minutes from the 1/22/25 meeting. Seconded by Supervisor Fox.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
4. PUBLIC COMMENT SESSION (maximum 15 minutes total)
5. DISCUSSION ON 2024 QUARTER 4 FINANCIAL UPDATE PRESENTED BY BAIRD FINANCIAL
6. DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF A NOT TO EXCEED \$1,570,000 GENERAL OBLIGATION PROMISSORY NOTE  
**Supervisor Fox made a motion to approve Resolution 2025-02, Seconded by Supervisor Borneman.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
7. DISCUSSION AND POSSIBLE ACTION ON AWARDDING DIAMOND #1 BID  
**Supervisor Borneman made a motion to award Diamond #1 bid to Peters Concrete Company for \$836,507.85 with A20 & A 33, Seconded by Supervisor Fox.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
8. DISCUSSION AND POSSIBLE ACTION ON 2025 DPW CAPITAL IMPROVEMENT EQUIPMENT PURCHASES  
**Supervisor Fox made a motion to accept 2025 equipment purchases and trade in, Seconded by Supervisor Borneman.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
9. DISCUSSION AND POSSIBLE ACTION ON TEMPORARY CLASS B LICENSE & SPECIAL EVENT APPLICATION – COUNTRYFEST  
**Supervisor Borneman made a motion to approve the temporary Class B License & Special Event Application for St Nicholas Countryfest. Seconded by Supervisor Fox.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
10. DISCUSSION AND POSSIBLE ACTION ON OPERATOR LICENSE – WILDA, CHERNEY, SMITH, PLAMANN, CASKEY, CORTAZZO  
**Supervisor Borneman made a motion to approve the 6 Operator licenses as presented, Seconded by Supervisor Fox.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
11. DISCUSSION AND POSSIBLE ACTION ON RED POWER DIESEL INVOICE  
**Supervisor Fox made a motion to approve payment of up to \$2,553.27 for repairs to water truck by Red Power Diesel, Seconded by Supervisor Borneman.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes**
12. DISCUSSION AND POSSIBLE ACTION ON FIRST RESPONDER COMPENSATION AND EMPLOYMENT STATUS
13. DISCUSSION AND POSSIBLE ACTION ON CLASS B ROADS
14. DEPARTMENT REPORTS –
  - a. FIRE COMPANY REPORT

- b. FIRST RESPONDER REPORT
  - c. HIGHWAY DEPARTMENT REPORT
  - d. ATTORNEY REPORT
  - e. PLANNER REPORT
  - f. ADMINISTRATOR REPORT
  - g. PARK COMMITTEE REPORT
  - h. OUTAGAMIE COUNTY POLICE DEPT
15. IDENTIFY FUTURE AGENDA ITEMS- Finalize Class B Road Ordinance – Road Project Bid Results for Maloney Road
- a) Authority to Review Park Signage
  - b) Amending Ordinance Related to Park Committee Members
  - c) Procurement Policy Updates
  - d) VFW Contract
  - e) Park Committee Membership Amendments
  - f) Fox Valley Humane Contract/Animal Control Solution
  - g) Fire/Address Sign Policy
  - h) PTO Policy Changes/Employee Handbook Changes
16. CONSIDERATION OF VOUCHERS/DIRECT DEPOSITS
- Supervisor Borneman made a motion to approve the Vouchers/Direct Deposits as presented with a second by Supervisor Fox.***
- Vote: 3 Yea / 0 Nay Motion Carried: Yes***
17. CLOSED SESSION—MOVE TO CLOSED SESSION PER WI STATS 19.85 (e) *Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*
- Board, Admin, Planner, Attorney – LB move to closed session 6:47pmj***
18. RETURN TO OPEN SESSION
- Supervisor Fox made a motion to return to open session at 7:25pm. Seconded by Supervisor Borneman.***
- Roll Call Vote***
- 3 Yea / 0 Nay Motion Carried: Yes***
19. ANY ACTION AS A RESULT OF CLOSED SESSION
- No action.***
20. ADJOURN
- Supervisor Borneman made a motion to adjourn the meeting at 7:26pm. Seconded by Supervisor Fox.***
- Vote: 3 Yea / 0 Nay Motion Carried: Yes***

Dana McHugh, Clerk/ Treasurer

**TOWN BOARD MEETING MINUTES**  
**WEDNESDAY, March 26, 2025 - 6:00 p.m.**  
**FREEDOM TOWN HALL - W2004 COUNTY RD S**

1. Call to order, roll call, pledge  
**Chairman Schumacher called the meeting to order at 6pm. Members present: Chairman Justin Schumacher, Supervisor Linda Borneman, Supervisor Chris Valley, & Supervisor Kevin Schuh. Excused: Supervisor Fox. Also present: Administrator Justin Carlson, Deputy Clerk/ Treasurer Rachel Kolocheski, Clerk/ Treasurer Dana McHugh, Town Planner Jeff Sanders, and Town Attorney Keith Steckbauer. Chairman Schumacher led the Pledge of Allegiance.**
2. Verification of posting/adopt agenda  
**Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 25th of January 2025 by 10:30am by the Clerk's Office. Motion made by Supervisor Borneman to adopt the agenda, Seconded by Supervisor Valley .**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
3. Consideration of minutes of town board meeting on 2/26/2025
4. Public comment session (maximum 15 minutes total)  
**Lori Daalman – Treasurer of FAA, snow by skate park and water drains to practice diamond.**  
**Courtney Sheldon asked fs tire day happening this year?**
5. Discussion and possible action on insurance renewal for 2025  
**Supervisor Borneman made a motion to approve the Insurance Renewal through Head Insurance. Seconded by Supervisor Schuh.**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
6. Discussion and possible action on Special Exception Permit; Swinkles  
**Supervisor Valley made a motion to make a recommendation to Outagamie County for approval of the Special Exception Permit for Swinkles. Seconded by Supervisor Borneman.**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
7. Discussion and possible action on Special Event Permit; Skunk Hill  
**Supervisor Valley made a motion to approve the Special Event Permit for Murphy's Skunk Hill Bar. Seconded by Supervisor Schuh.**  
**Vote: 3 Yea / 0 Nay Motion Carried: Yes – Supervisor Borneman Abstained**
8. Discussion and possible action on Operator Licenses  
**Supervisor Borneman made a motion to approve the Operator Licenses as presented in the packet. Seconded by Supervisor Valley.**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
9. Discussion and possible action on Class B roads ordinance 2025-01  
**Supervisor Borneman made a motion to approve the Class B Road Ordinance 2025-01 with striking #A3. Seconded by Supervisor Schuh.**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
10. Discussion and possible action on illegal dumping ordinance 2025-02  
**Supervisor Borneman made a motion to approve Illegal Dumping Ordinance 2025-02. Seconded by Supervisor Valley.**  
**Vote: 4 Yea / 0 Nay Motion Carried: Yes**
11. Discussion and possible action on establishing Freedom EMS services ordinance 2025-03  
**Supervisor Borneman made a motion to approve Freedom EMS Services Ordinance 2025-03. Seconded by Supervisor Schuh.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

12. Discussion and possible action on amending municipal code Chapter 19: Parks

**Supervisor Valley made a motion to approve amended Municipal Code, Chapter 19 Section 3, 4A, & 5 as presented. Seconded by Supervisor Borneman.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

13. Discussion and possible action on Town of Freedom Outdoor Advertising License Agreement

**Supervisor Borneman made a motion to approve the Freedom Outdoor Advertising License Agreement. Seconded by Supervisor Valley.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

14. Discussion and possible action on FAA proposed Diamond 5

**Chairman Schumacher made a motion to open the floor for the FAA to explain with a second by Supervisor Borneman at 6:29pm.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

**Chairman Schumacher made a motion to close the floor with a second by Supervisor Borneman at 6:40pm.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

15. Discussion and possible action on Municipal Code of Ordinances Report from Town Planner

16. Discussion and possible action on Fire Company Mutual Aid Agreements

**Supervisor Borneman made a motion to approve Fire Company Mutual Aid Agreements with Grand Chute & Appleton. Seconded by Supervisor Schuh.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

17. Discussion and possible action on establishing fee for yard waste site access cards

**Supervisor Valley made a motion to approve the \$5 Fee for Yard Waste Site Access Cards and \$25 Annual Access Fee. Seconded by Supervisor Schuh.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

18. Discussion and possible action on 2025 road project bids (Maloney Road)

**Supervisor made a motion to put the Road improvement project out to bid including the extra ¼ mile, with a second by Supervisor Borneman**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

19. Discussion and possible action on Employee Handbook amendments (PTO)

**Supervisor Borneman made a motion to approve the Employee Handbook Amendments related to PTO striking the sentence regarding accrual and not using PTO until earned & striking in poor standing. Seconded by Supervisor Valley. Final Amended document will be placed in the April meeting packet.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

20. Discussion and possible action on fire/address sign requirements

21. Discussion and possible action on Procurement Policy update

**Supervisor Valley made a motion to approve the Procurement Policy Amendment updates as presented. Seconded by Supervisor Borneman.**

**Vote: 4 Yea / 0 Nay Motion Carried: Yes**

22. Department Reports –

- a. Fire Company Report
- b. First Responder Report
- c. Highway Department Report
- d. Attorney Report
- e. Planner Report
- f. Administrator Report
- g. Park Committee Report
- h. Outagamie County Police Dept Report

23. Identify Future Agenda Items

- a) VFW Contract

- b) Final Amendment of the Employee Handbook PTO**
- c) Maloney Road Bids**
- d) Possibly Diamond 5 Proposal**
- e) 2/26/25 Town Board Minutes**

24. Consideration Of Vouchers/Direct Deposits

***Supervisor Borneman made a motion to approve the Vouchers/Direct Deposits as presented with a second by Supervisor Schuh.***

***Vote: 4 Yea / 0 Nay Motion Carried: Yes***

25. Closed session—Move to closed session per WI Stats 19.85 (g) Conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

***Supervisor Valley made a motion to move to closed session at 7:36pm. Seconded by Supervisor Borneman.***

***Roll Call Vote***

***Vote: 4 Yea / 0 Nay Motion Carried: Yes***

26. Return to Open Session

***Supervisor Valley made a motion to return to open session at 8:01pm. Seconded by Supervisor Borneman. Roll Call Vote.***

***Vote: 4 Yea / 0 Nay Motion Carried: Yes***

27. Any action resulting from closed session

***No action.***

28. Adjourn

***Motion made by Supervisor Valley to adjourn the meeting at 8:02pm. Seconded by Supervisor Borneman.***

***Vote: 4 Yea / 0 Nay Motion Carried: Yes***

Dana McHugh, Clerk/ Treasurer

Application Date 3-25-25Event Date 6-8-25Town of Freedom  
General Application for Special Events or Operations

## 1. Applicant or Contact Information – Please Print

Applicant or Contact's Name Chad Kortz  
Mailing Address N4733 Vine Rd  
City Freedom State WI Zip Code 54130  
H Phone 920-740-2753 W Phone - Mobile 920-740-2753  
FAX - E-Mail CKortz14@gmail.com

## 2. Business Application – Complete this section if for a business, school, church or fraternal organization

Business Name Outagamie County Dairy Promotions  
Business Address N5146 County Rd E  
City De Pere State WI Zip Code 54115  
Business Phone 920-740-2753 Extension - FAX -

Is the Event or Operation located within the Freedom Sanitary District? ☐ Yes ☒ No

## 3. Application Type – Check the Category and the Specific Event from the List

- |   |  |
|---|--|
| <input type="checkbox"/> Special Permit for Hazardous Conditions <ul style="list-style-type: none"><li><input type="checkbox"/> Operation of an Incinerator</li><li><input type="checkbox"/> Fumigation or Thermal Insecticidal Fogging</li><li><input type="checkbox"/> Storage or Use of Explosives <sup>1</sup></li><li><input type="checkbox"/> Demolition of a Structure through Razing</li><li><input type="checkbox"/> Burning of a Building or Structure</li><li><input type="checkbox"/> Public Display of Fireworks <sup>2</sup></li><li><input type="checkbox"/> Other _____</li></ul> | <input checked="" type="checkbox"/> Special Permit for Assembly of Unrelated Individuals <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Special Outdoor Events<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Picnics, Festivals or Fairs <sup>5</sup></li><li><input type="checkbox"/> Carnivals <sup>2</sup></li><li><input type="checkbox"/> Displays or Trade Shows</li><li><input type="checkbox"/> Concerts or Music Festivals</li><li><input type="checkbox"/> Marathons/Parades or Street Dances <sup>2</sup></li><li><input type="checkbox"/> Other _____</li></ul></li><li><input type="checkbox"/> Special Indoor Events<ul style="list-style-type: none"><li><input type="checkbox"/> Displays or Trade Shows</li><li><input type="checkbox"/> Home and Garden Shows</li><li><input type="checkbox"/> Building Expos</li><li><input type="checkbox"/> Other _____</li></ul></li></ul> |
| <input type="checkbox"/> Sales <ul style="list-style-type: none"><li><input type="checkbox"/> Sale of Class C Fireworks <sup>3</sup></li><li><input type="checkbox"/> Christmas Tree Sales</li></ul>  |  |
| <input checked="" type="checkbox"/> Tents <sup>4 and 5</sup>  |  |
| <input type="checkbox"/> Air Supported or Membrane Structures   |  |

1 N/A to quarrying operations 2 Requires Special Permit 3 Requires Bonding and Insurance 4. Requires Occupancy Permit 5. N/A to Residential Occupancies

## 4. Description – Briefly Describe the Location for the Event or Display and any other Pertinent Information

Attach Additional Sheets as Necessary including Plot Plans or Drawings

See attached Sheet

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuances of the permit creates no legal liability, express or implied, on the state or municipality; and certify that the above information is accurate. I expressly grant the building inspector, the fire inspector or those inspector's authorized agents, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work that is being done.

5. Applicant's Signature Chad Kortz Date 3-25-256. Approval Conditions – This permit is issued pursuant to the following conditions. ☐ See attached for conditions of approval.

7. Permit Issued By:

## **Event Info/Description**

### **2025 Outagamie Breakfast on the Farm Hosted by -Springs Dairy**

**Location:** N4182 County Rd EE Freedom

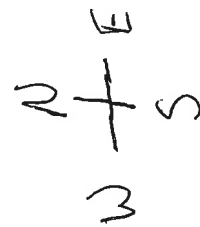
**Date:** Sunday June 8 2025

On Sunday June 8 2025 J-Springs Dairy Farm and the Outagamie County Dairy Promotion Committee will host the 37<sup>th</sup> annual Outagamie Breakfast on the Farm. We expect to have more than 7,000 people attend the event. Those who attend will be able to enjoy a delicious dairy breakfast that includes hearty egg omelet, pancakes, breakfast ham, yogurt, Manderfields cinnamon rolls, milk, and Culvers frozen custard. Attendees will be able to enjoy fun family activities such as: taking a wagon ride, see where the cows live and eat, see robotic milking, visit a live animal display, participate in pedal tractor pull, pictures with a calf, playing games in the children's tent, milking Rosie the Cow, inflatables and much more. Veterinarians, Nutritionists, and Agronomists will be there to answers any questions as well.

We are working with the Outagamie County Sheriff's Department on our traffic, parking, and road closure plan as we do each year for the event. We are also working with the Outagamie County Highway Department on a plan to install some temporary Culverts along Hwy S to have dedicated in and out flow in the 2 planned parking areas. The initial plan is to have all traffic enter Parking areas via Hwy S. Traffic from the west will utilize the parking area to the west of the event and traffic from the east will utilize parking area on the east side of event. Departing traffic will be directed down Hwy E south. This is tentative and subject to change as various things come up. There will be dedicated handicap parking in the area closest to the Food Eating tents, there will also be limited Motorcycle Parking available on a closed section of Hwy EE in front of the event to provide a Hard surface for them. We plan on working with both Freedom and Center Fire Departments and extending the offer to have them at the event with a fire truck or other equipment for the public to see.

Diggers Hotline will be contacted ahead of the event to mark any underground utilities. A commercial mobile generator will be used to provide any extra electrical needs for the event. A refrigerated semi trailer will be used to store food ahead of the event at proper temperatures. Food is acquired from commercial donors such as Agropur, Bel Gioioso, Arla etc and purchased from commercial food suppliers mainly Performance Food Service. Food will be prepared in our kitchen area, where we will follow state and county regulations and subject to inspection by the Outagamie County Health Department.





April 2025 Operators Apps –

Mohan Prasad Jaishi- Halasi LLC- OK'd by Htwe

Nathaniel Lezotte- Colonial House- OK'd by Htwe

## **I. APPLICATION**

Title of Project: Dercks Variance

Name of Owner: County N Storage LLC

Name of Applicant: Derks Fields Real Estate Trust, rep. Kris Fields

Name of Developer / Surveyor / Contractor: none

## **II. BACKGROUND**

The Applicant has submitted an 'Application for Variance' (hereafter, Application) in request of a Variance from the requirements of Section 18-050.G of the Town of Freedom Land Division Regulations (hereafter, land division ordinance) which reads as follows:

*'Excessive Depth of Lots in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable depth-to-width ratio under normal conditions. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated.'*

The properties in question are Tax Parcel Number 090092801 (hereafter, TPN-090092801) located at N2663/N2665 CTH N and owned by County N Storage LLC, and TPN-090092802 located at N2657 CTH N and owned by Derks Fields Real Estate Trust (see Exhibit 1).

## **III. ZONING ORDINANCE**

TPN-090092801 is 2.72 acres in size and is zoned IND Industrial District; TPN-090092802 is 1.83 acres in size and is dual-zoned AGD General Agricultural District (hereafter, AGD District) and IN District (see Exhibit 2). TPN-090092801 hosts two structures and a mobile service facility (i.e., cell tower); TPN-090092802 hosts two Principal Uses (auto body shop and single-family dwelling) and various detached Accessory Structures (see Exhibit 1).

### **A. IND District**

As per Section 54-306(2) of Outagamie County Chapter 54: Zoning (hereafter, zoning ordinance), 'Automobile, boat, construction and farm implement sales, service and repair' is a 'Permitted principal use and structure' in the IND District.

Section 54-306(2) of the zoning ordinance has remained unchanged since 1997.

**Town Planner -** The current use of the IND District portion of TPN-090092802 is **compliant** with Section 54-306(2) of the zoning ordinance.

B. AGD District

As per Section 54-128(1), referenced via Section 54-100(3) AED Exclusive Agricultural District (hereafter, AED District), of the zoning ordinance, ***'Dwellings existing before the effective date of adoption of the ordinance from which this chapter is derived, which are not accessory to or associated with agricultural uses. Until ATCP 49 is in effect, pre-existing nonfarm residences are nonconforming uses'*** is a 'Permitted principal use and structure' in the AGD District. [emphasis added]

**Town Planner -** The current use of the AGD District portion of TPN-090092802 is not a pre-existing structure on an AED District lot and, as such, is **noncompliant** with Section 54-128(1) of the zoning ordinance. However, Outagamie County approved the creation of the AGD District portion of the parcel specifically to allow the existing single-family dwelling. See Section III.D of this Report regarding dual zoning.

As per Section 54-128(4) of the zoning ordinance, ***'Single-family detached dwellings and mobile homes unrelated to any farm operation as a principal use and structure on individual lots, which are not part of a recorded subdivision plat as defined in chapter 52 of this Code of Ordinances'*** is a 'Permitted principal use and structure' in the AGD District.

**Town Planner -** The current use of the AGD District portion of TPN-090092802 is not a principal use and structure on an individual lot and, as such, is **noncompliant** with Section 54-128(4) of the zoning ordinance. However, Outagamie County approved the creation of the AGD District portion of the parcel specifically to allow the existing single-family dwelling. See Section III.D of this Report regarding dual zoning.

C. Additional Context

Prior to 2012, TPN-090092802 hosted an auto body shop and a different single-family dwelling (hereafter, previous single-family dwelling) from the single-family dwelling present in 2025. The previous single-family dwelling was located in the Street Yard between the Principal Use (i.e., auto body shop) and CTH N (see Exhibits 3a and 3b).

As presented in Section III.B of this Report, the previous single-family dwelling was a 'Nonconforming Use' defined in Wis. Stat. § 59.69(10) as:

***'A use of land, a dwelling, or a building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with the use restrictions in the current ordinance.'*** [emphasis added]

Section 54-41 of the zoning ordinance establishes standards for ‘Nonconforming Uses of Structures’ and reads as follows:

*‘Where at the effective date of adoption or amendment of the ordinance from which this chapter is derived the use of a structure exists which would not be permitted or permissible in the district in which it is located and where such use involves a structure with a fair market value exceeding \$10,000.00, such use may be continued subject to the following restrictions:*

*(5) If a structure occupied by a nonconforming use is removed, destroyed or damaged to an extent of more than 50 percent of its fair market value at the time of destruction, **the nonconforming use shall not be resumed.**’ [emphasis added]*

Section 54-41(5) of the zoning ordinance has remained unchanged since 1997.

**Town Planner -** The previous single-family dwelling was a Nonconforming Structure. When it was lost to fire, Outagamie County chose not to enforce the requirements of Section 54-41(5) of the zoning ordinance. Instead, the County established an AGD District “footprint” within an existing IND District parcel (again, see Exhibit 2) which created the means by which a Nonconforming Use could be continued. Allowing a Nonconforming Use (previous single-family dwelling ) to resume (current single-family dwelling) would be ultra vires, meaning an approval “beyond one’s legal authority or power.” However, once the County approved the creation of the AGD District within TPN-090092802, a single-family dwelling became a use permitted by right under Section 54-128(4) of the zoning ordinance. The Town of Freedom Building Inspector issued a Building Permit for the current single-family dwelling in 2012 (see Exhibit 4).

#### D. Dual Zoning

Dual zoning refers to a single lot of record hosting two or more base zoning districts (e.g., AGD District and IND District). Dual zoning creates a number of potential conflicts including accurately locating the boundary between the two zones, compliance with minimum lot size and setback requirements, providing safe access to the road network, and the determination of allowable uses and required parking spaces, among others. Most modern zoning ordinances implicitly prohibit dual zoning. Some do so explicitly. Below is an example of an explicit prohibition:

*‘The boundaries of a base zoning district shall correspond with the boundaries of a legal lot. No un-subdivided property shall possess more than one base zone.’<sup>1</sup>*

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<sup>1</sup> Source: City of Waupaca Zoning Ordinance.

The [Outagamie County] zoning ordinance is a parcel-based ordinance, but it does not explicitly prohibit dual zoning. However, Section 54-4 of the zoning ordinance provides the following definitions applicable to the matter at hand:

*'Accessory use or structure means a use or structure on the same lot with the principal use or structure and of a nature customarily incidental and subordinate to the principal structure.'*

*'Lot means a parcel of land used or set aside and available for use as the site for one or more buildings and buildings accessory thereto or for any other purpose, in one ownership and not divided by a street, nor including any land within the limits of a public or private street right-of-way.'*

Although undefined in the zoning ordinance, the Principal Use of a lot is the main use of land or building as distinguished from a subordinate or accessory use. For example, the Principal Use of a residential lot may be a single-family dwelling while an Accessory Use of same might be a detached garage.

The single-family dwelling located in the Rear Yard of TPN-090092802 is not accessory to the auto shop.

**Town Planner** - Upon approval of the AGD District footprint the current single-family dwelling joined the existing auto shop as a Principal Use of TPN-090092802.

#### **IV. CONCEPT LAND DIVISION**

In December 2024 the Applicant submitted a Concept Land Division for review by the Town Planner. Submittal of a concept is not a requirement of the land division ordinance but offered to property owners as a courtesy to provide informal review and feedback regarding the viability of the proposed land division prior to formal submittal of the 'Application for Minor Land Division.'

The intent of the concept submitted by the Applicant was to divide TPN-090092801 and purchase the newly created lot in order to expand the existing business at TPN-090092802, Al Dercks Autobody (see Exhibit 5). CPC reviewed the concept and recommended denial due to noncompliance with Section 18-050.G of the land division ordinance which reads as follows:

*'Excessive Depth of Lots in relation to width **shall be avoided** and a proportion of two to one (2:1) shall be considered a desirable depth-to-width ratio under normal conditions. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated.'* [emphasis added]

See Exhibits 6a through 6e for Staff Report dated 31 Dec 24.

**A. Additional Context**

Article VIII of the land division ordinance established standards for 'Lot Line Adjustments' in the Town of Freedom. As per Section 18-200.B(56) of the land division ordinance, 'Lot Line Adjustment' is defined as:

*'The adjusting of common property line(s) or boundaries between adjacent lots, tracts, or parcels for the purpose of accommodating a transfer of land, rectifying a disputed property line location, or freeing such a boundary from any difference or discrepancies. The resulting adjustment shall not create any additional lots, tracts, or parcels, and all reconfigured lots, tracts, or parcels shall contain sufficient area and dimension to meet minimum requirements for zoning and building purposes.'*

The intent of the concept submitted by the Applicant was to add land to TPN-090092802 from the abutting parcel to the north, TPN-090092801, to expand the Principal Use (auto body shop) at TPN-090092802.

Section 18-113 of the land division ordinance reads as follows:

*'The Lot Line Adjustment will be reviewed administratively by the Town Planner. A Lot Line Adjustment may be approved pursuant to this ordinance, provided the resulting lot line adjustment is compliant with this Chapter and the zoning ordinance. The petitioner shall be notified in writing by the Town Planner of any conditions of approval or the reasons for rejection. (amended by ord. 2024-06)'*

**Town Planner -** The Town of Freedom created Article VIII of the land division ordinance to provide a more efficient means by which abutting property owners may transfer land without the need for Plan Commission review and Town Board approval so long as the resulting lots are compliant with the land division ordinance and zoning ordinance.

Outagamie County administers land division regulations under Chapter 52: Subdivisions and Platting. According to the Applicant, Outagamie County will not approve a Lot Line Adjustment mainly due to the dual-zoning of TPN-090092802.

**V. LAND DIVISION VARIANCES: WISCONSIN**

Unlike zoning ordinances, variances granted under a subdivision ordinance (i.e., land division ordinance) are not regulated by statute. They are, however, guided by the law. A local unit of government may choose to allow or not variances to land division standards.<sup>2</sup> When allowed, they must be established in the land division ordinance. Most subdivision ordinances in Wisconsin, including the [Freedom] land division ordinance, establish standards and procedures for

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<sup>2</sup> 'Chapter 15: Variances', Zoning Board Handbook, 2<sup>nd</sup> Edition, 2006, UW-Stevens Point Center for Land se Education and UW-Extension.

variances...most of which are adapted from zoning variances. These standards and the terms by which they may be granted (as established in case law; see footnotes), are presented on the following pages.

A. Hardship

Unnecessary hardship must be due to unique physical limitations of the property, such as steep slopes or wetlands that prevent compliance with the ordinance.<sup>3</sup> The circumstances of an applicant are not a factor in deciding variances.<sup>4</sup> Property limitations that prevent ordinance compliance and are common to a number of properties should be addressed by amending the ordinance.<sup>5</sup> Unnecessary hardship exists when compliance would unreasonably prevent the Owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.<sup>6</sup>

B. No Harm To Public Interest

A variance may not be granted which results in harm to public interests.<sup>7</sup> The courts have determined public interest to be best determined by the Purpose section of the ordinance.

