
VILLAGE BOARD MEETING AGENDA
Monday, May 16, 2022 at 6:00 p.m.
Caledonia Village Hall - 5043 Chester Lane

1. **Meeting called to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Communications and Announcements**
5. **Approval of Minutes**
 - Special Board – May 9, 2022
6. **Citizens Reports (citizen comments are in-person only)**
7. **Committee Reports**
 - A. Finance
 1. Approval of A/P checks
 - B. Public Works
 1. Blasting and Non-Metallic Mining Permit Renewal for Payne & Dolan Racine Quarry
 - C. Community Development Authority
 1. Discussion and Possible Action on Real Racine Contract
8. **Ordinances and Resolutions**
 - A. **Ordinance 2022-07** – An Ordinance To Create A New Section 7-1-26, Renumber And Amend The Penalties Section 7-1-27 And Reserve Additional Sections For Future Use Of The Code Of Ordinances Of The Village Of Caledonia, Racine County, Wisconsin, Relating To Keeping Of Chickens In Single-Family Residential Districts
 - B. **Ordinance 2022-09** – An Ordinance To Amend Section 7-1-13(E)(1); Section 7-1-13(E)(2)(A); And Section 7-1-13(E)(2)(B)(2) Of The Code Of Ordinances For The Village Of Caledonia Relating To Keeping Of Livestock Restricted
 - C. **Resolution 2022-49** – Resolution Authorizing Amending The 2022 Schedule Of Fees, Charges And Rates For The Village Of Caledonia, Wisconsin
 - D. **Resolution 2022-50** – Resolution Of The Village Board Of The Village Of Caledonia To Approve Conflict Waiver With Law Firm Von Briesen & Roper, S.C. For Development In Tax Incremental District No. 4
 - E. **Resolution 2022-51** – Resolution Of The Village Board Of The Village Of Caledonia Approving A Proposal By MSA Professional Services Inc. For Park Master Planning Services For Crawford Park
 - F. **Resolution 2022-52** – Resolution Authorizing The Awarding Of A Contract For Bituminous Concrete Surfacing In The Village Of Caledonia For 2022
 - G. **Resolution 2022-53** – A Resolution Of The Village Board Of The Village Of Caledonia Approving A Traffic Impact Analysis For The Racine County Youth Development And Care Center Proposed On Parcels Located Directly East Of 2525 3 Mile Road
 - H. **Resolution 2022-54** – Resolution Of The Village Board Of The Village Of Caledonia To Approve Employee Handbook Dated 05/16/2022
9. **New Business**
 - A. Park Impact Fees
10. **Report from Village Administrator**
11. **Adjournment**

**Special Village Board Meeting
May 9th, 2022**

1 - Order

Trustee Wishau called the Special Village Board meeting to order at 6:03 p.m. at the Caledonia Village Hall.

2 - Pledge of Allegiance

3 - Roll Call

Board: Trustee Weatherston, Trustee Wishau, Trustee McManus, Trustee Martin, and Trustee Stillman.

Absent: President Dobbs was excused.

Staff: Also present were Administrator Kathy Kasper, HR Manager Michelle Tucker, Finance Director Wayne Krueger, Development Director Peter Wagner, Director of Public Services Anthony Bunkelman, Engineer Ryan Schmidt, Police Chief Christopher Botsch, and Fire Chief Jeff Henningfeld.

4 – Communications and Announcements

Trustee Wishau announced the untimely passing of Trustee Kevin Wanggaard who had an unrivaled zest for life. He worked hard for the Village and served as Trustee for the last 19 years. He will be sorely missed by many. Trustee Weatherston prepared a heartfelt speech addressing the impact Trustee Wanggaard had on him personally and the Village as a whole. There was a moment of silence in his honor.

4A - Policy Manual Review Announcement

Tucker explained that she is ready to share the updated policy and send it out to the Trustees for review. This item will be back at the Village Board meeting next week as a Resolution to adopt.

5 – Approval of Minutes

Village Board – April 18th, 2022

Motion by Trustee Martin to approve the Village Board minutes of the following meeting(s) as printed. Seconded by Trustee Weatherston. Motion carried unanimously.

6 – Citizens Reports

Fran Martin, 5630 5 Mile Road, spoke of a movement to help bees survive and thrive underway during May. “No Mow May” encourages people to cut back on mowing their lawns or skip it altogether. She asked those in attendance and the community to join this effort.

7 – Committee Report

7A - (Approval of A/P checks) -

Village – \$ 338,689.47

US Bank – \$ 34,024.53

Motion by Trustee Martin to approve the A/P checks as presented for \$ 338,689.47.
Seconded by Trustee McManus. Motion carried unanimously.

Motion by Trustee Martin to approve the US Bank listing as presented for \$ 34,024.53.
Seconded by Trustee Weatherston. Motion carried unanimously.

7B - New Class A Combination Liquor License/4 Mile Petro LLC/Trade Name Hometown/600 4 Mile Road/ Mohammad Akntar, Agent

Motion by Trustee Martin to grant a New Class A Combination Liquor License/4 Mile Petro LLC/Trade Name Hometown/600 4 Mile Road/ Mohammad Akntar, Agent.
Seconded by Trustee Weatherston. Motion carried unanimously.

8 – Ordinances and Resolutions

8A – Resolution 2022-41 – Resolution Authorizing The Village Of Caledonia To Enter Into A Development Agreement With TI Investors Of Caledonia LLC For Two Parcels Of Land In Tax Incremental District No. 4

Laura Million, Deputy Director of RCEDC, presented an overview of the new business park proposed in the Village. Million stated that there is increased interest in industrial development along I94 and Highway K, where the Village has invested in sewer and water. This multi-facility development would sit on 92.8 acres, and for up to seven years, there will be approximately 1,600,000 square feet of building space developed. This project would require assistance from the Village.

Rachel Agba, Director of Industrial Acquisitions of Zilber Property Group, explained the history of Zilber and the various segments of the company. The particular site is close to I94, Chicago, and Milwaukee. There are site challenges, and increased costs in construction materials are driving some assistance from the Village.

Million further explained the provisions of the development agreement and what would be included in upfront assistance.

Motion by Trustee Weatherston to approve Resolution 2022-41. Seconded by Trustee Stillman. Motion carried unanimously.

8B – Resolution 2022-42 – Resolution Of The Village Board Of The Village Of Caledonia To Approve Certified Survey Map # _____ ; Parcel ID 104-04-23-20-124-010 – Located In The SE 1/4 Of Section 20, T4N, R23E, Chester Lane, Village Of Caledonia, Racine County, WI – Owner Robert Konecko – Applicant David Wade & Joy Mathein

This property would be split into three parcels and would host duplex homes. Although the applicant was not present, they were aware of the ten conditions and accepted them.

Motion by Trustee Stillman to approve Resolution 2022-42. Seconded by Trustee Weatherston. Motion carried unanimously.

8C – Resolution 2022-43 – A Resolution Of The Village Board Of The Village Of Caledonia Denying An Amendment To A Conditional Use Permit To Include The Operation Of A U-Haul Business With Outdoor Storage Of Vehicles And Trailers Located At 7952 Ush 41, Village Of Caledonia, Racine County, WI; Joy Peter, Applicant, Kidangavil Inc., Owner

This proposal started in November of 2021. The applicant was present, along with Mark Schulz, who represented UHaul. Schulz presented photos to the Board and asked for reconsideration. He further explained modifications that were made to the initial request. The Board discussed why this was denied at the Plan Commission. The applicant would ultimately have to comply with what is being requested by the Plan Commission, or it would continue to be denied.

The Board and the applicant discussed how the applicant could reapply or if the Plan Commission could reconsider it.

Motion by Trustee McManus to refer Resolution 2022-43 back to the Planning Commission. Seconded by Trustee Martin. Motion carried unanimously.

8D – Resolution 2022-44– A Resolution Of The Board Of Trustees Of The Village Of Caledonia Approving A Professional Services Agreement With Clark Dietz, Inc. For Engineering Services

A development team has been assembled to work on a project in TID 4. Counsel has recommended Clark Dietz for Engineering Services. The Traffic Impact Analysis that is required for the construction of Caledonia's Public Safety Building would also be performed by Clark Dietz, who is the consultant for that civil service on the site, which would also be part of the professional services contract.

Trustee Wishau requested that financial notes be attached to these items of this nature and requested Finance meetings be scheduled. The Board discussed how this would be funded.

Motion by Trustee Martin to approve Resolution 2022-44. Seconded by Trustee McManus. Motion carried unanimously.

8E – Resolution 2022-47 – A Resolution Of The Board Of Trustees Of The Village Of Caledonia Approving A Professional Services Agreement With Ehlers For Financial Services As Relates To A Specific Proposed Project Within TID #4

Counsel recommended partnering with Ehlers to provide the financial services for this particular project.

Motion by Trustee Weatherston to approve Resolution 2022-47. Seconded by Trustee Martin. Motion carried unanimously.

8F – Resolution 2022-45 – Resolution Authorizing The Village Of Caledonia To Purchase Licenses, Equipment, And Storage For A Complete Back-Up Solution

An assessment was performed by Ontech, who recommended this solution.

Motion by Trustee Martin to approve Resolution 2022-45. Seconded by Trustee McManus. Motion carried unanimously.

8H – Resolution 2022-46 – Resolution Accepting The Proposal From McMahon Associates, Inc. For A Study For Shared Services Models For Fire/Ems Services

The Village is participating in a study for consolidated services and would share the cost of the study with Sturtevant and Mt. Pleasant. This study would include recommendations on proper staffing levels, station locations, the best model for consolidation for fire/ems services, and financial impacts.

Motion by Trustee Weatherston to approve Resolution 2022-46. Seconded by Trustee Stillman.

The Board discussed the new public safety building, its location in a peak call area, and its effect on consolidated services. This consolidation is for fire only.

Motion carried unanimously.

9 – New Business

9A – Process of filling a Board Vacancy

The Board discussed options for filling the vacancy.

The deadline to submit to the Clerk's office will be June 1st, with a closed session to discuss potential candidates during a closed session meeting on June 6th. Interested candidates will submit a letter of interest, a resume, and nomination papers with 20 signatures. The notice will be posted on 'NeoGov' for online submittals.

10 – Report from Village Administrator

- Welcomed Zilber to the Village! Lots of work went into this process.
- Brokers are being interviewed for the condo development in TID 5. Meetings continue for the 'Ryder' Property.

- Potential infill development continues. Kasper requested Trustee input for parcels that could be included in this proposal.

11 – Adjournment

Motion by Trustee Weatheron to adjourn. Seconded by Trustee Stillman. Motion carried unanimously.

Meeting adjourned at 7:13 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
3 RIVERS BILLING, INC.						
3	3 RIVERS BILLING, INC.	5934	APRIL 2022 EMS BILLING	05/06/2022	4,903.52	100-00-46230 Ambulance/EMS Fees
Total 3 RIVERS BILLING, INC.:					4,903.52	
ACH - JAMES IMAGING						
897	ACH - JAMES IMAGING	31495428	TOSHIBA COPIERS - VILLAGE H	04/21/2022	1,380.73	100-90-62300 Office Equipment Rental & Main
Total ACH - JAMES IMAGING:					1,380.73	
ACH - SUPERFLEET						
1730	ACH - SUPERFLEET	EJ994 041820	FUEL FOR FD VEHICLES	04/29/2022	1,071.99	100-35-63200 Fuel, Oil, Fluids
Total ACH - SUPERFLEET:					1,071.99	
ACH - TOSHIBA FINANCIAL SERVICES						
1998	ACH - TOSHIBA FINANCIAL SER	31495427	MAR-22; COURTS COPIER MFD	04/21/2022	190.96	100-90-62300 Office Equipment Rental & Main
Total ACH - TOSHIBA FINANCIAL SERVICES:					190.96	
ACH - WE ENERGIES						
380	ACH - WE ENERGIES	4102897876	STREET LIGHTS - 3/11/22 - 04/0	04/12/2022	11,569.33	100-90-64290 Street Lighting
380	ACH - WE ENERGIES	4116600004	MAR22-APR22 LIGHTING	04/22/2022	18.92	221-00-64140 Utilities
380	ACH - WE ENERGIES	4116600004	MAR22-APR22 LIGHTING	04/22/2022	18.31	100-35-64140 Utilities
Total ACH - WE ENERGIES:					11,606.56	
AERO COMPRESSED GASES						
29	AERO COMPRESSED GASES	453101	OXYGEN FOR MEDICAL USE	05/04/2022	47.50	100-35-64280 Medical Supplies
Total AERO COMPRESSED GASES:					47.50	
ALCIVIA						
680	ALCIVIA	000170	DIESEL FUEL FOR CFD VEHICL	05/11/2022	71.44	100-35-63200 Fuel, Oil, Fluids
680	ALCIVIA	000259	DIESEL FUEL FOR CFD VEHICL	05/11/2022	117.00	100-35-63200 Fuel, Oil, Fluids
680	ALCIVIA	8234	BULK OIL FOR VEHICLE OIL CH	05/11/2022	665.30	100-35-63200 Fuel, Oil, Fluids
Total ALCIVIA:					853.74	
ARAMARK						
128	ARAMARK	6240016397	RUG DELIVERY - POLICE DEPT	05/04/2022	432.89	100-43-62100 Contracted Services
Total ARAMARK:					432.89	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BATTERIES PLUS LLC						
3791	BATTERIES PLUS LLC	P51041909	BATTERIES; EMERGENCY INTE	04/28/2022	54.23	100-30-64030 Office Supplies
Total BATTERIES PLUS LLC:					54.23	
BOUND TREE MEDICAL LLC						
228	BOUND TREE MEDICAL LLC	39407985	AIRWAY SUPPORT STRAP	05/11/2022	107.80	100-35-64280 Medical Supplies
Total BOUND TREE MEDICAL LLC:					107.80	
BUY RIGHT, INC.						
273	BUY RIGHT, INC.	361402	PLASTIC DOME CAP	05/11/2022	26.52	100-35-63300 Vehicle Repairs & Maintenance
273	BUY RIGHT, INC.	361507	MED-22; OIL CHANGE PARTS	05/11/2022	74.87	100-35-63300 Vehicle Repairs & Maintenance
273	BUY RIGHT, INC.	361550	MED 32; RETURN BRAKE PADS	05/11/2022	128.68	100-35-63300 Vehicle Repairs & Maintenance
273	BUY RIGHT, INC.	361796	U-12; WIPER BLADES	05/11/2022	24.76	100-35-63300 Vehicle Repairs & Maintenance
273	BUY RIGHT, INC.	362071	MISC MECHANIC SUPPLIES	05/11/2022	50.34	100-35-63300 Vehicle Repairs & Maintenance
Total BUY RIGHT, INC.:					47.81	
COMPLETE OFFICE OF WISCONSIN						
392	COMPLETE OFFICE OF WISCO	153195	SANITIZER FOR SQUADS	05/11/2022	88.44	100-35-64100 Janitorial Supplies
392	COMPLETE OFFICE OF WISCO	352020	COMPRESSED AIR; LAMINATIN	05/11/2022	77.62	100-35-64030 Office Supplies
392	COMPLETE OFFICE OF WISCO	352876	COMPRESSED AIR	05/11/2022	23.89	100-35-64030 Office Supplies
Total COMPLETE OFFICE OF WISCONSIN:					189.95	
FIRE SERVICE INC.						
3900	FIRE SERVICE INC.	WI-1020	E-11; SEAT BELTS	05/11/2022	521.64	100-35-63300 Vehicle Repairs & Maintenance
Total FIRE SERVICE INC.:					521.64	
FOTH INFRASTRUCTURE & ENVIRO, LLC						
666	FOTH INFRASTRUCTURE & EN	775370	TID #5 DOMINICAN LIFT STATIO	04/25/2022	34,777.42	415-00-61000 Professional Services
666	FOTH INFRASTRUCTURE & EN	77538	TID #5 CENTRAL LIFT STATION	04/25/2022	1,579.00	415-00-61000 Professional Services
666	FOTH INFRASTRUCTURE & EN	77542	TID #3 GENERAL ENGINEERIN	04/25/2022	451.00	413-00-61000 Professional Services
666	FOTH INFRASTRUCTURE & EN	77543	TID #4 I94 WATER DEMAND ST	04/25/2022	6,686.50	414-00-61000 Professional Services
666	FOTH INFRASTRUCTURE & EN	77544	WATERS EDGE PLACE DEVELO	04/25/2022	139.50	100-23163-033 CARDINAL CAPITAL- CCM/D. LYON
666	FOTH INFRASTRUCTURE & EN	77545	PRAIRIE PATHWAYS-BUTTON B	04/25/2022	1,501.96	100-23163-014 Prairie Pathways Deposit
666	FOTH INFRASTRUCTURE & EN	77548	PROJECT 0022C030.01 HOLLAN	04/25/2022	1,665.00	413-00-61002 Prof Serv - Sanitary
Total FOTH INFRASTRUCTURE & ENVIRO, LLC:					46,800.38	
HALOSIL INTERNATIONAL, INC						
14	HALOSIL INTERNATIONAL, INC	5663	HALOMISTER SOLUTION	05/04/2022	447.10	100-35-64280 Medical Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total HALOSIL INTERNATIONAL, INC:					447.10	
HILLER FORD						
9211	HILLER FORD	484386	#216; OIL CHANGE	05/05/2022	59.17	100-30-63300 Vehicle Repairs & Maintenance
Total HILLER FORD:					59.17	
JOHNS DISPOSAL SERVICE, INC.						
967	JOHNS DISPOSAL SERVICE, IN	846613	APR-22; CONTRACTED BILLING	04/26/2022	87,946.40	240-00-62100 Contracted Services
967	JOHNS DISPOSAL SERVICE, IN	846613	APR-22; CONTRACTED BILLING	04/26/2022	43,270.92	241-00-62100 Contracted Services
Total JOHNS DISPOSAL SERVICE, INC.:					131,217.32	
KASDORF, LEWIS & SWIETLIK, S.C.						
9039	KASDORF, LEWIS & SWIETLIK,	550755	CLAIM NO.PROJ.00124661 HER	04/25/2022	125.00	100-90-61000 Professional Services
Total KASDORF, LEWIS & SWIETLIK, S.C.:					125.00	
KORTENDICK HARDWARE						
1096	KORTENDICK HARDWARE	149065	MULCH; FRONT OF PD OFFICE	05/11/2022	37.74	100-30-64240 Building Repairs & Maintenance
1096	KORTENDICK HARDWARE	149208	CLAMPS	04/04/2022	17.08	221-00-64070 Work Supplies
1096	KORTENDICK HARDWARE	149230	PAINT SUPPLIES	04/05/2022	72.86	221-00-64070 Work Supplies
1096	KORTENDICK HARDWARE	149547	WEED KILLER, SPRAYER & SPR	04/20/2022	60.07	221-00-64070 Work Supplies
1096	KORTENDICK HARDWARE	149887	Q-12; PARTS	05/11/2022	41.79	100-35-63300 Vehicle Repairs & Maintenance
Total KORTENDICK HARDWARE:					229.54	
MAYER REPAIR						
1260	MAYER REPAIR	17093s	E-11; BRAKES	05/11/2022	2,696.99	100-35-63300 Vehicle Repairs & Maintenance
Total MAYER REPAIR:					2,696.99	
MICHAELS SIGNS, INC.						
1316	MICHAELS SIGNS, INC.	17385	FABRICATE AND INSTALL ONE	04/25/2022	7,240.00	100-60-61000 Professional Services
Total MICHAELS SIGNS, INC.:					7,240.00	
MOBILE REDUCTION SPECIALISTS						
1345	MOBILE REDUCTION SPECIALI	68178	(1) 30 YARD CONTAINERS -- 5/5/	05/06/2022	425.00	241-00-62800 Waste Disposal
Total MOBILE REDUCTION SPECIALISTS:					425.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
MOTOROLA SOLUTIONS						
1354	MOTOROLA SOLUTIONS	8281336267	MULTIBAND RADIOS (3)	03/04/2022	22,819.83	400-30-65030 Equipment
1354	MOTOROLA SOLUTIONS	8281351604	MULTIBAND RADIO	03/27/2022	4,073.68	400-30-65030 Equipment
Total MOTOROLA SOLUTIONS:					26,893.51	
NASSCO, INC.						
1371	NASSCO, INC.	6156538	ANGEL SOFT FACIAL TISSUE	05/06/2022	84.31	100-43-64100 Janitorial Supplies
Total NASSCO, INC.:					84.31	
RACINE COUNTY TREASURER						
1561	RACINE COUNTY TREASURER	042022	APRIL 2022 COURT FINES	05/02/2022	4,269.58	100-00-45110 Muni Court Fines
Total RACINE COUNTY TREASURER:					4,269.58	
RAY O'HERRON						
9176	RAY O'HERRON	2124076	FIREARM; AMMUNITION	06/25/2021	655.47	100-30-64070 Work Supplies
9176	RAY O'HERRON	2178059	AMMUNITION	03/01/2022	1,655.00	100-30-64070 Work Supplies
Total RAY O'HERRON:					2,310.47	
RDS TRUCK SERVICE INC.						
1603	RDS TRUCK SERVICE INC.	00052017	#18 THERMOCOUPLE	05/04/2022	94.81	100-41-63300 Vehicle Repairs & Maintenance
1603	RDS TRUCK SERVICE INC.	00052036	#22; BRAKE COUPLE	05/04/2022	154.85	100-41-63300 Vehicle Repairs & Maintenance
1603	RDS TRUCK SERVICE INC.	00052048	BRAKE CHAMBER	05/06/2022	172.91	100-41-63300 Vehicle Repairs & Maintenance
1603	RDS TRUCK SERVICE INC.	0005252	OIL PAN PLUG; WASHER	05/06/2022	28.01	100-41-63300 Vehicle Repairs & Maintenance
Total RDS TRUCK SERVICE INC.:					450.58	
REESMANS EXCAVATING & GRADING						
1610	REESMANS EXCAVATING & GR	Pay Request #	PAY APP #1 ERIE STREET	04/26/2022	176,119.17	415-00-65010 Land Improvements
1610	REESMANS EXCAVATING & GR	Pay Request #	PAY APP #2 ERIE STREET	04/27/2022	374,210.13	415-00-65010 Land Improvements
Total REESMANS EXCAVATING & GRADING:					550,329.30	
ROSE PEST SOLUTIONS						
1701	ROSE PEST SOLUTIONS	3032667	MAY-22; PEST CONTROL SERVI	05/05/2022	65.00	100-30-62100 Contracted Services
Total ROSE PEST SOLUTIONS:					65.00	
ROYAL CAR CARE INC.						
1708	ROYAL CAR CARE INC.	240043022	APR-22; CAR WASHES	04/30/2022	36.00	100-30-62100 Contracted Services


Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ROYAL CAR CARE INC.:					36.00	
SIGNS OF FIRE						
1807	SIGNS OF FIRE	S22.0248	REFLECTIVE EQUIPMENT MAR	05/11/2022	59.95	100-35-64070 Work Supplies
Total SIGNS OF FIRE:					59.95	
SQUARE ONE HEATING & COOLING						
1840	SQUARE ONE HEATING & COO	132894	SEMI-ANNUAL FURNANCE INSP	05/10/2022	1,675.00	100-41-64240 Building Repairs & Maintenance
Total SQUARE ONE HEATING & COOLING:					1,675.00	
STATE OF WISCONSIN						
1861	STATE OF WISCONSIN	042022	APRIL 2022 COURT FINES	05/02/2022	13,251.28	100-00-45110 Muni Court Fines
Total STATE OF WISCONSIN:					13,251.28	
ULINE						
2030	ULINE	148342358	VACUUM FOR OFFICE	04/29/2022	342.58	100-30-64240 Building Repairs & Maintenance
Total ULINE:					342.58	
VILLAGE OF MT. PLEASANT						
2082	VILLAGE OF MT. PLEASANT	0041919	2022 SHARED ELECTION EXPE	05/04/2022	53.73	100-12-64010 Notifications/Publications
Total VILLAGE OF MT. PLEASANT:					53.73	
WI DEPT OF TRANSPORTATION						
2168	WI DEPT OF TRANSPORTATION	395-00002591	HOODS CREEK RD BILLING 2/1	05/02/2022	974.05	400-40-65120 Hoods Creek Bridge
Total WI DEPT OF TRANSPORTATION:					974.05	
WIS DEPT OF JUSTICE - CIB						
2162	WIS DEPT OF JUSTICE - CIB	L5203T043020	TIME SYSTEM CHARGES	04/30/2022	7.00	100-30-62100 Contracted Services
Total WIS DEPT OF JUSTICE - CIB:					7.00	
WISCONSIN HUMANE SOCIETY						
2180	WISCONSIN HUMANE SOCIETY	2270	ANIMAL SHELTER CONTRACT A	05/01/2022	695.00	100-90-62500 Animal Control Contract
Total WISCONSIN HUMANE SOCIETY:					695.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Grand Totals:					812,147.16	

MEMORANDUM

DATE: Thursday, April 28, 2022

TO: Public Works Committee
Village Board

FROM: Anthony A. Bunkelman
Public Services Director 

RE: Payne & Dolan – Racine Quarry - Explosives and Blasting Permit

BACKGROUND INFORMATION

The Village of Caledonia issues an annual Explosives and Blasting Permit for the Payne & Dolan Racine Quarry. The information and the required permit fees for the Permit was submitted by Payne & Dolan on April 25th, 2022.