C. Additional Standards

Published case law has applied the following additional standards to decisions regarding the granting of variances.

1. An applicant may not claim hardship because of conditions which are self-imposed.<sup>8</sup>
2. Circumstances of an applicant such as a growing family or desire for a larger garage are not a factor in deciding variances.<sup>9</sup>
3. Economic loss or financial hardship do not justify a variance. The test is not whether a variance would maximize economic value of a property.<sup>10</sup>

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<sup>3</sup> *State ex rel. Spinner v. Kenosha County Bd. of Adjustment*, 223 Wis. 2d 99, 105-6, 588 N.W.2d 662 (Ct. App. 1998); *State v. Kenosha County Bd. of Adjustment*, 218 Wis. 2d 396, 410, 577 N.W.2d 813 (1998); *Arndorfer v. Sauk County Bd. of Adjustment*, 162 Wis. 2d 246, 255-56, 469 N.W.2d 831 (1991); *Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468, 478, 247 N.W.2d 98 (1976).

<sup>4</sup> *Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468, 478-79, 247 N.W.2d 98.

<sup>5</sup> *Arndorfer v. Sauk County Bd. of Adjustment*, 162 Wis. 2d 246, 256, 469 N.W.2d 831 (1991); *State v. Winnebago County*, 196 Wis. 2d 836, 846, 540 N.W.2d 6 (Ct. App. 1995).

<sup>6</sup> Zoning Board Handbook 2nd Edition, UW-Stevens Point Center for Land Use Education, 2006.

<sup>7</sup> *State v. Winnebago County*, 196 Wis. 2d 836, 846-47, 540 N.W.2d 6 (Ct. App. 1995); *State v. Kenosha County Bd. of Adjustment*, 218 Wis. 2d 396, 407-8, 577 N.W.2d 813 (1998).

<sup>8</sup> *State ex rel. Markdale Corp. v. Bd. of Appeals of Milwaukee*, 27 Wis. 2d 154, 163, 133 N.W.2d 795 (1965); *Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468, 479, 247 N.W.2d 98 (1976).

<sup>9</sup> *Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468, 478-79, 247 N.W.2d 98 (1976).

<sup>10</sup> *State v. Winnebago County*, 196 Wis. 2d 836, 844-45, 540 N.W.2d 6 (Ct. App. 1995); *State v. Ozaukee County Bd. Of Adjustment*, 152 Wis. 2d 552, 563, 449 N.W.2d 47 (Ct. App. 1989).



4. Nearby ordinance violations, even if similar to the requested variance, do not provide grounds for granting a variance.<sup>11</sup>
5. A lack of objections from neighbors does not provide a basis for granting a variance.<sup>12</sup>

## **VI. VARIANCES: TOWN OF FREEDOM**

Section 18-130.A of the land division ordinance establishes standards for ‘Variances and Exceptions’ and reads as follows:

*‘Where the Plan Commission finds that extraordinary hardships or particular difficulties may result from strict compliance with these regulations, it may recommend to the Town Board variances or exceptions to the regulations so that substantial justice may be done and the public interest secured, provided that such variance or exception shall not have the effect of nullifying the intent and purpose of this Chapter. The Plan Commission shall not recommend variances or exceptions to the regulations of this Chapter unless it shall make findings based upon the evidence presented to it in each specific case based upon the following conditions:*

- (1) The granting of the variance will not be detrimental to the public safety, health, or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.*
- (2) The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property.*
- (3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*
- (4) The variance will not in any manner vary the provisions of other Town ordinances, the comprehensive plan, or any Town official map. (amended by ord. 2024-06)’*

## **VII. REQUESTED VARIANCE**

The Applicant’s arguments in support of the requested Variance are provided below and on the following pages, followed by CPC’s response.

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### **A. Absence of Detriment**

The Applicant / Agent shall explain how the proposed land division, lot line adjustment, lot combine, or other action regulated under the Town of Freedom Land Division Regulations will

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<sup>11</sup> *Von Elm v. Bd. of Appeals of Hempstead*, 258 A.D. 989, 17 N.Y.S.2d 548 (N.Y. App. Div. 1940).

<sup>12</sup> *Arndorfer v. Sauk County Bd. of Adjustment*, 162 Wis. 2d 246, 254, 469 N.W.2d 831 (1991).

not be detrimental to the public safety, health, or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.

1. Applicant Response:

*'The division of lot parcel number 09092801 will create a change in the driveway entrance to the 2 parcels. The moving of the driveway would position the driveway, a 100 feet further North from Lau Rad which long term may help prevent traffic backups on a major highway when cars are pulling into our business off the Highway. In turn this is actually a benefit to public safety and welfare.'*

2. Town Planner Response:

CPC agrees with the Applicant's assertion the proposed land division will not be detrimental to the public safety, health, or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.

For the reasons cited above, the requested Variance passes the 'Absence of Detriment' test.

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B. Special or Unique Conditions

The Applicant / Agent shall describe how the special or unique conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property:

1. Applicant Response:

*'Our home & business are located on parcel #090092802, we have split zoning which was done @13 years ago. Due to the split zoning, we have special/unique conditions. If we do anything on our lot as far as moving the lot line, we run into zoning issues w/ the county. The town would approve the moving of the lotline even though it doesn't reach the 2:1 ratio. But the county will not because of zoning. County will approve splitting but the town won't because of the ratio. The split zoning creates very unique conditions for the town to consider.'*

2. Town Planner Response:

CPC disagrees with the Applicant's assertion of special or unique conditions applying to the lot or parcel. Section 18-001 of the land division ordinance reads as follows:

*'It is the general intent of this Chapter to regulate the division of land so as to:*

- B. Obtain the wise use, conservation, protection, and proper development of the Town's soil, water, wetland, woodland, and wildlife resources and*

*attain a proper adjustment of land use and development to the supporting and sustaining natural resource base.*

*D. Further the orderly layout and appropriate use of land.*

*N. Facilitate the further division of larger tracts into smaller parcels of land.*

The maximum depth-to-width ratio exists to further the intent of the ordinance as presented above by minimizing the negative impacts of relatively long, narrow lots on agricultural land and the natural resource base and to ensure, in time, the means by which to appropriately divide larger parcels to meet future development demand.

Any special or unique conditions that exist apply to exclusively to TPN-090092802, the existing dual-zoned lot (again, see Exhibit 5). Although the proposed lot is noncompliant with Section 18-050.G of the land division ordinance (i.e., maximum depth-to-width), the ordinance provides the means by which the Applicant could achieve the purpose of the land division without dividing TPN-090092801...a *lot line adjustment*. As per Section 18-110 of the land division ordinance, 'A Lot Line Adjustment is an adjustment or relocation of property line(s) between adjacent lots that does not result in the creation of additional lots, from what was originally platted or mapped.'

Shifting the northern boundary of TPN-090092802 the desired distance northward would be allowable under the land division ordinance were it not for the dual-zoned status of TPN-090092802. Put another way, it is the zoning ordinance, not the land division ordinance, that prevents the use of a lot line adjustment...the appropriate mechanism through which to achieve the purpose of the proposed land division.

For the reasons cited above, the requested Variance **fails** the 'Special or Unique Conditions' test.

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### C. Hardship

The Applicant / Agent shall describe how the particular physical surroundings, shape, or topographical conditions of the specific property involved creates a particular hardship, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out:

#### 1. Applicant Response:

*'Our property which is parcel #09092802 and the 100' north of us, which is part of parcel #090092801, were plotted off way before our time at this property. When these two lots were created, they followed the farmer ditch which is to the west of the property behind our home. Hence doing that, they created 2 really deep lots which have now become an issue. Our current lot is 130.88 feet wide by 715.56\* deep at the furthest point. That is currently our homestead on the west/back portion, our body shop in the larger building and my real estate business in the smaller building up front (with of the split zoning) so if we would apply to move the lot line, there is no way we could have both of our businesses and open a dealership under a special use permit*

*(we wouldn't meet the county requirements). The lot that we are trying to create would be 100' wide by 587.11' deep at the furthest point. After speaking with the neighbor & finding out he was willing to divide the land and sell us the portion of land closest to us, we went and applied for our dealer's license. After applying, we do not see any other viable option for us other than to keep that piece (the new lot) as our car dealership. So that land and building would be used for the dealership for light mechanical, like it is now and the sales of vehicles giving us the frontage that we would need to display cars, area to park cars that need repair or to be inspected. We could put up additional fencing and have better parking. This would help clean up the body shop as well, which would be a benefit to the town as well having a better appearance entering Freedom. Based on the subdivision ordinance 18 - 050, which reads: "Excessive Depth of Lots in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable depth-to-width ratio under normal conditions. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated." Even if we moved the lot line, we would not meet that ratio requirement. So, this has become a very big hardship to overcome. There is no way of meeting this criteria on this land without getting a variance.'*

2. Town Planner Response:

CPC disagrees with the Applicant's assertion particular physical surroundings, shape, or topographical conditions of the specific property involved creates a particular hardship, as distinguished from a mere inconvenience applies to the proposed lot.

Again, the layout of the existing lot has no bearing on the matter at hand. The land division ordinance does not apply to existing lots.

The courts have repeatedly ruled unnecessary hardship exists due to unique physical limitations of the property and not the desires of the Applicant (see Section V.A on page 6 of this Report). Unnecessary hardship exists when compliance would unreasonably prevent the Owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.<sup>13</sup> Once again, TPN-090092802 is an existing lot hosting a Principal I-1 District Use: *'Automobile, boat, construction and farm implement sales, service and repair.'* The circumstances of an applicant (i.e., the desire for more land to expand the business) are not a factor in deciding variances<sup>14</sup> nor does economic loss or financial hardship justify a variance. The Applicant's desire to grow or maximize the value of the business can play no role in the decision to approve a Variance.<sup>15</sup>

For the reasons cited above, the requested Variance **fails** the 'Hardship' test.

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<sup>13</sup> Zoning Board Handbook 2nd Edition, UW-Stevens Point Center for Land Use Education, 2006.

<sup>14</sup> *Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468, 478-79, 247 N.W.2d 98.

<sup>15</sup> *State v. Winnebago County*, 196 Wis. 2d 836, 844-45, 540 N.W.2d 6 (Ct. App. 1995); *State v. Ozaukee County Bd. Of Adjustment*, 152 Wis. 2d 552, 563, 449 N.W.2d 47 (Ct. App. 1989).

D. Public Interest

The Applicant / Agent shall explain how the requested variance will not in any manner vary the provisions of other Town ordinances or the Official Map.

1. Applicant Response:

*'Based on the special conditions, the hardship of this property, and the unique circumstances of industrial land outside of the industrial park, there is no other property similar in Freedom to the best of my knowledge. Hence this should not create any issues with public interest as far as town ordinances or official mapping.'*

2. Town Planner Response:

CPC agrees with the Applicant's assertion the requested Variance will not vary the provisions of other Town ordinances or the Official Map.

For the reasons cited above, the requested Variance **passes** the 'Public Interest' test.

**VIII. ROLE OF THE PLAN COMMISSISON**

Section 18-130.A of the land division ordinance reads as follows:

*'Where the Plan Commission finds that **extraordinary hardships** or particular difficulties may result from strict compliance with these regulations, it may recommend to the Town Board variances or exceptions to the regulations so that substantial justice may be done and the public interest secured, provided that such variance or exception shall not have the effect of nullifying the intent and purpose of this Chapter. The Plan Commission shall not recommend variances or exceptions to the regulations of this Chapter unless it shall make findings based upon the evidence presented to it in each specific case based upon the following conditions:*

- (1) The granting of the variance will not be detrimental to the public safety, health, or welfare, or injurious to other property or improvements in the neighborhood in which the property is located.*
- (2) The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property.*
- (3) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*
- (4) The variance will not in any manner vary the provisions of other Town ordinances, the comprehensive plan, or any Town official map. (amended by ord. 2024-06)' [emphasis added]*

Each of these conditions must be met for a Variance to be authorized. The Plan Commission's role is to examine the evidence before it and consider these conditions and existing case law to determine whether an "extraordinary hardship" has been created by the requirements of Section 18-050.G of the land division ordinance. It shall then make a recommendation to the Town Board to approve or deny the requested Variance.

#### **IX. ROLE OF THE TOWN BOARD**

Like the Plan Commission, Town Board's role is, following an examination the evidence before it, consideration of the conditions imposed by Section 18-130.A of the land division and existing case law, and review of the Plan Commission's recommendation, to determine whether an "extraordinary hardship" has been created by the requirements of Section 18-050.G of the land division ordinance. In so doing, the Town Board may approve, approve with modifications, or deny the requested Variance.

#### **X. IN SUMMARY**

The requirements of the land division ordinance have not created a hardship for the Applicant, at least not as would be defined by the courts. Any hardship that may exist is limited to the existing lot, TPN-090092802, and results from Outagamie County's approval of dual zoning. Existing lots do not fall under the authority of the land division ordinance. They must; however, comply with the requirements of the zoning ordinance. If a Variance is necessary for the proposal to proceed that Variance should be pursued through the Outagamie County zoning ordinance or subdivision and platting ordinance.

Finally, should the Town Board be inclined towards allowing the proposed land division as drawn, the appropriate mechanism is not via a Variance but through an amendment to the land division ordinance to modifying or eliminating or modify the depth-to-width ratio.

#### **XI. CPC RECOMMENDATION<sup>16</sup>**

Based upon the facts, as presented in this Report, the requested variance is **not approvable** under the land division ordinance. As such, CPC recommends **denial**.

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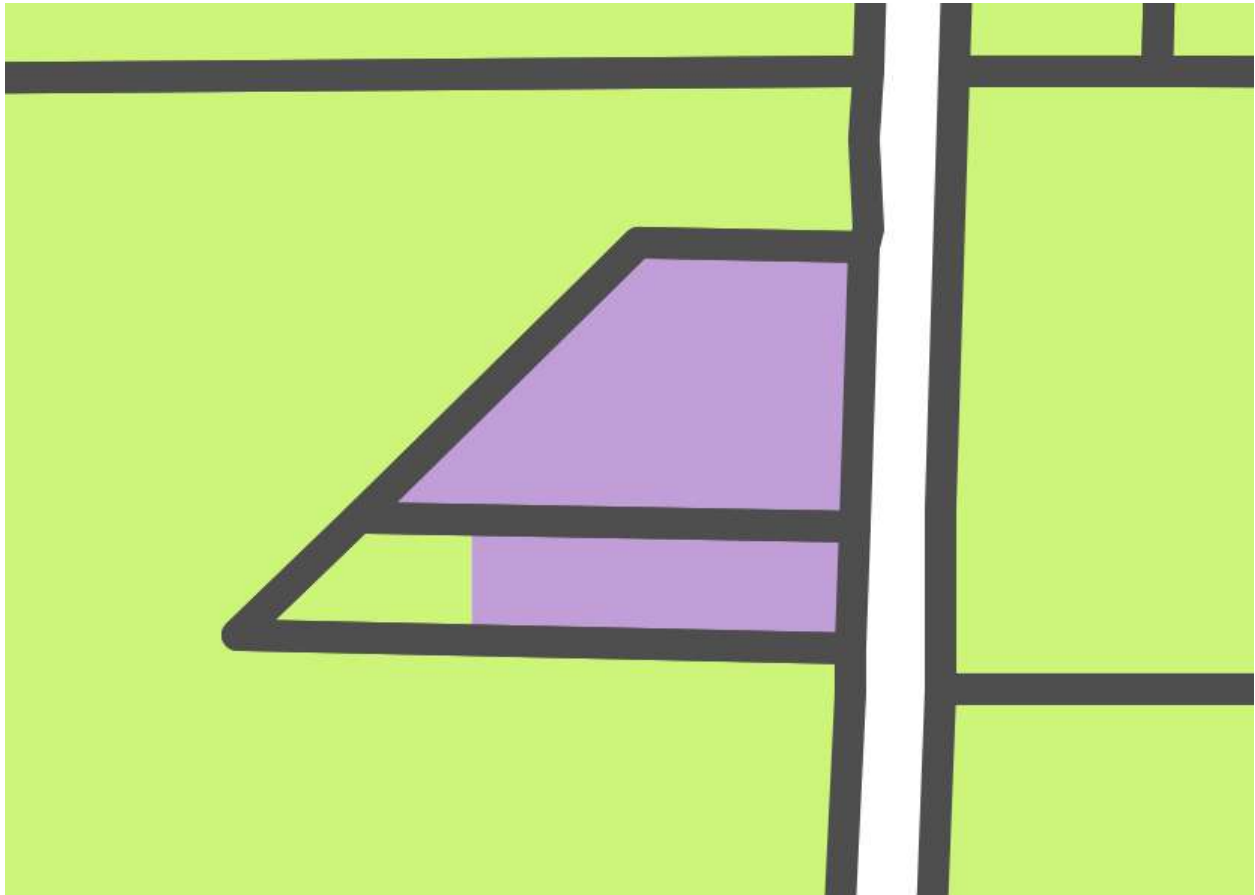
<sup>16</sup> CPC recommendations are based upon professional staff review of application materials provided to CPC. This report is authored by a municipal planner, not a licensed attorney, and does not constitute a legal opinion.

**Exhibit 2**



**Exhibit 2**

- Green shading – AGD District
- Purple shading – IND Industrial District





**Exhibit 3a**

- Red circle – Original Single-Family Dwelling (image from March 2010)



**Exhibit 3b**

Red circle – Original Single-Family Dwelling (image from 1957)



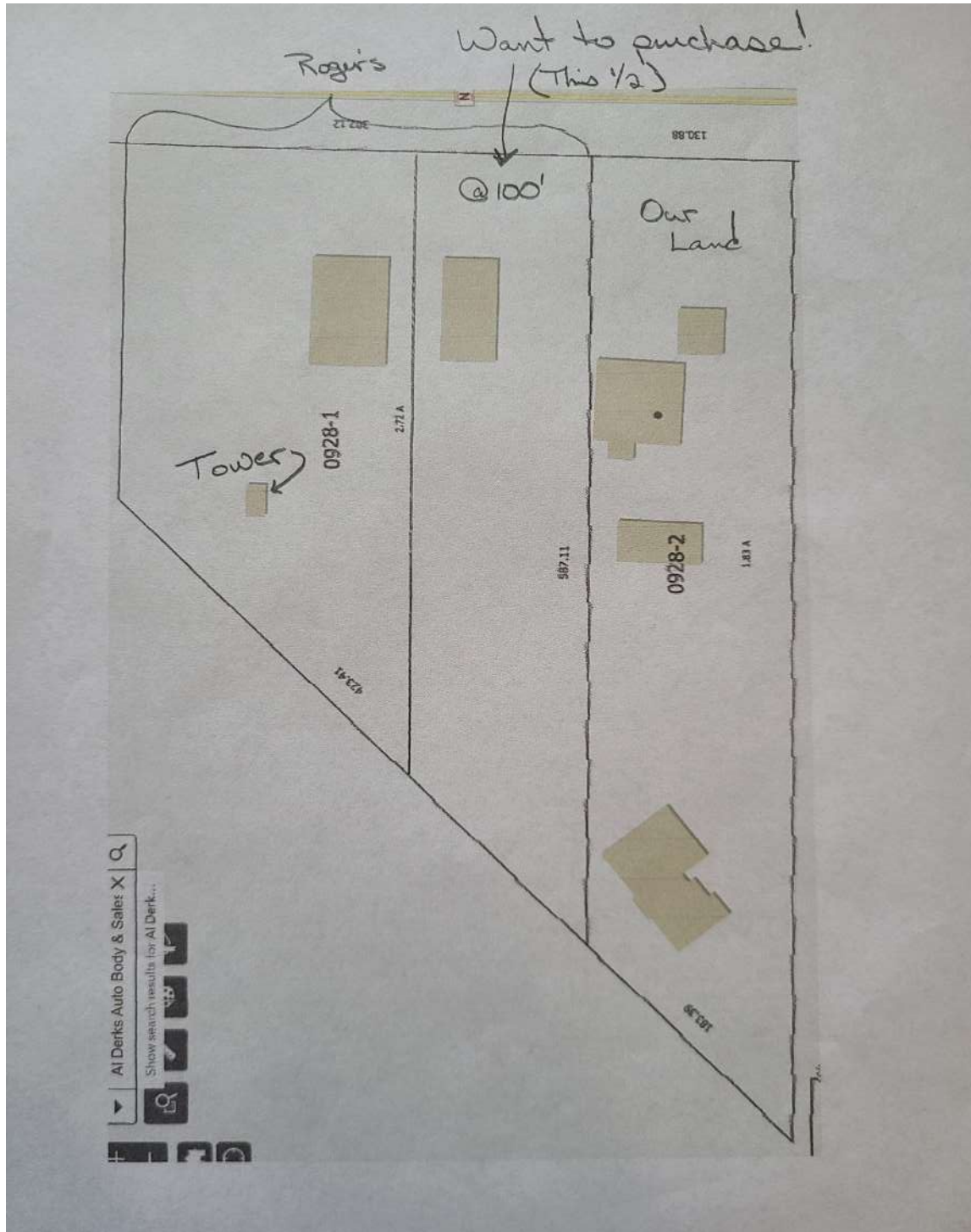
**Exhibit 4**

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73		<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>				Application No. <b>2012-58</b>																																														
		Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]				Parcel No. <b>090-0928-02</b>																																														
<b>PERMIT REQUESTED</b>		<input checked="" type="checkbox"/> Constr. <input checked="" type="checkbox"/> HVAC <input checked="" type="checkbox"/> Electric <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Erosion Control <input type="checkbox"/> Other:																																																		
Owner's Name <b>Allen Derks</b>		Mailing Address <b>N2651 Cty Rd. N</b>				Tel.																																														
Contractor Name & Type <b>Fields of Real Estate Sales + Construction</b>		Lic/Cert# <b>1179343</b>		Mailing Address <b>N2659 Cty Rd. N</b>		Tel. & Fax <b>(920) 707-5002 C 757-0368 F</b>																																														
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Plumbing <b>Hanson's Quality Plumbing</b>		<b>222587</b>		<b>Appleton, WI</b>		<b>(920) 730-0305</b>																																														
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<p>I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.</p> <p><input checked="" type="checkbox"/> I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.</p>																																																				
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State-Contracted Inspection Agency#:				Municipality Number of Dwelling Location <b>44018</b>																																																
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>																																														
Plan Review <b>Added 50</b>		<input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> HVAC <input checked="" type="checkbox"/> Electrical <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Erosion Control		<b>423221</b>		Name <b>Paul H.</b>																																														
Inspection \$ <b>650</b>						Date <b>9/24/12</b> Tel. <b>808002</b>																																														
Wis. Permit Seal \$ <b>33</b>						Cert No. <b>70606</b>																																														
Other <b>Adm Park 300</b>																																																				
Total \$ <b>220</b>																																																				

SBD-5823(R.10/11) Distribute: ☐ Ply 1 - Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to State w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

**\$ 1003 v 300**

Exhibit 5



**Exhibit 6a**

**I. APPLICATION**

Title of Project: Fields Concept CSM  
Name of Owner: County N Storage LLC  
Name of Applicant: Derks Fields Real Estate Trust, rep. Kris Fields  
Name of Developer / Surveyor / Contractor: none

**II. BACKGROUND**

The Owner has submitted a Concept drawing (hereafter, Concept) to divide Tax Parcel Number 090092801 (hereafter, TPN-090092801) creating a lot roughly 1.12 acres in size (see Exhibit 1) leaving a roughly 1.53-acre remnant (see Exhibit 2).

**III. ZONING ORDINANCE**

TPN-090092801 is 2.72 acres in size and is zoned IND Industrial District (hereafter, IND District). Section 54-309 of the Outagamie County Zoning Ordinance (hereafter, zoning ordinance) establishes 'Dimensional Requirements' for IND District lots.

IND District Dimensional Requirements			
	Requirements	Proposed Lot	Compliant
Lot			
Minimum Area	12,000 sf.	48,787 (+/-) sf.	Yes
Minimum Width	100 ft.	100 ft.	Yes
Minimum Setbacks – Accessory Structure			
Required Front Yard	35 ft.	n/a	n/a
Rear Yard	25 ft.	n/a	n/a
Side Yard	20 ft.	Not provided [1]	Undetermined
	Requirements	TPN-090092801 Remnant	Compliant
Lot			
Minimum Area	12,000 sf.	66,647 (+/-) sf.	Yes
Minimum Width	100 ft.	202 ft., 1 in.	Yes
Minimum Setbacks – Accessory Structure			
Required Front Yard	35 ft.	n/a	n/a
Rear Yard	25 ft.	n/a	n/a
Side Yard	20 ft.	Not provided [1]	Undetermined
[1] Applicant states sufficient space exists between the two structures located on TPN-090092801 to accommodate required setback. However, measurement device on Outagamie County Planning Zoning Reviewer indicates less than required forty feet of separation between buildings (see Exhibit 3).			

Survey required to determine compliance with Section 54-309 of zoning ordinance.

**Exhibit 6b**

**IV. SUBDIVISION ORDINANCE**

Section 18-023 of the Town of Freedom Land Division Regulations (hereafter, land division ordinance) reads as follows:

*'No person, firm, or corporation shall divide any land located within the limits of the Town which results in a subdivision, minor land division or a replat as defined herein; no such subdivision, minor land division or replat shall be entitled to recording; and no street shall be laid out or improvements made to land without compliance with all requirements of this Chapter and the following documents:*

*G. The zoning ordinance and all other applicable local and county ordinances and state and federal laws.'*

See Article III of this Report.

Section 18-027.E of the land division ordinance reads as follows:

*'Each proposed subdivision plat or certified survey map shall be in compliance with the Town of Freedom Comprehensive Plan, Town Official Map, zoning ordinance, and all other local, county, state, and federal regulations.'*

See Article III of this Report.

Section 18-050.G of the land division ordinance reads as follows:

*Excessive Depth of Lots in relation to width shall be avoided and a proportion of two to one (2:1) shall be considered a desirable depth-to-width ratio under normal conditions. Depth of lots or parcels designated for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated.*

The proposed lot, as drawn, would have a depth-to-width ratio of roughly 4.2:1 and, as such would be **noncompliant** with Section 18-050.G of the land division ordinance.

**V. CPC COMMENT<sup>1</sup>**

CPC recommends **denial** of the Concept for the reasons cited in Section IV of this Report.

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<sup>1</sup> CPC recommendations are based upon professional staff review of application materials provided to CPC. CPC staff reports are authored by a municipal planner, not a licensed attorney, and do not constitute a legal opinion.



**Exhibit 6c**

**Exhibit 1**

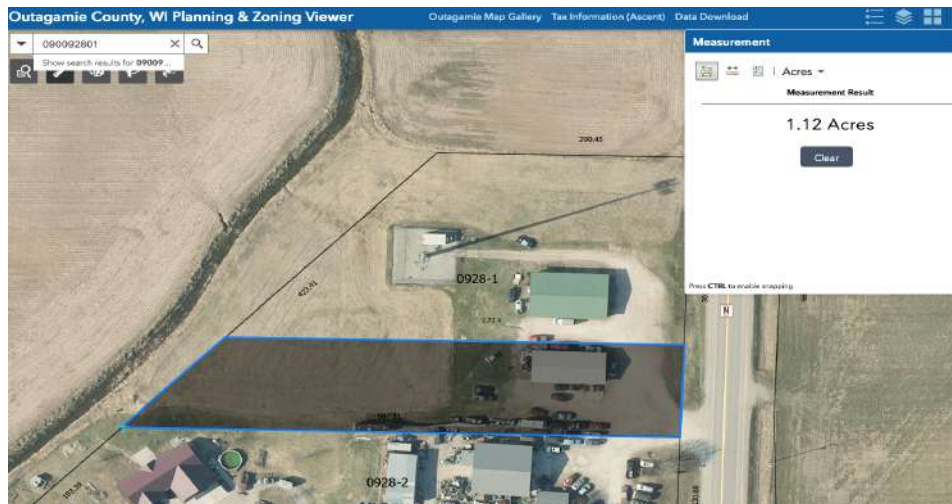
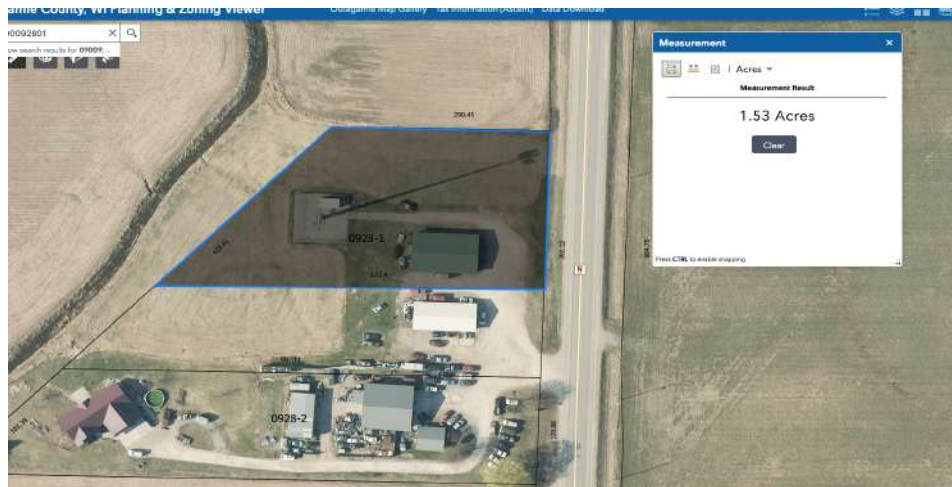


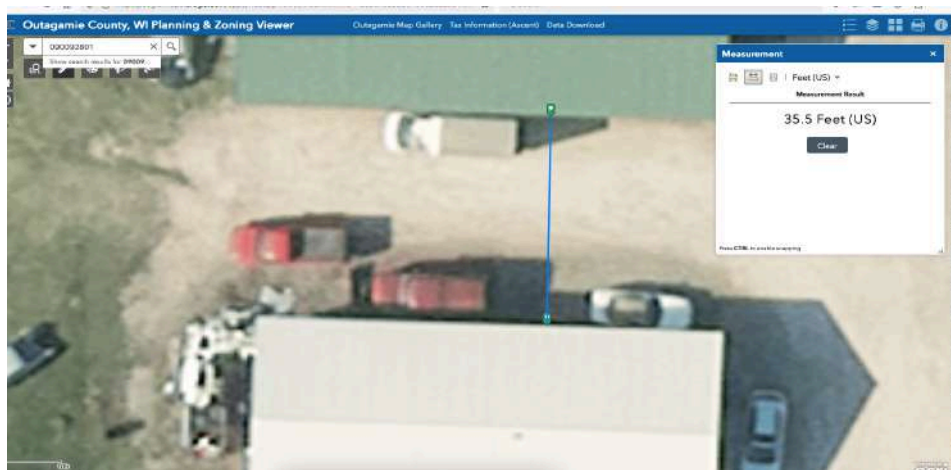
Exhibit 6d

Exhibit 2



**Exhibit 6e**

**Exhibit 3**





April 23-2025

To: THE TOWN BOARD OF FREEDOM.

THIS IS INFO. ON THE LIGHT POLES AND  
CROSS ARMS FOR THE POLES.

1.) EACH POLE IS A VICTORIAN STYLE - 9 FT.  
FROM THE BASE -

THE ARE PAINTED BLACK w/ GLOSS -

PRICE - OF \$1750<sup>00</sup>

2. THE CROSS ARMS - VICTORIAN STYLE  
PAINTED BLACK AND GLOSS -

PRICE OF \$225<sup>00</sup>

THE TOTAL FOR EACH POLE & BOTH - \$980<sup>00</sup>

THREE POLES AND CROSS ARMS

THE TOTAL WOULD BE \$2940<sup>00</sup>

THE LIGHTS CAME FROM

BARBERVILLE - ART EMPORIUM

AT. 140 WEST STATE RD 40

PIERSON FLORIDA, 32180

IF THE BOARD WOULD PURCHASE -

THE POLES = 1/2 DOWN -

BALANCE ON PICK UP.

## Deputy Clerk

**From:** info Barberville Yard Art Emporium <info@barbervillyardartemporium.com>  
**Sent:** Tuesday, April 22, 2025 12:23 PM  
**To:** Deputy Clerk  
**Subject:** Attn Town Board & Tom Murphy

Good afternoon!

Here is the quote written up for your review. Please let me know if I can be of any assistance at all. If you would like to send over any tax exemption documents please just put to my attention. Thank you!

140 W. State Road #C 151535  
Barberville  
32180  
386-744-3562

CUSTOMER'S ORDER NO. DEPARTMENT DATE 4/22/25

NAME Deputy Clerk, Town of Freedom  
ADDRESS Attn: Town Board & Tom Murphy  
CITY, STATE, ZIP DeputyClerk@townoffreedom.org

SOLD BY Niche CASH C.O.D. CHARGE ON ACCT. MOBILE RETD. PAID OUT  
Phone 920-277-0770

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1 3	Round Victorian	\$755	\$2265.00
2	pole, 9 foot tall		
3			
4 3	Victorian Top		
5	2 arms, 2 lights	\$225	\$675.00
6			
7	Total of 6 acorn		\$2940.00
8	globes included,		
9	<del>sockets</del> sockets &	1/2 =	\$1470.00
10	starting wires for all		
11	6 lights.		
12	Black paint, glossy		
13	included at no extra cost		
14			
15	Tax free upon receipt		
16	of documentation.		
17			
18	* 1/2 deposit due to		
RECEIVED BY	start. Remainder due on pick-up.		

KEEP THIS SLIP FOR REFERENCE







Nicole McManus  
Manager  
Barberville Yard Art Emporium



**PETERS CONCRETE COMPANY**

1516 ATKINSON DRIVE  
GREEN BAY WI 54303  
920-494-3700

**Unit Billing**

Application: 1

Period: 04/16/2025

Owner:

Job Location: FREEDOM VFW PARK(M)

**Application For Payment On Contract**

Contract Sum to Date .....	836,507.85
Total Complete to Date .....	99,153.75
Total Retained .....	4,957.69
Total Earned Less Retained .....	94,196.06
Less Previous Billings .....	0.00
Current Payment Due .....	94,196.06

**Contractor's Certification of Work**

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: Tracy Behnke Date: 4/21/2025  
Payment of: \$94,196.06  
Recommended by: Alec Linn Date: 4/21/2025  
Engineer  
Payment of: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

Terms: Invoices are due and payable from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per anum. Please make checks payable to: PETERS CONCRETE COMPANY

Thank you for your prompt payment.

## Unit Billing

Application: 1

Period: 04/16/2025

## Schedule of Work Completed

Item	Description	Price/Unit	Scheduled Qty	Scheduled Value	Current Units Complete	Current Value	Total Units Complete	Total Value
1	Mobilization, Bonds, and Insurance	40,000.00	1.00	40,000.00	0.50	20,000.00	0.50	20,000.00
2	Traffic Control	10,000.00	1.00	10,000.00	0.50	5,000.00	0.50	5,000.00
3	Temporary Fencing	1,800.00	1.00	1,800.00	1.00	1,800.00	1.00	1,800.00
4	Erosion Control	2,600.00	1.00	2,600.00	1.00	2,600.00	1.00	2,600.00
5	Sawcut	3.00	112.00	336.00				
6	Remove Curb and Gutter	3.00	30.00	90.00	30.00	90.00	30.00	90.00
7	Remove Pavement	6.00	225.00	1,350.00	225.00	1,350.00	225.00	1,350.00
8	Remove Fencing and Dugouts	4,500.00	1.00	4,500.00	1.00	4,500.00	1.00	4,500.00
9	Remove Pipe	15.00	12.00	180.00	15.00	225.00	15.00	225.00
10	Salvage Foul Pole	250.00	2.00	500.00	2.00	500.00	2.00	500.00
11	Abandon Pipe	7.00	63.00	441.00	63.00	441.00	63.00	441.00
12	Tree Removal	835.00	12.00	10,020.00	11.00	9,185.00	11.00	9,185.00
13	Topsoil Placement and Grading	4.00	6,175.00	24,700.00				
14	Seeding, Generic	2.40	3,275.00	7,860.00				
15	Sod, Outfield	6.60	2,710.00	17,886.00				
16	Outfield Maintenance	4,000.00	1.00	4,000.00				
17	Erosion Mat, Urban Class 1 Type A	1.00	3,275.00	3,275.00				
18	Unclassified Excavation	25,421.00	1.00	25,421.00	0.75	19,065.75	0.75	19,065.75
19	Concrete Pavement, 5-Inch Thick	7.50	5,725.00	42,937.50				
20	Asphalt Pavement, 3-Inch Thick w/	56.25	550.00	30,937.50				
21	Concrete Curb & Gutter, 30-Inch	70.00	30.00	2,100.00				
22	Detectable Warning Field	37.50	16.00	600.00				
23	Rebuild Water Spigot	750.00	1.00	750.00				
24	Nyloplast Drain Basin, 24-Inch Dia.	2,400.00	6.00	14,400.00	6.00	14,400.00	6.00	14,400.00
25	Storm Sewer, HDPE, 12-Inch	38.50	432.00	16,632.00	432.00	16,632.00	432.00	16,632.00
26	Storm Sewer, PVC, 8-Inch	95.00	12.00	1,140.00	12.00	1,140.00	12.00	1,140.00
27	Storm Sewer, PVC, 4-Inch	33.30	29.00	965.70				
28	Pipe Underdrain, PVC, 4-Inch	25.85	469.00	12,123.65				
29	Inserta Tee, 8-Inch	1,175.00	1.00	1,175.00	1.00	1,175.00	1.00	1,175.00

## Unit Billing

Application: 1

Period: 04/16/2025

## Schedule of Work Completed

Item	Description	Price/Unit	Scheduled Qty	Scheduled Value	Current Units Complete	Current Value	Total Units Complete	Total Value
30	Storm Sewer Core and Connection	1,050.00	1.00	1,050.00	1.00	1,050.00	1.00	1,050.00
31	Bleachers	28,000.00	1.00	28,000.00				
32	Flag Pole with Base	1,700.00	1.00	1,700.00				
33	Dugout Roof Structure	24,000.00	2.00	48,000.00				
34	Salvage & Relocate Scoreboard	7,500.00	1.00	7,500.00				
35	Install Foul Pole	4,202.00	2.00	8,404.00				
36	Backstop Wall, Cast-in-Place	51.10	855.00	43,690.50				
37	Backstop Netting	35,986.00	1.00	35,986.00				
38	Home Plates, Bases, and Pitching	10,000.00	1.00	10,000.00				
39	Infield Skin Surface	23.10	1,500.00	34,650.00				
40	Warning Track	18.50	655.00	12,117.50				
41	Chain Link Fences and Gates	46.10	960.00	44,256.00				
42	Landscaping	11,365.00	1.00	11,365.00				
43	Electrical	249,086.00	1.00	249,086.00				
44	Segmental Block Retaining Wall	87.75	180.00	15,795.00				
ALTERNATE								
A15	Seeding, Outfield	3.91	2,710.00	10,596.10				
A20	Conc. Pavement, 5-Inch Thick w/ D	7.50	4,950.00	37,125.00				
A33	Dugout, Block Walls with Roof	24,000.00	2.00	48,000.00				
Totals:			34,993.00	926,041.45	802.75	99,153.75	802.75	99,153.75



# TOWN OF FREEDOM

## Emergency Medical Responder (EMR)

REPORTS TO: EMS Director  
SUPERVISES: None  
FLSA STATUS: Non-Exempt  
DATE: March 7, 2025

### **BASIC FUNCTION:**

At will, part-time, on-call, hourly, non-benefited position. Provides basic life support emergency medical care. When paged, answers emergency calls to provide efficient and immediate care for sick and injured people before ambulance arrival. Responsible for providing emergency care in accordance with Wisconsin Administrative Rules Chapter DHS 110. This position requires licensed professional medical expertise and knowledge.

**TYPICAL DUTIES** (May include but is not limited to the following).

### **GENERAL EXPECTATIONS**

- Safely respond in personal vehicle to the emergency scene when paged.
- Drive using the most expeditious and safest route based on traffic and weather conditions.
- Observe all traffic ordinances and regulations as defined in Wisconsin Statutes Chapter 346 "Rules of the Road", especially section 346.3, "Applicability to Authorized Emergency Vehicles".
- Drive an ambulance to a hospital when needed.
- Maintain the ability to lawfully operate a motor vehicle.
- Communicate using a two-way handheld radio.
- Function in uncommon situations while remaining calm and professional.
- Understand stress response and methods to ensure personal well-being.
- Utilize body substance isolation precautions.
- Exercise basic medicolegal principles.
- Function within the EMR scope of practice boundaries as defined by state regulations and local protocols.
- Comply with regulations for handling of the deceased, protection of property, evidence preservation, while awaiting additional public safety resources.

### **READINESS**

- Assure proper custody of all emergency medical gear issued by the Town.
- Perform routine inventory, inspection and maintenance of all emergency medical gear.
- Clean all gear following appropriate disinfecting procedures.
- Carefully check all gear to ensure readiness for next response.
- Ensure that emergency gear is clean and kept in a neat, orderly condition.



- Decontaminate emergency gear used to treat patients with a contagious infection or hazardous material exposure in accordance with local, state or federal regulations.
- Assure proper maintenance of all emergency medical gear by cleaning and checking before and after each use.
- Perform routine check of expiration dates on medications and sterile supplies.
- Maintain familiarity with all equipment used by the service.
- Restock and replace used supplies.

#### **BEFORE PATIENT CARE**

- Perform scene “size up”.
- Create a safe traffic environment, in the absence of law enforcement personnel.

#### **PATIENT CARE**

- Provide emergency medical care to adults, children and infants using a limited amount of gear.
- Work independently on-scene until a higher level of provider arrives. After higher level provider arrives, give verbal report, written report and assist with ongoing care.
- Open and maintain an airway.
- Ventilate lungs.
- Administer CPR.
- Provide emergency medical care of simple and multiple system trauma such as:
- Control bleeding, bandage wounds, manually stabilize injured extremities.
- Assist in childbirth
- Manage general medical complaints, altered mental status, seizures, environmental, psychosocial crisis.
- Search for medical identification emblems as a guides to appropriate care.
- Reassure patients, bystanders and families by working in a confident, efficient manner.
- Avoid mishandling and undue haste while working expeditiously to accomplish tasks.
- Where a patient must be extricated from entrapment, the EMR must:
  - Assess the extent of injury, assist other EMS providers in rendering emergency care and protection of the patient;
  - Perform emergency moves;
  - Assist in lifting stretcher, placing stretcher in ambulance and securing both patient and stretcher;
  - Radios dispatcher for additional resources;
  - Perform triage in multiple-patient cases;
  - Identify assessment findings;
  - Constantly assess and reassess patient, administer additional care while awaiting additional resources.

#### **ADDITIONAL DUTIES**

- Maintain prompt, predictable and reliable attendance when paged to calls and at meetings.
- Cooperate with all other Town services and all other public safety agencies as needed.
- Utilize public relations skills on a regular basis in contact with residents, taxpayers, regulators and other customer questions and concerns.
- Perform other duties as assigned.

## **WORK CONDITIONS**

- Regularly work outside in all weather conditions including rainy, sunny, hot, humid, freezing, snowy and blizzard conditions.
- Work near moving equipment or vehicles and mechanical parts and is exposed to dirty conditions, high noise levels and vibration.
- Work in precarious places and situations, regularly exposed to passing vehicular traffic, occasionally is exposed to fumes, dust and airborne particles.

## **WORK HOURS/ATTENDANCE**

- Respond to emergency medical calls when available.
- Receive notification of emergency calls via pager 24 hours a day, 7 days a week, all days of the year. Includes weekends and holidays.
- Maintain prompt, predictable and reliable response to pages when available.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Abilities and Physical Demands**

- Comprehensive knowledge of operation and maintenance requirements of various types of emergency medical supplies, equipment or other related gear, together with the ability to troubleshoot and do necessary service work.
- Thorough knowledge of traffic laws, ordinances, and rules involved in motor vehicle operation.
- Knowledge of occupational hazards and safe work practices to function effectively.
- Skill in the operation of emergency gear needed to effectively perform the duties and responsibilities of the position, including pager, 2-way handheld radio, AED, emergency medical gear bag and pediatric devices.
- Ability to learn general layout of the Town geography and learn routes to location of calls.
- Ability to communicate effectively orally, electronically and in writing with other EMS providers, elected officials, department heads, the public, and other Town employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public.
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
  - Must have physical stamina, endurance and body condition with the ability to frequently lift, move and/or transport up to 75 pounds and occasionally up to 125 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
  - Motor coordination is necessary for safety of the patient, the EMR and other EMS workers.
  - Frequent standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling, occasionally on uneven terrain.
  - While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.

### Education and Experience

- Successful completion of a program of study for one of the following disciplines:
  - EMR, EMT, AEMT, Paramedic, RN, NP, PA or physician.

### Licenses/Credentials

- Must possess and maintain all the following valid credentials:
  - Wisconsin Driver's License.
  - BLS/CPR card.
  - Wisconsin license as one of the following: EMR, EMT, AEMT, Paramedic, RN, NP, PA or physician.
- Must attend training, continuing education and refresher education as required by employer, medical control physician and state licensing agencies

### SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in performing this job. Omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

### ACKNOWLEDGEMENT

By signing this Emergency Medical Responder job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

---

Employee Signature

---

Date

---

EMS Director

---

Date

---

Town Administrator

---

Date

*The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.*



# **TOWN OF FREEDOM**

## **EMERGENCY MEDICAL SERVICES (EMS) DIRECTOR**

REPORTS TO: Town Administrator  
SUPERVISES: Emergency Medical Responders  
FLSA STATUS: Non-Exempt  
DATE: March 7, 2025

### **BASIC FUNCTION:**

At will, part-time, on-call, hourly, non-benefited position. Appointed by the town board for a period of two (2) years. Provides supervision of emergency medical service (EMS) personnel, operations, activities and training. Responsible for the duties of EMS director as defined by Wisconsin Administrative Rules Chapter DHS 110. This position requires licensed professional medical expertise and knowledge. This position requires knowledge of statutory requirements for managing an emergency medical service. Serves as a licensed emergency medical responder.

### **TYPICAL DUTIES** (May include but is not limited to the following).

- Comply with all aspects of the Emergency Medical Responder (EMR) job description.
- Responsible for the duties of EMS director as defined by Wisconsin DHS 110.48 as follows:
  - Serve as primary contact between the emergency medical service and the Wisconsin Department of Health.
  - Assure that all aspects of the EMS operational plan are kept current.
  - Assure that EMS professionals are properly licensed and credentialed.
  - Provide day-to-day supervision of EMS operations.
- In compliance with Wisconsin DHS 110.47, an emergency medical service shall have all of the following personnel positions. The EMS Director is responsible for assuring that each of these roles are actively functioning:
  - A service director qualified under DHS 110.49.
  - A qualified service medical director (physician).
  - Infection control designee who is responsible for maintaining the infection control program and meeting OSHA standards for blood borne pathogens and safety.
  - Quality assurance designee who is responsible for managing patient-based quality improvement processes in collaboration with the service medical director.
  - Training designee who is responsible for assisting the service medical director in assuring continued competency and facilitating the continuing education of the service EMS professionals.
  - Data contact designee who is responsible for assuring that patient care data is submitted to the department as required in DHS 110.

- EMS professionals sufficient to meet the staffing requirements under DHS 110.51.
- Seek out all available grant funding opportunities, apply for grants, manage grant funds.
- Provide monthly and annual reports to Town board.
- Plan, organize, schedule, and monitor EMS operations.
- Supervise and assist employees engaged in all aspects of EMS, including oversight of care in real time and retrospectively with quality assurance actions.
- Conduct safety and equipment training, advise employees of changes in policies and procedures, and ensure employees are following all safety policies and procedures.
- Prepare and administer EMS budgets along with the capital improvement plans. Review and approve invoices for payments in a timely manner.
- Create, maintain and revise protocols, policies, ordinances, documents, specifications, etc.
- Provide information to the public regarding EMS. Respond to and resolve complaints and questions from the public regarding all EMS operations.
- Coordinate EMS activities with other Town services as needed, including Administrator, Clerk/Treasurer, Police, Fire, etc.
- Oversee hiring of emergency medical responders (EMRs). Manage and evaluate employee performance and conformance with protocols, policies and work rules. Advise employees of changes in policies and procedures.
- Consult with Administrator or equivalent on large operational issues and matters.
- Act as Town's representative and/or technical adviser on various committees dealing with all matters pertaining to EMS.
- Purchase supplies, equipment, medications, emergency responder gear and maintain inventories of each.
- Coordinate frequent routine inspection and preventative maintenance on EMS equipment, fix defects and/or arrange for proper repairs.
- Maintain the ability to lawfully operate a motor vehicle.
- Cooperate with all other Town services as needed.
- Utilize public relations skills on a regular basis in contact with residents, taxpayers, regulators and other customer questions and concerns.
- Perform other duties as assigned.

#### **WORK CONDITIONS**

- Regularly work outside in all weather including rainy, sunny, hot, humid, freezing, snowy and blizzard conditions.
- Work near moving equipment or vehicles and mechanical parts and is exposed to dirty conditions, high noise levels and vibration.
- Work in high precarious places and situations, regularly exposed to passing vehicular traffic, occasionally is exposed to fumes and airborne particles.

#### **WORK HOURS/ATTENDANCE**

- Respond to emergency medical calls when available.
- Receive notification of emergency calls via pager 24 hours a day, 7 days a week, all days of the year. Includes weekends and holidays.
- Maintain prompt, predictable and reliable response to pages when available.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Abilities and Physical Demands**

- Knowledge of equipment, facilities, materials, methods, techniques and procedures used for the operation and provision of Town EMS.
- Skill in planning, organizing, scheduling and implementing Town EMS operations.
- Ability to read and interpret disaster plans and apply theory to resolve complex field and operational problems.
- Ability to work safely. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public. Ability to understand and carry out written and oral instructions.
- The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.
  - The employee must frequently move and/or transport up to 75 pounds and occasionally move and/or transport up to 100 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
  - Frequent sitting, standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling.
  - While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.
- Ability to handle confidential information with discretion.

### **Education and Experience**

- Successful completion of a program of study for one of the following disciplines:
  - EMR, EMT, AEMT, Paramedic, RN, NP, PA or physician.

### **Licenses/Credentials**

- Must possess and maintain all the following valid credentials:
  - Wisconsin Driver's License.
  - BLS/CPR card.
  - Wisconsin license as one of the following: EMR, EMT, AEMT, Paramedic, RN, NP, PA or physician.
- Must attend training, continuing education and refresher education as required by employer, medical control physician and state licensing agencies

## **SELECTION GUIDELINES**

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.

- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **ACKNOWLEDGEMENT**

By signing this Town of Freedom EMS Director job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

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EMS Director Signature

Date

---

Town Administrator

Date

*The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.*

## Issue Report: Failing Culvert on Weyers Road

To: Town Board of Supervisors

From: Administrator Carlson

Date: April 23, 2025

### Background

On April 15<sup>th</sup>, a culvert designated V-44-013 was identified during 6'-20' inspections performed by Paul Fontecchio, P.E. of Robert E. Lee and Associates as being in critical condition. The inspection revealed one of the culverts has failed structurally.

### Analysis

Conclusion directly from the report is as follows:

*Notes 4/15/25: CRITICAL FINDING - North pipe is failing due to rust/section loss. Middle is pushing upwards and sides are buckling. Contacted the Town of Freedom and met with Randy and John from public works. North pipe rated a 2. South pipe has debris, rated a 5. These pipes should be replaced as soon as possible. [See pictures included in packet.]*

When similar findings occur, WisDOT Bureau of Structures Maintenance Chief, Dave Bohnsack, notes:

*"In the short term, until this structure can be replaced, I recommend closing the structure to roadway traffic or at least load posting no greater than 5 tons with frequent site visits to make sure the condition hasn't worsened.*

*If the town board elects to keep the structure open to roadway traffic, post at 5 tons to keep trucks off. Include monthly visits to verify the structure is stable. And more frequent visits when the structure is subject to rising water or events that would saturate soils around the structure. If road users are likely to ignore a load posting or enforcement is not possible, a complete closure is the best action."*

Mr. Fontecchio also added in email correspondence with us:

*As noted, this pipe should be replaced as soon as possible, and until replacement, the Town should consider closing the road. This kind of damage to a pipe can result in catastrophic failure during large events as water is already running outside of and parallel to the pipe.*

### Recommendation

Staff recommends we follow the directives from the WisDOT Bureau of Structures Maintenance as best we can and as quickly as we can, with closing the road only being done if absolutely necessary or the structural condition of the area continues to deteriorate.

We have already posted the road with a 5-ton weight limit and will be making regular inspections. We should discuss the potential for emergency borrowing to address this situation. There are state and federal programs that may be available to help offset some of the cost associated with this repair and we will be looking into those options as quickly as possible, but the funding for those programs is currently uncertain. Without a significant budget amendment, borrowing may be our only realistic option.