The information for the permit was reviewed by the Engineering Department and appears to be in order. There is one expiring license during this permit period that will need to be updated. If any new blasting personnel are added, an updated Blaster list is required.

This Explosive and Blasting Permit is valid from July 1, 2022 to June 30, 2023.

This Explosive and Blasting Permit is hereby recommended for approval at the May 9th Public Works Committee meeting and the May 16th Village Board meeting.

RECOMMENDATION

Move to approve the Explosive and Blasting Permit for Payne & Dolan, Inc. – Racine Quarry subject to the following

- 1. An updated Licensed Blasters List for the Racine Quarry is submitted to the Village as licenses are renewed or staff is added so a current list is on file at the Village Hall.**

April 25th, 2022

Mr. Tom Lazcano
Public Works Director
Village of Caledonia
6922 Nicholson Road
Caledonia, WI 53108

RE: Explosives Use Permit – Racine Quarry

Dear Mr. Lazcano:

In accordance with the Village of Caledonia's Code of Ordinances, Title 7, Chapter 10, Explosives and Blasting, Payne & Dolan respectfully submits this application for renewal of the explosive use permit for our Racine Quarry located at 1501 Three Mile Road in the Village of Caledonia.

Concurrent with this application, Payne & Dolan will notify in writing all village residents or owners located within the scaled distance area in order that they may request a pre-blast survey as allowed by the above ordinance.

The following documents are enclosed and submitted in support of our application:

1. Permit fee of \$500.00
2. Blasting procedures and types of explosive
3. Legal description of explosives use area
4. Scale distance calculations
5. Licensed blasters to be employed at the quarry
6. Explosives Use Permit Map
7. Copy of letter sent to residents or owners regarding the pre-blast survey
8. List of residents or owners notified
9. Copy of Performance Bond in the amount of \$50,000.00
10. Aerial photograph, scaling 1 inch = 200 feet with a 50' x 50' grid showing the permitted use area and the surrounding area within 500 feet

Thank you for your time and effort in this request. We appreciate the opportunity to work in your community. If you have any questions and/or need additional information, please do not hesitate to contact me at (262) 524-1258 or cweninger@walbecgroup.com

Sincerely,


Payne & Dolan, Inc.

Clint Weninger, P.G.
Land Resources Manager

Explosives Use

Blasting Designs: Generally, there are seven different blasting designs that could be used at the Payne & Dolan Racine Quarry. The specific blast design used varies with the blast location, rock formation and/or face height being blasted. All standard blast designs can be described as one of the seven following types:

- Type 1: Production shot, 3-1/2" hole, no deck
- Type 2: Production shot, 3-1/2" hole, single deck
- Type 3: Production shot, 4" hole, no deck
- Type 4: Production shot, 4" hole, single deck
- Type 4: Production shot, 3" hole, no deck
- Type 5: Production shot, 3" hole, single deck
- Type 6: Production shot, 3" hole, double deck

Variations on these methods are occasionally used when development is taking place.

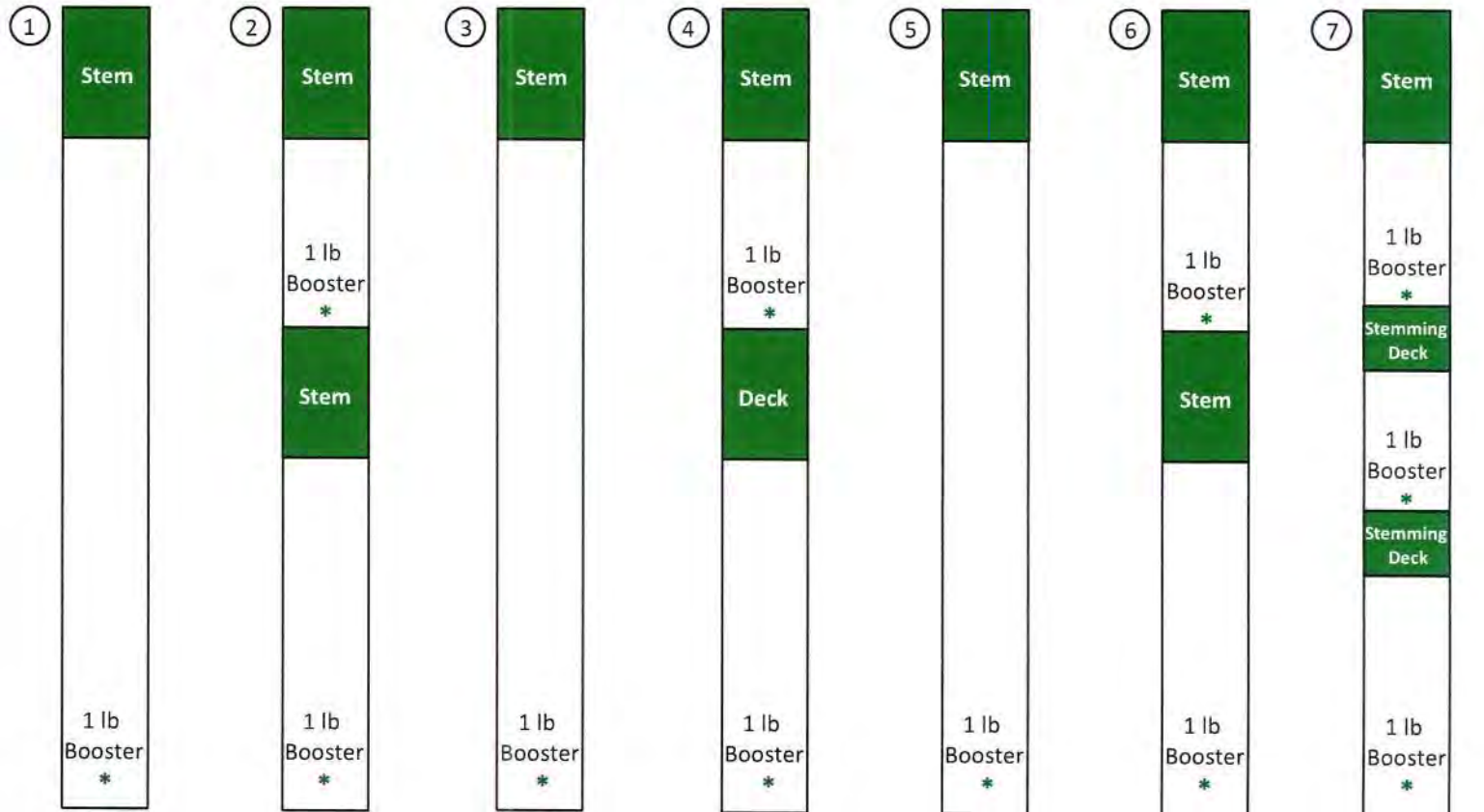
Explosives Supplier: Different manufacturers according to cost, efficiency, and availability may supply explosives used in the quarry. The emulsion based blasting agent is supplied by Quick Supply, and is the current standard blasting agent supplier in use at the Racine Quarry. Payne & Dolan, in following normal operating procedures, does intend to seek improvements in blast performance by the introduction of new and/or different explosive products as available. No dynamite products are used at the Racine Quarry.

Blasting Systems: An electronic blasting system is the form of blasting technique in use:
Quick Supply: The Digital Control System previously used has been replaced by the new and improved Electronic System which enables previously unobtainable levels of blasting control through its precision timing and flexibility. Delay periods can vary between 0-15,000 milliseconds, with a 1 millisecond increment according to the attached Standard Blast Designs. Electronic blasting system will allow us to be safer, environmental sound, and neighbor friendly.

Note: See "Standard Blast Designs" for additional details on the seven standard blast designs.

Racine Quarry
Village of Caledonia
Racine County

Depending upon distance, decks can be added or removed to reduce pounds/delay. All Main Charges are Emulsion. Timing between Holes & Rows are done electronically, measuring between 1 & 500 ms.



Hole Diameter (inches)

[illegible]

1. Bottom Load Booster (lbs)

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No. Holes

No. Rows	1-7	1-7	1-7	1-7	1-7	1-7	1-7
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Max. LB/Delay:	180 @ 1000'	180 @ 1000'	180 @ 1000'	180 @ 1000'	180 @ 1000'	180 @ 1000'
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Explosives Use Area

Property Description – East Quarry

That portion of the SE ¼ of Section 29 and SW ¼ of Section 28, T4N-R23E, Village of Caledonia, Racine County, Wisconsin described as follows:

Commencing at the section corner common to Sections 29, 28, 32 and 33 of said T4N-R23E; thence N 39°43'33" W 42.92 feet to the intersection of the North right-of-way line of Three Mile Road and West right-of-way line of Vacated Charles Street, said intersection is the point of beginning of this description; thence, along said North right-of-way line, S 89°59'14" W 1096.15 feet; thence, continuing along said North right-of-way line, N 00°00'46" E 17.01 feet; thence, continuing along said North right-of-way line, N 89°59'18" W 394.00 feet to the easterly right-of-way line of Douglas Avenue; thence, along said easterly right-of-way line, N 44°25'45" W 113.67 feet; thence, continuing along said easterly right-of-way line, N 06°00'00" W 390.35 feet; thence, continuing along said easterly right-of-way line, on the arc of a 956.71 foot radius curve, concave to the southwest, the chord of which bears N 12°39'26" W 221.82 feet; thence, continuing along said easterly right-of-way line, N 19°30'13" W 313.94 feet; thence, continuing along said easterly right-of-way line, N 18°10'08" W 393.39 feet; thence N 40°23'05" E 162.93 feet; thence N 71°49'52" E 8.18 feet; thence N 18°10'08" W 221.10 feet; thence S 71°49'52" W 147.18 feet to said easterly right-of-way line of Douglas Avenue; thence, along said easterly right-of-way line, N 18°10'08" W 200.52 feet; thence S 89°45'06" E 1561.64 feet; thence N 01°17'40" E 462.90 feet; thence S 89°45'06" E 376.77 feet; thence on the arc of a 748.00 foot radius curve, concave to the northeast, the chord of which bears S 50°49'46" E 703.26 feet; thence on the arc of a 272.00 foot radius curve, concave to the southwest, the chord of which bears S 38°48'34" E 350.11 feet; thence S 01°15'02" W 1393.61 feet; thence N 89°50'28" W 634.97 feet to said West right-of-way line of Vacated Charles Street; thence, along said Vacated right-of-way line, S 01°00'35" W 200.09 feet to the point of beginning.

Property Description – West Quarry

That portion of the SW $\frac{1}{4}$ and the SE $\frac{1}{4}$ of Section 29, T4N-R23E, Village of Caledonia, Racine County, Wisconsin described as follows:

Commencing at the $\frac{1}{4}$ section corner common to Sections 29 and 32 of said T4N-R23E; thence, along the North-South $\frac{1}{4}$ line of said Section 29, N 01°04'36" E 33.01 feet to the North right-of-way line of Three Mile Road and the point of beginning of this description; thence, along said North right-of-way line, S 89°57'20" W 1545.62 feet; thence N 00°44'40" E 407.00 feet; thence S 89°57'20" W 205.06 feet; thence N 00°44'40" E 1002.47 feet; thence S 89°54'57" E 472.03 feet; thence N 00°44'40" E 553.04 feet; thence S 89°54'57" E 910.70 feet, to the westerly right-of-way line of the Union Pacific Railroad; thence, along said westerly right-of-way line, S 19°48'26" E 1655.87 feet; thence, continuing along said westerly right-of-way line, on the arc of a 5729.58 foot radius curve, concave to the southwest, the chord of which bears S 17°42'05" E 421.06 feet, to said North right-of-way line of Three Mile Road; thence, along said North right-of-way line, N 89°59'14" W 346.68 feet to the point of beginning.

Scale Distance Calculation

In accordance with Regulation 3 (D) (2) (d) (v), a scale distance factor of 100 has been used to determine the area of pre-blast notification. There is no change to the maximum charge used at the explosives use boundary from previous renewals.

Larger charges may be used inside the explosives use boundary, however, the charge per delay and scale distance notification radius relationship will not exceed that of the max charge listed at the perimeter of each pit. For example, a charge of 125 lbs/delay could be used at 330 ft inside of the East Pit Explosives Use Boundary and be equivalent to the max of 62 lbs/delay at the explosives use boundary. (See Map 1)

The distances from the explosives use boundary for pre-blast notification were calculated as follows:

$$\text{Notification Radius (ft)} = \text{Scale Distance} \times \sqrt{\text{Max Charge at Perimeter} \left(\frac{\text{lbs}}{\text{delay}} \right)}$$

East Quarry Blasting

Max Charge at Explosives Use Boundary = 62 lbs/delay

$$\text{Notification Radius (ft)} = 100 \times \sqrt{62 \frac{\text{lbs}}{\text{delay}}}$$

Notification Radius = 788 ft

West Quarry Blasting

Max Charge at Explosives Use Boundary = 82 lbs/delay

$$\text{Notification Radius (ft)} = 100 \times \sqrt{82 \frac{\text{lbs}}{\text{delay}}}$$

Notification Radius = 906 ft

Licensed Blasters

Quick Supply Company	WI License #	Class	Expiration Date
Thomas James Burke	1066454	5	4/3/2024
John Henry Sites	1056449	5	8/27/2023
Tommy A. Huff	1226031	5	9/20/2024
Terry Gene Johnson	247772	7	2/22/2026
Gregorick Randall Johnson	1338104	5	1/26/2024
Robert McCollum	1522050	5	3/3/2025
Nicholas Rohloff	1286615	5	8/8/2022
Adam Westhoff	1405495	5	4/3/2025
Payne & Dolan	WI License #	Class	Expiration Date
John Huebner	210378	5	9/18/2024
Quentin Maxwell	1243501	5	4/4/2025

Note: Additional Wisconsin licensed, minimum Class 5, blasters may be added or removed during the year.

April 25th, 2022

RE: Pre-Blast Survey – Notification Letter

Dear Neighbor:

To comply with the blasting ordinance set forth by the Town of Caledonia, Chapter 10, Section 7-10-5(c)(4)(c), Payne and Dolan Inc. is offering you a preblast survey of your home upon request. This service is offered annually as part of our Blasting Permit renewal process, however, the ordinance does limit property owners to one preblast survey every six years unless the dwelling or structure has been substantially modified or improved.

If you have not had a preblast survey completed within the last six years and would wish to request one, please contact the Village Public Works Director or Bryanna Bucholtz with Payne & Dolan at bbucholtz@walbecgroup.com or:

Payne and Dolan Inc.
c/o Bryanna Bucholtz
N3W23650 Badinger Road
PO Box 781
Waukesha, WI 53187-0781

Notices should be received by June 1st, 2022 to insure that all requested surveys can be completed in a timely manner.

If you have any questions, please don't hesitate to contact me at (262) 524-1258.

Sincerely,

Payne & Dolan, Inc.



Clint Weninger, P.G.
Land Resources Manager

Explosives Use Permit - Pre-Blast Survey Notification List

Names and addresses of landowners of dwellings or structures located within the affected permitted explosives use

Site Address	Landowner	Mailing Address #1	Mailing Address #22
1000 Mayfair Dr	Ashlie N Slade	1000 Mayfair Dr	Racine, WI 53402
1000 Three Mile Rd	Catherine A Tice	1000 3 Mile Rd	Racine, WI 53402
1008 Berkeley Dr	Garrett G Grow	1008 Berkeley Dr	Racine, WI 53402
1009 Berkeley Dr	Michael & Mary Dacquist	1009 Berkeley Dr	Racine, WI 53402
1009 Mayfair Dr	Helen L Clark	3024 Old Mill Dr	Racine, WI 53405
1009 Three Mile Rd	Susan & James Seitz	1009 3 Mile Rd	Racine, WI 53402
1014 Berkeley Dr	Chelsea A Gruhn	1014 Berkeley Dr	Racine, WI 53402
1014 Mayfair Dr	Thomas J Schaefer	4410 Cobblestone Dr	Racine, WI 53405
1014 Three Mile Rd	Christiane G Minakian	2509 N Main St	Racine, WI 53402
1015 Berkeley Dr	Ashley Grill & Connie Lance	1015 Berkeley Dr	Racine, WI 53402
1015 Three Mile Rd	Ione Jander & Cheryl Daams	1015 3 Mile Rd	Racine, WI 53402
1017 Mayfair Dr	David Nash Baumann	1017 Mayfair Dr	Racine, WI 53402
1018 Three Mile Rd	Sarah Elizabeth Castellanos	1018 3 Mile Rd	Racine, WI 53402
1020 Berkeley Dr	Nicole & Alejandro Rivera	1020 Berkeley Dr	Racine, WI 53402
1020 Saxony Dr	Paul & Marc Torosian	1020 Saxony Dr	Racine, WI 53402
1021 Berkeley Dr	Amy & Richard Haman	1021 Berkeley Dr	Racine, WI 53402
1021 Three Mile Rd	Samuel M Daams	1432 Monroe Ave	Racine, WI 53405
1024 Three Mile Rd	Kristie A Sargent	1024 3 Mile Rd	Racine, WI 53402
1025 Mayfair Dr	Lynann & Tony Shoup	12109 Adams Rd	Franksville, WI 53126
1026 Berkeley Dr	Clinton & Mary Bryant	1026 Berkeley Dr	Racine, WI 53402
1026 Saxony Dr	Marci & Daniel Weise	1026 Saxony Dr	Racine, WI 53402
1027 Berkeley Dr	Lamberton Trust	5120 Worsley Ln	Racine, WI 53402
1032 Berkeley Dr	Le Roy E Miller	1032 Berkeley Dr	Racine, WI 53402
1100 Saxony Dr	Rebecca & John Hilliard	1100 Saxony Dr	Racine, WI 53402
1101 Berkeley Dr	Susan M Klus	1101 Berkeley Dr	Racine, WI 53402
1104 Berkeley Dr	Damian Vaughn	1104 Berkeley Dr	Racine, WI 53402
1104 Saxony Dr	Mary L Hansen	1104 Saxony Dr	Racine, WI 53402
1107 Berkeley Dr	Cynthia & Steve Thompson	1107 Berkeley Dr	Racine, WI 53402
1110 Berkeley Dr	Sara S Finley	1110 Berkeley Dr	Racine, WI 53402
1110 Saxony Dr	Timothy L Ellis	1110 Saxony Dr	Racine, WI 53402
1111 Berkeley Dr	Michael Muniz	1111 Berkeley Dr	Racine, WI 53402
1116 Berkeley Dr	Jeanette L Simmons	1116 Berkeley Dr	Racine, WI 53402
1116 Saxony Dr	Mary E Schroeder	1116 Saxony Dr	Racine, WI 53402
1117 Berkeley Dr	Katherine & Daniel Miller	1117 Berkeley Dr	Racine, WI 53402
1122 Berkeley Dr	Farrah J Stephan	4733 Elizabeth St	Racine, WI 53402
1122 Saxony Dr	Cecilia M Hutcherson-Smith	1122 Saxony Dr	Racine, WI 53402
1123 Berkeley Dr	William T Mertins	1123 Berkeley Dr	Racine, WI 53402
1128 Berkeley Dr	Omelina	1128 Berkeley Dr	Racine, WI 53402
1134 Berkeley Dr	Robert J Broshat	3700 Wooddale Ave S Unit 10	St Louis Park, MN 55416
1140 Berkeley Dr	June Anderson Grandchildren's Trust	1140 Berkeley Dr	Racine, WI 53402
1205 Ellis Ave	Stephen & Mary George	1205 Ellis Ave	Racine, WI 53402
1211 Ellis Ave	Maple Park Ns Ki, LLC	6400 Shafer Court #325	Rosemont, IL 60018
1215 Ellis Ave	Keith Christensen	6249 Patridge Hills	Mount Pleasant, WI 53406
1223 Ellis Ave	Julianne Becker	1223 Ellis Ave	Racine, WI 53402
1224 Ellis Ave	Pamela & Jeffrey Nelson	1224 Ellis Avenue	Racine, WI 53402
1231 Ellis Ave	Rocky & Joann Rockwell	1231 Ellis Avenue	Caledonia, WI 53402
1307 Ellis Ave	Maricela & Jose Mora	1307 Ellis Ave	Racine, WI 53402
1315 Ellis Ave	Joshua D Enoch	1315 Ellis Ave	Racine, WI 53402
1323 Ellis Ave	Patricia Lee Petersen	1323 Ellis Av	Racine, WI 53402
1414 Ellis Ave	David & Donna Wilson	1414 Ellis Av	Racine, WI 53402

1419 Ellis Ave	Kurt & Arllys Altenbach	1419 Ellis Ave	Racine, WI 53402
1419 Kremer Ave	Matthew H Zitterman	1419 Kremer Av	Racine, WI 53402
1420 Ellis Ave	Harlon & Jacqueline Hall	1420 Ellis Avenue	Racine, WI 53402
1425 Ellis Ave	Shawn A Hewitt	1301 Cedar Creek St	Racine, WI 53402
1427 Kremer Ave	Robert Prill	1427 Kremer Ave	Caledonia, WI 53108
1431 Kremer Ave	Michael L Cole	1431 Kremer Av	Racine, WI 53402
1432 Ellis Ave	Bradley W Hoover	1432 Ellis Avenue	Racine, WI 53402
1433 Ellis Ave	Chelcee H Daley	P.O. Box 121	Cudahy, WI 53110
1437 Kremer Ave	James L Mc Cluskey	1437 Kremer Ave	Racine, WI 53402
1438 Ellis Ave	Kyle & Summer Ostlund	1438 Ellis Avenue	Racine, WI 53402
1439 Ellis Ave	Vanderhoef Revocable Trust	1503 Ellis Ave	Racine, WI 53402
1444 Ellis Ave	Terrance A Klus	1444 Ellis Av	Racine, WI 53402
1445 Kremer Ave	John Maney	1445 Kremer Ave	Racine, WI 53402
1502 Ellis Ave	Shirley A Meyer	1502 Ellis Avenue	Racine, WI 53402
1503 Ellis Ave	Michael Vanderhoef Rev Trust	1503 Ellis Ave	Racine, WI 53402
1505 Kremer Ave	Mallory Cagle	1505 Kremer Ave.	Racine, WI 53402
1509 Ellis Ave	Bradley & Victoria Rusch	1509 Ellis Av	Racine, WI 53402
1510 Ellis Ave	Eugene Pagel	1510 Ellis Ave	Racine, WI 53402
1515 Ellis Ave	Brian M Doe	1515 Ellis Av	Racine, WI 53402
1517 Kremer Ave	Michael & Sheryl Sharp	S63 W18011 College Ave	Muskego, WI 53150
1518 Ellis Ave	Todd M Anderson	1518 Ellis Ave	Racine, WI 53402
1519 Kremer Ave	Gary & Patricia Halverson	1519 Kremer Av	Racine, WI 53402
1527 Ellis Ave	Karen Demint Rev Trust	1135 Hastings Court #102	Mount Pleasant, WI 53406
1527 Kremer Ave	Tammy L Johnson	1527 Kremer Ave	Racine, WI 53402
1528 Ellis Ave	Gary Beaudry	1528 Ellis Avenue	Caledonia, WI 53402
1532 Ellis Ave	Pamela J Koonz	6615 Fieldstone Court	Racine, WI 53402
1533 Kremer Ave	James R Zold	1533 Kremer Av	Racine, WI 53402
1539 Ellis Ave	Lawrence A Klein	1539 Ellis Ave	Racine, WI 53402
1540 Ellis Ave	Steven C Baumstark	4318 Wood Rd	Racine, WI 53403
1544 Melvin Ave	Wisconsin Electric Power	231 W Michigan St Rm A252	Milwaukee, WI 53290
1545 Ellis Ave	Lawrence A Klein	1539 Ellis Av	Racine, WI 53402
1546 Ellis Ave	Joseph & Victoria Noll	1546 Ellis Avenue	Racine, WI 53402
1605 Ellis Ave	Larry Lamb & Carol Stutzke	1605 Ellis Av	Racine, WI 53402
1611 Ellis Ave	Jacob Seppi	1611 Ellis Av	Racine, WI 53402
1612 Ellis Ave	James G & Mary B Kroes Irrev Trust	1612 Ellis Avenue	Racine, WI 53402
1618 Ellis Ave	Walter B Pelky	1618 Ellis Ave	Racine, WI 53402
1619 Ellis Ave	Thomas Borowski	1619 Ellis Av	Racine, WI 53402
1625 Ellis Ave	David J Krome	1625 Ellis Ave	Racine, WI 53402
1629 Ellis Ave	Ronald C Fetzer	10645 6-1/2 Mile Rd	Caledonia, WI 53108
1635 Ellis Ave	Joseph R Butler	1635 Ellis Avenue	Racine, WI 53402
1641 Ellis Ave	Timothy Christensen	4128 Walsh Road	Racine, WI 53405
1707 Ellis Ave	Joseph & Hwa Yong Gallagher	1707 Ellis Ave	Racine, WI 53402
1711 Ellis Ave	Carol L Deschler Rev Trust	1711 Ellis Ave	Racine, WI 53402
1721 Ellis Ave	Rachel & Randal Sinnett	1721 Ellis Ave	Racine, WI 53402
1725 Ellis Ave	Daniel J Rombca	1725 Ellis Av	Racine, WI 53402
1731 Ellis Ave	Joseph Mayer & Pamela Strzelecki	1731 Ellis Ave	Racine, WI 53402
1743 Ellis Ave	Elma L Ynocencio	3233 90Th Street	Sturtevant, WI 53177
1803 Ellis Ave	Nicholas & Jenny Gutknecht	1803 Ellis Ave	Racine, WI 53402
1809 Ellis Ave	William & Lynne Leete	1809 Ellis Av	Racine, WI 53402
1815 Ellis Ave	David J Christenson	7236 7 Mile Rd	Racine, WI 53402
1821 Ellis Ave	Betty Levandoski	1821 Ellis Ave	Racine, WI 53402
1900 3 Mile Rd	Shane Johansen	4579 68Th St	Franksville, WI 53126
2305 St Ritas Rd	Timothy & Joyce Hempel	2305 St Ritas Road	Racine, WI 53402
2308 St Ritas Rd	Clifford & Tammy Kainz	2308 St Ritas Rd	Racine, WI 53402
2314 St Ritas Rd	Ruth E Hazlett	2314 St Ritas Rd	Racine, WI 53402