Inspection Report for

**V-44-013**

**Weyers Road over Unnamed Waterway**

**Apr 15, 2025**



Type	Prior Date	Prior Team Leader	Frequency (mos)	Performed
Routine - local small				X

Latitude	44°19'47.78"N	Owner	TOWN
Longitude	88°16'19.85"W	Maintainer	TOWN

Team members		
Time Log	Hours 0	Minutes 15
Weather	Temperature (f) 45	Condition Partly Cloudy

Name	Number	Signature	Signature Date
Inspector	Fontecchio, Paul	3523	04-15-25
		<i>Paul Fontecchio</i> E-signed by Paul A Fontecchio(fontecchiop)	

**BRIDGE INSPECTION REPORT**  
**Wisconsin Department of Transportation**  
**DT2007 2003 s.84.17 Wis. Stats.**

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**Identification & Location**

Feature On: <b>Weyers Road</b>	Section Town Range:	Structure Number:
Feature Under: <b>Unnamed Waterway</b>	County: <b>OUTAGAMIE</b>	<b>V-44-013</b>
Location <b>500 FT South of Meadow Lark Ln.</b>	Municipality: <b>FREEDOM</b>	Structure Name:

**Geometry**

measurements in feet, except where noted

Approach Roadway Width: <b>0</b>	Bridge Roadway Width: <b>24.0</b>	Total Length: <b>17.6</b>
Culvert Barrel Length: <b>58.3</b>	Culvert Width: <b>6.8</b>	Culvert Height: <b>4.8</b>

**Traffic**

Lanes	ADT	ADT year	Traffic Pattern
On <b>2</b>			<b>two way traffic</b>

**Capacity**

**Load Rating**

Inventory rating:	Overburden depth (in): <b>66.0</b>	Last rating date:	Controlling:
Operating rating:	Deck surface material: <b>Bituminous</b>		Control location:
Posting:	Emergency Vehicle Weight Limit (tons):		
Re-rate for capacity (Y/N): <b>Y</b>	Re-rate notes: <b>auto checked due to overburden initialized to 66.0</b>		

**Hydraulic**

**Classification**

Scour Critical Code(113):	Q100 (ft3/sec):	
High water elevation (ft):	Velocity (ft/sec):	Sufficiency #:

**Field Measured Rail(s)**

Rail	Location	Type	Measurement (in)
------	----------	------	------------------

**Span(s)**

Span #	Material	Configuration	Depth (in)	Length (ft)	Main
<b>1</b>	<b>GALV STEEL</b>	<b>Pipe - Flexible</b>		<b>6.8</b>	<b>Y</b>
<b>2</b>	<b>GALV STEEL</b>	<b>Pipe - Flexible</b>		<b>6.5</b>	

**Clearance**

Item	File Measurement (ft)	File Date	New Measurement (ft)
Highway min vertical on cardinal			
Horizontal on cardinal			

**Construction History**

Year	Work Performed	FOS id
<b>9999</b>	<b>New Structure</b>	

**Condition Ratings**

	File	New
Deck condition rating (C.01)		<b>N/A (N)</b>
Superstructure condition rating (C.02)		<b>N/A (N)</b>
Substructure condition rating (C.03)		<b>N/A (N)</b>
Culvert condition rating (C.04)		<b>Severe Settlement (2)</b>
Bridge railings condition rating (C.05)		
Bridge railing transitions condition rating (C.06)		
Bridge bearings condition rating (C.07)		
Bridge joints condition rating (C.08)		
Channel condition rating (C.09)		
Channel protection condition rating (C.10)		
Scour condition rating (C.11)		
NSTM inspection condition (C.14)		
Channel		
Waterway		
Approach		

BRIDGE INSPECTION REPORT  
Wisconsin Department of Transportation  
DT2007 2003 s.84.17 Wis. Stats.

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Structure No.:V-44-013

Structure Specific Notes

Created via VStructure import on 2024-10-29

Notes 4/15/25: CRITICAL FINDING - North pipe is failing due to rust/section loss. Middle is pushing upwards and sides are buckling. Contacted the Town of Freedom and met with Randy and John from public works. North pipe rated a 2. South pipe has debris, rated a 5. These pipes should be replaced as soon as possible.

Animal nesting/roosting presence on structure

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Inspection Specific Notes

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Inspector Site-Specific Safety Considerations

--

Routine - local small Specific Procedures

--

Special Requirements

Chk	Hours	Cost	Comments
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**Local Small Bridge Item 1**

Looking east thru pipe 1 (south pipe). Note debris in pipe.



v44-013\_25\_xbd1.jpg

**Local Small Bridge Item 2**

Looking east thru pipe 2 (north pipe). Note pipe failure.



v44-013\_25\_xbd2.jpg

**Local Small Bridge Item 3**

Looking east at west side.



v44-013\_25\_xbd3.jpg

**Local Small Bridge Item 4**

Looking north



v44-013\_25\_xbd4.jpg

**Issue Report: Updating Fee Schedule**  
**From: Administrator Carlson**  
**To: Town Board of Supervisors**  
**Date: 4-23-2025**

## **Background**

Recent changes to policies require accompanying changes to the fee schedule to accurately reflect the fees and corresponding penalties for violations. Primarily, the two recent changes were the establishment of an illegal dumping ordinance and new policies on access to the yard waste site.

## **Analysis**

Fees and fines can be set at varying levels for different issues or situations. Fines should be set at adequate levels to promote deterrence of violations and adequate financial penalties when violations do occur. Obviously, fees and fines vary significantly from community to community, but generally range from around \$250 to several thousand for repeated offenses.

The nearby Village of Allouez sets a [minimum illegal dumping fine of \\$250](#). Hobart sets a [\\$500 fine for illegal dumping](#). Most places set a lower amount for the first offense, then increase for second and third offenses.

## **Recommendation**

Based on typical fines/forfeitures from other communities on illegal dumping and waste site violations, the following terms are suggested by staff:

### **Illegal Dumping**

First Violation: \$250 plus any costs associated with proper disposal

Second Violation: \$500 plus any costs associated with proper disposal

Third Violation and All Subsequent Violations: \$1,000 plus any costs associated with proper disposal

### **Yard Waste Site Rule Violations**

First Violation: \$250

Second Violation: \$500

Third Violation: \$1,000 and revocation of access to the site.





## Town of Freedom Schedule of Fines, Fees, and Forfeitures

### 1. Building & Construction Permits

Permit Type	Fee Structure	Notes/Minimums/Maximums
Single Family Home (up to \$500,000)	\$2,175	
Single Family Home (\$500,000 – \$1.3 million)	\$4,350	
Single Family Home (over \$1.3 million)	\$6,300	
Address Request	\$100	
Residential Additions/Remodels (excl. HVAC/Electrical/Plumbing)	\$15 per \$1,000 of project value	Minimum charge: \$250
Residential Additions/Remodels – HVAC, Electrical, Plumbing	\$15 per \$1,000 of project value	Min: \$125, Max: \$1,200
Accessory Buildings (excl. HVAC/Electrical/Plumbing)	\$7.50 per \$1,000 of project value	Minimum charge: \$400
Raze & Demolition	\$150	
Fence	\$60	
Special Inspections & Meetings	\$120/hour + travel fees	Includes re-inspections, corrections, pre-permit meetings
Deck Permit (no footings)	\$150	
Deck Permit (with footings)	\$250	
In-Ground Swimming Pool	\$300	
Generator	\$200	
PV Solar (Roof Mount)	\$250	
PV Solar (Ground Mount)	\$300	
Commercial – New Construction & Multi-Family (excl. Electric/HVAC/Plumbing/State Seal)	\$0.25 per sq. ft.	Minimum charge: \$1,500
Commercial Remodeling/Additions/Accessory Buildings	\$20 per \$1,000 of project value	Minimum charge: \$250
Commercial Electrical, Plumbing, HVAC	\$0.30 per sq. ft.	Minimum charge: \$250
State Seal	\$40	
Starting Work Before Permit Issued	Double the standard fee	



## 2. Right-of-Way, Driveway & Excavation Fees

Permit Type	Fee	Notes/References
Excavate in Public Right-of-Way	\$50 per permit	
— Borings	\$100 each	
— Open Cut (Roadway)	\$300 each	
— Per Foot Charge (Roadway)	\$0.11 per foot	
— Street Closure Permit	\$20 per day	
Driveway/Culvert Application	\$50	

## 3. Facility Rentals

Facility	Fee (Resident/Non-Resident)	Deposit
Town Hall	\$125 / \$175	\$200
VFW Hall	\$125 / \$175	\$200
VFW Park Pavilion	\$125 / \$175	\$200

## 4. Liquor & Operator Licenses

License Type	Fee	Reference
Class A Beer	\$60	6.05 (1)
Class B Beer	\$100	6.05 (2)
Temporary Class B (Picnic)	\$10	6.05 (3)
Class A Liquor	\$250	6.05 (4)
Class B Liquor	\$250	6.05 (5)
Operator's License	\$40	6.05 (7)
Provisional Operator's License	\$55	6.05 (7)



## 5. Seller/Solicitor Permits

Permit Type	Fee	Reference
Application	\$50 (resident) / \$250 (non-resident)	20.04 (c)
License Fee	\$25 per day	20.06 (E)

## 6. Miscellaneous Fees

Item	Fee	Reference
Placement/Maintenance of Street Address Signs	\$100	11.08
Mailboxes Damaged by Town	\$75	11.09
Disposition of Waste Material – Permit	\$100	10.03 (4)
Waste Disposal – Application for License	\$100	28.04
Implements of Husbandry	No fee	
Agricultural Commercial Motor Vehicle	No fee	

## 7. Pet Licenses

License Type	Fee	Reference
Spayed/Neutered Dog	\$10	5.15 (1)
Unspayed/Unneutered Dog	\$15	
Dog License Late Fee	\$5	





## 8. Community Development Fees

Application Type	Fee Structure	Reference
Park Impact Fee	\$300 (single family), \$600 (2 family), \$300/unit (multi-family)	19.01 (1)
Site Plan Review Fee	No fee	26.506
Certified Survey Map	\$250	18.307
Concept Plan Application	\$250	
Preliminary Plat Application	\$350 + \$20/lot	18.303
Final Plat	\$250 + \$10/lot	18.304
Condominium Plat	\$250 + \$10/lot	
Rezoning	\$400 (includes special board mtg)	
Comprehensive Plan Text Amendment	\$350	
Comprehensive Plan Map Amendment	\$350	
Application for Minor Land Division	\$250	
Application for Lot Line Adjustment	\$150	
Special Exception	\$400 (includes special board mtg)	
Variance	\$500	

## 9. Mobile Home Park Fees

Item	Fee	Reference
Mobile Home Park License	\$100 per 50 spaces	12.04 (3)
License Transfer	\$10	12.04 (5)
Revocation Appeal	\$500 + 2 sureties	12.04 (6)



## 10. Yard Waste Site and Illegal Dumping Fees and Fines

Item	Fee	Note
Access Card Fee (New or Replacement)	\$5	
Annual Site Access Fee	\$25	
Violation of Yard Waste Site Rules	1 <sup>st</sup> Violation: \$250 2 <sup>nd</sup> Violation: \$500 3 <sup>rd</sup> Violation: \$1,000 and revocation of access to site	
Illegal Dumping	1 <sup>st</sup> Violation: \$250 plus cost of proper disposal 2 <sup>nd</sup> Violation: \$500 plus cost of proper disposal 3 <sup>rd</sup> Violation: \$1,000 plus cost of proper disposal	

## 11. General Provisions

- Professional Review Fee**

The Town may retain the services of professional consultants (including architects, attorneys, engineers, environmental specialists, planners, and other experts), to assist in the review of a proposal coming before the Plan Commission and/or Town Board. The submittal of a development proposal, application, or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Town may apply the charges for these services to the petitioner. The Town may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the Town as a special assessment to the subject property. The Petitioner shall be required to provide the Town with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

- Reapplication Fee**

A reapplication fee shall be paid with the submission of any revised or amended application for a permit issued under a Town ordinance which contains substantial changes from the original submittal. Such reapplication fee shall be 50 percent of the application fee as cited above. If the submittal is so different as to constitute a new application, the full review fee shall be paid.

- Double Fees**

Fees are doubled if work or activities begin before the required permit is issued.

## CHAPTER 8

### PLANNING COMMISSION

#### 8.01 Title

This ordinance is entitled the "Town of Freedom Plan Commission Ordinance."

#### 8.02 Purpose

The purpose of this ordinance is to establish a Town of Freedom Plan Commission and set forth its organization, powers and duties, to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

#### 8.03 Authority; Establishment

The Town Board of the Town of Freedom, having been authorized by the Town meeting under sec. 60.10(2)(c), Wis. Stats., to exercise village powers, hereby exercises village powers under sec. 60.22(3), Wis. Stats., and establishes a seven (7) member Plan Commission under secs. 61.35 and 62.23, Wis. Stats. The Plan Commission shall be considered the "Town Planning Agency" under secs. 236.02(13) and 236.45, Wis. Stats., which authorize, but do not require, Town adoption of a subdivision or other land division ordinance.

#### 8.04 Membership (Amended April 2025)

The Plan Commission consists of at least one (1) but not more than two (2) members of the Town Board, one of whom may be the Town Board Chairperson, and at least five (5) but no more than six (6) citizen members, who are not otherwise Town officials, and who shall be persons of recognized experience and qualifications. **Seats on the Plan Commission shall be designated numerically 1-6, with the chairperson's seat numberless.**

#### 8.05 Appointments (Amended April 2025)

**The Town Board Chairperson shall appoint the members of the Plan Commission and designate a Plan Commission Chairperson during the month of April to fill any expiring term. Each appointment shall specify the seat number being filled. All appointments are subject to the advisory approval of the Town Board. Any citizen appointed to the Plan Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under secs. 19.01 and 60.31, Wis. Stats.**

~~The Town Board Chairperson shall appoint the members of the Plan Commission and designate a Plan Commission Chairperson during the month of April to fill any expiring term. The Town Board Chairperson may appoint himself or herself or another Town Board member to the Plan Commission and may designate himself or herself, the other Town Board member, or a citizen member as Chairperson of the Plan Commission. All appointments are subject to the advisory approval of the Town Board. In a year in which any Town Board member is elected at the spring election, any appointment or designation by the Town Board Chairperson shall be made after the election and qualification of the Town Board members elected. Any citizen appointed to the Plan Commission shall take and file the oath of office within five (5) days of notice of appointment, as provided under secs. 19.01 and 60.31, Wis. Stats.~~

#### 8.06 Terms of Office

The term of office for the Plan Commission Chairperson and each Commission member shall be for a period of **3 years 2 years**, ending on April 30, or until a successor is appointed and qualified, except:

- (1) Initial Terms. For initial implementation of this provision, appointments shall be made such that the terms of office for odd-numbered seats expire on April 30 of the next odd-numbered year, and the terms for even-numbered seats expire on April 30 of the next even-numbered year. Each seat, aside from the chairperson on the Commission, shall be designated by number, 1 through 6. Odd-numbered seats (1, 3, 5) shall be up for re-appointment in odd-numbered years. Even-numbered seats (2, 4, 6) shall be up for re-appointment in even-numbered years.

~~If the initial appointments to the Plan Commission are made during April, the citizen members shall be appointed for staggered terms as follows: two (2) persons for a term that expires in one (1) year; two (2) persons for a term that expires in two (2) years; and two (2) persons for a term that expires in three (3) years. If the initial appointments are made after April, the first citizens appointed to the Plan Commission shall be appointed for staggered terms as follows: two (2) persons for a term that expires one (1) year from the previous April 30; two (2) persons for a term that expires two (2) years from the previous April 30; and two (2) persons for a term that expires three (3) years from the previous April 30.~~

(2) Town Board Member or Chairperson. The Plan Commission member who is a Town Board member or Town Board Chairperson, including a person designated the Plan Commission Chairperson, shall serve for a period of two (2) years, as allowed under sec. 66.0501(2), Wis. Stats., concurrent with his or her term on the Town Board, except an initial appointment made after April 30 shall be for a term that expires two (2) years from the previous April 30.

#### 8.07 Vacancies

A person who is appointed to fill a vacancy on the Plan Commission shall serve for the remainder of the term.

#### 8.08 Compensation, Expenses

The Town Board of the Town of Freedom shall annually establish a per diem allowance for citizen members of the Plan Commission, as allowed under sec. 66.0501(2), Wis. Stats. In addition, the Town Board may reimburse reasonable costs and expenses, as allowed under sec. 60.321, Wis. Stats.

#### 8.09 Experts & Staff

The Plan Commission may, under sec. 62.23(1), Wis. Stats., recommend to the Town Board the employment of experts and staff, and may review and recommend to the approval authority proposed payments under any contract with an expert.

#### 8.10 Rules; Records

The Plan Commission, under sec. 62.23(2), Wis. Stats., may adopt rules for the transaction of its business, subject to Town ordinances, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record under secs. 19.21-19.39, Wis. Stats.

#### 8.11 Chairperson & Officers

(1) Chairperson. The Plan Commission Chairperson shall be appointed and serve a term as provided in sections 8.05 and 8.06 of this ordinance. The Chairperson shall, subject to Town ordinances and Commission rules:

- (a) provide leadership to the Commission;
- (b) set Commission meeting and hearing dates;

- (c) provide notice of Commission meetings and hearings and set their agendas, personally or by his or her designee;
- (d) preside at Commission meetings and hearings; and
- (e) ensure that the laws are followed.

(2) Vice Chairperson. The Plan Commission may elect, by open vote or secret ballot under sec. 19.88(1), Wis. Stats., a Vice Chairperson to act in the place of the Chairperson when the Chairperson is absent or incapacitated for any cause.

(3) Secretary. The Plan Commission shall elect, by open vote or secret ballot under sec. 19.88(t), Wis. Stats., one of its members to serve as Secretary, or, with the approval of the Town Board, designate the Town Clerk or other Town officer or employee as Secretary.

#### 8.12 Commission Members as Local Public Officials

All members of the Plan Commission shall faithfully discharge their official duties to the best of their abilities, as provided in the oath of office, sec. 19.01, Wis. Stats., in accordance with, but not limited to, the provisions of the Wisconsin Statutes on: Public Records, secs. 19.21-19.39; Code of Ethics for Local Government Officials, secs. 19.42, 19.58 & 19.59; Open Meetings, secs. 19.81-19.89; Misconduct in Office, sec. 946.12; and Private Interests in Public Contracts, sec. 946.13. Commission members shall further perform their duties in a fair and rational manner and avoid arbitrary actions.

18.13 General & Miscellaneous Powers The Plan Commission, under sec. 62.23(4), Wis. Stats., shall have the power:

- (1) Necessary to enable it to perform its functions and promote Town planning.
- (2) To make reports and recommendations relating to the plan and development of the Town to the Town Board, other public bodies, citizens, public utilities, and organizations.
- (3) To recommend to the Town Board programs for public improvements and the financing of such improvements.
- (4) To receive from public officials, within a reasonable time, requested available information required for the Commission to do its work.
- (5) For itself, its members, and employees, in the performance of their duties, to enter upon land, make examinations and surveys, and place and maintain necessary monuments and marks thereon. However, entry shall not be made upon private land, except to the extent that the private land is held open to the general public, without the permission of the landowner or tenant. If such permission has been refused, entry shall be made under the authority of an inspection warrant issued for cause under sec. 66.0119, Wis. Stats., or other court-issued warrant.

#### 8.14 Town Comprehensive Planning: General Authority & Requirements

(1) The Plan Commission shall make and adopt a comprehensive plan under secs. 62.23 and 66.1001, Wis. Stats., which contains the elements specified in sec. 66.1001(2), Wis. Stats., and follows the procedures in sec. 66.1001(4), Wis. Stats.

(2) The Plan Commission shall make and adopt the comprehensive plan within

the time period directed by the Town Board, but not later than a time sufficient to allow the Town Board to review the plan and pass an ordinance adopting it to take effect on or before January 1, 201D, so that the Town comprehensive plan is in effect by the date on which any Town program or action affecting land use must be consistent with the Town comprehensive plan under sec. 66.1001(3), Wis. Stats.

(3) In this section the requirement to "make" the plan means that the Plan Commission shall ensure that the plan is prepared, and oversee and coordinate the preparation of the plan, whether the work is performed for the Town by the Plan Commission, Town staff, another unit of government, the regional planning commission, a consultant, citizens, an advisory committee, or any other person, group or organization.

#### 8.15 Procedure for Plan Commission Adoption & Recommendation of a Town Comprehensive Plan or Amendment

The Plan Commission, in order to ensure that the requirements of sec. 66.1001 (4), Wis. Stats, are met, shall proceed as follows.

(1) Public participation verification. Prior to beginning work on a comprehensive plan, the Plan Commission shall verify that the Town Board has adopted written procedures designed to foster public participation in every stage of preparation of the comprehensive plan. These written procedures shall include open discussion, communication programs, information services and noticed public meetings. These written procedures shall further provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments to be submitted by members of the public to the Town Board and for the Town Board to respond to such written comments.

(2) Resolution. The Plan Commission, under sec. 66.1001(4)(b), Wis. Stats., shall recommend its proposed comprehensive plan or amendment to the Town Board by adopting a resolution by a majority vote of the entire Plan Commission. The vote shall be recorded in the minutes of the Plan Commission. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of the comprehensive plan. The resolution adopting a comprehensive plan shall further recite that the requirements of the comprehensive planning law have been met under sec. 66.1001, Wis. Stats., namely that:

- (a) the Town Board adopted written procedures to foster public participation and that such procedures allowed public participation at each stage of preparing the comprehensive plan;
- (b) the plan contains the nine (9) specified elements and meets the requirements of those elements;
- (c) the (specified) maps and (specified) other descriptive materials relate to the plan;
- (d) the plan has been adopted by a majority vote of the entire Plan Commission, which the clerk or secretary is directed to record in the minutes; and
- (e) the Plan Commission clerk or secretary is directed to send a copy of the comprehensive plan adopted by the Commission to the

governmental units specified in sec. 66.1001(4), Wis. Stats., and sub. (3) of this section.

(3) Transmittal. One copy of the comprehensive plan or amendment adopted by the Plan Commission for recommendation to the Town Board shall be sent to:

- (a) Every governmental body that is located in whole or in part within the boundaries of the Town, including any school district, Town sanitary district, public inland lake protection and rehabilitation district or other special district.
- (b) The clerk of every city, village, town, county, and regional planning commission that is adjacent to the Town.
- (c) The Wisconsin Land Council.
- (d) After September 1, 2003, the Department of Administration.
- (e) The regional planning commission in which the Town is located.
- (f) The public library that serves the area in which the Town is located.

#### 8.16 Plan Implementation & Administration

(1) Ordinance development. If directed by resolution or motion of the Town Board, the Plan Commission shall prepare the following:

- (a) Zoning. A proposed Town zoning ordinance under village powers, secs. 60.22(3), 61.35 and 62.23(7), Wis. Stats., a Town construction site erosion control and stormwater management zoning ordinance under sec. 60.627(6), Wis. Stats., a Town exclusive agricultural zoning ordinance under subch. V of ch. 91, Wis. Stats., and any other zoning ordinance within the Town's authority.
- (b) Official map. A proposed official map ordinance under sec. 62.23(6), Wis. Stats.
- (c) Subdivisions. A proposed Town subdivision or other land division ordinance under sec. 236.45, Wis. Stats.
- (d) Other. Any other ordinance specified by the Town Board (Note: e.g., historic preservation, design review, site plan review).

(2) Ordinance amendment. The Plan Commission, on its own motion, or at the direction of the Town Board by its resolution or motion, may prepare proposed amendments to the Town's ordinances relating to comprehensive planning and land use.

(3) Non-regulatory programs. The Plan Commission, on its own motion, or at the direction of the Town Board by resolution or motion, may propose non-regulatory programs to implement the comprehensive plan, including programs relating to topics such as education, economic development and tourism promotion, preservation of natural resources through the acquisition of land or conservation easements, and capital improvement planning.

(4) Program administration. The Plan Commission shall, pursuant to Town ordinances, have the following powers.

- (a) Zoning review. The Plan Commission shall review, and make recommendations to the Town Board, on all zoning applications filed under the County Zoning Ordinance, relative to property within the Town.

- (b) Subdivision review. Proposed plats under ch. 236, Wis. Stats, [and proposed subdivisions or other land divisions under the Town subdivision ordinance under sec. 236.45, Wis. Stats., shall be referred for review and recommendation to the Town Board.

(5) Consistency. Any ordinance, amendment or program proposed by the Plan Commission, and any Plan Commission approval, recommendation for approval or other action under Town ordinances or programs that implement the Town's comprehensive plan under secs. 62.23 and 66.1001, Wis. Stats, shall be consistent with that plan as of January 1, 2001. If any such Plan Commission action would not be consistent with the comprehensive plan, the Plan Commission shall use this as information to consider in updating the comprehensive plan.

#### 8.17 Referrals to the Plan Commission

(1) Required referrals under sec. 62.23(5), Wis. Stats. The following shall be referred to the Plan Commission for report:

- (a) The location and architectural design of any public building.
- (b) The location of any statue or other memorial.
- (c) The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any
  - (i) street, alley or other public way;
  - (ii) park or playground;
  - (iii) airport;
  - (iv) area for parking vehicles; or
  - (v) other memorial or public grounds.
- (d) The location, extension, abandonment, or authorization for any publicly or privately owned public utility.
- (e) All plats under the Town's jurisdiction under ch. 236, Wis. Stats., including divisions under a Town subdivision or other land division ordinance adopted under sec. 236.45, Wis. Stats.
- (f) The location, character and extent or acquisition, leasing or sale of lands for
  - (i) public or semi-public housing;
  - (ii) slum clearance;
  - (iii) relief of congestion; or
  - (iv) vacation camps for children.
- (g) The amendment or repeal of any ordinance adopted under sec. 62.23, Wis. Stats., including ordinances relating to: the Town Plan Commission;
- (h) The amendment or repeal of any ordinance adopted under sec. 62.23, Wis. Stats., including ordinances relating to: the Town Plan Commission; the Town master plan or the Town comprehensive plan under sec. 66.1001, Wis. Stats.; a Town official map; and Town zoning under village powers.

(2) Required referrals under sections of the Wisconsin Statutes other than sec. 62.23(5), Wis. Stats. The following shall be referred to the Plan Commission for report:



- (a) An application for initial licensure of a child welfare agency or group home under sec. 48.68(3), Wis. Stats.
- (b) An application for initial licensure of a community-based residential facility under sec. 50.03(4), Wis. Stats.
- (c) Proposed designation of a street, road or public way, or any part thereof, wholly within the jurisdiction of the Town, as a pedestrian mall under sec. 66.0905, Wis. Stats.
- (d) Matters relating to the establishment or termination of an architectural conservancy district under sec 66.1007, Wis. Stats.
- (e) Matters relating to the establishment of a reinvestment neighborhood required to be referred under sec. 66.1107, Wis. Stats.
- (f) Matters relating to the establishment or termination of a business improvement district required to be referred under sec, 66.1109, Wis. Stats.
- (g) A proposed housing project under sec., 66.1211 (3), Wis. Stats.
- (h) Matters relating to urban redevelopment and renewal in the Town required to be referred under subch. XIII of ch. 66, Wis. Stats.
- (i) The adoption or amendment of a Town subdivision or other land division ordinance under sec. 236.45(4), Wis. Stats.
- (j) Any other matter required by the Wisconsin Statutes to be referred to the Plan Commission.