2400 St Ritas Rd	Vernon Fink Sr Irrev Special Needs Trust	4318 Garden Drive	Racine, WI 53403
2415 St Ritas Rd	Helena Jean Llc	725 East Marshall Ave	Oak Creek, WI 53154
2505 St Ritas Rd	Megan M Goers	2505 St Rita Rd	Caledonia, WI 53404
2508 St Ritas Rd	Lloyd & Margaret Dejong	10842 Durand Ave	Sturtevant, WI 53177
2514 St Ritas Rd	Duane E Fink	2514 St Ritas Rd	Racine, WI 53404
2518 St Ritas Rd	Herbert & Arthur Krupp	620 Hagerer St	Racine, WI 53402
2521 St Ritas Rd	Richard J Zepnick	2612 Gilson St	Racine, WI 53403
2522 St Ritas Rd	Herbert & Arthur Krupp	620 Hagerer St	Racine, WI 53402
2525 3 Mile Rd	Watt Real Estate Llc	2415 Green Haze Avenue	Mount Pleasant, WI 53406
2600 St Ritas Rd	Gary W Mott	2600 St Ritas Rd	Racine, WI 53404
2600 Stonebridge Dr	Patrick & Wendy Parker	2600 Stonebridge Dr	Racine, WI 53404
2601 Stonebridge Dr	Lawrence & Julane Lamberton	2601 Stonebridge Dr	Racine, WI 53404
2603 Stonebridge Dr	Freddie & Debra Usmiller	2603 Stoneridge Dr	Racine, WI 53404
2605 St Ritas Rd	Frank J Mirr	2605 St Ritas Rd	Racine, WI 53404
2605 Stonebridge Dr	Nine Oaks Llc	735 North Water Street Ste 926	Milwaukee, WI 53202
2609 Stonebridge Dr	James & Sarah Dykstra	2609 Stonebridge Drive	Racine, WI 53404
2610 Stonebridge Dr	Rebecka Demark & Neil Raffensperger	2610 Stonebridge Drive	Racine, WI 53404
2611 St Ritas Rd	Jeanne M Matalik	2621 St Rita Rd	Racine, WI 53404
2616 St Ritas Rd	Mark & Barbara Schmitz	2616 St Rita'S Road	Racine, WI 53404
2617 3 Mile Rd	Shannon W Coey	2617 3 Mile Road	Racine, WI 53404
2617 Stonebridge Dr	Daniel & Catherine Van Koningsveld	2617 Stonebridge Dr	Racine, WI 53404
2618 3 Mile Rd	William J Olive	6540 Apollo Dr	Mt Pleasant, WI 53406
2618 Stonebridge Dr	Jeffery & Mary Greene	2618 Stonebridge Dr	Racine, WI 53404
2621 St Ritas Rd	Jeanne E Matalik	2621 St Rita Rd	Racine, WI 53404
2625 Stonebridge Dr	Marvin D Harrell	2625 Stonebridge Drive	Racine, WI 53404
2626 St Ritas Rd	David & Victoria Blakely	2626 St Ritas Rd	Racine, WI 53404
2630 Stonebridge Dr	Craig & Alissoulae Perkowski	2630 Stonebridge Dr	Racine, WI 53404
2631 Stonebridge Dr	Eric & Kathryn Butcher	2631 Stonebridge Dr.	Racine, WI 53404
2635 St Ritas Rd	Rachel & Daniel Vice	2635 St. Rita'S Road	Racine, WI 53404
2636 St Ritas Rd	Steven A Ladwig	2636 St Ritas Rd	Racine, WI 53404
2642 St Ritas Rd	Mark Beck	2642 St Ritas Rd	Racine, WI 53402
2701 3 Mile Rd	Luis Moreno & Ana Reynoso-Ruiz	2701 3 Mile Road	Caledonia, WI 53404
2706 St Ritas Rd	David & Dianna Hudzinski	2706 St Rita'S Rd	Racine, WI 53402
2707 Stonebridge Dr	Rahil & Braina Shah	2707 Stonebridge Drive	Racine, WI 53404
2708 3 Mile Rd	Amy J Wesner	2708 3 Mile Rd	Racine, WI 53404
2708 Stonebridge Dr	Ronald & Susan Datthyn	2708 Stonebridge Dr	Racine, WI 53404
2710 Santa Fe Trl	Joseph R Schweitzer	S106 W16806 Muskego Dam Dr.	Muskego, WI 53150
2713 3 Mile Rd	Paul E Sherwood	2713 3 Mile Rd	Racine, WI 53404
2713 Stonebridge Dr	Daniel & Michelle Pederson	2713 Stonebridge Dr	Racine, WI 53404
2714 Stonebridge Dr	Eric & Laura Rinehart	2714 Stonebridge Dr	Racine, WI 53404
2715 St Ritas Rd	Gregory A Vash	2715 St Ritas Rd	Racine, WI 53404
2716 St Ritas Rd	Michael Robert Davis	2716 St Ritas Rd	Racine, WI 53404
2718 Sante Fe Trl	O'Connor Corp *	S30 W24670 West Sunset Dr	Waukesha, WI 53189
2721 Stonebridge Dr	Steven & Magdalena Vento	2721 Stonebridge Dr	Racine, WI 53404
2722 3 Mile Rd	Stephanie Cordero & Misael Perez	2722 3 Mile Rd	Caledonia, WI 53404
2725 Sante Fe Trl	O'Connor Corp *	S30 W24670 West Sunset Dr	Waukesha, WI 53189
2725 St Ritas Rd	Denise J Moriarity	2725 St Rita Rd	Racine, WI 53404
2727 Stonebridge Dr	Bruce & Laurie Steinmetz	2727 Stonebridge Dr	Racine, WI 53404
2730 St Ritas Rd	Douglas Avenue Investments	2525 Douglas Ave	Racine, WI 53402
2735 Stonebridge Dr	Carrie Prondzinski	2735 Stonebridge Dr	Racine, WI 53402
2800 Santa Fe Trl	Thomas J Bruno	2800 Santa Fe Tr	Racine, WI 53404
2801 Santa Fe Trl	Kurtis Kinard & Jolene Young	3748 Cheyenne Ct	Racine, WI 53404
2804 3 Mile Rd	Donald G Boyle	2804 3 Mile Rd	Racine, WI 53402
2807 Santa Fe Trl	Shannon M Smentek	2807 Santa Fe Trl	Racine, WI 53404
2808 St Ritas Rd	Joseph M Stromski	2808 St Ritas Rd	Racine, WI 53404

2810 Santa Fe Trl	Jean L Makovsky	2810 Santa Fe Trail	Racine, WI 53404
2815 Santa Fe Trl	Jessica & Michael Sherman	2815 Santa Fe Trail	Racine, WI 53404
2816 3 Mile Rd	Dennis & Marilyn Ferg	4040 Goleys Ln	Racine, WI 53402
2816 Santa Fe Trl	Darren & Ashley Wricks	2816 Santa Fe Trail	Racine, WI 53404
2820 St Ritas Rd	Manfried L Hoch	2820 St Ritas Rd	Racine, WI 53404
2821 Santa Fe Trl	Ann & Ronald Muller	2821 Santa Fe Trail	Racine, WI 53402
2824 Santa Fe Trl	Michael & Mary Lou Ortiz	2824 Santa Fe Trail	Racine, WI 53404
2827 Santa Fe Trl	Aubrey & Vicki Shamberger	2827 Santa Fe Trail	Racine, WI 53404
2830 Santa Fe Trl	Judith (Judy) A Gayhart	2830 Santa Fe Tr	Racine, WI 53404
2835 Santa Fe Trl	Morris P Lewis	2835 Santa Fe Trail	Racine, WI 53404
2836 Santa Fe Trl	Angela Marie Pemberton	2836 Santa Fe Tr	Caledonia, WI 53404
2841 Santa Fe Trl	Brian & Debra Watkins	4132 80Th St	Franksville, WI 53126
2855 3 Mile Rd	Jeffrey Brian Barker	2855 3 Mile Road	Racine, WI 53404
2865 3 Mile Rd	William & Roxanne Alexander	2865 3 Mile Rd	Racine, WI 53404
2875 3 Mile Rd	William Lehmann	2875 3 Mile Rd	Racine, WI 53404
2885 3 Mile Rd	Martin & Judy Torres	P O Box 44068	Racine, WI 53404
2895 3 Mile Rd	Jacque R Vita	2895 3 Mile Rd	Racine, WI 53404
2900 3 Mile Rd	Michael & Carolyn Kasprzak	2900 3 Mile Road	Racine, WI 53404
2900 Santa Fe Trl	Thomas & Terry Flitsch	6530 High Hill Circle	Racine, WI 53402
2905 3 Mile Rd	Chong Cha Johnson	2905 3 Mile Rd	Racine, WI 53404
2906 Santa Fe Trl	Terri & Earl Campbell	2906 Santa Fe Trail	Racine, WI 53404
2909 Santa Fe Trl	James & Margaret Carpenter	838 Cheshire Castle Way	Verona, WI 53593
2909 St Ritas Rd	Bernice Paden	2909 St Rita'S Road	Racine, WI 53404
2910 3 Mile Rd	Neil Campbell	2910 3 Mile Road	Racine, WI 53404
2912 Santa Fe Trl	Nancy A Willis	2912 Santa Fe Trail	Racine, WI 53404
2918 Santa Fe Trl	Patricia Kruchten & John Hailbach	2918 Sante Fe Tr	Racine, WI 53404
2922 3 Mile Rd	Fernando Quiles Manzano	2922 3 Mile Rd	Caledonia, WI 53404
3 Mile Rd	Union Pacific Railroad Co	1400 Douglas St	Omaha, NE 68179
3 Mile Rd	Union Pacific Railroad Co	1400 Douglas St	Omaha, NE 68179
3 Mile Rd	R R Chicago & Northwestern	1400 Douglas St, Stop 1640	Omaha, NE 68179
3239 N Green Bay Rd	Racine Commercial Airport	3239 N Green Bay Rd	Racine, WI 53404
3239 N Green Bay Rd	Racine Commercial Airport	3239 N Green Bay Rd	Racine, WI 53404
3726 Wyoming Adj Way	Sundance Heights Condominium	3800 Wyoming Way	Racine, WI 53404
3803 Wyoming Way	Roy R Emmerling	3803 Wyoming Way	Racine, WI 53404
3805 Wyoming Way	Melissa Curtis	3805 Wyoming Way	Racine, WI 53404
3807 Wyoming Way	Jennifer L Anderson	3807 Wyoming Way	Racine, WI 53404
3808 Wyoming Way	Diane V Steiner	3808 Wyoming Way	Racine, WI 53404
3809 Wyoming Way	Richard & Judith Kimball	3809 Wyoming Way	Racine, WI 53405
3810 Carter St	Racine, City Of	730 Washington Ave	Racine, WI 53403
3810 Wyoming Way	Pamela L Person	3810 Wyoming Way Unit 2	Racine, WI 53404
3811 Wyoming Way	Christine Holliman	3811 Wyoming Way	Racine, WI 53404
3813 Cheyenne Ct	Cassie Laine Mcdannel	3813 Cheyenne Court Unit F	Racine, WI 53403
3813 Cheyenne Ct	Raymond Rorek	3813 Cheyenne Court Unit A	Racine, WI 53404
3813 Cheyenne Ct	Robin M Demetriou	3813 Cheyenne Ct #B	Racine, WI 53404
3813 Cheyenne Ct	Michael L Yager	3813 Cheyenne Court Unit C	Racine, WI 53404
3813 Cheyenne Ct	Bruno A Schrader	3813 Cheyenne Ct Unit E	Racine, WI 53404
3813 Cheyenne Ct	Tammi L Navis	3813 Cheyenne C T	Racine, WI 53404
3813 Cheyenne Ct	Savannah Ann Lee	3813 Cheyenne Court Unit H	Racine, WI 53404
3813 Cheyenne Ct	Zubeda & Shafaat Haider	3813 Cheyenne Court	Racine, WI 53404
3813 Wyoming Way	Randall A Osvatic	3813 Wyoming Way	Racine, WI 53404
3815 Wyoming Way	Thomas Knitter	3815 Wyoming Way	Racine, WI 53404
3817 Wyoming Way	Calvin Theodore Stang	3817 Wyoming Way	Racine, WI 53404
3818 Cheyenne Ct	Michael J Crum	3818 Cheyenne Ct, Unit E	Caledonia, WI 53404
3818 Cheyenne Ct	Dolores R Rosplock Irrev Trust	3818 Cheyenne Court Unit C	Racine, WI 53404
3818 Cheyenne Ct	Gladys J Brehm	3818 Cheyenne Ct Unit D	Racine, WI 53404

3818 Cheyenne Ct	Zbigniew Polikowski	3818 Cheyenne Ct #F	Racine, WI 53404
3818 Cheyenne Ct	Nathan Jerome Jones	3818 Cheyenne Court Unit G	Racine, WI 53404
3818 Cheyenne Ct	Brian J Konieczko	3818 Cheyenne Court Unit H	Racine, WI 53404
3818 Cheyenne Ct	Benjamin & Dawn Flegel	3818 Cheyenne Ct Unit B	Racine, WI 53404
3818 Cheyenne Ct	Kristin Felsman & Scott Larsen	3818 Cheyenne Ct Unit A	Racine, WI 53404
3818 Wyoming Way	Jeanne P Grant	3818 Wyoming Way	Racine, WI 52340
3819 Douglas Ave	Jeffery & Karen Servi	4032 Miller Ln	Mount Pleasant, WI 53405
3820 Wyoming Way	Beverly A Nelson	3820 Wyoming Way	Racine, WI 53404
3821 Wyoming Way	James & Marilyn Eisenhut	16162 W Casa Bonita Ct	Surprise, AZ 85374
3823 Cheyenne Ct	O'Connor Corporation *	S30 W24670 West Sunset Dr	Waukesha, WI 53189
3823 Wyoming Way	Patricia A Labucki	3823 Wyoming Way	Racine, WI 53404
3825 Wyoming Way	Anthony & Andria Haag	3825 Wyoming Way #11-3825	Racine, WI 53404
3827 Wyoming Way	Carole A Rouse	3827 Wyoming Way	Racine, WI 53404
3828 Cheyenne Ct	O'Connor Corp *	S30 W24670 West Sunset Dr	Waukesha, WI 53189
3829 Douglas Ave	S And H Investments, LLC	3829 Douglas Ave	Racine, WI 53402
3830 Douglas Ave	Russell D Kortendick	3806 Douglas Ave	Racine, WI 53402
3832 Wyoming Way	Vukota & Nada Romanovic	9511 41St Ave	Pleasant Prairie, WI 53158
3835 Cheyenne Ct	O'Connor Corporation *	S30 W24670 West Sunset Dr	Waukesha, WI 53189
3840 Douglas Ave	Domenico & Mirella De Rango Trust	4304 Woodview Ln	Racine, WI 53404
3841 Douglas Ave	Constance & Alexander George	16800 W Cleveland Ave	New Berlin, WI 53151
3843 Cheyenne Ct	Nagra Real Estate Holding, Inc	8731 Shadowood Trail	Racine, WI 53403
3844 Wilshire Dr	Joshua & April Driver	3844 Wilshire Dr	Racine, WI 53402
3900 Wilshire Dr	Gerald A Hooyman Jr	3900 Wilshire Dr	Racine, WI 53402
3901 Wilshire Dr	Jamie & Jodi Carr	3901 Wilshire Dr	Racine, WI 53402
3901 Wyoming Way	P L Cabush LLC	10928 Kentworth Way	Jacksonville, FL 32256
3904 Wilshire Dr	Patricia Paragamian & Lisa Mahnke	3904 Wilshire Dr	Racine, WI 53402
3910 Wilshire Dr	David & Janeen Bohn	3910 Wilshire Dr	Racine, WI 53402
3910 Wyoming Way	Aurelio & Anna Fardella	3910 Wyoming Way	Racine, WI 53404
3912 Douglas Ave	Racine Commercial Airport	3239 N Green Bay Rd	Racine, WI 53404
3915 Douglas Ave	Purath-Strand Investments, LLC	3915 Douglas Ave	Racine, WI 53402
3915 Wilshire Dr	Katherine & Celestina Vick	2401 Dombrowski Blvd	Racine, WI 53405
3916 Wilshire Dr	Jennifer D Betchkal	3916 Wilshire Dr	Racine, WI 53402
3918 Wyoming Way	Steven & Linda Emmerling	3918 Wyoming Way	Racine, WI 53404
3922 Wilshire Dr	Sherry L Natynski	3922 Wilshire Dr	Racine, WI 53402
3924 Wyoming Way	Ivan & Biserka Ivic	3924 Wyoming Way	Racine, WI 53404
3930 La Salle St	Tamera S Rossman	3930 Lasalle St	Racine, WI 53402
3935 Douglas Ave	Tcf Bank Wisconsin Fsb	1405 Xenuim Ln N	Plymouth, MN 55441
3940 La Salle St	Donald & Georgene Kapla	3940 Lasalle St	Racine, WI 53402
3945 Western Way	Ashley Daoust & Ryan Thomas	3945 Western Way	Racine, WI 53404
4 Mile Rd	Wisconsin Electric Power Company	231 W Michigan St	Milwaukee, WI 53201
4011 La Salle St	Bryon & Erika Perona	4011 Lasalle St	Racine, WI 53402
4016 La Salle St	Dylan J Glonek	4016 Lasalle St	Racine, WI 53402
4019 La Salle St	Michael Guzman	4019 Lasalle St	Racine, WI 53402
4023 Coachlight Dr	Chad & Dawn Martinez	4023 Coachlight Dr	Racine, WI 53404
4023 Goleys Ln	Matthew M Debonis	4023 Goleys Lne	Racine, WI 53404
4024 Marquette Dr	Naketha Campbell	424 Lake Ave Apt 309	Racine, WI 53403
4032 Marquette Dr	Flashinski Family Trust	5508 River Hills Rd	Racine, WI 53402
4035 Goleys Ln	Rosa Dearment	4035 Goleys Ln	Racine, WI 53404
4036 La Salle St	Jerry & Kathleen Schultz	4036 Lasalle St	Racine, WI 53402
4037 Marquette Dr	Tws Investments V, LLC	4410 Cobblestone Dr	Racine, WI 53405
4039 La Salle St	Linnea & John Brooke	4039 Lasalle St	Racine, WI 53402
4040 Goleys Ln	Dennis & Marilyn Ferg	4040 Goley Lane	Racine, WI 53404
4040 Marquette Dr	Herbert And Marlyn Schaefer Trust	26204 S Wind Lake Rd	Wind Lake, WI 53185
4042 La Salle St	Shiraune & Cavell Samuels	4042 Lasalle St	Racine, WI 53402
4043 Marquette Dr	Tws Investments, LLC	4410 Cobblestone Dr	Racine, WI 53405