(3) Required referrals under this ordinance. In addition to referrals required by the Wisconsin Statutes, the following matters shall be referred to the Plan Commission for report:

- (a) Any proposal, under sec. 59.69, Wis. Stats., for the town to approve general county zoning so that it takes effect in the town, or to remain under general county zoning.
- (b) Proposed regulations or amendments relating to historic preservation under sec. 60.64, Wis. Stats.
- (c) A proposed driveway access ordinance or amendment.
- (d) A proposed Town official map ordinance under sec. 62.23(6), Wis. Stats., or any other proposed Town ordinance under sec. 62.23, Wis. Stats., not specifically required by the Wisconsin Statutes to be referred to the commission.
- (e) A proposed Town zoning ordinance or amendment adopted under authority separate from or supplemental to sec. 62.23, Wis. Stats., including a Town construction site erosion control and stormwater management zoning ordinance under sec. 60.627(6), Wis Stats., and a Town exclusive agricultural zoning ordinance under subch. V of ch. 91, Wis. Stats.
- (f) An appeal or permit application under the county zoning ordinance to the county zoning board of adjustment, county planning body or other county body.
- (g) A proposed site plan.
- (h) A proposed extraterritorial zoning ordinance or a proposed amendment to an existing ordinance under sec. 62.23(7a), Wis. Stats.

- (i) A proposed boundary change pursuant to an approved cooperative plan agreement under sec. 66.0307, Wis. Stats., or a proposed boundary agreement under sec. 66.0225, Wis. Stats., or other authority.
- (j) A proposed zoning ordinance or amendment pursuant to an agreement in an approved cooperative plan under sec. 66.0307(7m), Wis. Stats.
- (k) Any proposed plan, element of a plan or amendment to such plan or element developed by the regional planning commission and sent to the Town for review or adoption.
- (l) Any proposed contract, for the provision of information, or the preparation of a comprehensive plan, an element of a plan or an implementation measure, between the Town and the regional planning commission, under sec. 66.0309, Wis. Stats., another unit of government, a consultant or any other person or organization.
- (m) A proposed ordinance, regulation or plan, or amendment to the foregoing, relating to a mobile home park under sec. 66.0435, Wis. Stats.
- (n) A proposed agreement, or proposed modification to such agreement, to establish an airport affected area, under sec. 66.1009, Wis. Stats.
- (o) A proposed town airport zoning ordinance under sec. 114.136(2), Wis. Stats.
- (p) A proposal to create environmental remediation tax incremental financing in the town under sec. 66.1106, Wis. Stats.
- (q) A proposed county agricultural preservation plan or amendment, under subch. IV of ch. 91, Wis. Stats., referred by the county to the Town, or proposed Town agricultural preservation plan or amendment.
- (r) Any other matter required by any Town ordinance or Town Board resolution or motion to be referred to the Plan Commission.

(4) Discretionary referrals. The Town Board, or other town officer or body with final approval authority or referral authorization under the Town ordinances, may refer any of the following to the Plan Commission for report:

- (a) A proposed county development plan or comprehensive plan, proposed element of such a plan, or proposed amendment to such plan.
- (b) A proposed county zoning ordinance or amendment.
- (c) A proposed county subdivision or other land division ordinance under sec. 236.45, Wis. Stats., or amendment.
- (d) A proposed intergovernmental cooperation agreement, under sec. 66.0301, Wis. Stats., or other statute, affecting land use, or a municipal revenue sharing agreement under sec. 66.0305, Wis. Stats.
- (e) A proposed plat or other land division under the county subdivision or other land division ordinance under sec. 236.45, Wis. Stats.
- (f) A proposed county plan, under sec. 236.46, Wis. Stats., or the proposed amendment or repeal of the ordinance adopting such plan, for a system of town arterial thoroughfares and minor streets, and the platting of lots surrounded by them.

(g) Any other matter deemed advisable for referral to the Plan Commission for report.

(5) Referral period. No final action may be taken by the Town Board or any other officer or body with final authority on a matter referred to the Plan Commission until the Commission has made its report, or thirty (30) days, or such longer period as stipulated by the Town Board, has passed since referral. The thirty (30) day period for referrals required by the Wisconsin Statutes may be shortened only if so authorized by statute. The thirty (30) day referral period, for matters subject to required or discretionary referral under the Town's ordinances, but not required to be referred under the Wisconsin Statutes, may be made subject by the Town Board to a referral period shorter or longer than the thirty (30) day referral period if deemed advisable.

**TOWN OF FREEDOM  
OUTAGAMIE COUNTY  
EMPLOYEE HANDBOOK**

**Adopted: 2023**

**Updated: 2025**

## **WELCOME**

The Town of Freedom is a rapidly growing community in Outagamie County Wisconsin with a population of over 6,100. Freedom is at the crossroads of the Fox Valley, located halfway between Appleton and Green Bay along County Road E and halfway between Kaukauna and Seymour along State Highway 55.

The Town of Freedom is governed by a Town Board of 5 members who are elected at large. Terms of office is 2 years and are staggered.

## **IMPORTANT FACTS ABOUT THIS HANDBOOK**

We are pleased to present you with this Employee Handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee. This handbook is for informational purposes only. Nothing in it constitutes a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between you and the Town of Freedom.

We reserve the right to alter, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. No one other than the Town of Freedom Board of Supervisors may alter or change any of the policies in this handbook. Any alteration or modification by the Board of Supervisors must be in writing. No statement or promise by an elected official, administrator, department head, supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the Town of Freedom is a party, the statute, law, ordinance, regulation or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is your responsibility to read and become familiar with the information in the handbook and to follow the policies and procedures contained herein. If you have questions regarding the handbook or matters that are not covered in it, please discuss them with the Town Administrator.

## **EMPLOYMENT STATUS**

**Nature of Employment:** Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Town of Freedom is not governed by any written or oral contract and is considered an “at will” arrangement. This means that you or the Town of Freedom can end the employment relationship at any time for any reason.

### **Employee Classifications**

We define an employee as a person who works for the Town of Freedom for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials, and persons appointed to serve on boards, commissions, or committees. We use the following classifications to determine your employee benefits and eligibility for overtime.

1. **Benefited Full-Time** – an employee who is regularly scheduled to work more than 32 hours per week on a regularly scheduled basis for the calendar year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.
2. **Benefited Part-Time** – an employee who is regularly scheduled to work 20 or more hours each work week throughout the year. A benefited part-time employee is eligible for paid time off and holiday pay on a pro-rated basis (at a rate of 50% for 20-31.99 weekly hours and 80% for 32 or more weekly hours) as well as any that are required by law.
3. **Non-benefited Part-Time** - an employee who is generally scheduled to work less than 20 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.
4. **Temporary/Seasonal/Casual** - an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.
5. **Exempt** - an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.
6. **Non-Exempt** – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

## **EQUAL OPPORTUNITY, DISCRIMINATION, AND ACCOMMODATIONS**

### **Equal Opportunity and Non-Discrimination**

We are an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

1. Supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. You must report any incident or situation that you believe violates this policy using the Complaint Procedure outlined under the DISCRIMINATION AND/OR HARRASSMENT COMPLAINT PROCEDURE section of this document.
2. Anyone who engages in unlawful discrimination will be subject to disciplinary action or termination. We will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination, or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or termination.

### **Reasonable Accommodations for Disabilities**

We are committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others. You should submit a request for workplace accommodations to your supervisor. Any supervisor who receives a request for a workplace accommodation must forward it to the Town Administrator immediately. After receipt of the request, the Administrator or your supervisor will meet with you to discuss all of the facts and circumstances necessary to make an accommodation determination.

## **HARRASSMENT POLICY**

We are committed to providing a professional work environment that maintains employee equality, dignity and respect. We strictly prohibit and will not tolerate discriminatory practices or harassment against our employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

1. Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or termination.
2. Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy. Harassment can take many forms and may include, but is not limited to:
  - epithets, slurs, or negative stereotyping.
  - threatening, intimidating or hostile acts.
  - denigrating jokes.
  - verbal abuse.
  - written or graphic material that denigrates or is hostile toward a protected class.
  - nonverbal conduct, such as staring or making denigrating gestures.
  - physical conduct, such as stalking, assault, unwanted touching.

### **Sexual Harassment**

This policy protects all gender employees from sexual harassment. Our policy prohibits all conduct, whether physical, verbal, written, or visual that is based on gender, including but not limited to:

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



## **DISCRIMINATION AND/OR HARRASSMENT COMPLAINT PROCEDURE**

We are committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- If you believe that you have experienced or witnessed conduct that violates this policy, you must report the matter as soon as possible to your supervisor, department head, Administrator, or any other member of management with whom you feel comfortable.
- Do not bring your complaint to your immediate supervisor first if your supervisor is the subject of the complaint, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- We will take corrective action designed to end any harassment or discrimination in our workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action we deem appropriate under the circumstances. We will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

We recognize that false allegations of harassment or discrimination may have a serious impact on innocent individuals, and we will take appropriate action against anyone who makes a false claim of harassment or discrimination.

### **Confidentiality**

We understand that matters of harassment or discrimination can be sensitive, and when possible, we will keep complaints and related information in confidence. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

### **Retaliation**

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against you for coming forward or participating in the investigatory process. If you believe you are the subject of retaliation, even if the behavior is subtle or you are unsure that the conduct is retaliation, report it immediately to your supervisor, or the administrator. Anyone who violates this retaliation prohibition will be disciplined or terminated.

## **HOURS OF WORK, ATTENDANCE AND PAY POLICIES**

### **Work Hours**

For most full-time staff, the regular work week will be 40 hours, excluding meal periods. Specific hours of work shall be decided by your department head.

- Your supervisor may authorize variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime.
- Hourly employees cannot perform any work during their unpaid lunch period without specific authorization from a supervisor; if work is authorized, then the entire lunch period must be included as hours worked on your timecard.
- Exempt Employees. We expect exempt employees to work a normal full-time 40-hour work week and any additional hours required by your workload, which can include special and regular meetings and events outside of normal hours. In return, you may occasionally take time off without using time from your accrued leave banks when the workload of your office permits, provided you let your supervisor know. This flexibility is not an accrued benefit, nor does it constitute compensatory time; use of personal time on an hour-for-hour basis for time worked in excess of a 40-hour work week is not permitted by exempt employees.

### **Time-Keeping for Non-Exempt Employees**

Non-exempt staff shall maintain a daily attendance record in the format we provide. This record shall reflect daily your start and end times, including start and end times of your lunch period, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, etc.

You must keep an accurate record of your time. You must certify the accuracy of your time report by signing it, or by forwarding it by email for approval to your supervisor. If any corrections or modifications are to be made, both you and your supervisor must verify the accuracy of the changes by initialing the record at the time you are aware a change is needed.

- Reportable hours include any work performed out of the office, or outside of normal workhours, including but not limited to, texting, checking email or doing other job-related computer work or phone calls. Supervisors are not to knowingly permit you to perform work without recording the time. Failure to record time worked violates wage and hour laws and our policies and could lead to disciplinary action.
- However, you must get permission from your supervisor before working any overtime. Failure to obtain advanced approval for overtime may result in disciplinary action.
- Accrued paid leave must be used if you are absent from work during your normal work hours. You may only take time off unpaid with approval from your supervisor; you will not be allowed an unpaid absence for the purpose of avoiding the use of accrued paid leave.
- Altering, falsifying, or tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

### **Time-Keeping for Exempt Employees**

Exempt employees must report use of accrued and personal time taken using an exception report form.

### **Attendance**

We require regular attendance of all employees. Excessive absenteeism and tardiness interfere with the delivery of services and is prohibited.

- Reporting Absences/Tardiness. If you will be absent from or late for work, you must notify your supervisor prior to the normal start of your workday. You must indicate a reason and an expected return to work. If the return date changes, you must notify your supervisor of the new date as soon as possible.
- Leaving During Work Hours. You must get permission from your supervisor prior to leaving during work hours, unless there is an emergency.
- Whenever your department head believes that a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's report. We may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.
- Seniority and the employment relationship shall be ended if you:
  - are absent from work without notification to your supervisor or other member of management (unless you cannot notify us for a valid reason).
  - fail to report to work within 10 days after having been recalled from layoff.
  - fail to report for work at the termination of an authorized leave of absence.

### **Overtime**

We do not permit overtime without prior authorization from your supervisor or the Town Administrator. If you work overtime hours without pre-authorization, you will be subject to disciplinary action. Department heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.

Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. Our work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. We use only hours worked in calculating overtime. Time spent traveling for work related activities (attending training sessions, conferences, etc.) count towards hours worked. Paid time off does not count towards hours worked. Overtime will be calculated separately in each work week of the pay period. We pay overtime at 1.5 times your regular rate of pay.

### **Compensatory Time**

Non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section. This selection must be made within the week in which the time is earned.

- You will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 40 hours of compensatory time may be accumulated in your bank per calendar year. Any overtime hours worked beyond the maximum will be paid as overtime compensation. Unused compensatory time will be paid out at the end of the calendar year.
- You must seek permission to use compensatory time from your supervisor. You may use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require you to use compensatory time within a reasonable period after receiving notice to do so.
- An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at the wage rate in effect during the year in which the compensatory time was earned.

**Pay Policies:** You shall be compensated at your approved pay rate on a bi-weekly basis. Payday is the Friday following the completion of the two-week pay period.

- Direct Deposit. Wages will be paid by direct deposit.
- Exempt Employees.
  - Salary Basis. We pay exempt employees on a salary basis, meaning you receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work.
  - Deductions. Deductions from exempt employees' salaries may occur under the following circumstances:
    - Absences of one or more full days for personal reasons where you elect not to substitute any accrued leave time, or you do not have any accrued leave time available.
    - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy, or practice.
    - To offset amounts you receive as jury or witness fees, or for military pay.
    - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules.
    - As otherwise permitted by law.

If you believe that we have made an improper deduction to your salary, report this information as soon as possible to the Town Administrator. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

#### **Wage Scale:**

- A wage scale was adopted and implemented by the Town Board in 2024 to ensure fairness, competitiveness, and transparency for employee wages. The wage scale below is going to be used for 2025.
- The Town Board will review this wage scale annually during budget time. A cost of living adjustment between 1% and 3% shall be applied across the wage scale each year. If the cost of living reported through the Wisconsin Employment Relations Commission (WERC) is below 1%, the adjustment will be rounded up to 1%. If it is above 3%, it will be rounded down to 3%. Any reported CPI figure falling between 1% and 3% will be the actual CPI adjustment.
- Any cost-of-living adjustment will be effective January 1<sup>st</sup>.
- Employees receiving a satisfactory performance review will increase one step per year.
- An unsatisfactory performance review may result in being held at the current step.

TOWN OF FREEDOM WAGE SCALE FOR 2025												
Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
9	Administrator	\$ 48.78	\$ 50.40	\$ 52.02	\$ 53.63	\$ 55.25	\$ 56.87	\$ 58.48	\$ 60.10	\$ 61.72	\$ 63.33	\$ 64.95
8												
7												
6	DPW Forman & Clerk/Treasurer	\$ 31.63	\$ 32.67	\$ 33.71	\$ 34.75	\$ 35.79	\$ 36.83	\$ 37.87	\$ 38.91	\$ 39.95	\$ 40.99	\$ 42.03
5												
4												
3	DPW Operator (CDL)	\$ 24.84	\$ 25.67	\$ 26.49	\$ 27.32	\$ 28.14	\$ 28.96	\$ 29.79	\$ 30.61	\$ 31.44	\$ 32.26	\$ 33.08
2	Deputy Clerk/Treasurer/DPW Laborer (No CDL)	\$ 23.37	\$ 24.15	\$ 24.95	\$ 25.74	\$ 26.53	\$ 27.33	\$ 28.11	\$ 28.90	\$ 29.69	\$ 30.49	\$ 31.28
1	Summer/Part-time	\$ 15.45	\$ 15.98	\$ 16.42	\$ 16.93	\$ 17.44	\$ 17.95	\$ 18.45	\$ 18.96	\$ 19.48	\$ 19.98	\$ 20.48

**Hiring Range:** The hiring range for all positions shall range between Step 1 and Step 4. Initial steps shall be determined by years of specific job-related experience at the discretion of the Administrator/Department Head.

- **Step 1 is entry level/minimum requirements met.**
- **Step 2 is for 1 year of specific job-related experience.**
- **Step 3 is for 2 years of specific job-related experience.**
- **Step 4 is for 3 or more years of specific job-related experience.**

**Resignation/Retirement/Final Pay:**

- **Notice and Return of Property.** Should you decide to leave employment, please provide your supervisor with at least 2 weeks' notice prior to your last day on the job. If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.
- **You must turn in all Town of Freedom property prior to your last day on the job.**
- **End of Employment Pay.** Employees ending their employment with the Town of Freedom in good standing will be paid all earned wages, compensatory time, and earned Paid Time Off on their final paycheck.
- **Termination Pay.** Employees terminated for cause or failing to provide proper notice (two weeks) will not receive a payout of their earned Paid Time Off.

## TIME OFF AND LEAVE OF ABSENCE POLICIES

### **Holidays**

The following paid holidays will be granted to all benefited employees and the Town of Freedom offices will be closed on these days.

1. New Year's Day
  2. Memorial Day
  3. Independence Day
  4. Labor Day
  5. Thanksgiving Day
  6. Day after Thanksgiving Day
  7. Christmas Eve Day
  8. Christmas Day
- Holiday pay for benefited part-time employees is paid on a pro-rated basis.
  - Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding shall become the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following shall become the official holiday.
  - Whenever it is necessary as determined by the department head or Administrator for a non-exempt employee to work on a holiday to continue essential services, compensation for the actual hours worked shall be at the rate of 1.5 times your regular rate of pay.

**Paid Time Off (PTO)** is available to all full-time employees and is granted January 1<sup>st</sup> of each new year. PTO includes all vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents. PTO shall be prorated based on start date.

Completed Years of Service	Accrual Rate
0-4.99 years	20 days
5-14.99 years	26 days
15+ years	31 days

- Employees may elect to carry over a maximum of 80 hours into the new year.
- Employees may elect to have up to 40 hours of their PTO balance paid out at the end of the year.
- The maximum amount of PTO an employee can carry over shall be 80 hours. From that total of 80 hours, employees shall have the option to receive a payout of up to a maximum of 40 hours at the end of the year. For example, if an employee has 80 hours remaining and wishes to receive a portion of it paid out, the maximum amount of PTO payout they can receive is 40 out of 80 hours, leaving the remaining 40 hours to be carried over into the new year.
- For example, if the employee has 90 hours remaining at the end of the year, they may elect to carry over 80 hours and lose the remaining 10 hours, or they may elect to have up to 40 hours paid out and up to 40 hours carried over, losing the remaining 10 hours.
- Under no circumstances can the capped amounts on payout (40) or carryover (up to 80 maximum with no payout) be exceeded.
- PTO requests must be submitted to your supervisor and approval given before taking PTO.
- Time off must be scheduled in advance in increments of at least one hour and approved by your department head except for illness and emergencies.
- Approval of PTO requests will be based on seniority, staffing needs, and workload.

**Military Leave:** We support the military obligations of employees and grant leave for uniformed service under applicable state and federal laws. If you need time off for uniformed service, immediately notify your supervisor who will provide details regarding the leave. If you cannot provide notice before leaving for uniformed service, a family member should notify your supervisor as soon as possible. Upon return from military service, we will grant you seniority, pay, and benefits as required by applicable state and federal laws. We will consider failure to report for work within the prescribed time periods a voluntary termination of employment.

**Jury or Witness Duty:** If you are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled workday, you shall be granted time off without loss of pay to cover your regular work hours. We will consider you to be a witness only where you are not a party and are compelled to attend by subpoena. Your status for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by jury duty or witness leave.

- Should you be required by subpoena to appear as a witness in any legal proceeding that arose out of or is related to your job duties with us, you will be paid for such time, even if that time is outside of your normal work hours.
- You must submit any stipends you receive for attendance at jury or witness duty to the Treasurer's office. You may keep reimbursements you receive for parking or mileage.
- Employees are to indicate jury, court, or deposition hours on their timecards.

**Lactation Policy:** Reasonable break times are granted to nursing mothers who desire to express milk while at work. The space provided will meet all of the privacy requirements of the law and will not be in a restroom. Please contact your supervisor or the administrator to make arrangements concerning times and locations.

**Voting Leave:** If you are eligible to vote, you may take up to 3 consecutive hours of leave on Election Day for the purpose of voting. You can use vacation or compensatory time or choose to take the time unpaid. You must notify your supervisor when you intend to vote prior to Election Day.

## EMPLOYEE BENEFITS

COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your qualified beneficiaries the opportunity to continue insurance coverage under our plans when a “qualifying event” results in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the group rates plus an administration fee. We provide written notice of COBRA rights and obligations when a qualifying event occurs.

### Deferred Compensation

We offer the Wisconsin State Deferred Compensation Program to supplement your retirement income. Participation in the program is voluntary and 100% funded by you through payroll deduction in the amount you authorize.

### Health, Dental, and Vision Insurance

We provide group health, dental, and vision insurance to eligible employees. Insurance is effective 30 days after the first of the month following hire. Plan details are set forth in separate plan documents issued when you become eligible to participate. We reserve the sole discretion to determine what insurance and level of benefits to offer. You may be required to contribute toward the cost of the monthly premiums as established by the Town of Freedom and contributions will be payroll deducted.

Identity Theft Insurance: We provide identity theft insurance paid for by the Town.

### Long-term Disability Insurance (Income Continuation):

This benefit is fully paid by the Town and offered through WRS/ETF. Claimed benefits continue if the employee is disabled until their normal retirement age. The benefit covers 60% of annual earnings up to a monthly maximum of \$6,000 after a 60-day elimination period.

### Payment in Lieu of Benefits

Employees have the option to elect not to participate in the health or dental insurance programs. Selection of this option must occur upon initial employment or annually during open enrollment. Changes cannot be made outside of those times unless the employee has a qualifying life event, and the change must be made within 30 days of that qualifying life event. Employees will receive \$500/month for the waiver of health insurance benefits. Payments will be included with the employee’s regular payroll. While payments will be taxable, payments will not be included for the computation of wages including, but not limited to, WRS-eligible wages, COLA, overtime, or other pay.

Retirement: Eligible employees shall be covered under the State of Wisconsin Retirement System (WRS). We will pay our contribution as set by the Department of Employee Trust Funds (ETF), and you shall pay your contribution as set by ETF via payroll deduction. Information regarding the WRS plan can be found at <https://etf.wi.gov/>.

### Supplemental Insurance

If the employee chooses to have additional insurance coverage, they can participate in Aflac insurance and the Town will facilitate payment of the premium with paycheck deductions.



Worker's Compensation:

All Town employees are covered by Worker's Compensation (WC). WC covers those injuries sustained by employees on the job or on Town property. This program is administered by the State of Wisconsin and basically consists of the following types of benefits:

1. Medical and Hospital care
2. Disability benefits
3. Death benefits

To qualify for WC, an employee who is injured on the job must strictly follow the Town's accident reporting procedures, including immediate notification to a supervisor or the Town Administrator that an accident has occurred. All legal requirements established by the State and Federal Governments must be followed. The time lost from work for a worker's compensation accident shall not be charged against an employee's accrued sick time.

The Town will attempt to provide an employee with light duty work if the employee is able to return to work but unable to perform his or her regular assignment.

The Town's first and foremost objective is to do all that can be done to prevent injury by providing safety awareness, specific safety related skill training, and by continually encouraging each employee's active participation in the mutual quest for a safe workplace.

## **EMPLOYEE EXPENSES**

### Clothing

The Town of Freedom will provide safety equipment such as safety glasses, vests, etc. and reimburse employees for 75% of the cost of safety shoes up to \$100 for employees working in conditions that require such clothing/equipment such as operating machinery.

### Job-Related Training

You may be permitted to attend, with pay, work-related meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to your position and approved by your department head, provided the costs are included in the approved budget. We will pay you for this time under applicable state and federal laws.

### Mileage

When you must use your personal vehicle to travel as part of your duties from the workplace to a destination other than home, you will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle at least annually.

### Travel Reimbursements

Meals and Lodging. If we require you to travel outside the Town of Freedom, we will reimburse you for meals and necessary overnight lodging. Reimbursements are paid after submission of a Travel Expense Form along with receipts for meals and lodging and any out-of-pocket expenditures. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

- Lodging reimbursement is limited to the rate for a single room/single person at a licensed hotel or motel. When possible, you must make advance reservations. It is the employee's responsibility to charges reflect proper tax exemption.
- Reimbursement for meals is set at the levels used by the State of Wisconsin. You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages will not be reimbursed. Reimbursable meal expenses are for employees only.

### Other Travel Expenses and Requirements

Other expenditures that qualify for travel reimbursement include parking, tolls, baggage handling, and necessary equipment rental. Receipts for fees must be attached to the Travel Expense Form. Tickets for driving infractions, unauthorized parking or other violations will not be paid or reimbursed.

## **CODE OF ETHICS**

We expect you to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between your personal interests and those of the organization. We expect that the transactions you take part in are ethical and within the law, both in letter and in spirit.

There is no way to develop a comprehensive detailed set of rules to cover every business situation. We require you to act ethically when performing your duties so that your actions will reflect positively on you and on us. You must comply with all local, state, and federal laws.

Our policy and state law prohibit employees from engaging in the following conduct:

1. Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of your work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
2. Threatening or attempting to use or using political influence or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
3. Engaging in political activity by making use of your position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with your right to become a member of a political club, to attend political meetings, to express your opinion on political subjects, and to enjoy freedom from all interference in casting your vote.
4. Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by you. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence your official actions or independent judgment.

Speak with your supervisor or the Administrator regarding questions, concerns or issues addressed in or related to this policy.

## **DRIVING REQUIREMENTS AND PRACTICES**

The following policies cover operation of Town of Freedom vehicles and personal vehicles used in performing your job. We reserve the right to make specific decisions regarding your ability to drive based on the particular circumstances of the situation.

1. Employees assigned Town of Freedom-owned vehicles are to use those vehicles for official business only; we do not permit personal use.
2. You will follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply:
3. Smoking is prohibited in any Town of Freedom vehicle; there are no exceptions.
4. You will not manipulate radios, telephones, tablets, or other equipment while the vehicle is moving. You will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency renders the use of such device impractical.
5. You will not take your eyes off the road while the vehicle is moving.
6. You will not operate a vehicle when your ability to react is impaired.
7. You will not text in any manner on a cell phone, smart phone, tablet, or other device.
8. You must keep headlights and seat belts on at all times.
9. You must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook.
10. You must maintain an acceptable driving record to drive for your job. You must report all infractions or violations incurred while driving, whether during work time or personal time, to your department head. We will also check driving abstracts through the Department of Motor Vehicles.
11. If you use your personal vehicle, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to the assistant to the administrator annually or when your insurance coverage changes.
12. You must notify a supervisor immediately when a Town of Freedom vehicle is inoperable, unsafe, or damaged.
13. You are responsible for all Town of Freedom vehicles that you operate, and you shall not permit any non-employee to drive them.
14. If you are involved in an accident, you must:
  - a. Stay at the scene and turn on the four-way flashers.
  - b. Immediately contact law enforcement and your supervisor, department head, or the Administrator.
  - c. When requested, give your name, address, Town of Freedom affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel.
  - d. Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor or administration.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

We will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol or other substances at work.

### **Conduct and Discipline**

A violation of the following rules may result in disciplinary action or termination:

1. You are prohibited from using, possessing, manufacturing, selling, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on Town of Freedom property, while performing your job duties or engaged in a Town -sponsored activity, or while on Town business.
2. You are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug or having the prohibited level of alcohol or an illegal drug/controlled substance in your system as indicated by a positive test result.
3. You may not bring or consume prescription drugs that are not prescribed for you, or that impair your ability to do your job to the workplace. You must notify your supervisor or administrator before engaging in any work if your prescription medication could affect job performance and/or safety.
4. Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs in the workplace must be reported in writing to the administrator no later than 5 calendar days after such conviction.
5. If you refuse to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, you will be immediately placed on suspension pending investigation. You may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
6. You may not use any alcohol within 8 hours following an on-duty accident.
7. You must comply with requirements for treatment, after care, and return to duty, if applicable.

### **Testing**

We will require drug and/or alcohol testing under the following circumstances:

1. Pre-Employment: for those positions requiring a commercial driver's license (CDL), drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.
2. Reasonable Suspicion: You will be required to test if there is a reasonable suspicion that you are impaired, under the influence of, or have drugs or alcohol in your system. "Reasonable suspicion" means observations of objective facts sufficient to lead a prudent person to conclude that you may be under the influence or have a prohibited substance in your system.
3. Post-Accident/Work Related Incident: We require drug and/or alcohol testing following a work-related incident/accident.
4. Random: Drug testing may be required on a random basis for those in any safety sensitive positions and for employees holding a commercial driver's license (CDL).
5. Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

## **EMPLOYEE CONDUCT**

To ensure orderly operations and provide the best work environment, we expect you to conduct yourself at all times in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:

1. Any form of theft, dishonesty, or inappropriate removal, use or possession of property.
2. Falsification of timekeeping or other records or documents.
3. Any form of violence.
4. Verbal or physical abuse; discourteous, disrespectful, insulting, or inflammatory language or conduct, or any other form of behavior that could be deemed “bullying” towards another person.
5. Negligence or improper conduct leading to damage of Town-owned property or property belonging to others, or injury to another person.
6. Insubordination or other failure to follow directives or instructions.
7. Violation of safety or health rules.
8. Smoking in prohibited areas or Town-owned buildings, equipment, or vehicles.
9. Possession of dangerous or unauthorized materials, such as explosives or firearms.
10. Unacceptable attendance record.
11. Unauthorized use or misuse of telephones, mail system, computers, social media, or other Town-owned equipment.
12. Unsatisfactory or inappropriate performance or conduct.
13. Violation of any other policies/rules in this handbook.

Corrective Action: The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior, or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

## **GENERAL INFORMATION**

### Appearance and Demeanor

All Town employees who have contact with people in the community who are either residents or visitors, will create lasting impressions with them by their interactions with the community and by the observations of their work performance. All Town employees are encouraged to present a positive image and demonstrate an interest in their work. All employees are expected to be neat and clean in appearance and to dress in a manner appropriate to the nature of their position. Designated employees will wear uniform items provided by the Town during their duty hours.

### Bulletin Boards

We use bulletin boards to inform you of important developments and legal rights. They are used only for official notices or announcements. You must familiarize yourself with the information communicated on the bulletin boards.

### Confidential Information

You may have access to confidential Freedom, resident, personnel, or other sensitive information as a part of your job duties. The protection of confidential information is vital to our interests, and to the interests of our employees and citizens. You shall not disclose any confidential information to any Town of Freedom personnel who does not have a legitimate business need to know such information, or to any persons outside the Town of Freedom organization, without the authorization of the administrator. If you receive a request for information that you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to the Town Clerk. Should you improperly use or disclose confidential information, you will be subject to disciplinary action.

### Emergency Closings

When an emergency, such as severe weather, fires, power failures, etc., requires the closing of a Town of Freedom facility, you may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued time, the hours missed will be unpaid. If you cannot report to work due to weather, you may substitute accrued time to compensate for hours not worked, otherwise, the time off will be unpaid. Employees in essential service functions may be required to work when operations are closed.

### Employee Information

It is important that you notify the Administrator of any change in your personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

### Employment of Family Members or Close Friends

Departments can hire relatives, domestic partners, and close friends of employees, but not if they would be in a direct supervisory relationship, or where such employment would otherwise create potential problems, safety or security concerns, or where a potential conflict of interest is deemed by us not to be in the best interests of the department or the Town of Freedom.

### Medical Privacy Policy

We strive to protect personal and medical information of our employees and have adopted the following practices:

- We keep medical information in separate employee medical folders in a locked file cabinet devoted only to medical information.
- Only Administration maintains employee personnel information, including medical records.
- Medical record access is limited to the Administrator and Finance Director/Treasurer.
- Medical records are not to be kept in any other location and are not to be kept by individual supervisors or department heads. All medical documentation is to be sent to the Finance Director/Treasurer, and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, and medical leave determinations, and any other purpose mandated by law.
- We limit disclosure of medical information to supervisors on a need-to know basis when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.
- Under Wisconsin Statutes § 103.13, employees can request to see their medical records in accordance with the provisions outlined in that section.

Municipal Property: Personal use of the Town of Freedom resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If you are contemplating the personal use of a Town of Freedom resource for a reason that you believe is justified, you must get the written permission of the Administrator prior to using the resource.

Open Door Policy: Your opinions, suggestions and questions are important to us. Talk with your immediate supervisor about issues at work that concern you or conflicts that you are having with a co-worker. We will attempt to provide straightforward responses to your questions and comments. If you/your supervisor cannot resolve your issues, please contact the Administrator.

Outside Employment: We expect all regular employees to place the responsibilities and obligations of their positions with us first. You may engage in outside, non-Freedom employment, subject to the following conditions:

1. There is no conflict of interest between your secondary employment and your work with us and/or the work we do.
2. We may request you to cease any outside work or end your employment in the event of a refusal to surrender the secondary employment, if such work is affecting the efficiency, quality, and effectiveness of your work with us or a potential conflict of interest develops.
3. There shall be no professional consulting work or side job by employees within the Town of Freedom limits where such work would pose a conflict of interest with your job duties or the work we do.
4. No outside employment or consulting work shall be carried on during your work hours with us, nor shall our vehicles, equipment, supplies, machines, or other property be used for your secondary work.
5. We will require you to provide us with a list of your outside employment annually on the proper form.



Performance Assessments: Performance evaluations will be conducted on an annual basis, coordinated with the Town budgeting process. These are an important opportunity to let you know how you are performing, how performance can improve, and to receive input from you concerning training, supervision, job difficulties and other valuable feedback. In addition, performance directly relates to our annual compensation decisions.

Your performance evaluation shall be an immediate supervisor or the Town Administrator. In the case of the Town Administrator, the Board of Supervisors shall designate the evaluator. Each supervisor shall utilize the Town Performance Review Form.

Personal Appearance: As a Town of Freedom employee, your appearance reflects on us. We expect you to present yourself for work in a professional, presentable, modest, well-groomed manner at all times. Depending on considerations of individual departments certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations.

Personal Communications on Town resources: Personal communications including calls and texts using Town resources (Town resources includes paid time and/or Town owned equipment) must be kept to a minimum during work hours. You should make and receive communications during breaks.

Personal Property: We reserve the right to conduct searches and inspections of employees, their personal items, and Town of Freedom provided property when a business need, probable cause or reasonable suspicion exists in our opinion. We may conduct searches and inspections without notice.

Personnel Records and Employment References: Personnel records are the property of the Town of Freedom and we restrict access to them, in accordance with Wisconsin Statutes. Access to your personnel records is governed by Wisconsin Statutes 103.13. Should you want to review your record under 103.13, you must contact the Administrator. All requests from sources outside the Town of Freedom for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Administrator and will be addressed in accordance with Wis. Stats. 19.36 (10)(10).

Public Records/Media Contact: Only our designated records custodian(s) may respond to a public record request. Should you receive a request, please forward it to the Clerk. Only the Administrator or his/her designee will serve as the authorized media spokesperson for the organization. Any requests for comment or interviews regarding official business must be directed to the Administrator.

Safety: Job safety is very important to all of us. We require safe work practices of all employees and expect you to conduct yourself carefully and safely at all times. You are expected to observe all safety procedures and rules and use required personal protective equipment (PPE) as outlined in the Safety Handbook.

All work areas must be kept clean and free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If you are involved in or witness an accident while working, you must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

A copy of our Safety Handbook is distributed separately from this handbook to each employee. You must familiarize yourself with these rules and abide by them. If you have questions about one or more of the rules, contact your supervisor. **Safety Handbook is in development.**

Social Media: We encourage use of social media to further our goals and the mission of our departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below.

1. Social media sites must be approved by the Administrator prior to implementation. **Unless approved otherwise, departmental use of social media will be for one-way communication only.** Two-way communication creates a public record that must then be tracked and produced for public records requests. Therefore, back and forth discussion should not occur.
2. Social media sites are subject to the State of Wisconsin public records laws. Any content maintained in social media format that is related to our business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure.
3. Our website shall remain the Town of Freedom's primary and predominant Internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase our ability to communicate with the widest audience. Where possible, content posted to social media sites will be posted to our website.
4. Social media sites shall comply with all other applicable policies and standards, including but not limited to, the Code of Ethics and Anti-Harassment and Discrimination Policy.
5. Personal Use. Personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in use of social media accessed during work hours and/or via Town-owned technology resources. The Town of Freedom may monitor employees' social media activities during work hours and/or Town owned resources.

Tobacco Policy: Smoking, including electronic cigarettes, and use of tobacco products, is prohibited in any Town of Freedom buildings, vehicles, while operating any equipment, or inside any roofed, permanent structures in Freedom parks. Smoking will be permitted only outside of Town of Freedom buildings and vehicles/equipment in designated areas, during designated work break times, and in accordance with Wisconsin law.

Weapons Policy: We intend to promote a safe environment for employees and other individuals who interact with our employees.

1. A “weapon” is any device designed as or intended to be a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
2. We strictly prohibit the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off our premises. This prohibition does not apply to law enforcement officers performing their official duties.
3. Weapons stored in your personal vehicle while the vehicle is on our property or while the vehicle is being used in the course of your employment must be in accordance with Wisconsin law and kept and secured in the vehicle.

Workplace Violence: We will not tolerate any threatening or abusive conduct or acts of violence against an employee or by an employee in the course and scope of employment or at function that we sponsor. You must report to any member of management any threats or violence that you have suffered or witnessed. Even without a specific threat, you should report any behavior you have witnessed that could be perceived as threatening or violent or that could endanger the health and safety of another person. We will take steps to protect you from retaliation or intimidation for making a report or participating in an investigation.

Any reported act or threat of violence will be taken seriously and investigated promptly. To the extent possible, we will keep any such report confidential; however, we cannot guarantee absolute confidentiality. Any person reported to have made threats, exhibited threatening behavior or engaged in violent behavior will be removed from the premises as quickly as safety permits and shall remain off our property pending the outcome of an investigation.

Any violation of this policy by an employee may result in disciplinary action or termination. We reserve the right to take any legal steps needed to protect our employees and third parties including involving law enforcement.

## **GRIEVANCE PROCEDURE**

This grievance procedure implements the provisions required by Wis. Stat6s. 66.0509(1m). This policy is not intended to create a legally binding contract or change at-will nature of employment.

1. This grievance procedure applies to employees, but not to elected officials or persons appointed to serve on boards, commissions or committees.
2. This grievance procedure applies only to issues concerning workplace safety, discipline, and termination.
  - a. For purposes of this policy, “workplace safety” means conditions of employment affecting physical health or safety, safe operation of workplace equipment and tools, personal protective equipment, and workplace violence. “Workplace safety” does not include general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.
  - b. For purposes of this policy, “termination” does not include layoffs, workforce reductions, voluntary terminations including resignations and retirements, job abandonment, end of employment because of disability, lack of qualifications or licensure or other inability to perform job duties, and any other cessation of employment not involving involuntary termination.
  - c. For purposes of this policy, “employee discipline” shall include any employment action that results in an unpaid disciplinary suspension, disciplinary reduction in pay or benefits, or disciplinary demotion; it includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions, counseling, coaching, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken for non-disciplinary reasons.
3. Every reasonable effort should be made by supervisors and employees to resolve questions, problems, and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.
4. If the complaint is not resolved by your immediate supervisor, you may file a written grievance with the department head no later than 7 workdays from the date that you first knew, or should have known, of the condition or circumstance giving rise to your grievance. If the complaint involves the department head, submit the complaint to the administrator.
  - a. The written grievance must include your name, job title, a statement of the grievance, the date of the event or circumstances giving rise to your grievance, identification of the policy/procedure/rule that is being challenged, your signature and date; grievance forms are available from Administration.
  - b. The department head may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of the department head’s receipt of the grievance. The department head will provide a written response within 10 workdays of receiving the grievance or within 10 workdays of the meeting. These same time requirements apply if the grievance is being considered by the Administrator.
5. The written decision of the department head shall be final unless you file a written request for review with the administrator no later than 5 workdays of the date of the written decision. The administrator may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of receiving the request for review. The administrator will provide a written response within 10 workdays of either receipt of the request for review or the date of the meeting, whichever is later. If the administrator has already reviewed the matter as set forth above,

the provisions of this paragraph do not apply and the next step is before an impartial hearing officer.

6. The written decision of the administrator shall be final unless you file a written request with the Personnel Committee no later than 5 workdays after the date of the written decision, requesting a hearing before an impartial hearing officer (IHO) selected by us. The IHO shall not be a Town of Freedom employee. The hearing shall be held as soon as practicable.
  - a. The hearing shall be transcribed only if one or both parties agree to bear the cost. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted.
  - b. The IHO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The IHO may request oral or written arguments. The IHO may also decide that a hearing is not necessary, and that he or she can make a decision solely on submission of written documents.
  - c. The sole question to be answered by the IHO is whether our decision was arbitrary and capricious. The grievant shall bear the burden of proof. The IHO must sustain or deny our decision; the IHO does not have the authority to modify the decision, nor to grant, in whole or part, the specific request of the grievant. The IHO shall provide a written decision within 30 calendar days of the hearing date or final submission of written documents.
7. The decision of the IHO shall be final unless the grievant or the Town of Freedom files with the Clerk's office a written request for review by the Town Board no later than 5 workdays of the date of the IHO's written decision. The Town Board shall review the matter as soon as practicable. Only the issues raised before the IHO may be appealed and considered by the Board. The Board shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the IHO. The Board is not to substitute its judgment for that of the IHO, but rather will limit its determination to whether a rational basis exists for the IHO's decision. A simple majority vote of the Board shall decide the appeal. The Board decision shall be final and not subject to any further review.
8. Failure of the grievant to process a grievance within the time limits, or pursuant to agreed-upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. Our failure to meet the timelines shall cause the grievance to automatically move to the next step.
9. All expenses incurred by either party in investigating, preparing, presenting or responding to a grievance shall be borne by the party incurring the expense. The cost of the IHO shall be borne by us.

## **TOWN BOARD OF FREEDOM EMPLOYMENT TERMINATION GRIEVANCE POLICY**

### **Pre-hearing Termination Procedure—Employees subject to termination by Board Only**

- 1) The Town Board (the Board) shall meet in closed session to consider the termination of the employee. This will not be an evidentiary proceeding. Upon arriving at a decision on termination, in open session, the board must provide written notice to the affected employee within five (5) business days and advising that the termination was with or without cause as the case may be. This notice shall inform the terminated party of his/her rights concerning a post-termination hearing and appellate rights as set forth below.

### **Post-termination hearing procedure**

- 2) The terminated employee (Grievant) shall have five (5) business days from receipt of the notice terminating the Employee to request post-hearing review of the Board's decision, otherwise the board's decision shall be final. A request for post-hearing review ("Grievance") shall be delivered to Town Administration within the aforementioned time period.
- 3) As soon as reasonably possible, following a timely request for a hearing, Town Administration shall provide a list of impartial hearing officers eligible to serve. If the Grievant fails to notify the Town Administration within two (2) business days of selection of the impartial hearing officer provided on the list, the Town Administration shall make the selection.
- 4) Within ten (10) business days of the date the Hearing Officer is selected, the Town Administration, who may act through legal counsel, and the Grievant, who may act personally or through legal counsel, shall conduct a pre-hearing conference and select a date for hearing. The hearing date shall be scheduled within a period of not more than forty-five (45) calendar days from which the aforementioned Grievance was filed. A hearing may only be adjourned upon written request of either party to the Hearing Officer for good cause shown and is not appealable. The pre-hearing conference may also be used as a forum to mediate the matter.
- 5) There shall be no pre-hearing discovery, other than as allowed under the open records laws of the State of Wisconsin and Town policies. The Grievant and the Town shall exchange witness lists of individuals they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than ten (10) business days before the hearing. Late submissions may only be permitted at the discretion of the Hearing Officer. Courtesy copies of witness lists and exhibits shall be concurrently provided to the Hearing Officer.
- 6) The Grievant and the Town may call witnesses, present testimony, and utilize exhibits relevant to the termination. Relevant cross-examination is permitted and the time therefore limited by the Hearing Officer. The Hearing Officer may permit five (5) minute opening and closing statements by the parties. The hearing officer may elect from time to time to ask questions of the parties and their representatives.

- 7) The rules of evidence shall not be strictly followed, but no factual conclusions shall be based completely on hearsay.
- 8) The Hearing Officer has the power to direct and maintain order during the proceeding and is empowered to end any disruptions.
- 9) After the Grievant and Town have concluded introducing the evidence, the hearing officer shall close the record. The parties may file briefs with the Hearing Officer, within seven (7) days, not to exceed ten (10) pages in Times New Roman #12 font double-spaced, with the Hearing Officer. Any briefs are limited only to subject matter presented at the hearing. The parties shall concurrently provide the other party with a copy of any brief submitted.
- 10) The hearing shall be audio recorded and the Town Administration shall preserve all such recordings for the time required by law.
- 11) The hearing shall be closed to the public, except as allowed by law.
- 12) The Grievant must prove by convincing and satisfactory evidence to the Hearing Officer that the Town's decision to terminate the Grievant was arbitrary and capricious. If the Grievant does not satisfy this burden, the Hearing Officer shall deny the grievance and the termination of the Grievant shall stand.
- 13) If the grievance is sustained, the Hearing Officer may award the employee with any back-pay and the Town shall reimburse the employee for any of the Town's applicable percentage of any payments made by the employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation act (COBRA).
- 14) The Hearing Officer shall issue a written decision within thirty (30) calendar days unless the 30<sup>th</sup> day falls on a weekend or holiday, in which case the decision shall be made on the next business day. The decision of the hearing officer shall contain a statement of the issues, standard of review, findings and if the grievance is sustained any remedy for the employee.
- 15) The Town shall bear the reasonable fees and costs of the Hearing Officer related to the adjudication of the hearing grievance.

#### **Appeal Procedure**

- 16) If the employee or Town contests the decision of the Hearing Officer, an appeal request may be filed with Town Administration Office stating the grounds upon which the appeal is based. Any appeal must be filed by ten (10) business days of the Hearing Officer's decision. Should the appeal not be filed within the aforementioned time period, the right to appeal shall be deemed waived and the Hearing Officer's decision shall be final.
- 17) Upon receipt a timely filed appeal, the town Administrative Offices shall forward the appeal to the Town Board Chair along with the hearing record, including all exhibits introduced at the grievance hearing. The Chair shall schedule a meeting of the Town Board to review the hearing record and the Hearing Officer's decision.
- 18) The Board may confer with the Hearing Officer regarding the hearing record and the basis of the Hearing Officer's decision

- 19) The Board shall not overturn or modify the Hearing Officer's decision unless said decision is found to be arbitrary, capricious, or oppressive.
- 20) The Board shall not take testimony, accept additional evidence, hold oral argument, nor hold a hearing of any kind related to the appeal. If the Hearing Officer fails to render a decision, the board shall review the record *de novo* consistent with the Post-Termination Policy outlined above.
- 21) The Town Board shall deliver a written decision no later than twenty (20) business days from the date of the Town Board meeting. The written decision shall contain the final decision and reasoning, if any; and the remedy for the Employee, if any.
- 22) If the grievance is sustained, the Town may grant and the Grievant one of the following remedies if reasonable under the totality of the circumstances:
  - a. Reinstatement
  - b. Back Pay, subject to the awarded amount not being greater than the equivalent of the number of business days elapsed from the date of reinstatement, and any credits for other unpaid suspensions or payments of any sort.
  - c. COBRA reimbursement, and
  - d. Any like or related remedies.



## EMPLOYEE HANDBOOK RECEIPT

I have received the Employee Handbook. I understand that it is my responsibility to read and to comply with the policies contained in it and any revisions made to it. I also understand that if I have any questions about the content of the Handbook, I can speak with [identify position or department] for answers to my questions.

I understand the Town of Freedom has the right to change any provision in this Handbook at any time and that I will be bound by any such change. I acknowledge that nothing in the Employee Handbook constitutes a guarantee of employment or an employment contract of any kind. I understand that my employment is "at-will" unless otherwise provided by Civil Service, applicable law or ordinances, or a collective bargaining agreement. Where employment is "at-will," I understand that it can be terminated at any time for any reason, with or without cause or notice.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Freedom Fire Dept. monthly chiefs report**

**April 2025**

**March fire report- total calls ( 11 )**

**(incident types)**

(100) Fires – 0

(200) explosion, overheat – 0

(300) rescue, ems incident - 2

(400) hazardous conditions – 3

(500) service call – 2

(600) good intent call –4

(700) false alarm –

(800) severe weather – 0

(900) special incident – 0

Mutual Aid given – 1

Mutual aid received – 0

Thank you,

Respectfully submitted by

Mark Green – fire chief

Freedom EMS  
Department Report for  
Town Board Meeting Wed. 4/23/2025  
Submitted: Mon. 4/21/2025

EMERGENCY RESPONSE DATA:	<p>March 2025 total: 20 calls (0 missed calls)</p> <p>April 2025 MTD: 10 calls</p> <ul style="list-style-type: none"> <li>• 0 missed call so far in April</li> </ul> <p>YTD total calls: 54 as of 4/21/25</p> <ul style="list-style-type: none"> <li>• Oneida – 3 (6%)</li> <li>• Country Villa – 14 (26%)</li> <li>• Missed calls – 1 (2%)</li> </ul>
24/7/365 RESPONSE GOAL:	<p>Ongoing goal is to have at least 1 person respond to every EMS call, 24/7/365</p> <ul style="list-style-type: none"> <li>• 0 missed call since our previous Town Board report</li> <li>• Considering new strategies for preventing any missed calls going forward</li> </ul>
LEADERSHIP APPOINTMENT:	<ul style="list-style-type: none"> <li>• Asking the Board to officially appoint the EMS Director to 2-year term in April, along with all other town appointments.</li> </ul>
MEMBERSHIP:	<ul style="list-style-type: none"> <li>• We now have 10 members on our roster <ul style="list-style-type: none"> <li>◦ 2 members recently resigned because they don't have time to go on calls</li> </ul> </li> <li>• We're always looking for new members</li> <li>• 1 member in EMT class/upgrading training level, will be done in May</li> </ul>
RECRUITMENT UPDATE:	<ul style="list-style-type: none"> <li>• 1 person in EMR class at FVTC, will be done in May.</li> <li>• Gave EMR/EMT course enrollment information to 5 other interested people.</li> </ul>
GRANTS:	<ul style="list-style-type: none"> <li>• Wisconsin EMS Section FY 2025 Funding Assistance Program distribution. <ul style="list-style-type: none"> <li>◦ Total award received is \$32,425.24 after adjustment for an error</li> <li>◦ This will be a regular, ongoing, annual grant of similar amount</li> <li>◦ We can escrow any amounts not used</li> </ul> </li> </ul>
AEDs:	<ul style="list-style-type: none"> <li>• Assisted DPW with getting an AED for their building. Will be holding CPR class for DPW staff soon.</li> </ul>
ADMINISTRATION:	<ul style="list-style-type: none"> <li>• Created job descriptions for EMRs &amp; EMS Director. Asking for board review &amp; approval.</li> <li>• Working with Justin &amp; Dana on parameters &amp; processes for paying EMRs for calls &amp; meetings in 2025.</li> </ul>

Submitted on 4/21/2025:

Roger Stanley, RN, CCP, NRP

EMS Director  
Freedom EMS

**I. POTENTIAL MATTERS REQUIRING TOWN ACTION**

A. none

**II. PENDING MATTERS REQUIRING PLAN COMMISSION ACTION**

A. Bruce Gonnering CSM, CTH C – Submitted to Outagamie County, not yet submitted to Town

**III. PENDING MATTERS REQUIRING TOWN BOARD ACTION**

A. Bruce Gonnering CSM, CTH C – Submitted to Outagamie County, not yet submitted to Town

**IV. OTHER PLANNING & ZONING MATTERS**

none

**V. ZONING RELATED LEGISLATION / COURT DECISIONS**

A. January – February 2025

*State ex rel. United States Cellular Operating Co. LLC v. Town of Fond du Lac*, No. 2024AP85, 2025 WL 472421, (Wis. Ct. App. Feb. 12, 2025)

- Failure to follow ordinance requirement regarding decision notification procedures led to Court of Appeals overturning Town denial of CUP for mobile tower.

See recent rulings, attached



**Administrator Report  
Prepared for Town Board of Supervisors  
April 23, 2025**

**Weekly Update: Week of 4-14-25**

**Board Changes**

I want to first express my thanks and gratitude to Supervisor Chris Valley for his service to the Town of Freedom and wish him well in his life away from the Board! It was nice working with him, and I appreciated his honesty and thoughtfulness in our discussions over the past couple years.

I also want to welcome new Supervisor Jennifer Tomazevic to the Board of Supervisors and express my eagerness to work with her going forward to continue the progress we've all made together in my time as Administrator for the Town of Freedom. She joins a Board that has been instrumental in making positive progress for the Town of Freedom and I know she will embrace the opportunity to add her own thoughts and ideas to our work.

I'd also like to welcome back Supervisor Linda Borneman and Chairman Justin Schumacher as well, as they return to serve on the Board once again. I am looking forward to working with all of you, along with Supervisor Margo Fox and Supervisor Kevin Schuh, to continue building the bright future for Freedom we all want to see.