4045 La Salle St	Joshua M Willis	4045 Lasalle St	Racine, WI 53402
4046 Goleys Ln	Dennis & Marilyn Ferg	4046 Goley Lane	Racine, WI 53404
4047 Goleys Ln	Kyle Lamay	4047 Goleys Lane	Racine, WI 53404
4048 La Salle St	Brittney Lampshire	4048 Lasalle St	Racine, WI 53402
4048 Marquette Dr	Amal Jaber	431 William St	Racine, WI 53402
4049 Marquette Dr	Tws Investments, LLC	4410 Cobblestone Dr	Racine, WI 53405
4052 Goleys Ln	Maria Ruiz & Soledad Beltran	4052 Goleys Ln	Racine, WI 53404
4101 Coachlight Dr	Thomas & Rebecca Johnson	4101 Coachlight Drive	Racine, WI 53404
4101 Goleys Ln	Jaime C Pawelski	4101 Goleys Lane	Racine, WI 53404
4101 La Salle St	Christopher John Kroupa	4101 Lasalle St	Racine, WI 53402
4102 La Salle St	Susan Savkur & Marilyn Hirschboeck	4102 Lasalle St	Racine, WI 53402
4103 Marquette Dr	Samual & Rebecca Wahlen	14334 Marina Dr	Sturtevant, WI 53177
4104 Marquette Dr	Michael A Schaefer	1713 Cleveland Ave	Racine, WI 53405
4107 La Salle St	Derrick & Rachel Large	4107 Lasalle St	Racine, WI 53402
4108 Goleys Ln	Jordan Buth	4108 Goleys Ln	Racine, WI 53404
4108 La Salle St	Casey Loew & Paige Breu	4108 Lasalle St	Racine, WI 53402
4109 Marquette Dr	4109 Marquette Drive, LLC	8333 402Nd Ave	Genoa City, WI 53128
4112 Marquette Dr	Jm-Jbsc Family Limited Partnership	Po Box 533	Hartland, WI 53029
4113 Coachlight Dr	Quintin & Julie Vincent	4113 Coachlight Dr	Racine, WI 53404
4113 La Salle St	Mary Jane & Kim Svoboda	4113 Lasalle St	Racine, WI 53402
4114 La Salle St	Tina & Kevin Buckley	4114 Lasalle St	Racine, WI 53402
4115 Goleys Ln	Kim Styan	4115 Goleys Lane	Caledonia, WI 53404
4115 Marquette Dr	Michael A Schaefer	1713 Cleveland Ave	Racine, WI 53405
4119 La Salle St	Patsy J Munoz	3127 Debra Ln	Racine, WI 53403
4120 La Salle St	Cherie A Luckow	4120 Lasalle St	Racine, WI 53402
4120 Marquette Dr	Jm-Jbsc Family Lmted Partership	Po Box 533	Hartland, WI 53029
4121 Coachlight Dr	Anthony & Sarah Wilkey	4121 Coachlight Drive	Racine, WI 53404
4121 Goleys Ln	Justin & Stephanie Lafountain	4121 Goleys Lane	Caledonia, WI 53404
4121 Marquette Dr	David Michael Schaefer	4123 Marquette Dr	Racine, WI 53402
4122 Goleys Ln	Michael L Willan	4122 Goleys Ln	Racine, WI 53404
4125 La Salle St	Seyong & Myong Kwak	4125 Lasalle St	Racine, WI 53402
4126 La Salle St	Zachary Haase & Allison Stanke	4126 Lasalle St	Racine, WI 53402
4127 Marquette Dr	Michael A Schaefer	1713 Cleveland Ave	Racine, WI 53405
4130 Goleys Ln	Karen E Uick	4130 Goley Ln	Racine, WI 53404
4130 Marquette Dr	Tws Investments li, LLC	4410 Cobblestone Dr	Racine, WI 53405
4131 Coachlight Dr	Deborah K Vartanian	4131 Coachlight Dr	Racine, WI 53404
4131 Goleys Ln	Alvaro Henrique Dias	4131 Goleys Ln	Racine, WI 53404
4131 La Salle St	April Windham & Murdell Davis	4131 Lasalle St	Racine, WI 53402
4132 La Salle St	Kristin Graf & Justin Surber	4132 Lasalle St	Racine, WI 53402
4133 Marquette Dr	Michael A Schaefer	1713 Cleveland Ave	Racine, WI 53405
4136 Marquette Dr	Tws Investment Ix, LLC	4410 Cobblestone Dr	Racine, WI 53405
4137 La Salle St	Darlene Margaret Hall	4137 Lasalle St	Racine, WI 53402
4138 La Salle St	Jeffrey D Wade	4138 Lasalle St	Racine, WI 53402
4139 Marquette Dr	Daniel J Schaefer	2811 Manor Ave	Mount Pleasant, WI 53406
4140 Goleys Ln	Mark Schmidt	C/O Irene 4140 Goley Lane	Racine, WI 53404
4142 Marquette Dr	Tws Investments Vii, LLC	4410 Cobblestone Dr	Racine, WI 53405
4143 Goleys Ln	Heller & Heller & Heller	4143 Goleys Lane	Racine, WI 53404
4143 La Salle St	David & Norma Benavente	4143 Lasalle St	Racine, WI 53402
4144 La Salle St	Marie & Melvin Hargrove	4144 Lasalle St	Racine, WI 53402
4145 Marquette Dr	Tjs Realty Vii, LLC	4410 Cobblestone Dr	Racine, WI 53405
4149 La Salle St	Gar, LLC	9406 Dunkelow Rd	Franksville, WI 53126
4150 Goleys Ln	Thomas A Christensen	4150 Goley Ln	Racine, WI 53404
4150 La Salle St	Linda & Alan Krause	148 N Larch Ave	Elmhurst, IL 60126
4151 Coachlight Dr	Curt Nelson	7015 44Th Avenue	Kenosha, WI 53142
4200 Marquette Dr	Herbert & Marlyn Schaefer Trust	2811 Manor Ave	Mount Pleasant, WI 53406

4201 Marquette Dr	Tjs Realty Vii, LLC	4410 Cobblestone Dr	Racine, WI 53405
4205 La Salle St	David Dettmann & Erica Cruz	4205 Lasalle St	Racine, WI 53402
4206 La Salle St	Rachael L Petersen	4206 Lasalle St	Racine, WI 53402
4207 Marquette Dr	Michael A Schaefer	1713 Cleveland Ave	Racine, WI 53405
4208 Marquette Dr	4208 Marquette Trust	639 19Th Ave	San Francisco, CA 94121
4210 Douglas Ave	Quarry View Enterprises	730 St Sylvester Dr	South Milwaukee, WI 53172
4211 La Salle St	Maribeth Waterfield	4211 Lasalle St	Racine, WI 53402
4212 Goleys Ln	Leon & Luan Guntly	4212 Goley Lane	Racine, WI 53404
4212 La Salle St	Donnell & Vala Claybrook	4212 Lasalle St	Racine, WI 53402
4213 Goleys Ln	Dennis & Judith Held	4213 Goley Lane	Racine, WI 53404
4213 Marquette Dr	Tws Investments Ii, LLC	4410 Cobblestone Dr	Racine, WI 53405
4216 Marquette Dr	Joseph Simmons	1460 67Th St	Kenosha, WI 53143
4218 La Salle St	Robb & Margaret Mueller	4218 Lasalle St	Racine, WI 53402
4219 Marquette Dr	Tws Investments Ii, LLC	4410 Cobblestone Dr	Racine, WI 53405
4223 Goleys Ln	Mark & Caryl Schuit	4223 Goleys Ln	Racine, WI 53404
4227 Goleys Ln	Karen H Fawcett	4227 Goleys Ln	Racine, WI 53404
4232 Goleys Ln	Brandon Edwards	4232 Goleys Ln	Racine, WI 53404
4234 Douglas Ave	Kroes Holdings LLC	4234 Douglas Ave	Racine, WI 53402
4241 Coachlight Dr	Adam & Mary Rogan	4241 Coachlight Dr	Racine, WI 53404
4241 Goleys Ln	John Gross	P O Box 33	Racine, WI 53401
4241 Goleys Ln	Noel Lopez & Azucena Mora Munez	4241 Goleys Lane	Racine, WI 53404
4242 Goleys Ln	Lauren Martell & Michael Ebersole	4242 Goleys Ln	Racine, WI 53404
4244 Douglas Ave	Theodore J Demetriou	4244 Douglas Av	Racine, WI 53402
4244 Douglas Ave	Theodore J Demetriou	4224 Douglas Ave	Racine, WI 53402
4245 Douglas Ave	Rainer & Ruth Sellin	4245 Douglas Av	Racine, WI 53402
4252 Douglas Ave	Tshabalala Enterprises, LLC	4252 Douglas Ave	Racine, WI 53402
4252 Goleys Ln	Lorraine & Dale Ibarra	4252 Goleys Lane	Racine, WI 53402
4254 Douglas Ave	Anita Carpenter	4254 Douglas Ave	Racine, WI 53402
4301 Douglas Ave	Joann E Demark	4301-4307 Douglas Av	Racine, WI 53402
4310 Douglas Ave	Debra K Durham	4310 Douglas Av	Racine, WI 53402
4318 Douglas Ave	Randy G Enterprises LLC	4318 Douglas Ave.	Racine, WI 53402
4318 Goleys Ln	Jeffrey Macemon	1528 Quincy Ave	Racine, WI 53405
4319 Coachlight Dr	Sam & Kristy Langley	4319 Coachlight Drive	Racine, WI 53404
4328 Goleys Ln	Ronald & Mary Reading Rev Trust	4328 Goley'S Ln	Racine, WI 53404
4329 Coachlight Dr	Keith Jensen & Kristine Spiess	4329 Coachlight Dr	Racine, WI 53404
4336 Goleys Ln	Ronald & Mary Reading Rev Trust	4328 Goley'S Ln	Racine, WI 53404
4344 Douglas Ave	1897 Holdings LLC	830 Waters Edge Road	Racine, WI 53402
4352 Goleys Ln	Leon & Luan Guntly	4212 Goleys Ln	Racine, WI 53404
4410 Goleys Ln	Tori Ann & Anthony Bronaugh	1547 Roanoke Ave	Aurora, IL 60506
4418 Douglas Ave	Stephen & Cheryl Stauss	12728 Bell Road	Caledonia, WI 53108
4423 Douglas Ave	Church St Rita'S Congregation	4339 Douglas Ave	Racine, WI 53402
4432 Douglas Ave	Ryan J Gresk	4432 Douglas Avenue	Racine, WI 53402
4435 Scout Trl	Robert Braam & Sarah Faust	4435 Scout Tr	Racine, WI 53404
4436 Douglas Ave	Ronald Annette Gillespie	4436 Douglas Av	Racine, WI 53402
4440 Scout Trl	Kelly & Steven Andrasic	4440 Scout Trail	Racine, WI 53404
4442 Douglas Ave	Michael'S Machine Co Inc *	4442 Douglas Ave	Racine, WI 53402
4445 Scout Trl	Peter T Henning	4445 Scout Tr	Racine, WI 53404
4450 Scout Trl	Miles & Krysten Merten	4450 Scout Trail	Racine, WI 53404
4455 Scout Trl	Susan M Roberts	4455 Scout Tr	Racine, WI 53404
4505 Scout Trl	Christopher & Erin Cimbalknik	4505 Scout Tr	Racine, WI 53404
4507 Douglas Ave	John & Shirley Longo Rev Trust	3112 4 Mile Rd	Racine, WI 53404
4508 Charles St	Gavin J White	4508 Charles St	Racine, WI 53402
4512 Charles St	Shannon & Jennifer Jozwiak	6652 Lone Elm Drive	Racine, WI 53402
4516 Charles St	David R Mc Farland	4516 Charles St	Racine, WI 53402
4528 Carter Dr	Jonathan & Terri Lisowski	4528 Carter Dr	Racine, WI 53402

4530 Charles St	Mitchell H Katt	4530 Charles St	Racine, WI 53402
4533 Charles St	Lon & Linda Milton	4533 Charles St	Racine, WI 53402
4534 Douglas Ave	Jl Storage LLC	3112 Four Mile Rd	Racine, WI 53404
4536 Charles St	Kathryn H Glass	4536 Charles St	Racine, WI 53402
4540 Carter Dr	Allison R Coleman	4540 Carter Dr	Racine, WI 53402
4541 Charles St	Michael J Pokora	4541 Charles St	Racine, WI 53402
4542 Charles St	Stephen F Rodriguez	4914 Charles St	Racine, WI 53402
4542 Douglas Ave	Gigi North LLC	722 S Sylvania Ave	Sturtevant, WI 53177
4548 Charles St	Catherine Molinaro	4548 Charles St	Racine, WI 53402
914 Mayfair Dr	Nancy A Fritchen	914 Mayfair Dr	Racine, WI 53402
915 Thunderbird Dr	Thomas & Mona Lewis	915 Thunderbird Dr	Racine, WI 53402
922 Three Mile Rd	Gregory & Linda St Martin	922 3 Mile Rd	Racine, WI 53402
Douglas Ave	Stephen & Cheryl Stauss	12728 Bell Road	Caledonia, WI 53108
Douglas Ave	1897 Holdings LLC	830 Waters Edge Road	Racine, WI 53402
Douglas Ave	1897 Holdings LLC	830 Waters Edge Road	Racine, WI 53402
Douglas Ave	Jl Storage LLC	3112 Four Mile Rd	Racine, WI 53404
Ellis Ave	St Rita's Congregation	4339 Douglas Ave	Racine, WI 53402
Goleys Ln	Robert Jensen & Kristine Spiess	4329 Coachlight Dr	Racine, WI 53404

BOND NO. 929478846

WESTERN SURETY COMPANY

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, Payne & Dolan, Inc. of N3 W23650 Badinger Road - Waukesha, WI 53187, as Principal, and Western Surety Company - 333 S. Wabash Avenue - Chicago, IL 60604, as Surety, are held and firmly bound unto the Village of Caledonia - 6922 Nicholson Road - Caledonia, WI 53108, in the full and just sum of Fifty Thousand and 00/100 Dollars (\$50,000.00), good and lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, administrators, executors, successors and assigns, jointly and severally by these presents.

WHEREAS, the Village of Caledonia requires a performance bond under the provisions of Section 7-10 of the Code of Ordinances of the Village of Caledonia as a condition to the issuance of a blasting permit from the Village of Caledonia for Principal's nonmetallic mineral extraction site, the Racine Quarry Aggregate Site (site #80360 - formerly known as the Vulcan Racine Quarry), on property described as part of the South ½ of Section 29, Town 4 North, Range 23 East, Village of Caledonia, Racine County, Wisconsin.

NOW, THEREFORE, the condition of this obligation is such that if said Principal shall well and truly pay to the Village for all damages suffered by the Village, including any damages to utilities and property of the Village, and all costs incurred by the Village to enforce the provisions of Section 7-10 of the Code of Ordinances for the Village of Caledonia and the blasting permit issued to Principal pursuant to such ordinances, then this obligation shall be void, otherwise to remain in full force and effect.

THE SURETY may cancel this bond at any time by filing with the Village of Caledonia ninety (90) days written notice by registered or certified mail of its desire to be relieved of future liability.

Signed, sealed and dated this 12th day of June, 2013

WITNESS

Nadine Benth

WITNESS

Kara Krause

PAYNE & DOLAN, INC.

By: Mark E. Filmanowicz

Mark E. Filmanowicz, Executive Vice President

WESTERN SURETY COMPANY

By: Trudy A. Szalewski

Trudy A. Szalewski, Attorney-in-fact

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Jeffrey R Meisinger, Kelly Cody, Kent Arps, Roxanne Jensen, Individually of Green Bay, Wisconsin

Trudy A Szalewski, Christopher H Kondrick, Brian Krause, Individually of Milwaukee, Wisconsin

of Green Bay, WI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attomey is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 6th day of May, 2013.



WESTERN SURETY COMPANY

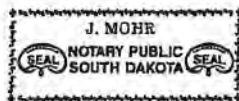
Paul T. Brufat
Paul T. Brufat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 6th day of May, 2013, before me personally came Paul T. Brufat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2015



J. Mohr
J. Mohr, Notary Public

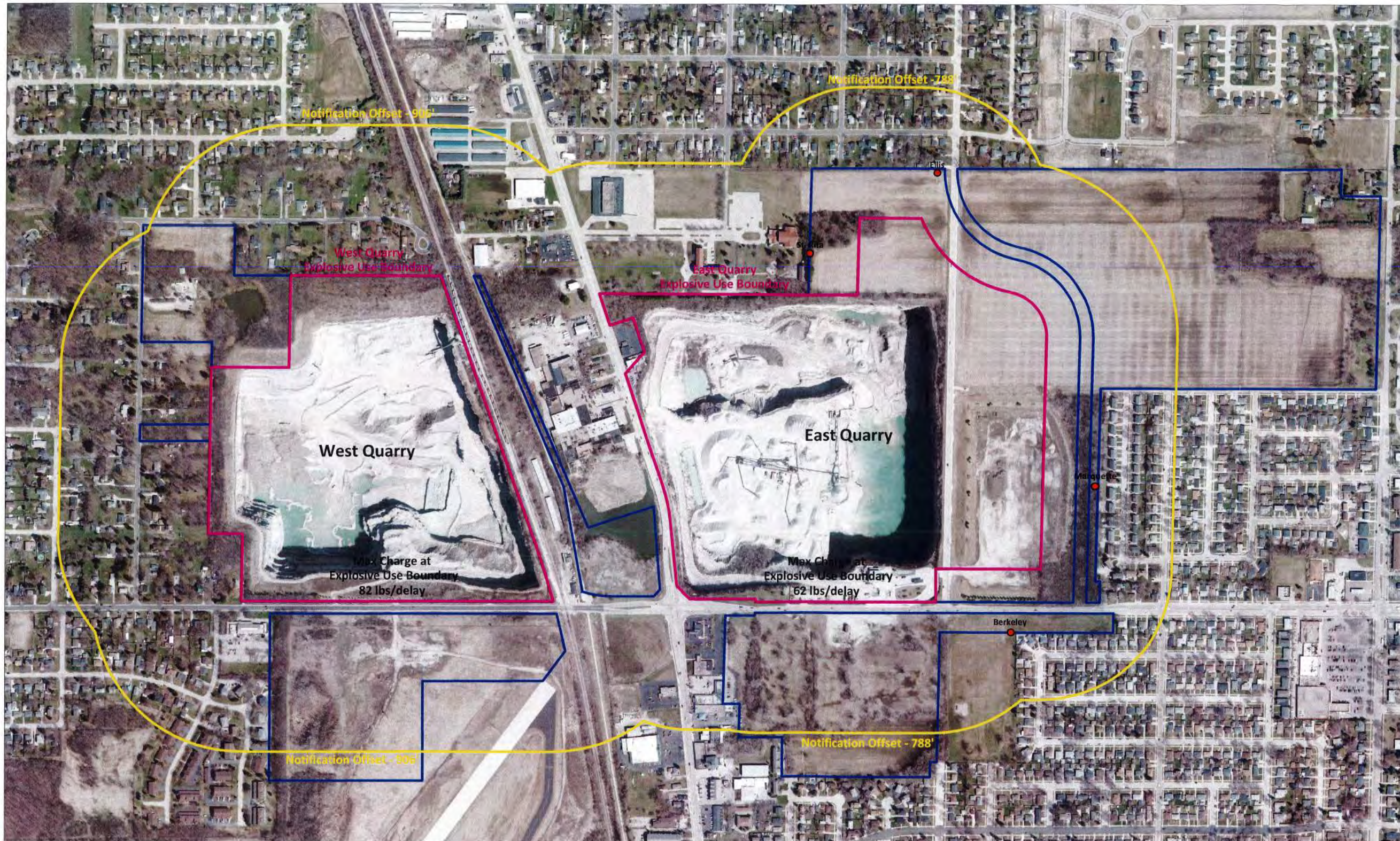
CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 12th day of June, 2013



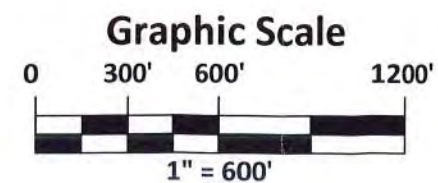
WESTERN SURETY COMPANY

L. Nelson
L. Nelson, Assistant Secretary



LEGEND

- Property Boundary
- Notification Radius
- Explosives Use Boundary
- Production Blasting Boundary
- Current Permanent Seismograph Location



Explosives Use - Notification Radius

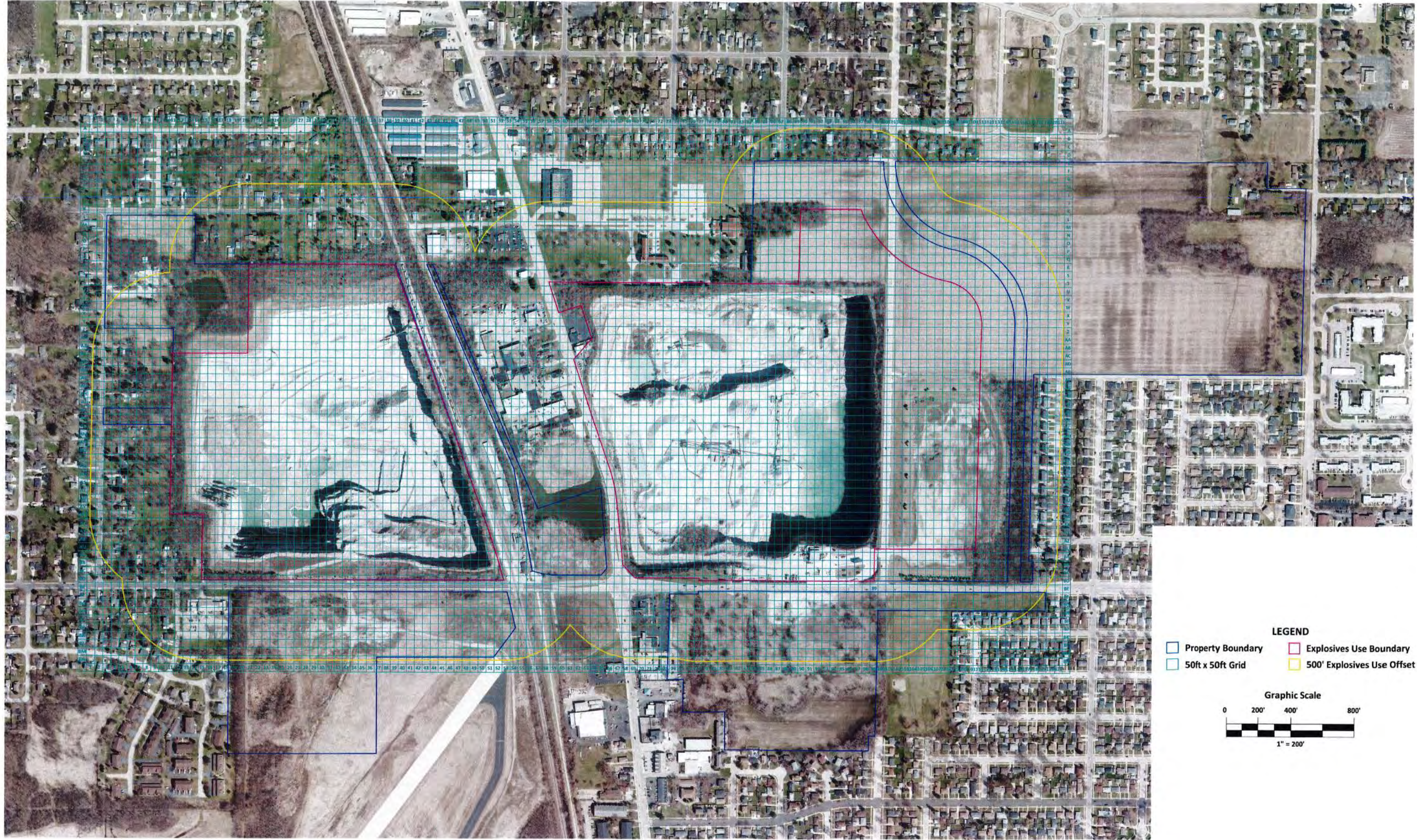
Aerial Imagery Obtained from Racine County GIS
Aerial Date - Fall 2015

1

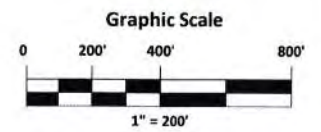
SHEET 1 OF 1

THIS PRINT IS THE PROPERTY OF PAYNE AND DOLAN, INC. AND THE CONTENTS CONTAINED HEREIN ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE USED OUTSIDE OF THE COMPANY WITHOUT PERMISSION.

Date: 3/18/2022 Site #: 80360 Drawn By: BLB



- LEGEND**
- Property Boundary
 - Explosives Use Boundary
 - 50ft x 50ft Grid
 - 500' Explosives Use Offset



Racine Quarry

Fall 2021 Aerial



0 250 500 1,000 Feet

 **Payne+Dolan**
A WALBEC COMPANY



Ordinance No. 2022-07

AN ORDINANCE TO CREATE A NEW SECTION 7-1-26, RENUMBER AND AMEND THE PENALTIES SECTION 7-1-27 AND RESERVE ADDITIONAL SECTIONS FOR FUTURE USE OF THE CODE OF ORDINANCES OF THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, RELATING TO KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

The Village Board of the Village of Caledonia, Racine County, Wisconsin, do ordain as follows:

1. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, created to read as follows:

"SEC. 7-1-26 KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

- A. **When Hens Allowed.** Within the jurisdictional limits of the Village, Hens are allowed by permit under this Section on property zoned single family residential that also contains an occupied single-family dwelling if kept in compliance with this Section. This ordinance is adopted under the Village's police power for the health, safety and welfare of its residence and for the protection of property.
- B. **Definitions.**
 - (1) **Chicken.** "Chicken" shall mean in this Section to include both Hens and Roosters generally.
 - (2) **Hen.** "Hen" shall mean in this Section a female Chicken.
 - (3) **Rooster.** "Rooster" shall mean in this Section a male Chicken.
- C. **Prohibitions.**
 - (1) **Roosters Not Allowed.** Roosters are prohibited on property that is permitted for Hens. Note: Roosters remain restricted as livestock under Sec. 7-1-13(e) of this Chapter.
 - (2) **Slaughtering.** Slaughtering of Chickens within the jurisdictional limits of the Village of Caledonia is prohibited except on properties properly zoned and approved for such use.
 - (3) **Bird Fighting.** The raising or keeping of Chickens for fighting and the fighting of Chickens is prohibited within the Village of Caledonia as per § 951.08, Wis. Stats.
 - (4) **Business Or Commercial Use Prohibited.** Nothing herein shall

be interpreted to authorize the conduct of a business or commercial use on a residential property. ~~No sales of eggs, chicks, or chickens shall be made from any residential property.~~

D. **Requirements.**

- (1) **Where allowed.** Hens are not allowed in any residential zoning district except for single-family residential districts and on property that contains an occupied single family dwelling. Hens shall not be allowed to roam freely on parcels less than 25 acres and ~~must shall~~ be contained to Chicken coops and runs as set forth below. For parcels 25 acres and greater in size, only Chicken coops are required as set forth below.