**CIP Borrowing Closed**

We closed on our CIP borrowing for 2025, with the \$1,568,000 promissory note funds deposited into the town's account on Monday. Dana worked to transfer the funds to our LGIP account for holding until we need to make payments on our CIP projects, as the interest rate is higher than keeping the funds in the town's account. Brad and our partners with Baird, along with Quarles & Brady and our lender, Webster Bank, worked very well together throughout this process and the borrowing was smooth with no issues or delays.

**Critical Finding –Weyers Rd. Culvert Failing**

Inspection indicates that a culvert on Weyers Road has failed structurally and needs to be replaced as soon as possible. We have marked the area with weight restrictions of no greater than 5 tons, as directed by the inspection findings. We will continue to monitor the culvert regularly, in particular after significant rainfalls. We will likely need to discuss funding for this repair, as this was obviously not budgeted and there are potentially aid programs available that may help reduce the cost of replacing this culvert.

**Randy's Last Week**

This week marked Randy Roloff's last full week with the Town. We anticipate he will return periodically to help John with some specific items like PASER ratings later in the season. John expressed his gratitude for making the decision to bring Randy aboard to set the tone and direction of the DPW for him and help stabilize the department after a difficult stretch late last year/early this year. Randy's wealth of knowledge has been a huge help to John, as well as Randy's passion for public works and making a positive difference in the community. John and I will look over our budget situation and determine the



extent to which we can bring Randy back here and there over the next several months, whether that be for a couple of days here and there or a few hours every now and then. It is clear that Randy's presence and leadership really helped the DPW and the Town of Freedom as a whole. We're very grateful to Randy for his hard work over these past few months.

### **Meeting with Attorney Steckbauer**

I met with Attorney Steckbauer this week to discuss a range of outstanding items. We established a regular, recurring meeting to discuss legal items facing the Town. This will help us ensure we are moving the issues and problems with legal elements forward as fast as we can. As is often the case, matters involving the attorney can often be delayed, but we want to avoid any unnecessary delays by establishing regular communication.

### **Yard Waste Site Update**

We were able to get some last-minute issues worked out with RanderCom and confirm the key cards and mechanized gate are in working order. As of Wednesday, we started accepting payments and issuing cards to the public in a "soft launch" as Rachel was out of the office Wednesday and Thursday. Therefore, we didn't want to publicly announce the cards were ready, to avoid overwhelming Dana with applications, but we also didn't want to turn anyone away who happened to come in and want to purchase one. Full launch will be Monday, April 21<sup>st</sup>.

Right now, since the gate is operational, the yard waste site is open from 7am to 8pm daily. This means the gate is physically open during those hours and automatically closes from 8pm until 7am. On May 5<sup>th</sup>, the gate will be physically closed and require an active key card to access the site between the open hours of 11am-8pm on Mondays, and 7am to 8pm Tuesday-Sunday.

The reason for the different Monday hours/closure is safety for employees to chip the pile of brush from over the weekend on Monday mornings without residents going in and out of the site. The reason the gate system will not be accessible outside of the hours of 7am to 8pm is to respect the nearby residents and prevent noise/disturbances during the night hours from 8pm to 7am.

Staff put a lot of time and effort into making this happen and we look forward to working with this new system and hopefully seeing it make an overall positive impact on the yard waste site and community.

### **AED for Town Garage**

After discussion with Randy and John, we asked Roger Stanley of the Freedom First Responders to order an AED for the Town Garage. We collectively felt it was a safety issue to not have one at the garage, as there is usually regular activity there for both employees and contractors. We asked Roger to place the order to ensure it is the same unit as the others throughout the town's facilities and we will be paying for it out of the town's budget not the First Responders' budget.

### **Burn Permits**

This issue has come up a few times. Currently, the Town issues free burn permits to residents. However, those permits need to be sent to and approved by Chief Green. Most permits issued are 30-day permits. However, Chief Green issues "annual" permits select residents he knows personally. Our office has questioned this practice and been told it is "Chief's discretion" on who gets what permit. While that



process may make sense to Chief Green, it is contrary to the other policies and procedures we've been implementing at the town to ensure fairness and equity for all residents. Staff feels the issue is two-fold—one, that some residents get limited 30 day permits and some get annual permits base solely on whether or not they know Chief Green, and two, that annual permits call into question whether permits should be issued at all if they are given annually, regardless of weather conditions or burn restrictions.

Additionally, there is an issue with administration of these permits. Town staff handles the requests and passes along the paper work to Chief Green for approval. However, when restrictions are put in place, Chief Green asks the Town to contact the permit holders to notify them their permits are revoked/suspended/etc. and that they can reapply later. Staff questions why they should be administrating permits in this manner, especially free ones, for which the town has no control over.

At some point, this will likely need to be addressed by the Board as a whole. For your information, as we are looking to permitting software solutions, there are systems that would make the burn permitting process much easier for either staff or Chief Green to handle through an online website and app-based system. So, there may be a resolution to at least the administrative aspects of this issue that comes with upgrading and modernizing the town's permitting process.

#### **RFP for Online Permitting/Payment Software Issued**

I developed and issued an RFP for online permitting and payment software this week. This is part of our Technology budget projects for 2025. Services vary among providers, making comparisons between systems rather difficult, but I felt like issuing an RFP would help to gather as much information as possible on potential vendors and the different scopes of services they can each provide. My hope is that we will get multiple relatively similar proposals, but the reality is we could get very different proposals, as some providers provide services other do not, potentially making assessment of costs and efficiency more difficult. Right now, the plan is to prepare a report to the Board for a vendor recommendation by the regular May meeting. I have sent the RFP directly to 7 different providers and may actively seek out even more in the coming week to generate as many proposals as possible.

#### **RanderCom Update**

After discussing concerns with the Fire Company, the Fire/EMS portion of the work is temporarily on hold as we work to ensure the proper process is followed for the systems in that facility. This has been communicated to RanderCom and they are fine with the slight delay there.

In the meantime, the work at the garage seems to be completed. RanderCom will be turning their attention to the systems at the Park soon. We are still working on resolving the internet issue there, but I hope to have that work beginning next week, if possible. Overall, RanderCom has been responsive to our needs and, even when things haven't gone according to plan, have been proactive in communicating issues to us and working to find solutions which we appreciate.

#### **Administrator Out of Office**

I am planning to be out of the office and unavailable on vacation from approximately April 29<sup>th</sup> to May 7<sup>th</sup>, although I have not quite settled on the duration. I just wanted to alert you to the potential absence ahead of time.



## **Weekly Update: Week of 3-31-25 and 4-7-25**

### **April Election Success**

Once again, Dana and Rachel did an outstanding job coordinating election activities to ensure a smooth and successful voting process for Freedom's residents. Even with an unexpectedly high turnout that caught most municipalities by surprise, Dana, Rachel, and our exceptional team of election workers handled the day with poise and did a great job keeping lines moving. We're all grateful for the long hours and hard work Dana, Rachel, and our election workers put in to ensure voting in Freedom runs without incident or issue. With no other elections on the docket for 2025, I know everyone is looking forward to a break from elections for a while!

### **Mini Excavator Rental**

We are renting a mini excavator through the County for a short time before our typical excavator can be picked up for the year so we could begin yard waste site operations during April as usual. We've arranged insurance coverage for the piece of equipment and will return it to the County once the typical rental/leased excavator becomes available.

### **RFP for Permitting/Licensing/Payment Software**

I'm working on an RFP for online/AI-backed permitting/licensing/payment software as part of our budgeted tech upgrade initiatives for 2025. I am hopeful to get it released soon and plan to send it to several organizations directly that have either expressed interest or I have previously contacted about these services. Once that process produces proposals, staff will evaluate them and present the findings to the Board for approval to move forward with a vendor.

### **RanderCom Work Continues**

RanderCom has continued to make great progress in setting up our new security/camera/phone/and IT systems. The work at the Town Garage is almost complete and we have received our initial batch of cards to program for residents to access the site. We should be able to begin processing forms for access to the site and distributing cards to the public beginning the week of April 14<sup>th</sup>.

RanderCom has also reached out to the Fire Company's Chief Green, specifically, at my request to coordinate their work at the Fire/EMS building directly with Chief Green. We want to ensure the system switch goes as smoothly as possible for that facility, as access is obviously critical during any emergency situation. There will be additional cameras placed inside the facility to cover the town's very expensive assets in the Fire/EMS garage. Eventually, door locks, and phone systems will also be replaced to match those at the rest of the town's facilities.

### **Changing Internet at VFW Park**

During RanderCom's evaluation of our internet service at the Park, they determined the AT&T plan we have is not suited for supporting their network/devices. Further, they were surprised such a limited capacity internet plan was costing us so much monthly. They identified better plans through Spectrum, the town's internet provider for all other facilities, providing twice the speed at a fraction of the cost. When the Amplitel system was hastily installed, prior to my arrival as Administrator, with limited review/oversight, AT&T was apparently contacted to provide internet because it was available soonest. It is likely that this limited internet plan/capacity also impacted the reliability of the Amplitel camera





systems at the parks, as we have encountered numerous issues with the system's reliability. This is another situation that underscores the value in having everyday administrative oversight in place to ensure these needless inefficiencies are identified, assessed, and prevented.

### **State and Local Fiscal Recovery Funds (SLFRF)**

I submitted our April 2025 report to the Department of Treasury regarding our past federal relief funds stemming from the COVID-19 pandemic. This should conclude our reporting to Treasury, as all of our funds had been spent on road projects years ago and we have no outstanding funds left to allocate. Through the Treasury's portal, I indicated we'd be closing our file as we have spent all of the available funds on Treasury-approved expenses. The submitted form showed we do not have any outstanding balance of funds and do not owe Treasury anything, as the funding received was allocated by December 31<sup>st</sup>, 2024. Recent requests by the federal government to prove the proper expenditure of the funds should not impact the Town of Freedom in any way.

### **Town-FAA Discussions**

I recently met with Chairman Schumacher, Supervisor Fox, Crystal Malenofski, and Joe Zellmer to discuss the situation between the Town and FAA. Discussions were productive and provided staff with guidance on developing an agreeable arrangement between the parties. Development of that verbal agreement for review by the parties is ongoing and should take place by mid-May.

Once we are generally satisfied with the "final" product, it will go to Attorney Steckbauer for review. Once that takes place, the agreement will be reviewed by the Park Committee as a whole and then the Town Board for review/possible approval.

### **Borrowing for 2025 CIP Projects**

We are wrapping up the process of securing the borrowed funds for the town's 2025 Capital Improvement Plan projects. Our partners at Baird, particularly our debt guru, Brad Viegut, have been great to work with throughout the process. Closing is anticipated to take place on April 14<sup>th</sup>.

### **2025 Road Project Update**

After discussing the road project situation with Town Engineer Dan Rammer and Adam from Baird, we believe it would be in the town's best interest to rescind the motion to rebid the entire project to capture the ¼ mile of Maloney Road mistakenly left out of the original bid proposal. Instead, accepting the original low-bid for the original project and putting out a 2<sup>nd</sup> bid project that addressed the remaining ¼ mile portion of Maloney Road and incorporates some other minor projects to make it more competitive would be the best option for value for the town. The original bid was a great price and the additional portion plus some minor projects, like paving the town garage, town office/hall, and historical society parking lots would be financially feasible, address longstanding issues, and ensure the most value for the town's funds.

As of now, we are looking at a special meeting comprised of the current Board to rescind the motion made by the current Board. This will likely take place prior to the Town Annual Meeting on Tuesday, April 15<sup>th</sup>. Once this is done, Dan can prepare a 2<sup>nd</sup> project to bid out the remaining ¼ mile of Maloney Road and the anticipated parking lot projects.



### **TID #1 Storage Unit Property**

It has come to the attention of Town staff that Mr. Van Lanen has sold the property upon with Storage in Freedom currently sits. Since we have a development agreement with Mr. Van Lanen, we have reached out to Attorney Steckbauer to review what the sale of the property might mean for that agreement and what the developer and/or town may be obligated to do now. We received no direct communication from Mr. Van Lanen about the sale of the property, which apparently has already taken place as of earlier this year. Again, Attorney Steckbauer will review and advise on what this means for the town going forward.

### **Meetings on Tech Projects**

I've met with several parties concerning increasing the town's technological capacity through our budgeted 2025 initiatives. I've held exploratory meetings and demonstrations with several vendors of various licensing/permitting/payment systems in preparation for preparing an RFP on the topic. I've also met with other Administrators with similar systems to see how they work and get thoughts on the pros and cons of certain systems. My meeting in Greenville with their Administrator was particularly helpful, as they have an automated yard waste site access system like we will have shortly. They have a software program that is capable of handling the administrative aspects of that process and seems to work well for them and their staff.

I will continue to explore ways to improve the town's technology to make processes easier for both staff and residents. Using technology to improve recordkeeping, streamline services, increase accessibility, and make processes more convenient for both staff and residents is a primary goal of mine and I will continue to investigate and recommend options for implementing useful technology tools going forward.

### **Street Lighting on McHugh Road**

Randy Roloff has been in touch with WE Energies regarding possibly installing additional street lighting on McHugh Road. We had a resident express concerns about the portion of McHugh that currently has no lighting, which prompted looking into it. Once WE Energies provides an assessment of the situation and provides an estimate for the cost of installation, we will determine if this is something the DPW budget can handle this year or if it's something we should plan to address in another manner in next year's budget.

### **Soccer Field/Subdivision Safety**

The Department of Public works has been working to install temporary fencing at the soccer fields to help increase safety due to the proximity of the playing field and the Fox Meadows subdivision under construction nearby. The developer is also aware of safety concerns and the Town has communicated to other parties involved with the soccer programs to make sure parents and kids are aware of the development and not to leave children in the area unattended as a general safety precaution. All parties are aware of the situation and are working to make the area as safe as possible while this subdivision is constructed. We will continue addressing issues as they arise, communicating with all parties involved, and taking additional measures as needed.

**Park Committee Meeting: March 19, 2025 6:00pm**

1. Call to order, roll call

Committee members present: Margo Fox, Aimee Feltz, Joe Zellmer,

Absent: Paul Hermes

Also in attendance: Numerous Lions Club members, Justin Carlson, Crystal M. & Lori D. (FAA)

2. Verification of Posting and Adopt Agenda - Motion made by Joe Zellmer, 2nd by Amy Feltz

Two requests: 1) Dissolve agenda item #9 as it is redundant with #3

- 2) Move agenda item # 7 Discussion on Lions Park, moved up to #4 in respect of Lions Club members present to speak to item

3. Open Comment (max. 15 minutes)

Brian Higgins brought up concern of the Town charging \$50,000 to the FAA to use the Town facilities. Concern of other donations, such as the Lions Club, donating money/improvements and then being charged to maintain.

4. Discussion on Lions Park potential structure and possible action

Dan Vosters spoke, sharing that the Lions Club donated \$25,000 ten years ago for naming rights.

Their goal is to donate for the future building and splash pad to a total of \$20,000/year for the first 5 years. - Goal of the Lions Club is to see this built in 2026.

Request made by Lions Club members for Administrator Carlson to look into grants/possible funding - will check with Seymour administration, Aimee Feltz will ask Greenville Lions Club representatives.

Margo shared answers to questions from MSA about project with Dan R. following the meeting.

5. VFW signage agreement discussion and possible action

Motion made by Aimee Feltz, 2nd by Joe Zellmer in favor of agreement

Agreement passed and will move to Town Board at next week's meeting looking for approval

6. Discussion and possible action on park committee mission statement

Working Idea: To enhance the quality of life for our community by providing accessible, safe and sustainable parks, trails, and recreational facilities.

The Park Committee members are asked to reflect on and/or revise for the next meeting.

7. D1 update and discussion

Pre-construction meeting will be happening Thursday, March 27 at TownHall. Administrator Carlson will plan on attending, Randy Rohloff, Joe Zellmer (planning to attend virtually) with Dan R. and Alec L. of MSA and rep(s) from Peters Concrete. Margo will try to attend virtually as well.

8. Discussion and possible action on FAA proposal of Diamond 5

The idea is consistent with the VFW Master Plan.

Margo will request Chairman Schumacher place this item on the next Town Board agenda. If accepted, FAA representatives will plan to attend and speak to the idea.

9. Adjourn at 7:14pm Motion made by Joe Zellmer, 2nd by Margo Fox

**NEXT MEETING IS SCHEDULED tentatively for Wednesday, April 16 at 6:00.** If not needed, the next meeting will potentially be Wednesday, May 7.



# OUTAGAMIE COUNTY SHERIFFS OFFICE

Total CAD Calls Received, by Nature of Call in Zone

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Misdialed	13	3.12
Vehicle Accident	12	2.88
Accident with Spill Cleanup	1	0.24
Accident with Scene Safety	1	0.24
Animal Bite	1	0.24
Animal Call	6	1.44
Assist Citizen or Agency	18	4.33
Bleeding B-Boy Response	1	0.24
Breathing Problem D-David	3	0.72
Business Check	3	0.72
Chest Complaint D-David	1	0.24
Choking A-Adam Response	1	0.24
Choking E-Edward Response	1	0.24
Civil Process	1	0.24
Crime Prevention	145	34.86
Damage to Property	1	0.24
Disturbance	2	0.48
Domestic Disturbance	1	0.24
Fainting A-Adam	1	0.24
Falls B-Boy Response	1	0.24
Fire Alarm Commercial	5	1.20
Fire Service Callout	1	0.24
Wire Down	2	0.48
Follow Up	10	2.40
Fraud Complaint	1	0.24
Jail GPS Checks	7	1.68
Harassment	2	0.48
Hazard in Roadway	4	0.96
Juvenile Complaint	2	0.48
Medical Assistance No Injury	2	0.48
Motorist Assist	6	1.44
Noise Complaint	1	0.24
Ordinance Violation	1	0.24
Reckless Driving Complaint	1	0.24
Medical Pre-Alert	2	0.48
Scam	1	0.24
School Safety	12	2.88
Sick A-Adam	2	0.48
Suspicious Incident	15	3.61
Traffic Enforcement	67	16.11
Traffic Stop	51	12.26
Wanted Person or Apprehension	1	0.24

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<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Welfare Check	5	1.20
Penetrating Trauma D-David	1	0.24

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Total reported: 416

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**Report Includes:**

All dates between `00:00:01 03/01/25` and `23:59:59 03/31/25`, All nature of incidents, All cities matching `FRT`, All types, All priorities, All agencies, All zones

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
457B	4/11/2025	EMPOWER 457B - WDC	
04/11/25	PAYROLL		
100-00-21536-000-000	457 B PAYABLE		175.00
	DANA \$50, REED \$25, JOHN \$100		
		Total	175.00
EFTPS	4/11/2025	EFTPS	
04/11/2025	PAYROLL		
100-00-21512-000-000	FEDERAL W/H TAXES PAYABLE		1,732.94
	FED		
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		1,641.61
	EE SS		
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		1,641.61
	ER SS		
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		383.93
	EE MED		
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		383.93
	ER MED		
		Total	5,784.02
V1438	3/28/2025		
Pay period 03/09/2025	03/09/2025 - 03/15/2025		
100-00-51410-110-000	ADMIN OFFICE WAGES OR SALARIES		4,161.60
100-00-21512-000-000	FEDERAL W/H TAXES PAYABLE		-522.25
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		-256.01
100-00-21511-000-000	SS/MEDICARE TAXES PAYABLE		-59.87
100-00-21513-000-000	STATE TAX W/H TAX PAYABLE		-190.88
100-00-21540-000-000	DENTAL PAYABLE		-2.41
100-00-21530-000-000	HEALTH INSURANCE PAYABLE		-29.99
100-00-21520-000-000	RETIREMENT PAYABLE		-289.23
		Total	2,810.96

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1439	3/28/2025	[REDACTED]	
Pay period 03/09/2025 to 03/25/2025			Manual Check
100-00-51410-110-000		ADMIN OFFICE WAGES OR SALARIES	1,696.60
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-86.18
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-20.15
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-37.37
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-292.33
100-00-21590-000-000		VISION PAYABLE	-1.98
100-00-21520-000-000		RETIREMENT PAYABLE	-117.91
Total			1,128.33
V1440	3/28/2025	[REDACTED]	
Pay period 03/09/2025 to 03/25/2025			Manual Check
100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,081.08
100-00-53510-110-000		SNOW REMOVAL WAGES	231.66
100-00-51600-110-000		TOWN HALL WAGES	746.46
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-137.18
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-120.26
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-28.13
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-75.99
100-00-21540-000-000		DENTAL PAYABLE	-2.49
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-117.03
100-00-21520-000-000		RETIREMENT PAYABLE	-143.11

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		RETIREMENT PAYABLE	-62.81
Total			1,372.20

V1441 3/28/2025 [REDACTED]

Pay period 03/09/2025 to 03/23/2025

Manual Check

100-00-51410-110-000		ADMIN OFFICE WAGES OR SALARIES	2,380.38
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-75.44
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-128.57
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-30.07
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-79.89
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-292.33
100-00-21590-000-000		VISION PAYABLE	-1.98
100-00-21520-000-000		RETIREMENT PAYABLE	-165.44
100-00-21520-000-000		RETIREMENT PAYABLE	-24.99
Total			1,569.32

V1442 3/28/2025 [REDACTED]

Pay period 03/09/2025 to 03/23/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,273.32
100-00-55200-110-000		PARKS WAGES OR SALARIES	628.80
100-00-53510-110-000		SNOW REMOVAL WAGES	282.96
100-00-51600-110-000		TOWN HALL WAGES	330.12
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-96.41
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-141.67



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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-33.13
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-92.69
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-216.56
100-00-21590-000-000		VISION PAYABLE	-1.30
100-00-21520-000-000		RETIREMENT PAYABLE	-174.81
100-00-21520-000-000		RETIREMENT PAYABLE	-51.56
		Total	1,694.72

V1443 3/28/2025

Pay period 03/09/2025 to 03/23/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	3,060.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-235.39
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-189.72
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-44.37
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-173.72
		Total	2,416.80

V1444 3/28/2025

Pay period 03/09/2025 to 03/23/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,967.04
100-00-53510-110-000		SNOW REMOVAL WAGES	218.56
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-165.64
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-135.51
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-31.69

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-90.88
100-00-21520-000-000		RETIREMENT PAYABLE	-151.90
		Total	1,609.98
<hr/>			
V1445	4/11/2025		
Pay period 03/01/2025 to 04/01/2025		Manual Check	
100-00-51100-110-000		TOWN BOARD WAGES OR SALARIES	375.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-23.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-5.44
		Total	346.31
<hr/>			
V1446	4/11/2025		
Pay period 04/01/2025 to 04/01/2025		Manual Check	
100-00-51440-110-000		ELECTIONS	71.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.42
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.03
		Total	65.80
<hr/>			
V1447	4/11/2025		
Pay period 03/22/2025 to 04/05/2025		Manual Check	
100-00-51410-110-000		ADMIN OFFICE WAGES OR SALARIES	4,161.60
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-522.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-256.01
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-59.87
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-190.88
100-00-21540-000-000		DENTAL PAYABLE	-2.41
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-29.99

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21520-000-000		RETIREMENT PAYABLE	-289.23
Total			2,810.96
<hr/>			
V1448	4/11/2025		
Pay period 03/01/2025 to 04/01/2025		Manual Check	
100-00-51100-110-000		TOWN BOARD WAGES OR SALARIES	375.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-23.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-5.44
Total			346.31
<hr/>			
V1449	4/11/2025		
Pay period 04/01/2025 to 04/01/2025		Manual Check	
100-00-51440-110-000		ELECTIONS	71.25
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-1.18
Total			70.07
<hr/>			
V1450	4/11/2025		
Pay period 03/23/2025 to 04/01/2025		Manual Check	
100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	2,326.38
100-00-55200-110-000		PARKS WAGES OR SALARIES	858.96
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-153.69
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-191.29
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-44.74
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-139.15
100-00-21536-000-000		457 B PAYABLE	-100.00
100-00-21520-000-000		RETIREMENT PAYABLE	-221.38
Total			2,335.09

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:

Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1451	4/11/2025	[REDACTED]	
Pay period 03/23/2025 to 04/03/2025			Manual Check
100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	2,950.00
100-00-21536-000-000		457 B PAYABLE	-100.00
Total			2,850.00
V1452	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	128.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-7.95
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.86
Total			118.44
V1453	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	68.88
Total			68.88
V1454	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	71.25
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-1.23
Total			70.02
V1455	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	57.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.53
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.83
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-1.11

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			51.53
<hr/>			
V1456	4/11/2025	[REDACTED]	
Pay period 03/23/2025 to 04/01/2025		Manual Check	
100-00-51410-110-000		ADMIN OFFICE WAGES OR SALARIES	1,353.29
100-00-51440-110-000		ELECTIONS	461.82
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-93.52
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-21.87
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-43.99
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-292.33
100-00-21590-000-000		VISION PAYABLE	-1.98
100-00-21520-000-000		RETIREMENT PAYABLE	-126.15
Total			1,222.92
<hr/>			
V1457	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025		Manual Check	
100-00-51440-110-000		ELECTIONS	84.00
Total			84.00
<hr/>			
V1458	4/11/2025	[REDACTED]	
Pay period 03/23/2025 to 04/01/2025		Manual Check	
100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,198.97
100-00-53510-110-000		SNOW REMOVAL WAGES	359.07
100-00-51600-110-000		TOWN HALL WAGES	501.16
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-137.14
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-120.24

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-28.12
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-75.99
100-00-21540-000-000		DENTAL PAYABLE	-2.49
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-117.03
100-00-21590-000-000		VISION PAYABLE	-0.38
100-00-21520-000-000		RETIREMENT PAYABLE	-143.11
100-00-21520-000-000		RETIREMENT PAYABLE	-62.81
		Total	1,371.89

V1459 4/11/2025

Pay period 04/01/2025 to 04/01/2025

Manual Check

100-00-51440-110-000		ELECTIONS	28.50
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-0.10
		Total	28.40

V1460 4/11/2025

Pay period 03/23/2025 to 04/03/2025

Manual Check

100-00-51410-110-000		ADMIN OFFICE WAGES OR SALARIES	1,390.01
100-00-51440-110-000		ELECTIONS	3,331.68
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-333.62
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-273.73
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-64.02
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-204.88
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-292.33

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21536-000-000		457 B PAYABLE	-50.00
100-00-21590-000-000		VISION PAYABLE	-1.98
100-00-21520-000-000		RETIREMENT PAYABLE	-328.16
100-00-21520-000-000		RETIREMENT PAYABLE	-49.58
Total			3,111.04

V1461 4/11/2025

Pay period 03/23/2025 to 04/03/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,532.70
100-00-55200-110-000		PARKS WAGES OR SALARIES	298.68
100-00-53635-110-000		RECYCLING WAGES/SAL	345.84
100-00-53510-110-000		SNOW REMOVAL WAGES	275.10
100-00-51600-110-000		TOWN HALL WAGES	62.88
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-96.41
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-141.67
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-33.13
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-92.69
100-00-21540-000-000		DENTAL PAYABLE	-12.35
100-00-21530-000-000		HEALTH INSURANCE PAYABLE	-216.56
100-00-21590-000-000		VISION PAYABLE	-1.30
100-00-21520-000-000		RETIREMENT PAYABLE	-174.81
100-00-21520-000-000		RETIREMENT PAYABLE	-51.56
Total			1,694.72

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:

Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1462	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	142.50
Total			142.50
V1463	4/11/2025	[REDACTED]	
Pay period 03/23/2025 to 04/01/2025			Manual Check
100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	3,800.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-324.19
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-235.60
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-55.10
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-212.94
Total			2,972.17
V1464	4/11/2025	[REDACTED]	
Pay period 03/01/2025 to 04/01/2025			Manual Check
100-00-51100-110-000		TOWN BOARD WAGES OR SALARIES	375.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-23.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-5.44
Total			346.31
V1465	4/11/2025	[REDACTED]	
Pay period 03/01/2025 to 04/01/2025			Manual Check
100-00-51100-110-000		TOWN BOARD WAGES OR SALARIES	583.33
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-36.17
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-8.46
Total			538.70
V1466	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check



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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51440-110-000		ELECTIONS	147.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-9.13
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.14
Total			135.98

V1467 4/11/2025

Pay period 03/24/2025 to 04/01/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	500.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-31.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-7.25
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-8.57
100-00-21536-000-000		457 B PAYABLE	-25.00
Total			428.18

V1468 4/11/2025

Pay period 03/23/2025 to 04/05/2025

Manual Check

100-00-53300-110-000		STREETS & HWY WAGES OR SALARIE	1,803.12
100-00-53510-110-000		SNOW REMOVAL WAGES	382.48
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-165.64
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-135.51
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-31.69
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-90.88
100-00-21536-000-000		457 B PAYABLE	-25.00
100-00-21520-000-000		RETIREMENT PAYABLE	-151.90
Total			1,584.98

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## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1469	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	71.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.42
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.03
Total			65.80
V1470	4/11/2025	[REDACTED]	
Pay period 03/01/2025 to 03/31/2025			Manual Check
100-00-51100-110-000		TOWN BOARD WAGES OR SALARIES	375.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-23.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-5.44
Total			346.31
V1471	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	71.25
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.42
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.03
Total			65.80
V1472	4/11/2025	[REDACTED]	
Pay period 04/01/2025 to 04/01/2025			Manual Check
100-00-51440-110-000		ELECTIONS	76.00
Total			76.00
EFTPS 3 28	3/28/2025	EFTPS	
3 28 25		PAYROLL	Manual Check
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE FED	1,232.31
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE EE SS	1,057.92

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ACCT

## CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000	3/28/2025	SS/MEDICARE TAXES PAYABLE	1,057.92
ER SS			
100-00-21511-000-000	3/28/2025	SS/MEDICARE TAXES PAYABLE	247.41
EE MED			
100-00-21511-000-000	3/28/2025	SS/MEDICARE TAXES PAYABLE	247.41
ER MED			
		Total	3,842.97
<hr/>			
VOL FIRE 3	3/28/2025	FREEDOM VOLUNTEER FIRE COMPANY, INC	
MARCH PAYMENT		Manual Check	
100-00-52200-212-000	3/28/2025	FIRE DEPARTMENT CONTRACTED S	11,583.33
		MARCH 2025	
		Total	11,583.33
<hr/>			
WI DEP REV 3	3/28/2025	WISCONSIN DEPARTMENT OF REVENUE	
MARCH 2025 PAYROLL		Manual Check	
100-00-21600-000-000	3/28/2025	GARNISHMENT PAYABLE	1,524.69
MARCH 2025 PAYROLL			
		Total	1,524.69
<hr/>			
		Grand Total	58,861.43

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CCU POOLED GENERAL CHECKING

ALL Checks

Posted From: 3/27/2025 From Account:  
Thru: 4/22/2025 Thru Account:

Amount

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Total Expenditure from Fund # 100 - GENERAL FUND

58,861.43

Total Expenditure from all Funds

58,861.43

## Unposted Included

Fund: All Funds

Account Number		2025 April	2025 Actual 04/22/2025	2025 Budget	Budget Status	% of Budget
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	33,736.15	1,331,111.72	-1,297,375.57	2.53
300-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,220,935.00	-1,220,935.00	0.00
400-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	100,000.00	-100,000.00	0.00
100-00-41140-000-000	MOBILE HOME FEES	2,018.95	13,172.53	16,000.00	-2,827.47	82.33
100-00-41811-000-000	USE VALUE PENALTY	0.00	0.00	1,500.00	-1,500.00	0.00
100-00-41910-000-000	COUNTY SALES TAX SHARE	0.00	20,318.50	129,951.19	-109,632.69	15.64
<b>TAXES</b>		<b>2,018.95</b>	<b>67,227.18</b>	<b>2,799,497.91</b>	<b>-2,732,270.73</b>	<b>2.40</b>
100-00-42300-000-000	SPECIAL ASSESSMENTS	0.00	350.00	0.00	350.00	0.00
<b>SPECIAL ASSESSMENTS</b>		<b>0.00</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	<b>0.00</b>
100-00-43410-000-000	STATE SHARED REVENUES	376,627.20	376,627.20	323,507.37	53,119.83	116.42
100-00-43420-000-000	FIRE INSURANCE AID	0.00	0.00	30,000.00	-30,000.00	0.00
100-00-43430-000-000	EXEMPT COMPUTER	0.00	0.00	761.78	-761.78	0.00
100-00-43440-000-000	PERSONAL PROPERTY AID	0.00	0.00	46,078.50	-46,078.50	0.00
100-00-43530-000-000	STATE HWY AID	53,259.77	106,519.54	213,215.44	-106,695.90	49.96
100-00-43651-000-000	DNR URBAN FORESTRY GRANT	5,000.00	5,000.00	5,000.00	0.00	100.00
100-00-43691-000-000	ATC FUNDS	0.00	0.00	36,956.00	-36,956.00	0.00
100-00-43790-000-000	COUNTY RECYCLING AID	8,474.70	32,966.70	96,000.00	-63,033.30	34.34
100-00-43792-000-000	INTERGOVERNMENTAL CONTRACTS	2,600.00	519.88	0.00	519.88	0.00
<b>INTERGOVERNMENTAL REVENUES</b>		<b>445,961.67</b>	<b>521,633.32</b>	<b>751,519.09</b>	<b>-229,885.77</b>	<b>69.41</b>
100-00-44102-000-000	DOG LICENSES	315.00	1,550.00	2,500.00	-950.00	62.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	215.00	600.00	10,000.00	-9,400.00	6.00
100-00-44113-000-000	CABLE FRANCHISE FEE	0.00	10,867.27	49,500.00	-38,632.73	21.95
100-00-44300-000-000	BUILDING PERMITS	15,110.00	36,535.00	100,000.00	-63,465.00	36.54
100-00-44400-000-000	PLANNING CHARGES	0.00	2,540.00	1,000.00	1,540.00	254.00
100-00-44900-000-000	OTHER PERMITS & FEES	0.00	0.00	2,000.00	-2,000.00	0.00
<b>LICENSES AND PERMITS</b>		<b>15,640.00</b>	<b>52,092.27</b>	<b>165,000.00</b>	<b>-112,907.73</b>	<b>31.57</b>
100-00-45100-000-000	LAW & ORDINANCE VIOLATIONS	203.27	705.97	2,000.00	-1,294.03	35.30
100-00-45200-000-000	ADDRESSES REVENUE	400.00	940.00	3,000.00	-2,060.00	31.33
<b>FINES, FORFEITS AND PENALTIES</b>		<b>603.27</b>	<b>1,645.97</b>	<b>5,000.00</b>	<b>-3,354.03</b>	<b>32.92</b>
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	0.00	0.00	318,400.00	-318,400.00	0.00
100-00-46725-000-000	PARK IMPACT FEES	1,200.00	3,000.00	6,000.00	-3,000.00	50.00
<b>PUBLIC CHARGES FOR SERVICES</b>		<b>1,200.00</b>	<b>3,000.00</b>	<b>324,400.00</b>	<b>-321,400.00</b>	<b>0.92</b>
100-00-47390-000-000	FREEDOM SCHOOL PARK REIMB	0.00	0.00	8,000.00	-8,000.00	0.00
<b>INTERGOV'T. CHARGES FOR SERV.</b>		<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>-8,000.00</b>	<b>0.00</b>
100-00-48100-000-000	INTEREST REVENUE	0.00	32,467.38	25,000.00	7,467.38	129.87
410-00-48100-000-000	INTEREST REVENUE	0.00	27.00	0.00	27.00	0.00
420-00-48100-000-000	INTEREST REVENUE	0.00	1,487.33	0.00	1,487.33	0.00
100-00-48200-000-000	RENT REVENUE	0.00	125.00	12,000.00	-11,875.00	1.04
100-00-48900-000-000	MISC REVENUES	2,846.00	6,404.90	0.00	6,404.90	0.00
410-00-48900-000-000	MISC REVENUES	0.00	0.00	1,714.37	-1,714.37	0.00
420-00-48900-000-000	MISC REVENUES	0.00	0.00	43,471.44	-43,471.44	0.00

## Unposted Included

Fund: All Funds

Account Number	2025		2025 Budget	Budget Status	% of Budget
	2025 April	Actual 04/22/2025			
<b>MISCELLANEOUS REVENUES</b>	2,846.00	40,511.61	82,185.81	-41,674.20	49.29
400-00-49102-000-000 BOND PROCEEDS	0.00	0.00	1,532,672.00	-1,532,672.00	0.00
<b>OTHER FINANCING SOURCES</b>	0.00	0.00	1,532,672.00	-1,532,672.00	0.00
<b>Total Revenues</b>	468,269.89	686,460.35	5,668,274.81	-4,981,814.46	12.11

## Unposted Included

Fund: All Funds

Account Number		2025 April	2025 Actual 04/22/2025	2025 Budget	Budget Status	% of Budget
100-00-51100-110-000	TOWN BOARD WAGES OR SALARIES	2,083.33	7,208.32	25,000.00	17,791.68	28.83
100-00-51100-130-000	TOWN BOARD SOCIAL SEC/MEDICARE	159.39	551.49	1,912.50	1,361.01	28.84
100-00-51100-320-000	TOWN BOARD DUES & PUBLICATIONS	0.00	2,055.00	2,000.00	-55.00	102.75
100-00-51100-330-000	TOWN BOARD TRAINING/TRAVEL/TUI	0.00	135.30	4,000.00	3,864.70	3.38
100-00-51300-210-000	MUNICIPAL ATTORNEY LEGAL	0.00	0.00	30,000.00	30,000.00	0.00
100-00-51410-110-000	ADMIN OFFICE WAGES OR SALARIES	6,904.90	64,080.73	206,440.00	142,359.27	31.04
100-00-51410-130-000	ADMIN OFFICE SOCIAL SEC/MEDICA	501.33	4,548.85	15,792.66	11,243.81	28.80
100-00-51410-131-000	ADMIN OFFICE WRS	479.89	4,453.59	14,357.48	9,903.89	31.02
100-00-51410-132-000	ADMIN OFFICE EMPLOYEE BENEFITS	2,009.70	18,857.87	63,827.04	44,969.17	29.55
100-00-51410-134-000	ADMIN OFFICE EAP BENEFITS	0.00	645.00	5,000.00	4,355.00	12.90
100-00-51410-135-000	ADMIN OFFICE LIFE/AD/STD/LTD	0.00	0.00	2,724.36	2,724.36	0.00
100-00-51410-223-000	ADMIN OFFICE PHONE	0.00	1,297.01	8,000.00	6,702.99	16.21
100-00-51410-310-000	ADMIN OFFICE OFFICE SUPPLIES &	0.00	433.84	4,200.00	3,766.16	10.33
100-00-51410-311-000	ADMIN OFFICE TECH & COMP	0.00	11,061.97	31,495.23	20,433.26	35.12
100-00-51410-312-000	WORKHORSE SUPPORT FEES	0.00	0.00	3,250.00	3,250.00	0.00
100-00-51410-315-000	ADMIN OFFICE PRINT /ADV	0.00	0.00	2,500.00	2,500.00	0.00
100-00-51410-330-000	ADMIN - TRAIN/TRAVEL/TUITION	0.00	377.00	3,000.00	2,623.00	12.57
100-00-51440-110-000	ELECTIONS	6,969.47	12,385.38	30,000.00	17,614.62	41.28
100-00-51510-000-000	AUDIT & ACCOUNTING	0.00	10,100.00	13,700.00	3,600.00	73.72
410-00-51510-000-000	AUDIT & ACCOUNTING	0.00	0.00	3,400.00	3,400.00	0.00
420-00-51510-000-000	AUDIT & ACCOUNTING	0.00	0.00	3,400.00	3,400.00	0.00
430-00-51510-000-000	AUDIT & ACCOUNTING	0.00	0.00	3,400.00	3,400.00	0.00
100-00-51520-316-000	TREASURER BANK SERVICE CHGS	0.00	140.00	3,000.00	2,860.00	4.67
100-00-51530-110-000	ASSESSMENT OF PROPERTY WAGES O	0.00	13,800.00	55,000.00	41,200.00	25.09
100-00-51600-110-000	TOWN HALL WAGES	564.04	3,734.89	700.00	-3,034.89	533.56
100-00-51600-130-000	TOWN HALL SS/MEDICARE	40.47	266.36	50.00	-216.36	532.72
100-00-51600-131-000	TOWN HALL WRS	39.20	259.57	40.00	-219.57	648.93
100-00-51600-132-000	TOWN HALL EMP BENEFITS	285.91	1,735.72	250.00	-1,485.72	694.29
100-00-51600-240-000	TOWN HALL BLDG MAINT	0.00	7,134.61	15,000.00	7,865.39	47.56
100-00-51600-350-000	TOWN HALL	0.00	1,249.87	5,000.00	3,750.13	25.00
100-00-51600-371-000	TOWN HALL FLAGS	0.00	449.00	600.00	151.00	74.83
100-00-51600-390-000	TOWN HALL MISC EXP	0.00	908.76	5,000.00	4,091.24	18.18
100-00-51600-510-000	TOWN HALL PROPERTY/LIABIITY IN	0.00	3,675.50	45,000.00	41,324.50	8.17
100-00-51981-000-000	INSURANCE RECOVERIES	0.00	168,958.01	0.00	-168,958.01	0.00

## GENERAL GOVERNMENT

20,037.63	340,503.64	607,039.27	266,535.63	56.09
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100-00-52100-000-000	POLICE DEPARTMENT	0.00	0.00	207,395.00	207,395.00	0.00
100-00-52200-110-000	FIRE DEPARTMENT WAGES	0.00	0.00	1,500.00	1,500.00	0.00
100-00-52200-130-000	FIRE DEPARTMENT SS/MED	0.00	0.00	110.00	110.00	0.00
100-00-52200-131-000	FIRE DEPARTMENT WRS	0.00	0.00	45.00	45.00	0.00
100-00-52200-132-000	FIRE DEPT EMP BENEFITS	0.00	0.00	210.00	210.00	0.00
100-00-52200-212-000	FIRE DEPARTMENT CONTRACTED S	0.00	34,749.99	139,000.00	104,250.01	25.00
100-00-52200-240-000	FIRE DEPARTMENT BLDG MAINTEN	0.00	15,957.14	45,500.00	29,542.86	35.07
100-00-52200-350-000	FIRE SIGNS/ADDRESSES	0.00	132.05	3,000.00	2,867.95	4.40
100-00-52200-355-000	FIRE DEPARTMENT FUEL	0.00	703.45	4,000.00	3,296.55	17.59
100-00-52220-000-000	PUBLIC FIRE PROT WATER BILL	0.00	0.00	113,000.00	113,000.00	0.00
100-00-52300-000-000	FIRST RESPONDERS	0.00	1,636.61	25,000.00	23,363.39	6.55
100-00-52300-110-000	FIRST RESP DIRECTOR WAGES	0.00	0.00	5,000.00	5,000.00	0.00
100-00-52300-130-000	FIRST RESPOND DIRECTOR SS/MED	0.00	0.00	382.50	382.50	0.00
100-00-52301-110-000	FIRST RESPOND ASST DIR WAGES	0.00	0.00	2,500.00	2,500.00	0.00
100-00-52301-130-000	FIRST RESPOND ASST SS/MED	0.00	0.00	191.25	191.25	0.00
100-00-52400-000-000	BUILDING INSPECTOR	0.00	18,489.55	48,000.00	29,510.45	38.52



## Unposted Included

Fund: All Funds

Account Number		2025 April	2025 Actual 04/22/2025	2025 Budget	Budget Status	% of Budget
100-00-52600-000-000	EMERGENCY GOVT	0.00	0.00	3,500.00	3,500.00	0.00
100-00-52600-110-000	EMERGENCY DIRECTOR WAGES	0.00	0.00	1,000.00	1,000.00	0.00
100-00-52600-130-000	EMERGENCY DIR SS/MED	0.00	0.00	76.50	76.50	0.00
<b>PUBLIC SAFETY</b>		<b>0.00</b>	<b>71,668.79</b>	<b>599,410.25</b>	<b>527,741.46</b>	<b>11.96</b>
100-00-53230-240-000	HWY GARAGE BLDG MAINTENANCE	0.00	3,030.78	35,000.00	31,969.22	8.66
100-00-53300-110-000	STREETS & HWY WAGES OR SALARIE	14,111.17	53,938.40	124,411.08	70,472.68	43.35
100-00-53300-130-000	STREETS & HWY SOCIAL SEC/MEDIC	832.19	3,790.80	9,517.45	5,726.65	39.83
100-00-53300-131-000	STREETS & HWY WRS	476.84	2,409.44	8,646.57	6,237.13	27.87
100-00-53300-132-000	STREETS & HWY EMPLOYEE BENEFIT	1,196.10	6,161.01	74,823.36	68,662.35	8.23
100-00-53300-230-000	STREETS & HWY OUTAGAMIE CTY RD	0.00	0.00	44,695.00	44,695.00	0.00
100-00-53300-231-000	STREETS & HWY ROAD SWEEPING	0.00	0.00	10,000.00	10,000.00	0.00
100-00-53300-232-000	STREETS & HWY SEALCOAT/CRACK F	0.00	0.00	100,000.00	100,000.00	0.00
100-00-53300-235-000	STREETS & HWY OTHER MAINT/DITC	0.00	3,945.79	100,000.00	96,054.21	3.95
100-00-53300-354-000	STREETS & HWY VEHICLE EXP	0.00	15,822.55	20,000.00	4,177.45	79.11
100-00-53300-355-000	STREETS & HWY FUEL	0.00	2,117.84	20,000.00	17,882.16	10.59
100-00-53300-370-000	STREETS & HWY RDWAY SUPPLIES	0.00	785.85	10,000.00	9,214.15	7.86
100-00-53300-371-000	STREETS & HWY FLAGS	0.00	0.00	1,500.00	1,500.00	0.00
100-00-53300-390-000	STREETS & HWY MISC/ENGINEERING	0.00	220.34	30,000.00	29,779.66	0.73
100-00-53400-000-000	STREETS & HWY SNOW REMOVAL	0.00	69,819.56	60,000.00	-9,819.56	116.37
100-00-53420-000-000	STREET LIGHTING	0.00	11,061.88	50,000.00	38,938.12	22.12
100-00-53510-110-000	SNOW REMOVAL WAGES	1,016.65	7,494.49	17,268.98	9,774.49	43.40
100-00-53510-130-000	SNOW REMOVAL SS/MED	74.25	545.68	1,321.08	775.40	41.31
100-00-53510-131-000	SNOW REMOVAL WRS	70.66	520.88	1,200.19	679.31	43.40
100-00-53510-132-000	SNOW REMOVAL EMP BENEFITS	290.10	1,595.54	10,385.91	8,790.37	15.36
100-00-53620-000-000	REFUSE SERVICE	0.00	0.00	318,400.00	318,400.00	0.00
100-00-53620-380-000	REFUSE SERVICE GARBAGE DISPOSA	0.00	71,560.50	0.00	-71,560.50	0.00
100-00-53620-382-000	REFUSE SERVICE YARD WASTE	0.00	0.00	12,000.00	12,000.00	0.00
100-00-53635-000-000	RECYCLING	0.00	27,922.00	110,000.00	82,078.00	25.38
100-00-53635-110-000	RECYCLING WAGES/SAL	345.84	345.84	71,705.18	71,359.34	0.48
100-00-53635-130-000	RECYCLING SS/MED	24.04	24.04	5,485.45	5,461.41	0.44
100-00-53635-131-000	RECYCLING WRS	24.04	24.04	4,983.51	4,959.47	0.48
100-00-53635-132-000	RECYCLING EMPL BEN	128.17	128.17	43,124.95	42,996.78	0.30
410-00-53901-000-000	TIF #1 EXPENDITURES	0.00	6,375.00	0.00	-6,375.00	0.00
<b>PUBLIC WORKS (OLD)</b>		<b>18,590.05</b>	<b>289,640.42</b>	<b>1,294,468.71</b>	<b>1,004,828.29</b>	<b>22.38</b>
100-00-54900-000-000	HUMANE SOCIETY EXP	0.00	0.00	1,500.00	1,500.00	0.00
100-00-54920-000-000	CIVIC PROGRAMS	0.00	0.00	1,000.00	1,000.00	0.00
<b>HEALTH AND HUMAN SERVICES</b>		<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>
100-00-55200-110-000	PARKS WAGES OR SALARIES	1,157.64	3,389.99	50,629.17	47,239.18	6.70
100-00-55200-130-000	PARKS SOCIAL SEC/MEDICARE	84.39	242.59	2,520.61	2,278.02	9.62
100-00-55200-131-000	PARKS WRS	80.46	235.62	2,289.97	2,054.35	10.29
100-00-55200-132-000	PARKS EMPLOYEE BENEFITS	110.69	775.98	19,816.30	19,040.32	3.92
100-00-55200-212-000	PARKS CONTRACTED SERVICE	0.00	2,706.76	10,000.00	7,293.24	27.07
100-00-55200-220-000	PARKS UTILITIES	0.00	2,820.45	20,000.00	17,179.55	14.10
100-00-55200-221-000	PARKS VFW PK LIGHTING	0.00	0.00	8,000.00	8,000.00	0.00
100-00-55200-241-000	PARKS VFW MAINTENANCE	0.00	2,231.83	8,000.00	5,768.17	27.90
100-00-55200-242-000	PARKS HISTORICAL SOC MAINT	0.00	1,721.76	5,000.00	3,278.24	34.44
100-00-55200-340-000	PARKS OPERATING SUPPLIES	0.00	1,213.12	7,000.00	5,786.88	17.33
100-00-55200-355-000	PARKS FUEL	0.00	0.00	10,000.00	10,000.00	0.00



## Unposted Included

Fund: All Funds

Account Number		2025 April	2025 Actual 04/22/2025	2025 Budget	Budget Status	% of Budget
100-00-55200-383-000	PARKS TRASH/RECYCLING	0.00	671.24	3,000.00	2,328.76	22.37
100-00-55200-390-000	PARKS MISC EXP	-3,600.00	2,003.49	1,000.00	-1,003.49	200.35
100-00-55200-810-000	PARKS EQUIPMENT	0.00	394.73	10,000.00	9,605.27	3.95
<b>CULTURE, RECREATION AND EDU.</b>		-2,166.82	18,407.56	157,256.05	138,848.49	11.71
100-00-56400-000-000	TOWN ENGINEER	0.00	0.00	25,000.00	25,000.00	0.00
100-00-56400-215-000	TOWN PLANNER	0.00	3,125.50	25,000.00	21,874.50	12.50
100-00-56401-110-000	PLANNING COMM WAGES OR SALARIE	0.00	1,125.00	5,000.00	3,875.00	22.50
100-00-56401-130-000	PLANNING COMM SOCIAL SEC/MEDIC	0.00	86.07	6.00	-80.07	1,434.50
<b>CONSERVATION AND DEVELOPMENT</b>		0.00	4,336.57	55,006.00	50,669.43	7.88
100-00-57100-000-000	CONTINGENCY FUND	0.00	0.00	64,001.72	64,001.72	0.00
400-00-57140-000-000	TOWN HALL OUTLAY	0.00	39,697.44	85,000.00	45,302.56	46.70
400-00-57324-000-000	HWY OUTLAY	0.00	0.00	85,000.00	85,000.00	0.00
400-00-57339-000-000	OTHER HIGHWAY ROAD PROJECTS	0.00	4,916.80	442,672.00	437,755.20	1.11
400-00-57620-000-000	PARK OUTLAY CAPITAL FUND	0.00	12,361.39	1,020,000.00	1,007,638.61	1.21
<b>CAPITAL OUTLAY</b>		0.00	56,975.63	1,696,673.72	1,639,698.09	3.36
410-00-58100-610-000	DEBT SERVICE PRINCIPAL	0.00	100,000.00	0.00	-100,000.00	0.00
410-00-58100-620-000	DEBT SERVICE INTEREST	0.00	14,138.75	0.00	-14,138.75	0.00
420-00-58100-620-000	DEBT SERVICE INTEREST	0.00	50,107.50	0.00	-50,107.50	0.00
300-00-58101-610-000	BOND #2 PRINCIPAL	0.00	170,000.00	505,000.00	335,000.00	33.66
300-00-58101-620-000	BOND #2 INTEREST	0.00	20,600.00	41,200.00	20,600.00	50.00
300-00-58109-610-000	STATE TRUST 02021106.01 PRINCI	0.00	66,538.05	66,538.00	-0.05	100.00
300-00-58109-620-000	STATE TRUST 02021106.01 INTERE	0.00	3,368.49	3,368.50	0.01	100.00
300-00-58110-610-000	FIRE EMS BOND #3 PRINCIPAL	0.00	0.00	170,000.00	170,000.00	0.00
300-00-58110-620-000	FIRE EMS BOND #3 INTEREST	0.00	37,771.88	72,144.00	34,372.12	52.36
300-00-58112-610-000	FIRE TRUCK ENGINE PRINCIPAL	0.00	80,000.00	80,000.00	0.00	100.00
300-00-58112-620-000	FIRE TRUCK ENGINE INTEREST	0.00	18,857.00	35,970.50	17,113.50	52.42
300-00-58113-610-000	STATE TRUST 02220518.01	0.00	94,000.00	94,000.00	0.00	100.00
300-00-58113-620-000	STATE TRUST 02220518.01 INT	0.00	12,091.05	22,814.00	10,722.95	53.00
300-00-58115-610-000	TOWN OF FREE (RES 2021-03) PRI	0.00	110,000.00	110,000.00	0.00	100.00
300-00-58115-620-000	TOWN OF FREE (RES 2021-03) INT	0.00	10,775.00	19,900.00	9,125.00	54.15
<b>DEBT SERVICE</b>		0.00	788,247.72	1,220,935.00	432,687.28	64.56
<b>Total Expenses</b>		36,460.86	1,569,780.33	5,633,289.00	4,063,508.67	27.87
<b>Net Totals</b>		431,809.03	-883,319.98	34,985.81	918,305.79	-2,524.79