(2) **Maximum number of Hens.**

- (a) Up to five (5) hens shall be allowed on parcels that are 5 acres or less in size in compliance with this ordinance.

~~ThirtyUp to thirty-three (33) hens shall be allowed on parcels that are greater than 5 acres in size in compliance with this ordinance.~~

~~(a)~~

- (3) **Feed.** All feed for Hens must be kept in airtight containers that are out of reach of wild animals.
- (4) **Coops.** Hen coops are required to house the Hens on a property in compliance with this ordinance. An accessory building permit is required for all Hen coops. A Hen coop is a building structure that provides housing/shelter for Hens and shall meet the following requirements:
- (a) Hens must be provided at least 3 square feet of floor space each.
 - (b) A coop must have minimum dimensions of 2 feet long by two feet wide by 4 feet tall.
 - (c) There must be at least 2 nesting boxes per 5 hens.
 - (d) Coops must include elevated perches to ensure chickens are able to rest in their natural position.
 - (e) Coops must be structurally sound, insulated, moisture proof and kept in good repair.
 - (f) Coops must have vents to ensure proper ventilation during

all times of the year.

- (g) There must be a minimum of 1 foot of window for each 10 feet of wall space.
 - (h) Coops must be clean, dry and kept in a neat and sanitary condition at all times and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
 - (i) Waste from Hens must be properly disposed of according to Sec. 7-1-10.
 - (j) During the winter months to protect from inclement weather:
 - (1) Windows must be covered with clear plastic to minimize drafts. Air vents shall be installed to ensure adequate air quality for the Hens.
 - (2) Coops must be kept at a temperature of no less than 35° F.
 - (3) Water must not be frozen in the winter.
 - (k) Coops must provide access to the chicken run, when required.
 - (l) No coop shall be located closer than 20 feet to any residential lot line on an adjacent lot. Coops (and their runs) must be located in the rear yard and must meet requirements of accessory structures under Section 16-1-1(a)(11) of this Code.
 - (m) Bedding. The material that covers the floor of a coop is commonly referred to as bedding and should be at least two inches thick. The primary function of the bedding is to absorb moisture from droppings, water spills, limit odors, and facilitate coop cleaning.
- (5) **Chicken Runs.** Unless a parcel is at least 25 acres in size, hHens must have access to an outdoor fenced structure (a run) that meets the following requirements:
- (a) Each Hen shall have at least 6 square feet of space each in

the run.

- (b) Minimum dimensions - 2 feet wide by 2 feet long by 3 feet tall.
- (c) Fencing must have spacing of no more than 1 inch.
- (d) Top of the run must be covered with fencing with spacing of one inch or less.
- (e) Fencing shall be buried 1 foot under the ground if the run is not mobile.

~~(f) During the winter months to protect from inclement weather;~~

~~(1) The run must be surrounded by clear plastic on all sides. Air vents shall be installed to ensure adequate air quality for the Hens.~~

~~(2) The top of the run must be covered in clear plastic.~~

(6) **General care requirements.** Hens must be properly cared for.

- (a) Feed must be provided daily and must be proper for Hens in accordance with § 951.13.(1), Wis. Stats.
- (b) Clean water must be provided at all times and changed daily in accordance with § 951.13. (2), Wis. Stats.
- (c) All enclosures for the keeping of Hens shall be so constructed and maintained as to prevent rats, mice, other rodents, and animals from being harbored underneath or within the enclosure.

E. **Permit; Application and Review Process.** A permit from the Village is required in order to keep Hens on property as provided for under this ordinance. Only one permit shall be issued to each parcel number. Permits expire December 31 of each year. Applications shall be made prior to December 1st of each year including for renewals. Late fees will apply after January 31st of each year

(1) Applicant shall submit the following to the Village Clerk's office:

- (a) Completed initial or renewal permit application in a form

from the Village's Clerk's office.

- (b) A copy of the proof of registration of the property where Hens will be kept with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- (c) A plan that includes a scaled drawing of the parcel showing the proposed location of the coop and run, if required. The drawing shall include dwelling units on properties within 100 feet of the proposed coop and any run location.
- (d) Fees as may be applicable

(2) Review and Approval.

- (a) **Plan Review.** Prior to approval of the initial permit, the plan and location shall be reviewed and approved by Building Inspector or designee prior to approval of the initial Permit. Renewal applications do not require resubmission of the plan.
- (b) **Site Inspection.** Prior to the initial permit, the intended site for the keeping of the Hens shall be inspected by the Zoning Administrator or their designee. Renewal applications do not require a site inspection if there have been no complaints and the plan has not changed.
- (c) **Approval.** Initial and renewal permit applications shall be reviewed by the Village Clerk. The Village Clerk shall approve or deny such application or may, in their discretion, refer the application for review and action by the Legislative and Licensing Committee. Upon referral, the Legislative and Licensing Committee may approve or deny the application utilizing the same criteria under this Subsection. An "initial" application under this Section shall mean an application by a person that has not previously received a permit under this Section for the applied for location. A renewal application shall mean an application by a prior permittee for the same site with the same plans.

F. **Application and Permit fee.** All fees under this ordinance shall be as set forth in the fee schedule as set by the Village Board by Resolution from time-to-time. The fees to be established are as follows: application fee, initial permit fee, renewal permit fee and late fee. These fees will not be prorated.

G. **Complaints; Animal Cruelty.**

- (a) **Complaint Process; Revocation.** Any complaints about Chickens on property, whether for noncompliance, noise or nuisance, shall be made to the Village Clerk's office. Whenever the Village, through its agents or employees, upon inspection of the property complained of, finds the condition of the property to be in violation of this Section, an order shall be issued by the Zoning Administrator or their designee, to the owner of the property (and occupant if different from owner) to correct said condition within 10 days. If the order is not complied with or the requirements of this Section are not met, the Village may refuse to approve or renew a permit under the Section. The Village may also revoke any permit granted for noncompliance after providing ten business days notice of the basis for the revocation and opportunity for hearing. Any permittee facing revocation may request a hearing before the Legislative and Licensing Committee pursuant to Title 4 of this Code. Once a permit is revoked, a permit shall not be reissued for three years. Nothing herein shall prevent the Village from issuing a citation for violation of any provisions of this Section at the time an order to correct is issued or notice of intent to revoke a permit is issued
- (b) **Animal Cruelty violations.** The following conditions are hereby determined to be animal cruelty under Sec. 7-1-18 of the Village's Code of Ordinances: noncompliance with the requirements for the care and keeping of Hens under this ordinance including inadequate food or water, dirty coop, improper temperature conditions, sick or unhealthy Hens, and improper size coop and run.
- (c) Multiple violations, meaning three or more violations of this Section are a sufficient basis for the Village's revocation of a permit, non-issuance of a permit and/or nonrenewal of a permit."

2. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, renumbered and amended to read as follows:

"SEC. 7-1-30 PENALTIES.

- (a) Any person violating Sections 7-1-5, 7-1-15, 7-1-16, 7-1-17, 7-1-18, 7-1-19, 7-1-20, 7-1-21, 7-1-22, 7-1-23, 7-1-24, 7-1-25 and 7-1-26 shall be subject to a forfeiture of not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00). This Section shall also permit the Village Attorney to apply to the court of competent jurisdiction for a temporary or permanent injunction restraining any person from violating any aspect of this Ordinance.

- (b) (1) Anyone who violates Sections 7-1-1, 7-1-2, 7-1-3, and 7-1-4 of this Code of Ordinances or Chapter 174, Wis. Stats., shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than Two Hundred Dollars (\$200.00) for the first offense and not less than One Hundred Dollars (\$100.00) and not more than Four Hundred Dollars (\$400.00) for any subsequent offenses.
- (2) An owner who refuses to comply with an order issued under Section 7-1-5 to deliver an animal to an officer, isolation facility or veterinarian or who does not comply with the conditions of an order that an animal be quarantined shall be fined not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1,000.00) or imprisoned not more than sixty (60) days or both.
- (c) Any person who violates Section 7-1-6 through, 7-1-14 of this Code of Ordinances shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than One Hundred Dollars (\$100.00) for the first violation and not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00) for subsequent violations.
- (d) Each and every day that a violation of this Chapter exists constitutes a separate daily violation for which a separate daily penalty can be imposed."
3. That Sections 7-1-27 to 7-1-29 are reserved for future use.
4. That this ordinance shall take effect on May 16th _____, 2022 and upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of ~~March~~ May, 2022 ____.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, President

Attest: _____
Joslyn Hoeffert, Clerk

Ordinance No. 2022-07

AN ORDINANCE TO CREATE A NEW SECTION 7-1-26, RENUMBER AND AMEND THE PENALTIES SECTION 7-1-27 AND RESERVE ADDITIONAL SECTIONS FOR FUTURE USE OF THE CODE OF ORDINANCES OF THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, RELATING TO KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

The Village Board of the Village of Caledonia, Racine County, Wisconsin, do ordain as follows:

1. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, created to read as follows:

"SEC. 7-1-26 KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

A. **When Hens Allowed.** Within the jurisdictional limits of the Village, Hens are allowed by permit under this Section on property zoned single family residential that also contains an occupied single-family dwelling if kept in compliance with this Section. This ordinance is adopted under the Village's police power for the health, safety and welfare of its residence and for the protection of property.

B. **Definitions.**

- (1) **Chicken.** "Chicken" shall mean in this Section to include both Hens and Roosters generally.
- (2) **Hen.** "Hen" shall mean in this Section a female Chicken.
- (3) **Rooster.** "Rooster" shall mean in this Section a male Chicken.

C. **Prohibitions.**

- (1) **Roosters Not Allowed.** Roosters are prohibited on property that is permitted for Hens. Note: Roosters remain restricted as livestock under Sec. 7-1-13(e) of this Chapter.
- (2) **Slaughtering.** Slaughtering of Chickens within the jurisdictional limits of the Village of Caledonia is prohibited except on properties properly zoned and approved for such use.
- (3) **Bird Fighting.** The raising or keeping of Chickens for fighting and the fighting of Chickens is prohibited within the Village of Caledonia as per § 951.08, Wis. Stats.
- (4) **Business Or Commercial Use Prohibited.** Nothing herein shall

be interpreted to authorize the conduct of a business or commercial use on a residential property.

D. Requirements.

- (1) **Where allowed.** Hens are not allowed in any residential zoning district except for single-family residential districts and on property that contains an occupied single family dwelling. Hens shall not be allowed to roam freely on parcels less than 25 acres and shall be contained to Chicken coops and runs as set forth below. For parcels 25 acres and greater in size, only Chicken coops are required as set forth below.
- (2) **Maximum number of Hens.**
 - (a) Up to five (5) hens shall be allowed on parcels that are 5 acres or less in size in compliance with this ordinance.
 - (b) Up to thirty-three (33) hens shall be allowed on parcels that are greater than 5 acres in size in compliance with this ordinance.
- (3) **Feed.** All feed for Hens must be kept in airtight containers that are out of reach of wild animals.
- (4) **Coops.** Hen coops are required to house the Hens on a property in compliance with this ordinance. An accessory building permit is required for all Hen coops. A Hen coop is a building structure that provides housing/shelter for Hens and shall meet the following requirements:
 - (a) Hens must be provided at least 3 square feet of floor space each.
 - (b) A coop must have minimum dimensions of 2 feet long by two feet wide by 4 feet tall.
 - (c) There must be at least 2 nesting boxes per 5 hens.
 - (d) Coops must include elevated perches to ensure chickens are able to rest in their natural position.
 - (e) Coops must be structurally sound, insulated, moisture proof and kept in good repair.
 - (f) Coops must have vents to ensure proper ventilation during all times of the year.

- (g) There must be a minimum of 1 foot of window for each 10 feet of wall space.
 - (h) Coops must be clean, dry and kept in a neat and sanitary condition at all times and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
 - (i) Waste from Hens must be properly disposed of according to Sec. 7-1-10.
 - (j) During the winter months to protect from inclement weather:
 - (1) Windows must be covered with clear plastic to minimize drafts. Air vents shall be installed to ensure adequate air quality for the Hens.
 - (2) Coops must be kept at a temperature of no less than 35° F.
 - (3) Water must not be frozen in the winter.
 - (k) Coops must provide access to the chicken run, when required.
 - (l) No coop shall be located closer than 20 feet to any residential lot line on an adjacent lot. Coops (and their runs) must be located in the rear yard and must meet requirements of accessory structures under Section 16-1-1(a)(11) of this Code.
 - (m) Bedding. The material that covers the floor of a coop is commonly referred to as bedding and should be at least two inches thick. The primary function of the bedding is to absorb moisture from droppings, water spills, limit odors, and facilitate coop cleaning.
- (5) **Chicken Runs.** Unless a parcel is at least 25 acres in size, hens must have access to an outdoor fenced structure (a run) that meets the following requirements:
- (a) Each Hen shall have at least 6 square feet of space each in the run.

- (b) Minimum dimensions - 2 feet wide by 2 feet long by 3 feet tall.
- (c) Fencing must have spacing of no more than 1 inch.
- (d) Top of the run must be covered with fencing with spacing of one inch or less.
- (e) Fencing shall be buried 1 foot under the ground if the run is not mobile.

(6) **General care requirements.** Hens must be properly cared for.

- (a) Feed must be provided daily and must be proper for Hens in accordance with § 951.13.(1), Wis. Stats.
- (b) Clean water must be provided at all times and changed daily in accordance with § 951.13. (2), Wis. Stats.
- (c) All enclosures for the keeping of Hens shall be so constructed and maintained as to prevent rats, mice, other rodents, and animals from being harbored underneath or within the enclosure.

E. **Permit; Application and Review Process.** A permit from the Village is required in order to keep Hens on property as provided for under this ordinance. Only one permit shall be issued to each parcel number. Permits expire December 31 of each year. Applications shall be made prior to December 1st of each year including for renewals. Late fees will apply after January 31st of each year

(1) Applicant shall submit the following to the Village Clerk's office:

- (a) Completed initial or renewal permit application in a form from the Village's Clerk's office.
- (b) A copy of the proof of registration of the property where Hens will be kept with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- (c) A plan that includes a scaled drawing of the parcel showing the proposed location of the coop and run, if required. The

drawing shall include dwelling units on properties within 100 feet of the proposed coop and any run location.

(d) Fees as may be applicable

(2) Review and Approval.

(a) **Plan Review.** Prior to approval of the initial permit, the plan and location shall be reviewed and approved by Building Inspector or designee prior to approval of the initial Permit. Renewal applications do not require resubmission of the plan.

(b) **Site Inspection.** Prior to the initial permit, the intended site for the keeping of the Hens shall be inspected by the Zoning Administrator or their designee. Renewal applications do not require a site inspection if there have been no complaints and the plan has not changed.

(c) **Approval.** Initial and renewal permit applications shall be reviewed by the Village Clerk. The Village Clerk shall approve or deny such application or may, in their discretion, refer the application for review and action by the Legislative and Licensing Committee. Upon referral, the Legislative and Licensing Committee may approve or deny the application utilizing the same criteria under this Subsection. An "initial" application under this Section shall mean an application by a person that has not previously received a permit under this Section for the applied for location. A renewal application shall mean an application by a prior permittee for the same site with the same plans.

F. **Application and Permit fee.** All fees under this ordinance shall be as set forth in the fee schedule as set by the Village Board by Resolution from time-to-time. The fees to be established are as follows: application fee, initial permit fee, renewal permit fee and late fee. These fees will not be prorated.

G. **Complaints; Animal Cruelty.**

(a) **Complaint Process; Revocation.** Any complaints about Chickens on property, whether for noncompliance, noise or nuisance, shall be made to the Village Clerk's office. Whenever the Village, through its agents or employees, upon inspection of the property complained of, finds the condition of the property to be in violation of this Section, an order shall be issued by the Zoning Administrator or their designee, to the owner of the property (and occupant if

different from owner) to correct said condition within 10 days. If the order is not complied with or the requirements of this Section are not met, the Village may refuse to approve or renew a permit under the Section. The Village may also revoke any permit granted for noncompliance after providing ten business days notice of the basis for the revocation and opportunity for hearing. Any permittee facing revocation may request a hearing before the Legislative and Licensing Committee pursuant to Title 4 of this Code. Once a permit is revoked, a permit shall not be reissued for three years. Nothing herein shall prevent the Village from issuing a citation for violation of any provisions of this Section at the time an order to correct is issued or notice of intent to revoke a permit is issued

- (b) **Animal Cruelty violations.** The following conditions are hereby determined to be animal cruelty under Sec. 7-1-18 of the Village's Code of Ordinances: noncompliance with the requirements for the care and keeping of Hens under this ordinance including inadequate food or water, dirty coop, improper temperature conditions, sick or unhealthy Hens, and improper size coop and run.
- (c) Multiple violations, meaning three or more violations of this Section are a sufficient basis for the Village's revocation of a permit, non-issuance of a permit and/or nonrenewal of a permit.”

2. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, renumbered and amended to read as follows:

"SEC. 7-1-30 PENALTIES.

- (a) Any person violating Sections 7-1-5, 7-1-15, 7-1-16, 7-1-17, 7-1-18, 7-1-19, 7-1-20, 7-1-21, 7-1-22, 7-1-23, 7-1-24, 7-1-25 and 7-1-26 shall be subject to a forfeiture of not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00). This Section shall also permit the Village Attorney to apply to the court of competent jurisdiction for a temporary or permanent injunction restraining any person from violating any aspect of this Ordinance.
- (b)
 - (1) Anyone who violates Sections 7-1-1, 7-1-2, 7-1-3, and 7-1-4 of this Code of Ordinances or Chapter 174, Wis. Stats., shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than Two Hundred Dollars (\$200.00) for the first offense and not less than One Hundred Dollars (\$100.00) and not more than Four Hundred Dollars (\$400.00) for any subsequent offenses.
 - (2) An owner who refuses to comply with an order issued under Section 7-1-5 to deliver an animal to an officer, isolation facility or veterinarian or who

does not comply with the conditions of an order that an animal be quarantined shall be fined not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1,000.00) or imprisoned not more than sixty (60) days or both.

(c) Any person who violates Section 7-1-6 through, 7-1-14 of this Code of Ordinances shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than One Hundred Dollars (\$100.00) for the first violation and not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00) for subsequent violations.

(d) Each and every day that a violation of this Chapter exists constitutes a separate daily violation for which a separate daily penalty can be imposed."

3. That Sections 7-1-27 to 7-1-29 are reserved for future use.

4. That this ordinance shall take effect on May ____, 2022 and upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of May, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, President

Attest: _____
Joslyn Hoeffert, Clerk

770272.001(330) 5-11-22

Ordinance No. 2022-09

AN ORDINANCE TO AMEND SECTION 7-1-13(e)(1); SECTION 7-1-13(e)(2)(a); AND SECTION 7-1-13(e)(2)(b)(2) OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA RELATING TO KEEPING OF LIVESTOCK RESTRICTED

The Village Board of the Village of Caledonia, Racine County, do ordain as follows:

1. That Section 7-1-13(e)(1); of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(e) Keeping of Livestock Restricted.

- (1) Definition. "Livestock" means cattle, equine as that term is defined in Sec. 895.481(1)(a), swine, sheep, goats, farm-raised deer as that term is defined under Sec. 95.001(1)(ag), Wis. Stat., and other such animals susceptible to use for commercial purposes, including domesticated fowl, such as Cehickens (includes hens and roosters) (as defined in, and except as may be permitted under Sec. 7-1-26), turkeys, geese, ducks, guineas, or other poultry. For the purposes of determining the number of units of livestock allowed on a parcel each unit of livestock shall equal 1000 pounds worth of livestock which shall be calculated pursuant to s. NR 243.03(3) of the Wisconsin Administrative Code.”

2. That Section 7-1-13(e)(2)(a); of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(2) Keeping of Livestock.

- a. Prohibition. It shall be unlawful for any person to keep any livestock within the Village unless otherwise permitted by this Chapter, and specifically by Sec. 7-1-26, or by the Zoning Code which has been adopted by the Village pursuant to Title 16 of this Code of Ordinances.”

3. That Section 7-1-13(e)(2)(b)(2) of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(b) Exceptions.

2. Residential Use. Livestock, except Chickens as that term is defined under Sec. 7-1-26, may be kept on any parcel zoned for residential use provided the area of the parcel is at least five acres and the livestock is housed more than 150 feet from every residence not on that parcel. The first two acres shall contain no more than one unit of livestock. Thereafter, each additional unit of livestock shall require one additional acre of land unless otherwise allowed by conditional use permit. The keeping of Chickens, as that term is defined under Sec. 7-1-26, on residentially zoned parcels shall only be allowed as permitted in accordance with Sec. 7-1-26 of this Code. Roosters on residentially zoned parcels are prohibited."

4. That this ordinance shall take effect upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of _____, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

Ordinance No. 2022-09

AN ORDINANCE TO AMEND SECTION 7-1-13(e)(1); SECTION 7-1-13(e)(2)(a); AND SECTION 7-1-13(e)(2)(b)(2) OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA RELATING TO KEEPING OF LIVESTOCK RESTRICTED

The Village Board of the Village of Caledonia, Racine County, do ordain as follows:

1. That Section 7-1-13(e)(1); of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(e) Keeping of Livestock Restricted.

- (1) Definition. "Livestock" means cattle, equine as that term is defined in Sec. 895.481(1)(a), swine, sheep, goats, farm-raised deer as that term is defined under Sec. 95.001(1)(ag), Wis. Stat., and other such animals susceptible to use for commercial purposes, including domesticated fowl, such as Chickens (includes hens and roosters)(as defined in, and except as may be permitted under Sec. 7-1-26), turkeys, geese, ducks, guineas, or other poultry. For the purposes of determining the number of units of livestock allowed on a parcel each unit of livestock shall equal 1000 pounds worth of livestock which shall be calculated pursuant to s. NR 243.03(3) of the Wisconsin Administrative Code.”

2. That Section 7-1-13(e)(2)(a); of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(2) Keeping of Livestock.

- a. Prohibition. It shall be unlawful for any person to keep any livestock within the Village unless otherwise permitted by this Chapter, and specifically by Sec. 7-1-26, or by the Zoning Code which has been adopted by the Village pursuant to Title 16 of this Code of Ordinances.”

3. That Section 7-1-13(e)(2)(b)(2) of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“(b) Exceptions.

2. Residential Use. Livestock, except Chickens as that term is defined under Sec. 7-1-26, may be kept on any parcel zoned for residential use provided the area of the parcel is at least five acres and the livestock is housed more than 150 feet from every residence not on that parcel. The first two acres shall contain no more than one unit of livestock. Thereafter, each additional unit of livestock shall require one additional acre of land unless otherwise allowed by conditional use permit. The keeping of Chickens, as that term is defined under Sec. 7-1-26, on residentially zoned parcels shall only be allowed as permitted in accordance with Sec. 7-1-26 of this Code. Roosters on residentially zoned parcels are prohibited.”

4. That this ordinance shall take effect upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of _____, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

RESOLUTION NO. 2022-49

**RESOLUTION AUTHORIZING AMENDING THE 2022 SCHEDULE OF FEES, CHARGES
AND RATES FOR THE VILLAGE OF CALEDONIA, WISCONSIN**

WHEREAS, the Village of Caledonia has the authority to establish reasonable fees for services provided or costs incurred in the administration of government; and

WHEREAS, the Municipal Code makes reference that various fees shall be established by Village Board resolution; and

WHEREAS, the Village annually reviews municipal fees, charges and rates related to costs and administrative services provided by the Village; and

WHEREAS, the Village Board has determined that the updated fee set forth hereinafter is reasonable, equitable, and necessary; and

WHEREAS, the Village Board endorses the fee in order to reduce the burden on property taxes to support services.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board adopts the amended fee as highlighted and outlined in the attached page of the schedule of fees for the Village of Caledonia, and that said fee shall be incorporated in the Master Fee Schedule for the Village of Caledonia.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of May, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

Village Clerk

For questions or additional information: Phone: (262) 835-6414 E-Mail: jhoeffert@caledonia-wi.gov

Category/ Program	Fee Name	Unit	Fee Fee subject to tax, where applicable	Authority for Fee	Effective Date of Fee	Notes
CHICKEN LICENSES *PROPOSED*	One time application fee	each	\$100.00	\$7-1-27		
	Annual (License Year Jan-Dec)	annual	\$50.00			
	Late Fee - Chicken License (License Year Jan-Dec)	each	\$10.00			
	Penalties	event	Not less than \$100.00 & not more than \$500.00 + statutory costs			
DOG LICENSES	Puppy license – 5 months or older as of July 1 (License Year Jan-Dec)	annual	\$10.00	\$7-1-3	12/17/2018	
	Dog License - Neutered/Spayed (License Year Jan-Dec)	annual	\$15.00			
	Dog License - Not Neutered/Spayed (License Year Jan-Dec)	annual	\$25.00			
	Kennel License	annual	\$100.00			Effective 11/15/2014
	Fancier Permit	annual	\$50 + cost of each tag			Effective 11/15/2014
	Duplicate License	each	\$0.10			
	Late Fee - Dog License (After April 1)	each	\$5.00			

RESOLUTION NO. 2022-50

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA TO
APPROVE CONFLICT WAIVER WITH
LAW FIRM VON BRIESEN & ROPER, S.C. FOR DEVELOPMENT
IN TAX INCREMENTAL DISTRICT NO. 4**

WHEREAS, there is a proposed development in Tax Incremental District No. 4 and the Village has determined that Special Counsel should be retained to represent the Village in the matter.

NOW THEREFORE BE IT RESOLVED, that the law firm of von Briesen & Roper, S.C. is confirmed as Special Counsel for this matter and that the Conflict Waiver attached hereto as **Exhibit A** is hereby approved.

BE IT FURTHER RESOLVED THAT the Village President and Village Clerk are authorized to execute the Conflict Waiver and that the Village Administrator and Village Attorney are authorized to assist in the matter as necessary in furtherance of the Board's directives.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of _____, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs,
Village President

Attest: _____
Joslyn Hoeffert,
Village Clerk

May 5, 2022

VIA E-MAIL – kkasper@caledonia-wi.gov

ATTN: Kathy Kasper
Village of Caledonia
5043 Chester Lane
Racine, WI 53402

Re: Waiver of Conflict of Interest –

Dear Kathy:

Caledonia ("Village") has asked our firm to represent them with regard to acting as counsel on a matter involving development of South Hills. The work my colleagues have been asked to do for Village is completely unrelated to both the past and present work I and other attorneys at von Briesen & Roper, s.c. have done and are continuing to do for Mount Pleasant. Mount Pleasant will be represented by other counsel on the South Hills matter.

While the scope of work is different, this situation presents a potential conflict of interest given von Briesen & Roper, s.c.'s current representation of Mount Pleasant in other matters. Nevertheless, we believe that we could represent both entities if the Village was to consent to such representation and waive the potential conflict. We believe that our representation will not compromise our relationship with the Village and that we will be able to continue to provide competent and diligent representation to the Village on matters we are handling for it.

Pursuant to the Wisconsin Rules of Professional Responsibility, a law firm is required to obtain informed client consent where the representation of a client would be adverse to another current client, even if the representations are on unrelated matters. The primary reason for obtaining this client consent is that no client should have to be concerned that its lawyers may have divided loyalties or that its confidential information might be used against it. In asking for this consent, we assure you that von Briesen & Roper, s.c. will not use client information obtained in representation of one client against another and that our representation of you will not be affected in any other respect.

I respectfully ask the Village to consider and sign below acknowledging the following waiver:

Village hereby waives any and all conflicts of interest which may now exist, or which may arise in the future, concerning von Briesen's representation of Village regarding assisting

the South Hills project, while von Briesen represents Mount Pleasant in other matters. This means that no matter what adversity exists or may develop between the Village and Mount Pleasant relating to the above-described matter, the Village will not seek, nor will it be able to, disqualify von Briesen from continued representation of Caledonia in the matter described above.

If the Village is prepared to execute this waiver and fully understands this waiver, then please sign this letter in the space indicated above and return a copy to me. If you have any questions or comments concerning the scope of the waiver and its ramifications, please do not hesitate to contact me.

Since we already have an engagement agreement for all matters on which we provide representation of Caledonia, we see no need for an additional engagement agreement.

Thank you.

Very truly yours,

von BRIESEN & ROPER, s.c.


Alan Marcuvitz

Dated this _____ day of _____, 2022.

VILLAGE OF CALEDONIA

By: _____

38038236_1 DOCX

RESOLUTION NO. 2022-51

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
APPROVING A PROPOSAL BY MSA PROFESSIONAL SERVICES INC. FOR PARK
MASTER PLANNING SERVICES FOR CRAWFORD PARK**

WHEREAS, the Village has acquired ±21 acres of land adjacent to the existing Crawford Park with the intention of expanding the park; and

WHEREAS, the Village has approved a Parks and Open Space Plan which identifies needs for all of the parks within the Village; and

WHEREAS, the Development Director and Parks & Recreation Advisory Committee requested quotes for design services and received two proposals; and

WHEREAS, the Development Director and Parks & Recreation Advisory Committee recommends engaging MSA Professional Services Inc., 220 East Buffalo Street, Suite 201, Milwaukee, WI 53202, who submitted a proposal to complete the work as described in **Exhibit A** not to exceed \$19,700; and

WHEREAS, the Development Director, Parks & Recreation Advisory Committee and Village Attorney will work to prepare engagement documents;

NOW, THEREFORE, BE IT RESOLVED THAT the proposal by MSA Professional Services Inc., in an amount not to exceed \$19,700 to complete the work as set forth in **Exhibit A** attached hereto and incorporated herein is hereby, that the Development Director and Village Attorney are authorized to review and approve the engagement agreement for such work, and that all Village officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance of the Agreement.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of May, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk



PROPOSAL TO PROVIDE Crawford Park Master Plan

Prepared for:
Village of Caledonia, WI
April 8, 2022

 **MSA**
MSA PROFESSIONAL SERVICES, INC.
220 East Buffalo Street, Suite 201
Milwaukee, WI 53202
Contact: Dan Williams, PLA, ASLA, AHLP
Phone: (608) 216-2066



April 8, 2022

Peter Wagner, Development Director
Village of Caledonia
5043 Chester Lane
Racine, WI 53402

Re: Request for Proposal for Crawford Park Master Plan

Dear Mr. Wagner,

Thank you for the opportunity to provide a proposal for the Crawford Park Master Plan. We are excited to work with the Village of Caledonia to provide a vision and organizational framework for implementing improvements to the park. The last couple of years have highlighted the importance of outdoor space on community physical and mental health. We appreciate your consideration to allow us to assist the Village in creating a plan for future enhancements to this vital community amenity.

One of the many reasons communities turn to MSA Professional Services, Inc. (MSA) to assist with the development of park master plans is the breadth of our planning and design experience across the Upper Midwest. Our project team is comprised of skilled landscape architects, park planners and engineers who are committed to the success of your project. Through our Parks and Recreation Community of Practice (CoP) – a group of diverse professionals who collaborate on park projects to provide the best possible designs and value to the communities we work with – we also have access to architects, environmental professionals and funding specialists to consult during the project. As project manager, I am excited to work with you to develop a comprehensive plan that combines best management practices with a sound vision, attainable goals and short- and long-term objectives for successful implementation.

We understand the unique challenges and opportunities of locating, planning, developing and funding recreational amenities that improve quality of life. In the last five years we have assisted more than 25 communities across the Upper Midwest and Wisconsin, develop Park Master Plans. At MSA, we work hard to enable people to improve communities and are dedicated to seeing visions come to fruition. Many of the plans we developed for communities carried on into built projects.

We have created a scope of work including potential meetings and participants for the process based on your desired project scope, and we look forward to refining our approach collaboratively with you, to confirm a path through all phases of the project that fits the Village's timing and budgeting needs. We are ready to team with the Village to develop a great plan.

We welcome the opportunity to further discuss your needs and our approach. Please do not hesitate to contact me directly at (608) 216-2066 or dwilliams@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Dan J. Williams".

Dan Williams, PLA, ASLA, AHLF
Project Manager

A handwritten signature in black ink, appearing to read "Raine Gardner".

Raine Gardner, PE
Parks and Recreation Team Leader | QA/QC

Raine Gardner is a duly authorized officer/agent empowered to bind MSA for consideration for this project.



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FIRM PROFILE.

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

Local Office

220 East Buffalo Street,
Suite 201
Milwaukee, WI 53202

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.



63

INDUSTRY AWARDS
EARNED SINCE 2010

380+
TEAM MEMBERS



17 OFFICE
LOCATIONS

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

\$500+ MILLION

GRANTS & LOW-INTEREST LOANS
We've helped our clients secure
to help offset the cost of
infrastructure projects



ENABLING PEOPLE TO
POSITIVELY IMPACT THE LIVES
OF OTHERS SINCE 1962

CLIENT EXPERIENCE.

Percentage of clients who say MSA met or exceeded their expectations based on the following categories.

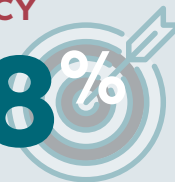
How does the Client Experience work in Proposals/SOQs?

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

ACCURACY

98%



HELPFULNESS

96%



QUALITY

99%



SCOPE & FEES

97%



RESPONSIVENESS

98%



SCHEDULE

98%







Parks and Recreation CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation.

How We Help

- ADA Audits for Park and Recreational Facilities
- Aerial Solutions (Mapping, Modeling, Marketing, Surveying, etc.)
- Aquatic Facilities (Indoor and Outdoor) and Splash Pads
- Architectural Design (Shelters, Restrooms, etc.)
- Asset Management
- Athletic Facilities (Indoor and Outdoor)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans (Municipal, County, Regional)
- Conceptual Site Plans, 3D Renderings and Virtual Reality
- Educational Programming
- Funding
- Infrastructure Survey and Design (Parking, Stormwater, Sewer, Water, etc.)
- Landscape Design
- Lighting Design
- Multimedia (360° Video, Esri Story Maps, etc.)
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Engagement (Public Input, Opinion Surveys, Visioning, etc.)
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (Boat Launches, Piers, Riverwalks, etc.)
- Wayfinding (Interpretive Signage, Interactive Kiosks, etc.)

PARKS AND RECREATION MASTER PLANS

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. In addition, recreational-based tourism continues to proliferate as an important component of local and state economies.

In short, whether fueled by a love of the great outdoors or determination to choose a healthier lifestyle, more Americans are utilizing a wider variety of park and recreational resources. MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. Our park master plan experience includes the following projects.

PARK MASTER PLANNING EXPERIENCE

- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Vilas Park Master Plan, Madison, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisconsin Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisconsin Rapids, WI
- Webb Park, Reedsburg, WI
- Baraboo River Corridor Water Trail Planning Project, (Reedsburg, Wonewoc, Hillsborough, Union Center, LaValle, Hillsboro, Rock Springs, Elroy, WI)
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Rowe Park Master Plan, Onalaska, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Memorial Park Master Plan, Lexington, MN
- Park Master Plan, Annawan, IL
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Blood Run National Historic Landmark Master Plan, Larchwood, IA*
- Hawn's Bridge - Terrace Mountain Resort Master Plan, Raystown Lake, PA*
- Muskingum Watershed Conservation District Master Plan, New Philadelphia, OH*
- Ashland Waterfront Master Plan, Ashland, WI*
- Bolz Conservancy Master Plan, Waunakee, WI*
- Chicago Parks District Harbors Master Plan, Chicago, IL*
- Liberty Park Master Plan, Clarksville, TN*
- Crossridge Park Master Plan, Milton, WI*
- Dillon Waterfront Master Plan, Dillon, CO*
- Cherry Creek State Park Marina Master Plan, Denver, CO*
- Chatfield State Park Marina Master Plan, Littleton, CO*
- Green Bay Botanical Garden Master Plan, Green Bay, WI*
- Greens Coulee Park Master Plan, Onalaska, WI*
- Honey Creek Resort State Park Master Plan, Rathbun, IA*
- Kohl Park Master Plan, Milwaukee, WI*
- Lakeshore State Park Master Plan, Milwaukee, WI*
- Prophetstown State Park Master Plan, West Lafayette, IN*
- Sand Island Recreational Area Master Plan, Honolulu, HI*
- Northern Great Lakes Regional Visitor Center, Ashland, WI*

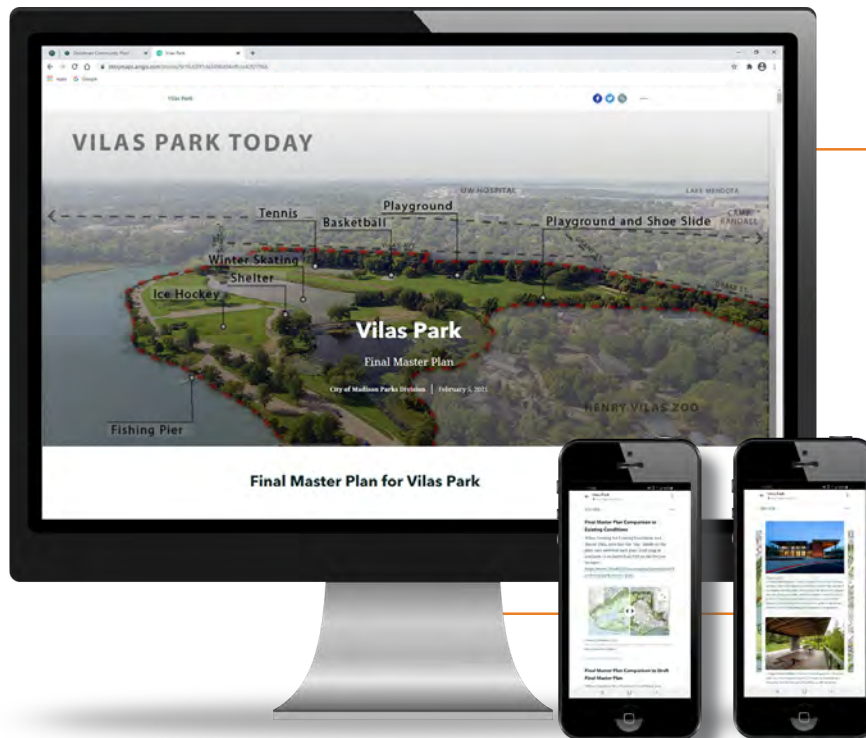
**Denotes Dan Williams' work prior to joining MSA*



PUBLIC ENGAGEMENT EXPERTISE

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests and local governments. Aside from community support, this process also lends itself to ensuring the final project reflects the community's ethos and vision for its future.



MSA has the familiarity and the expertise to reach everyone. One way our teams engage the community is through the use of Esri GIS StoryMaps. Click on the left image of a recent Park Master Plan in Madison, Wis. to view the Final Master Plan Story Map for Vilas Park, or go to [HTTPS://ARCCG.IS/1L5USFQ](https://arccg.is/1L5USFQ).



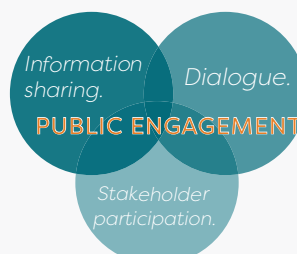
AN INTEGRATED PUBLIC ENGAGEMENT SOLUTION

Reach. Listen. Meet. Include. Analyze.

MSA is dedicated to helping you improve relationships and build trust with your residents. The goal is to reach more people and simplify the process. One of the ways we do so is through the use of PublicInput. The PublicInput Platform™ is built to support government agencies through every step of the public engagement process.

PublicInput is a fully integrated solution that helps government agencies:

- Impact more residents.
- Gather stakeholder input across multiple channels.
- Keep stakeholders informed through project website, email, SMS, and social media updates.
- Monitor and manage data and reporting for robust analytics.



To explore a live site that is utilizing PublicInput software, go to <https://waverlyplanning.com/>.

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced landscape architects, engineers and technical service leads backed by more than 380 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**





Dan Williams, PLA, ASLA, AHLP

PROJECT MANAGER

With more than 30 years of industry experience, Dan takes pride in his ability to make every project, large or small, something special. He is energized by the challenges offered by each new site. Dan's design philosophy is uncomplicated and based on two foundational factors: understanding and vision. Understanding involves developing a solid comprehension of the environmental, social and economic factors related to a project. This knowledge provides a framework for building an inspiring vision for the landscape.

EDUCATION

B.S., Landscape Architect
University of Kentucky

REGISTRATION & AFFILIATIONS

- Professional Landscape Architect, WI, CO, IA
- American Society of Landscape Architects (ASLA)
- Alliance for Historic Landscape Preservation (AHLP)

EXPERTISE

- Project Management
- Marina/Waterfront Planning and Design
- Park Master Plans
- Park Planning

PUBLICATIONS

- Co-Author, Planning and Design Guidelines for Small Craft Harbors, ASCE Manuals and Reports on Engineering Practice No. 50.

SELECTED PROJECT EXPERTISE

Thomas G. Rowe Park Master Plan, Onalaska, WI

Project Manager and Lead Park Planner for the development of a new master plan for Rowe Park. The process included a comprehensive site analysis to study condition, park topography and opportunities for improvement. MSA also conducted a public engagement survey to gather constituent feedback and ideas about park upgrades. The result was the creation of conceptual designs as part of a Master Plan for Rowe Park—a guide for improvements and suggested timeline for implementation that would carry the park boldly into the future.

Vilas Park Master Plan, Madison, WI

Project Manager and Lead Park Planner for a Master Plan of the 44-acre Vilas Park, a historic urban open space designed by O.C. Simonds in the heart of the City of Madison. The plan is the first major effort since the original design in 1906 for the Madison Park and Pleasure Drive Association. Simonds was known for his use of native prairie landscapes with a key feature being lagoon systems. Vilas Park is along the shore of Lake Wingra. MSA conducted a tree survey in ArcGIS for over 700 trees in the park. A robust, inclusive, public engagement represents a full community planning effort that takes in account to needs of today's users. The Master Plan is a unique balance of history and future park uses.

Carson Park Master Plan, Eau Claire, WI

Project Manager and Lead Park Planner for Carson Park, a 134-acre facility near downtown Eau Claire. The land was donated in 1914 to the City by lumber baron William Carson. The park is a peninsula surrounded by Half Moon Lake. The facility consists of sport fields for UW Eau Claire and semiprofessional teams, two museums, rideable miniature railway, extensive natural areas with trails and lagoon/wetland landscape. The park has remnant woodlands and pine forest from the logging era and extensive wetland ecology.

Additional Project Experience

- Mandt Park Master Plan, Stoughton, WI
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Fairport Harbor Waterfront Development, Fairport Harbor, OH
- Downtown Waterfront Development, Monroe, LA
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Waterfront Master Plan & Town Core Walkability Study, Dillon, CO



Luke Geiger, PLA, ASLA
LANDSCAPE ARCHITECT

Luke is heavily involved in MSA's park and recreation, waterfronts, and urban design projects. Luke's resume includes site inventory and analysis, concept development and park plans, landscape planting plans, grading, and construction documentation preparation. He is currently leading efforts for MSA in 3-dimensional site design to provide communities with realistic renderings of proposed open spaces and parks. His technical skills help bring park master plans to life and help communities present these life-like drawings to the community to gather important public input.

Located in the downtown Milwaukee office, Luke will be assisting in the project management efforts as being the local point of contact for the community.

Education

B.S., Landscape Architecture
University of Wisconsin-Madison

Registration

Professional Landscape Architect, WI

Selected Project Experience

- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Evansville Park and Pool Design, Evansville, WI
- Hartford Centennial Park Improvements, Hartford, WI
- Downtown Plan, Hortonville, WI
- Waukau Dam Master Plan, Winnebago County, WI
- Mandt Park Master Plan, Stoughton, WI
- Swan Park Master Plan, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Gramercy Park Master Plan, East Dubuque, IA
- Waterfront Master Plan & Town Core Walkability Study, Dillon, CO



Raine Gardner, PE
PARKS AND RECREATION
TEAM LEADER
QA/QC

As our Parks and Recreation Practice Leader, Raine leads a team of landscape architects, waterfront development specialists and project engineers. She has worked on a variety of projects including recreational parks and trail projects, waterfront development/access, river corridor planning, stormwater, water main, and sanitary sewer design, roadway reconstruction, lake dredging, and streetscaping plans. In addition to project planning and design, Raine has aided in construction management, right of way and easement acquisition, project permitting, wetland mitigation work, and GIS mapping. She helps clients apply for local, state, and federal funding grants and assistance. Clients also rely on Raine for project planning/concepts and estimating assistance, project considerations to lower maintenance and operational costs, zoning administration and guidance.

Education

M.S., Civil Engineering
University of Wisconsin-Madison

B.S., Civil Engineering

Michigan Technological University

Registration

Professional Engineer, MI, IA, MN, WI, OH

Selected Project Experience

- Wisconsin Rapids Recreation Complex, Wisconsin Rapids, WI
- Riverside Park, Mauston, WI
- Vilas Park Master Plan, Madison, WI
- Riverside Park and Riverwalk Multi-Use Trails, Mauston, WI
- Fireman's Park Improvements, Verona, WI
- Splash Park at Mead Field, Wisconsin Rapids, WI
- Marathon County CORP, Marathon County, WI
- Village Forest Park, West Baraboo, WI
- Swan Park Master Plan and Development, Beaver Dam, WI
- Erb Park & Pool, Appleton, WI
- Thomas G. Rowe Park Master Plan, Onalaska, WI
- Sauk City Riverfront Park, Sauk City, WI
- Lake County Ohio Port and Economic Development Authority Fairport Harbor Transient Marina Study, Fairport Harbor, OH
- Apostle Islands Marina, Bayfield, WI
- New London River Wall, Downtown Transient Boat Dock and Fishing Pier, New London, WI



Scott Kiley, GISP
GIS SOLUTIONS ARCHITECT

Scott is a certified GIS professional who is interested in all types of data and ways to create, disseminate and analyze it. Scott loves to see data used to help make informed decisions, especially when it involves spatial aspects. Location aware data commonly shows another side that can change those informed decision. He has created, converted and managed data in most formats including GIS, CAD, SQL Server and Access. Scott enjoys developing ways to utilize data more effectively. From web and mobile mapping applications to Python scripts, he created ways to help people use data and GIS to make better decisions.

Education

B.S., Natural Resources
University of Wisconsin-Madison

Certification

Certified GIS Professional (GISP)

Selected Project Experience

ArcGIS Online Implementations - Various Wisconsin communities including: Clintonville, Cottage Grove, Elroy, Hillsboro, Johnson Creek, Kendall, Monroe, Nekoosa, New Lisbon, Palmyra, Sauk City, Shorewood, Sparta, Spooner, Stoughton, Wautoma & Wisconsin Dells.

Implemented the complete ArcGIS Online platform creating a centralized geospatial foundation for each municipality's residents and staff. Delivered focused maps and apps for municipal staff using Esri's solutions for Local Government, Water and Public Works. Setup the ArcGIS Online home page to align with the municipality's existing web presence and allow users to discover focused maps and apps easily.

Web GIS Application configuration (hosted by MSA) - Various Wisconsin communities including: Belleville, Biron, Brodhead, Eagle River, Oakfield, Princeton, Randolph, Siren & West Salem.

Implemented the complete ArcGIS Online platform creating a centralized geospatial foundation for each municipality's residents and staff. Delivered focused maps and apps for municipal staff using Esri's solutions for Local Government, Water and Public Works. Setup the ArcGIS Online home page to align with the municipality's existing web presence and allow users to discover focused maps and apps easily.



Marcus Rue, PE
CIVIL/SITE ENGINEER

Marcus is an experienced engineer with a versatile history of working in the civil engineering industry. Skilled in WisDOT Construction Materials, Civil 3D, Heavy and Highway Construction, Site Plans, and Stormwater. Well versed in standard construction practices for both the public and private sector. Excellent with client relations, multitasking, problem solving, research and development.

Education

B.S., Civil Engineering
University of Wisconsin-Platteville

Registration

Professional Engineer, WI

Selected Project Experience

- Town Park Project Phase 1, Germantown, WI
- Camp Manitowish Shoreline and Drainage Improvement Project, Boulder Junction, WI
- Baraboo River Launch, Hillsboro, WI
- Centennial Park Phase 2, Hartford, WI
- EO Schultz Park/River Project, Elroy, WI
- Mill Pond Bulkhead, Hartford, WI
- Swan Park Lagoon Restoration, Beaver Dam, WI
- Webb Park Splash Pad, Reedsburg, WI
- 2022 Park Improvements, Holmen, WI
- Schwiebert Park Marina Renovation, Rock Island, IL



Master Plan Link: https://issuu.com/msaprofessionalservices/docs/rowe_park_mp_report

THOMAS G. ROWE PARK MASTER PLAN

ONALASKA, WI

Just inland from the banks of the Black River along the Minnesota-Wisconsin border lies Rowe Park. Thomas B. Rowe Park, to be exact, named for the founder of this growing community of over 18,000 residents. The park site is beautiful and has long been a gathering place for area residents and visitors. It is also located directly adjacent to Onalaska High School and the public library, so it sees frequent year-round use by families and local school sports teams.

Onalaska city officials knew that upgrades were needed to ensure the longevity of this beloved community centerpiece. In 2019, the Parks and Recreation Board hired MSA to assist in the development of a new Master Plan for Rowe Park. The process included a comprehensive site analysis to study condition, park topography and opportunities for improvement. MSA also conducted a public engagement survey to gather constituent feedback and ideas about park upgrades. The result was the creation of conceptual designs as part of a Master Plan for Rowe Park—a guide for improvements and suggested timeline for implementation that would carry the park boldly into the future.

MSA's site analysis revealed a number of key factors: the terrain at Rowe Park is hilly. With panoramic views of the Mississippi River valley below, the highest point reaches 741 feet, while the lowest sits at 681 feet—an elevation change of 60 feet. This poses a challenge when it comes to accessible walkways and connections within the property and the ability to cohesively connect the park's many amenities. Lighting throughout the park was also identified as needing upgrade, along with improved play and gathering areas, ADA-compliant connectivity, new restrooms, concessions and parking for users of all ages, levels of mobility and recreational areas of interest.

The public survey revealed a similar vision for park improvements. Nearly 600 residents participated in the survey and vocalized an interest in improving playground areas, with more variety of play for all ages, new shelters, restrooms and concession buildings, improved spectator seating for ball field areas, an expanded disc golf course and general enhancements to gathering spaces such as picnic areas, benches, and pavilions.



Master Plan Link: https://s3.amazonaws.com/city_docs/Racetrack%20Park%20MP%20Report_FINAL.pdf

RACETRACK PARK MASTER PLAN

STOUGHTON, WI

The Racetrack Park Master Plan is a comprehensive combination of the most preferred layout from three preliminary concepts. It provides a road map to the implementation of park features.

The Master Plan depicts park elements selected through public survey, stakeholder engagement, public comment, and meetings with City staff and the Parks and Recreation committee. It creates several distinct use areas within the park that allow for staggered use, including:

- A main ball field complex.
- Southern athletic fields.
- Shelter and playground at the east parking lot.
- Looping trail system – universally accessible routes.
- ADA accessibility.
- Stormwater management and natural areas.

The actual layout and detailing of use areas may change and adapt to other uses as the park changes in the coming years or as the demands on the City's parks change.



Master Plan Link: https://issuu.com/msaprofessionalservices/docs/carson_park_mp_report

CARSON PARK MASTER PLAN

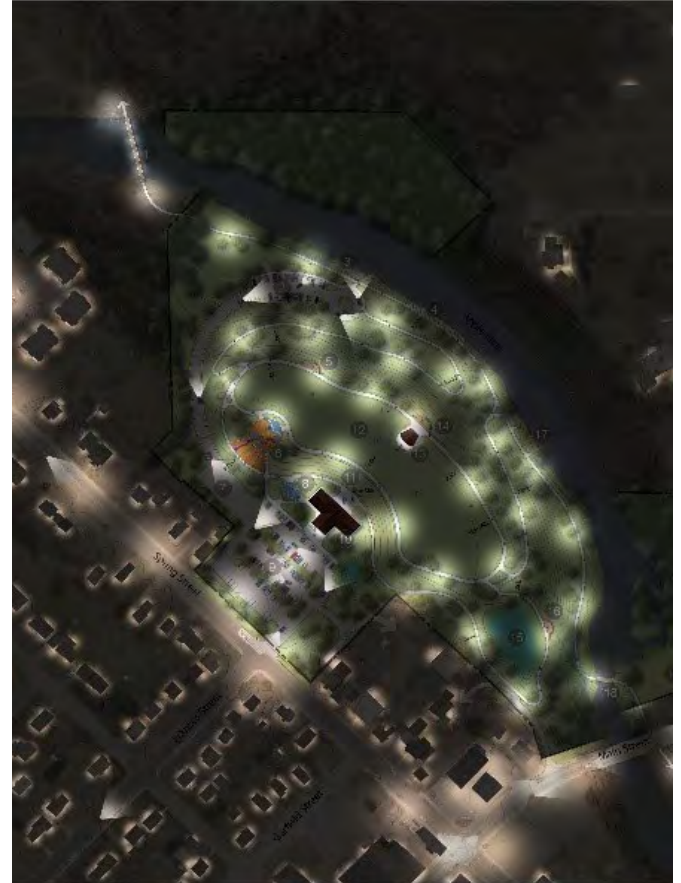
EAU CLAIRE, WI

The Master Plan for Carson Park received input from more than 2,000 City residents and serves as a living guide for the future and preservation of this beloved 106-year-old community centerpiece.

Carson Park is approximately 134 acres surrounded by Half Moon Lake on three sides. The lake forms a peninsula that creates the park. The park was named in honor of Williams E. Carson, one of the wealthiest lumbermen in the Chippewa Valley. Carson's heirs donated the land to the City of Eau Claire posthumously in their father's name in 1914. Remnants of the history of logging and the lumber industry remain today, visible with the prominent stands of pine trees throughout the park.

There are several unique facilities in the park that were built during the Works Progress Administration (WPA) in the 1930s. The baseball and football stadiums and the tennis courts' construction started in 1935. Several baseball players who went on to have notable careers debuted at Carson Park Baseball Stadium. Among those players were Hank Aaron, Billy Burton, Wes Covington, Joe Torre, Bob Uecker and Andy Pafko. Hank Aaron, the most recognized player, was honored in 1994 with a statue and plaza at the stadium.

MSA teamed with Rettler Corporation to prepare a Master Plan for Carson Park as a framework for improvements to update the facility over the next 20 years. Renovated or replacement shelters, added trail systems and innovative stormwater management are the highlights of future park improvements. The reorganization of the fields and courts around the historic Carson Park Baseball Stadium will create a more flexible and sustainable sports complex for area schools and professional sports organizations' use.



VILLAGE PARK MASTER PLAN

SOMERSET, WI

Originally a school site, Village Park has served the residents in Somerset as a community park with ballfields and connection to the Apple River. The site is comprised of three terraces that fall steeply with a 20-foot drop between each flat open space.

MSA developed a site analysis and met with community members to discuss a previous survey that identified park uses favored by the community. The next step included three concept plans with precedent images diagramming what identified uses the community favored. A final master plan and companion report was the culmination of the public planning process.

The primary desire of the community for the Village Park Master Plan is to introduce more walking trails to the site. Connection from the upper terrace down to the Apple River provides a one-mile circuit that offers marked lengths for the avid walker. A proposed large pavilion with kitchen, band shelter, play and hillside play areas, splash pad, fishing pier and overlooks are all new additions to the park.

MSA prepared a phasing plan for implementation with match cost as part of the report. A night diagram shows potential light locations covered in the phasing and estimates.



PROJECT PLAN

PHASE I - INVENTORY AND ANALYSIS

Task 1.1 – Kick-off and Site Visit

MSA will conduct a kick-off meeting with the Village to verify the project goals, schedule and deliverables. We will conduct an on-site visit to assess the site while collecting photographic inventory of existing conditions. The site photos are part of the site analysis in the existing conditions portion of the master plan.

Task 1.2 – Review and Analyze Existing Information

MSA will review current maps, GIS, existing plans, and any other available documents the Village or County currently holds for the Crawford Park property. The pertinent information gathered is supplemental to the analysis of existing conditions to understand how the future development could be planned.

Task 1.3 – Site Analysis

MSA will prepare a site analysis diagram illustrating the existing conditions, utilities, opportunities and constraints of the park. A scaled plan of the site will be provided in the master plan. Additionally, we will complete a cursory review of the potential traffic impacts of the proposed park roads as well as existing and proposed bicycle and pedestrian connections.

Task 1.4 – Public Survey and StoryMap

A complete understanding of a site for park planning involves not only the physical aspects of the park but also the cultural and economic factors. Identifying who will use the facility and what features they desire. To that end MSA will work with the Village to develop a questionnaire to get community input on the desired project amenities to include in Crawford Park. This survey will serve as the basis for the project program development. To further public engagement, an online StoryMap (<https://arccg.is/1L5USFO>) will be developed

to provide residents with access to an ongoing update of the planning process. The StoryMap will have an embedded survey for the public to interact with the planning process. It will also be used to share site images, site analysis, opportunities and constraints, to better inform residents about the possibilities for the park when they respond to the public survey. Promotion of the StoryMap will be coordinated with the Village and could include social media, residents within the parks service areas, or the school district mailing list as desired by the Village. MSA will compile the survey results and provide a summary to the Village.

Meetings

- Kick-off
- Staff meeting to review survey results and finalize park amenities to be included in the concepts (virtual/teleconference)

Deliverables

- StoryMap (website)
- Site inventory and analysis graphic (PDF)
- Survey results summary (PDF)
- Meeting notes (PDF)

PHASE II - CONCEPT DEVELOPMENT

Task 2.1 – Develop Concept Plans

After the completion of the site inventory and analysis and initial public engagement, MSA will develop up to three (3) preliminary concept plans. MSA will provide the plans to staff to review and comment prior to release to the public.

Task 2.2 –Public Presentation

MSA will present the concept plans at a public meeting. This meeting can be conducted in person or virtually based on Village requirements for COVID-19 at the time of the meeting. As part



of the overall public engagement plan, the concepts will also be posted to the StoryMap. This allows residents who may not be able to attend the meeting to get a better understanding of the project and provide feedback.

Meetings

- Staff meeting
- Public Open House

Deliverables

- StoryMap updates (website)
- Concept plans (3) (PDF)
- Meeting notes (PDF)

PHASE III - FINAL MASTER PLAN

Task 3.1 – Draft Master Plan

MSA will refine the preferred elements of the concept plans based on input received at the staff and public presentations into a final draft master plan. Upon updating the draft master plan, the overall cost estimate for the proposed concept will be developed. The draft master plan will be published to the StoryMap. If desired by the Village, residents would be able to provide feedback on the design through a survey in the StoryMap.

Task 3.2 – Draft Master Plan Documents

The master plan sections are as follows:

- **Existing Conditions and Analysis** - documents the current site conditions, analysis of those conditions, and opportunities and constraints of the site
- **Concept Plans**
- **Draft Master Plan, and Cost Estimate** - outlines the approved comprehensive design and representative images of the future park improvements with implementation phasing and related costs of improvements

Task 3.3 – Staff, Parks and Recreation Committee and Village Board Presentation

MSA will present the draft master plan at a meeting of the Parks Committee for consideration of a recommendation for adoption.

Task 3.4 – Final Master Plan

MSA will modify the draft master plan based on feedback from staff and the Parks Committee. We will submit the updated and associated plan documents via PDF to the Village for final review. We will provide a PDF file of the plan documents. The final master plan will serve as a guiding framework for the implementation of future implementation providing the Village specific projects to include in capital budgeting and fundraising campaigns.

Task 3.5 – Presentation of Final Master Plan

MSA will present the final master plan at a Village Board meeting.

Meetings

- Draft master plan meeting with staff and parks committee
- Final master plan meeting with the Village Board

Deliverables

- StoryMap updates (website)
- Master plan (PDF)
- Meeting notes (PDF)
- Documents of phase I, II, and III combined in a memo report

ADDITIONAL SERVICES

- Additional public engagement meetings
- Printed documents or plans
- Detailed park and amenity

PROJECT SCHEDULE - CRAWFORD PARK MASTER PLAN

	Year	2022												
	Week	1*	2	3	4	5	6	7	8	9	10	11	12	13*
PHASE I - INVENTORY AND ANALYSIS														
Task 1.1 Kick-Off and Site Visit														
Task 1.2 Review and Analyze Existing Information														
Task 1.3 Site Analysis														
Task 1.4 Public Survey and StoryMap														
PHASE II - CONCEPT DEVELOPMENT														
Task 2.1 Develop Concept Plans														
Task 2.2 Public Presentation														
PHASE III - FINAL MASTER PLAN														
Task 3.1 Draft Master Plan														
Task 3.2 Draft Master Plan Documents														
Task 3.3 Parks Committee Presentation														
Task 3.4 Final Master Plan														
Task 3.5 Presentation of Final Master Plan														

*** Estimated start and completion dates:**

Estimated start date (week 1): First week of May

Estimated completion date (week 13): First week of August

WHAT OUR CLIENTS ARE SAYING

“MSA Professional Services & Dan Williams have been extremely helpful and knowledgeable navigating all the user groups through the planning process. It was a pleasure working with MSA Professional Services and Dan Williams on our Carson Park Master Plan – I believe we have a comprehensive park plan that will guide us in the development of the park which will benefit the citizens and the visitor to the park.”

- Steve Plaza, Parks, Forestry and Cemetery Manager | City of Eau Claire, WI

“The City of Sumner has been honored to partner with MSA Professional Services (MSA) since 2011...MSA realizes the importance of communication and was always ready and available to quickly assist with coordination efforts.”

- Darren Paulus, Council Member | Sumner, IA

CITY OF EAU CLAIRE, WI

STEVE PLAZA, PARKS, FORESTRY & CEMETERY MANAGER

203 South Farwell Street
Eau Claire, WI 54701
(715) 839-4934
Steve.Plaza@EauClaireWi.Gov

CITY OF STOUGHTON, WI

DAN GLYNN, PARKS & RECREATION DIRECTOR

207 S. Forrest Street
Stoughton, WI 53589
(608) 873-6746
dglynn@ci.stoughton.wi.us

CITY OF ONALASKA, WI

DANIEL WICK, DIRECTOR OF PARKS AND RECREATION

415 Main Street
Onalaska, WI 54650
(608) 781-9560
dwick@cityofonalaska.com

VILLAGE OF SOMERSET, WI

BOB GUNTHER, DPW AND ECONOMIC DEVELOPMENT DIRECTOR

110 Spring Street, PO Box 356
Somerset, WI 54025
(715) 247-5555
rgunther@vil.somerset.wi.us

AVAILABILITY OF STAFF

We have analyzed each team member's potential workload to assure availability, focus and the delivery of the best project solution for the Village of Caledonia. The schedule we propose aligns with staff availability and expected deadlines. If the Village wishes or desires to adjust the schedule we are happy to negotiate a timeline that best fits the Village's needs.

PERSONS THAT WILL BE PRINCIPALLY INVOLVED IN THIS PROJECT:



Dan Williams, PLA, ASLA, AHLP
Project Manager



Scott Kiley, GISP
GIS Solutions Architect



Luke Geiger, PLA, ASLA
Landscape Architect



Marcus Rue, PE
Site/Civil Engineer



Raine Gardner, PE
Parks and Recreation Team Leader | QA/QC



COST PROPOSAL

MSA proposes the following cost breakdown. Fee includes all reimbursable expenses.

PROJECT COSTS - CRAWFORD PARK MASTER PLAN

PHASE I - INVENTORY AND ANALYSIS	
Task 1.1 Kick-Off and Site Visit	\$ 1,200.00
Task 1.2 Review and Analyze Existing Information	\$ 1,500.00
Task 1.3 Site Analysis	\$ 1,500.00
Task 1.4 Public Survey and StoryMap	\$ 1,000.00
Phase Total	\$ 5,200.00
PHASE II - CONCEPT DEVELOPMENT	
Task 2.1 Develop Concept Plans	\$ 4,900.00
Task 2.2 Public Presentation	\$ 1,200.00
Phase Total	\$ 6,100.00
PHASE III - FINAL MASTER PLAN	
Task 3.1 Draft Master Plan	\$ 2,400.00
Task 3.2 Draft Master Plan Documents	\$ 1,500.00
Task 3.3 Parks Committee Presentation	\$ 1,200.00
Task 3.4 Final Master Plan	\$ 1,000.00
Task 3.5 Presentation of Final Master Plan	\$ 1,200.00
Phase Total	\$ 7,300.00
Expenses	\$ 1,100.00
TOTAL	\$ 19,700.00

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.
CRAWFORD PARK MASTER PLAN | CALEDONIA, WI | APRIL 8, 2022



RESOLUTION NO. 2022-52
(5-16-22)

**RESOLUTION AUTHORIZING THE AWARDING OF A CONTRACT FOR BITUMINOUS
CONCRETE SURFACING IN THE VILLAGE OF CALEDONIA FOR 2022**

WHEREAS, the Village of Caledonia has requested bids for bituminous concrete surfacing of various roads within the Village for 2022. Two bids were received on May 11, 2022 and read publicly at 2:31 p.m. The low bidder was Payne & Dolan, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that a contract between the Village of Caledonia and Payne & Dolan, Inc. for bituminous concrete surfacing of various roads in the Village of Caledonia in 2022 as described in Exhibit A which is attached hereto and incorporated herein, is authorized and approved, at the following rates:

BASE BID

- | | |
|---|---------------|
| 1. Hot Mix Asphalt Surface Course
(5 LT 58-28 S) | \$96.90 / Ton |
| 2. Hot Mix Asphalt Binder Course
(3 LT 58-28 S) | \$86.90 / Ton |
| 3. Fine Grading for New Subdivision Road Paving
(Stone will be provided) | \$2.35 / SY |
| 4. Asphalt Milling Special (Tapered)
(5 LT 58-28 S) | \$2.90 / SY |
| 5. Asphalt Milling (Full Width)
(3 LT 58-28 S) | \$3.70 / SY |
| 6. LRIP Asphalt Surface Course (est. 2,317 Tons)
(5 LT 58-28 S) | \$96.90 / Ton |
| 7. LRIP Milling Special (Tapered) | \$2.90 / SY |

BE IT FURTHER RESOLVED by the Caledonia Village Board that the Village President and Village Clerk are authorized to execute any contracts, agreements or other documents necessary to carry out the intent of this Resolution.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of May, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

2022 Hot Mix Asphalt Paving			Payne & Dolan Inc	Asphalt Contractors Inc
Item	Description	Unit	Unit Cost	Unit Cost
1	Hot Mix Asphalt Surface Course (5 LT 58-28 S)	Ton	\$ 96.90	\$ 106.00
2	Hot Mix Asphalt Binder Course (3 LT 58-28 S)	Ton	\$ 86.90	\$ 102.00
3	Fine Grading for New Subdivisions Road Paving	SY	\$ 2.35	\$ 3.00
4	Asphalt Milling Special (Tapered)	SY	\$ 2.90	\$ 5.80
5	Asphalt Milling (Full Width)	SY	\$ 3.70	\$ 4.60
6	LRIP Asphalt Surface Course (5 LT 58-28 S)	Ton	\$ 96.90	\$ 106.00
7	LRIP Milling Special (Tapered)	SY	\$ 2.90	\$ 5.80

CONTRACT

THIS CONTRACT made this _____ day of _____, _____, by and between _____ herein called the "Contractor" and the Village of Caledonia, Wisconsin, a municipal body, located in Racine County, Wisconsin. The Village of Caledonia herein called called the "Owner".

WITNESSETH

For and in consideration of the mutual covenants herein contained the parties agree as follows:

ARTICLE 1 SCOPE OF WORK

The Contractor hereby agrees at its own cost and expense to perform, furnish and pay for all work, workmanship, materials, labor, utility services, tools, equipment, appliances, machinery, transportation, appurtenances, services and incidentals, and such additional items not specifically indicated or described that can be reasonably inferred as belonging to the item indicated or described and as required by good practice to provide a complete and satisfactory improvement, system or structure, of any nature whatsoever necessary or convenient to complete the construction of the **2022 HOT MIX ASPHALT PAVING, VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN** (hereinafter referred to as the "Project") as shown on and as described in the:

2022 HOT MIX ASPHALT PAVING, VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN

(hereinafter referred to as the "Contract Documents"), in a workmanlike manner and in strict conformity and full compliance with the Contract Documents herein mentioned and made a part of this Contract as fully and completely as if the same were fully set forth herein.

ARTICLE 2 CONTRACT PRICE

The Owner shall pay to the Contractor for the performance of this Contract in the manner and at the times provided in the Contract Documents, subject to the final computation of the exact units of work performed and the basis of the unit prices, and subject to any additions or deductions provided in the Contract Documents, and subject to adjustment in accordance with the Contract Documents. See attached Exhibit A for Unit Prices.

The Contractor agrees to complete the work within the time specified herein and to accept as full payment the amounts computed hereunder and determined by the Contract Documents.

The Contractor agrees that if, within one year after the Completion Date Of The Work, any work provided by the Contractor or any of his subcontractors, suppliers or service providers is found by the Owner to be defective, or not in accordance with the Contract Documents, the Contractor shall, at the Contractor's sole cost and expense and without additional payment from Owner, promptly after receipt of a written notice from the Owner to do so, and in accordance with the Owner's instructions, either correct such work, or, if the work has been rejected by the Owner, remove and replace such work with work that is in accordance with the Contract Documents and not defective.

The Owner, in case the items under this Contract are not finished within the time required, or within an extended time approved in writing by the Owner, is authorized to take charge and finish the work at the expense of the Contractor and the sureties of the Contractor.

ARTICLE 3 COMPONENT PARTS OF THIS DOCUMENT

This Contract consists of the following component parts of the Contract Documents, all of which are hereby made a part of this Contract as fully and completely as if the same were fully set forth herein:

- | | |
|----------------------------|---|
| A. Notice to Bidders | D. Insurance and Liability Requirements |
| B. Proof of Responsibility | E. Contract |
| C. Bid Form | F. Special Provisions |

The Contract Documents form a complete unit, and requirements called for by one are as binding as if called for by all.

ARTICLE 4 PAYMENT FOR LABOR, SERVICES,

MATERIALS, PLANS AND SPECIFICATIONS

The Contractor specifically agrees to pay all claims for labor, services, materials, plans or specifications performed, furnished, procured, used or consumed that pertain to the work described in the Contract Documents, including without limitation because of enumeration, fuel, lumber, building materials, machinery, vehicles, tractors, equipment, fixtures, apparatus, tools, appliances, supplies, electric energy, gasoline, motor oil, lubricating oil, greases, state imposed taxes, premiums for worker's compensation insurance and contributions for unemployment insurance, as the obligation of the Contractor.

IN WITNESS WHEREOF, we, the parties hereto, each hereby subscribe this Contract.

(Name of Contractor)

By: _____
Print Name: _____
Office: _____

Attest: _____
Print Name: _____
Office: _____

VILLAGE OF CALEDONIA, WISCONSIN

By: _____
James R. Dobbs
President

Attest: _____
Joslyn Hoeffert
Clerk

Provision has been made to pay the liability that will accrue under the above and foregoing Contract.

Caledonia Finance Director

Date: _____

PAYMENT AND PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

_____ (NAME)

_____ (ADDRESS)

(Hereinafter called "Contractor") as principal, and

_____ (NAME)

_____ (ADDRESS)

a corporation organized and existing under the laws of the State of _____ and authorized to transact business in the State of Wisconsin (hereinafter called the "Surety") as surety, are held and firmly bound unto the Village of Caledonia, Wisconsin, hereinafter called the "Owner") in the penal sum of

_____ Dollars (\$_____)

to be paid to the Village of Caledonia, for the payment of which sum well and truly to be made the Contractor and Surety bind themselves and each of their heirs, personal representatives, administrators, successors, and assigns, jointly and severally, firmly by these presents, as follows.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Contractor has entered into a certain written Contract (hereinafter called the "Contract") dated the _____ day of _____, _____ with the Owner for the **2022 Hot Mix Asphalt Paving**, (Project #2022-03), which Contract, and the component parts of the Contract referenced in the Contract as the Contract Documents (hereinafter called the "Contract Documents"), are made a part hereof as fully and completely as if the same were set forth herein.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT if the Contractor shall:

- (a) faithfully perform, carry out and comply with the covenants, terms and conditions of the Contract and the applicable specifications, to be by such Contractor performed;
- (b) within one year after the Completion Date Of The Work, at the Contractor's sole cost and expense and without additional payment from Owner, promptly after receipt of a written notice from the Owner to do so, and in accordance with the Owner's instructions, either correct any work provided by the Contractor or any of the Contractor's subcontractors, suppliers or service providers that is found by the Owner to be defective, or not in accordance with the Contract Documents or, if the work has been rejected by the Owner, remove and replace such work with work that is in accordance with the Contract Documents and not defective;
- (c) pay over, make good and reimburse the Owner for all loss or damage which the Owner may sustain by reason of failure or default on the part of the Contractor;
- (d) and all subcontractors of the Contractor shall faithfully perform, carry out and comply with all contracts, whether express or implied, with every person and entity, including every subcontractor, supplier or service provider, for performing, furnishing or procuring labor, services, materials, plans or specifications for the purpose of making the improvements or performing the work that is the subject of the Contract;
- (e) make all payments as required by the terms and conditions of the Contract, and shall make payment to every person and entity, including every subcontractor, supplier or service provider, of all claims that are entitled to payment for labor, services, materials, plans or specifications performed, furnished or procured for the purpose of making the improvements or performing the work as provided in the Contract and as required under Section 779.14(1e)(a) of the Wisconsin Statutes; and
- (f) pay all claims for common law or statutory liens, liens provided in Section 779.15 of the Wisconsin Statutes, and all claims under Section 779.14(1e)(a) of the Wisconsin Statutes, arising from the work or labor, services, materials, plans or specifications performed, furnished, procured, used or consumed that pertain to the improvements or work as provided in the Contract;

then this obligation shall be void; otherwise it shall be and remain in full force and effect; it being expressly understood and agreed that if the Contractor shall:

- (a) fail to faithfully perform, carry out and comply with the covenants, terms and conditions of the Contract and the applicable specifications, to be by such Contractor performed;
- (b) fail to within one year after the Completion Date Of The Work, at the Contractor's sole cost and expense and without additional payment from Owner, promptly after receipt of a written notice from the Owner to do so, and in accordance with the Owner's instructions, either correct any work provided by the Contractor or any of the Contractor's subcontractors, suppliers or service providers that is found by the Owner to be defective, or not in accordance with the Contract Documents or, if the work has been rejected by the Owner, remove and replace such work with work that is in accordance with the Contract Documents and not defective;
- (c) fail to pay over, make good and reimburse the Owner for all loss or damage which the Owner may sustain by reason of failure or default on the part of the Contractor;
- (d) fail, or any subcontractors of the Contractor shall fail, to faithfully perform, carry out and comply with all contracts, whether express or implied, with every person and entity, including every subcontractor, supplier or service provider, for performing, furnishing or procuring labor, services, materials, plans or specifications for the purpose of making the improvements or performing the work that is the subject of the Contract;
- (e) fail to make all payments as required by the terms and conditions of the Contract, or shall fail to make payment to every person and entity, including every subcontractor, supplier or service provider, of all claims that are entitled to payment for labor, services, materials, plans or specifications performed, furnished or procured for the purpose of making the improvements or performing the work as provided in the Contract and as required under Section 779.14(1e)(a) of the Wisconsin Statutes; or
- (f) fail to pay all claims for common law or statutory liens, liens provided in Section 779.15 of the Wisconsin Statutes, or shall fail to pay all claims under Section 779.14(1e)(a) of the Wisconsin Statutes, arising from the work or labor, services, materials, plans or specifications performed, furnished, procured, used or consumed that pertain to the improvements or work as provided in the Contract;

the Surety shall promptly:

- (a) faithfully perform, carry out and comply with the covenants, terms and conditions of the Contract and the applicable specifications, to be by such Contractor performed;
- (b) within one year after the Completion Date Of The Work, at the Surety's sole cost and expense and without additional payment from Owner, promptly after receipt of a written notice from the Owner to do so, and in accordance with the Owner's instructions, either correct any work provided by the Contractor or any of the Contractor's subcontractors, suppliers or service providers that is found by the Owner to be defective, or not in accordance with the Contract Documents or, if the work has been rejected by the Owner, remove and replace such work with work that is in accordance with the Contract Documents and not defective;
- (c) pay over, make good and reimburse the Owner for all loss or damage which the Owner may sustain by reason of failure or default on the part of the Contractor;
- (d) faithfully perform, carry out and comply with all contracts of the Contractor or any subcontractor of the Contractor, whether express or implied, with every person and entity, including every subcontractor, supplier or service provider, for performing, furnishing or procuring labor, services, materials, plans or specifications for the purpose of making the improvements or performing the work that is the subject of the Contract;
- (e) make all payments as required by the terms and conditions of the Contract, and shall make payment to every person and entity, including every subcontractor, supplier or service provider, of all claims that are entitled to payment for labor, services, materials, plans or specifications performed, furnished or procured for the purpose of making the improvements or performing the work as provided in the Contract and as required under Section 779.14(1e)(a) of the Wisconsin Statutes; and
- (f) pay all claims for common law or statutory liens, liens provided in Section 779.15 of the Wisconsin Statutes, and all claims under Section 779.14(1e)(a) of the Wisconsin Statutes, arising from the work or labor, services, materials, plans or specifications performed, furnished, procured, used or consumed that pertain to the improvements or work as provided in the Contract.

In addition to any other rights or remedies that the Owner possesses to enforce this Bond, the Owner may maintain an action upon this Bond against the Contractor and Surety for recovery of damages under Section 779.14(2) of the Wisconsin Statutes.

PROVIDED HOWEVER, that the Surety, for value received, hereby stipulates and agrees that no assignment, modification or change of the Contract and no change, extension of time, alteration, modification or addition to the terms of the Contract Documents or to the work to be performed thereunder, shall in any way affect or release its obligation on this Bond, and it does hereby waive notice of any such assignment, modification or change of the Contract or change, extension of time, alteration, modification or addition to the terms of the Contract Documents or to the work to be performed thereunder.

Signed, sealed, and dated this _____ day of _____, _____.

(Name of Principal)

By: _____

Print Name _____ Office _____

Attest: _____

Print Name _____ Office _____

(Name of Surety)

By: _____

Print Name _____
Attorney-in-Fact

Approved:

Village of Caledonia, Wisconsin

By: _____
Jim Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

Note: All bonds signed by an agent of the Surety must be accompanied by a certified copy of the authority to act for the Surety at the time of the signing of this Bond. The date of the Bond must not be prior to the date of the Contract.

RESOLUTION NO. 2022-53
(5/16/2022)

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF
CALEDONIA APPROVING A TRAFFIC IMPACT ANALYSIS FOR THE
RACINE COUNTY YOUTH DEVELOPMENT AND CARE CENTER
PROPOSED ON PARCELS LOCATED DIRECTLY EAST OF 2525 3 MILE
ROAD**

WHEREAS, the Village Board approved Ordinance 2022-03 adopting an amendment to the Multi-Jurisdictional Comprehensive Plan for Racine County: 2035 for a Land Use Plan Amendment for the parcels from Commercial to Governmental & Institutional at their February 21, 2022 meeting.

WHEREAS, the Village Board approved Ordinance 2022-04 approving a request for Rezoning the parcels from M-3 Heavy Industrial District to P-1 Park Institutional District at their February 21, 2022 meeting.

WHEREAS, the Village Board approved Resolution 2022-11 approving a Payment in Lieu of Taxes Agreement between the Village of Caledonia and Racine County for the development of the parcels at their February 21, 2022 meeting.

WHEREAS, the Village Board approved Resolution 2022-12 approving a request for a Conditional Use Permit to allow the Operation of a Youth Development and Care Facility for the parcels subject to conditions at their February 21, 2022 meeting.

WHEREAS, a condition of approval of the Conditional Use Permit (Condition 4. A.) for the parcels is that a Traffic Impact Analysis shall be performed and submitted to the Village for review prior to the submission of applications to the Plan Commission for review of Site, Building, Landscape and similar plans.

WHEREAS, Racine County contracted with Traffic Analysis and Design, Inc. (TADI) to perform the Traffic Impact Analysis which was submitted to the Village of Caledonia on April 21, 2022.

WHEREAS, the Traffic Impact Analysis was reviewed by the Engineering Department and a memo dated May 3, 2022 (**Exhibit A**) was prepared for the Public Works Committee and Village Board recommending conditional approval of the Traffic Impact Analysis for the Racine County Youth Development and Care Center.

WHEREAS, the Public Works Committee moved to recommend approval of the Traffic Impact Analysis for the Racine County Youth Development and Care Center to the Village Board at their May 9, 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that the Traffic Impact Analysis for the Racine County Youth Development and Care Center is hereby approved subject to the condition in Exhibit A as recommended by the Public Works Committee and set forth within.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of May 2022.

VILLAGE OF CALEDONIA

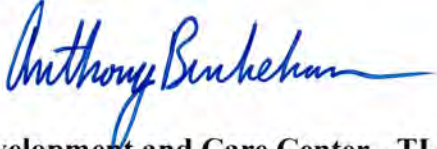
By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn M. Hoeffert, Village Clerk

MEMORANDUM

DATE: May 3rd, 2022

TO: Public Works Committee
Village Board

FROM: Anthony A. Bunkelman
Public Services Director 

RE: Racine County Youth Development and Care Center - TIA

BACKGROUND INFORMATION

As part of the proposed Racine County Youth Development and Care Center on 3 Mile Road, the Village of Caledonia required a Traffic Impact Analysis (TIA) per Resolution 2011-06 and Village Ordinance for High/Moderate Impact Development as defined in Title 16.

Traffic Analysis and Design, Inc. (TADI) performed and submitted the TIA to Village Staff in April for approval. The study area included 3 Mile Road from STH 32/Douglas Ave. to the intersection at Wyoming Way. The TIA documents the peak hour traffic impacts expected at the aforementioned intersections along 3 Mile Road with the volume expected to be added by the proposed development. The TIA also analyzed and evaluated the sight distance for vehicles at the proposed access to the development due to the nature of the topography along 3 Mile Road.

With a range of 55-65 staff being employed over 3 different daily shifts, the study showed that all traffic movements operated at a Level of Service B or better during peak traffic hours with the proposed buildout. The TIA also recommended that no changes to the existing geometrics occur on 3 Mile Road. The proposed access is recommended to be located 75-145 feet east of the existing gravel driveway to meet the proper intersection and stopping sight distance requirements.

RECOMMENDATION

Move to approve the Traffic Impact Analysis performed by TADI for the Racine County Youth Development and Care Center on the condition that the final driveway location is surveyed, cross-checked, and verified for all applicable sight distance requirements by the developer.

TRAFFIC IMPACT ANALYSIS

DATE: April 13, 2022

TO: Julie Anderson
Racine County

FROM: Tammi Czewski, P.E., PTOE
Traffic Analysis & Design, Inc.

SUBJECT: Racine County Youth Development & Care Center Traffic Impact Analysis
Caledonia, WI

INTRODUCTION

A 70,000-square foot Racine County Youth Development and Care Center that can house up to 48 youths is being proposed on about 29 acres south of 3 Mile Road in Caledonia, Racine County, Wisconsin. A range of 55-65 staff will be employed over three different daily shifts.

The development site is located on the north side of the John H. Batten Airport property, and so a portion of the 29 acres on site are within the airport clear zone/no development area.

Development is expected to begin in 2022 with completion in 2024. The location of the site with respect to the surrounding roadway system is shown on [Exhibit 1](#). The conceptual site plan is shown on [Exhibit 2](#).

This traffic impact analysis (TIA) technical memorandum was prepared to document the peak hour traffic impacts expected at adjacent intersections along 3 Mile Road with the existing traffic volumes and with additional traffic from the proposed development. The TIA also evaluates the sight distance for vehicles at the proposed site driveway to 3 Mile Road.

STUDY AREA

Study Intersections

The study area for this traffic study includes the following intersections:

- 3 Mile Road & Wyoming Way
- 3 Mile Road & Douglas Avenue (STH 32)
- 3 Mile Road & the proposed site driveway

The 3 Mile Road intersection with Douglas Avenue operates with traffic signal control and the 3 Mile Road intersection with Wyoming Way operates with stop sign control on Wyoming Way. A transportation detail illustrating existing intersection lane configurations, speed limits, and approximate intersection spacing is shown in [Exhibit 3](#).

Study Area Roadways

Douglas Avenue (STH 32) is a north/south Principal Arterial with a four-lane undivided cross-section and a 35-mph speed limit. Douglas Avenue has sidewalks along both sides of the roadway, south of 3 Mile Road, but no sidewalks north of 3 Mile Road. The 2021 WisDOT annual average daily traffic (AADT) on Douglas Avenue was 14,200 vehicles per day (vpd) north of 3 Mile Road and 15,800 vpd south of 3 Mile Road.

3 Mile Road is an east/west Minor Arterial with a two-lane undivided rural cross-section, no sidewalks, and 35-mph speed limit. 3 Mile Road widens to a four-lane cross-section about 400 feet west of Douglas Avenue. The 2021 WisDOT AADT on 3 Mile Road was 5,600 vpd east of Wyoming Way.

Wyoming Way is a north/south local road with a two-lane undivided cross-section, no sidewalks, and 25-mph speed limit. Wyoming Way is part of the roadway network for the residential neighborhood on the south side of 3 Mile Road.

DATA COLLECTION/EXISTING TRAFFIC VOLUMES

TADI collected weekday turning movement traffic counts at the study intersections on March 31 and April 1, 2022. The traffic counts were collected from 6:00-9:00 a.m. and from 3:00-6:00 p.m. Based on the traffic count data, the peak traffic hours occur from 8:00-9:00 a.m. (AM peak hour) and from 4:00-5:00 p.m. (PM peak hour). The traffic volumes were compiled for these peak hours and are shown on [Exhibit 4](#). All traffic count data collected for the study intersections and roadways are in [Appendix A](#).

FUTURE TRAFFIC VOLUMES

The expected traffic volumes generated by the proposed youth development and care center were calculated based on trip rates or fitted curve equations published in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 11th Edition*. The trip generation was based on the ITE land use #571 – Adult Detention Facility as it is the ITE land use that is most closely related to the use type (juvenile detention facility) of the proposed site. The trip generation for the site was based on number of employees as the size of this independent variable (65 total employees) was within the range of data for land use #571.

The trip generation table for the proposed youth development and care center is on [Exhibit 5](#). As shown, the proposed development is expected to generate about 200 trips on a typical weekday, with 20 trips (10 in/10 out) during the weekday AM peak hour and 15 trips (5 in/10 out) during the weekday PM peak hour. The new site trips were distributed to the study intersections based on existing peak hour traffic patterns at the study intersections. The site trip distribution is listed below:

- 10% to/from the west on 3 Mile Road
- 20% to/from the east on 3 Mile Road
- 35% to/from the north on Douglas Avenue
- 35% to/from the south on Douglas Avenue

The new trips were assigned to the study intersections based on these trip distribution percentages. The site traffic assignment is shown on [Exhibit 6](#). The on-site development new trips were added to the Existing traffic volumes to generate the Build traffic volumes, as shown on [Exhibit 7](#).

PEAK HOUR TRAFFIC OPERATIONS & QUEUES

The study intersections were analyzed using the Synchro 11 traffic analysis model (outputs based on the Highway Capacity Manual, 6th Edition) and the peak hour turning movement volumes developed for each intersection. Intersection operation is defined by “level of service”. Level of Service (LOS) is a quantitative measure that refers to the overall quality of flow at an intersection ranging from very good, represented by LOS ‘A’, to very poor, represented by LOS ‘F’. For the purposes of this study, LOS D or better was used to define acceptable peak hour operating conditions. The descriptions of each LOS are in [Table 1](#).

Table 1. LOS Descriptions – Unsignalized Intersections

LOS	Signalized Intersections Control Delay/Vehicle (sec/veh)	Unsignalized Intersections Avg. Control Delay (sec/veh)	Relative Delay
A	≤10	≤10	Short Delays
	Free-flow traffic operations at average travel speeds. Vehicles completely unimpeded in ability to maneuver. Minimal delay at signalized intersections		
B	> 10 - 20	> 10 - 15	
	Reasonably unimpeded traffic operations at average travel speeds. Vehicle maneuverability slightly restricted. Low traffic delays.		
C	> 20 - 35	> 15 - 25	
	Stable traffic operations. Lane changes becoming more restricted. Travel speeds reduced to half of average free flow travel speeds. Longer intersection delays.		
D	> 35 - 55	> 25 - 35	Moderate Delays
	Small increases in traffic flow can cause increased delays. Delays likely attributable to increased traffic, reduced signal progression, and adverse timing.		
E	> 55 - 80	> 35 - 50	
	Significant delays. Travel speeds reduced to one-third of average free flow travel speed.		
F	> 80	> 50	Long Delays
	Extremely low speeds. Intersection congestion. Long delays. Extensive traffic queues at intersections.		

Source: Highway Capacity Manual, Transportation Research Board, Washington, D.C., 2010

For both the Existing and Build traffic volume scenarios, the study intersections were modeled with the existing geometrics and traffic control, signal timings, peak hour factors, and heavy vehicle percentages. The proposed site driveway to 3 Mile Road was evaluated with no changes to 3 Mile Road and a single, shared left-turn/right-turn lane with stop sign control on the site driveway approach. The base saturation flow rates for the signalized intersection were calculated using WisDOT researched methodologies (saturation flow calculation worksheet is in [Appendix A](#)).

The capacity analysis tables showing the peak hour LOS, delays (in seconds per vehicle), and queues (in feet) are shown on [Exhibit 8](#) for the Existing and Build traffic analysis. The Synchro

capacity analysis worksheets for the existing traffic volumes are in [Appendix B](#). The Synchro capacity analysis worksheets for the build traffic volumes are in [Appendix C](#).

As shown on [Exhibit 8](#), all study intersections are expected to operate acceptably at LOS B or better for each turning movement during weekday AM and PM peak hours. Very little difference in peak hour delays and queues are expected with the buildout of the proposed development.

DRIVEWAY SIGHT DISTANCE EVALUATION

Based on the site plan, the primary entrance for the proposed youth development and care center is located at the existing property driveway, which is approximately 1,080 feet east of Wyoming Way. The driveway is at the top of a rise on 3 Mile Road. Therefore, a sight distance evaluation was completed for both passenger cars and single-unit trucks (delivery vehicles) to determine the adequacy of vehicle visibility at this location.

Driveways should be designed for intersection sight distance (ISD) and stopping sight distance (SSD) in accordance with the latest edition of the American Association of State Highway Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*. Based on AASHTO requirements for two-lane undivided roadways with no turn lanes and a 35-mph speed limit (40-mph design speed), the required SSD on 3 Mile Road for all vehicles is 305 feet. The ISD to the left of the site driveway (for right-turn movements) is 385 feet for passenger cars and 500 feet for single-unit trucks. The ISD to the right of the site driveway (for left-turn movements) is 445 feet for passenger cars and 560 feet for single-unit trucks. Worksheets and tables for ISD and SSD are in [Appendix D](#).

The ISD and SSD for the site driveway were measured using elevation profiles and aerial view images from Google Earth. Per AASHTO, the evaluations used a passenger car eye height of 3.5 feet, a single-unit truck eye height of 7.6 feet, an ISD target of 3.5 feet, and an SSD target of two feet. The SSD evaluation was completed only for passenger cars as this is the controlling/worst-case condition for that analysis.

The ISD and SSD for the site driveway at the existing property driveway location is shown on [Exhibit 9](#). The placement of the proposed site driveway at this location results in inadequate visibility for both design vehicles that are turning from the site driveway onto 3 Mile Road as well as for passenger cars that are approaching the site driveway from 3 Mile Road. Positioning the site driveway about 75-145 feet east of the existing location would improve visibility to acceptable levels for both design vehicles. The ISD and SSD evaluation for the proposed driveway location is shown on [Exhibit 10](#).

RECOMMENDATIONS/CONCLUSIONS

Based on the traffic analysis, the study intersections are expected to operate acceptably with all traffic movements at LOS B or better during the weekday AM and PM peak traffic hours with full buildout of the proposed Racine County Youth Development and Care Center on 3 Mile Road. A single shared left-turn/right-turn approach lane with stop sign control is recommended for the primary site driveway intersection with 3 Mile Road. No changes to the existing geometrics (no left or right-turn lanes) are recommended on 3 Mile Road.

With placement of the exiting lanes for the primary site driveway approximately 75-145 feet east of the existing gravel drive on the property, both intersection and stopping sight distance requirements are met for passenger cars and single-unit trucks. Note that the sight distance

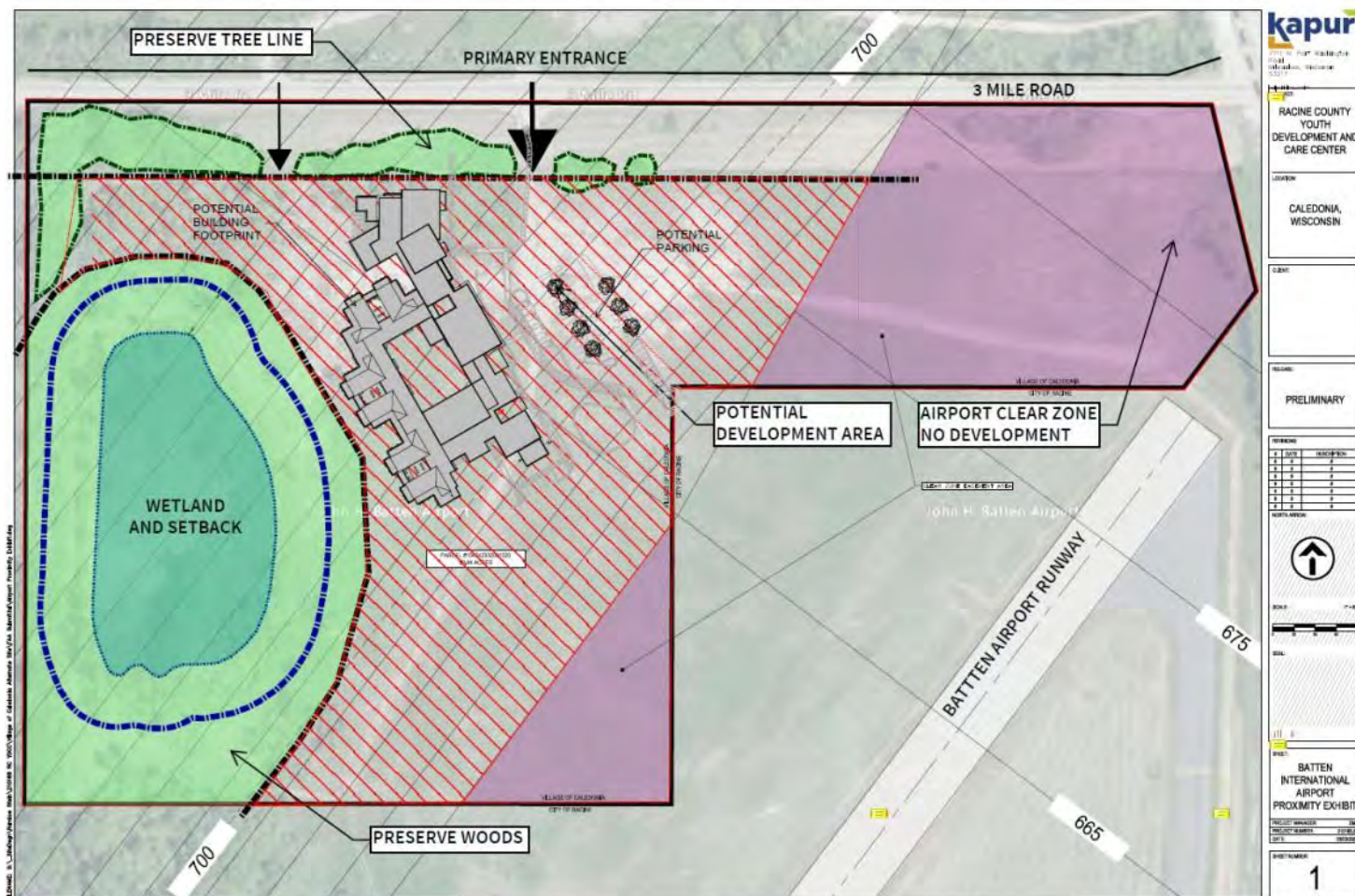
measurements and photographs discussed in this report are based on the proposed placement of the site driveways and on-line aerial and street view photography. Surveyed profiles of 3 Mile Road may result in suitable driveway placement that varies from what was presented in this report and at other locations further east and west of the primary entrance shown on the development site plan. The party responsible for designing the intersection is responsible for cross-checking, verifying and designing for all applicable sight distances.

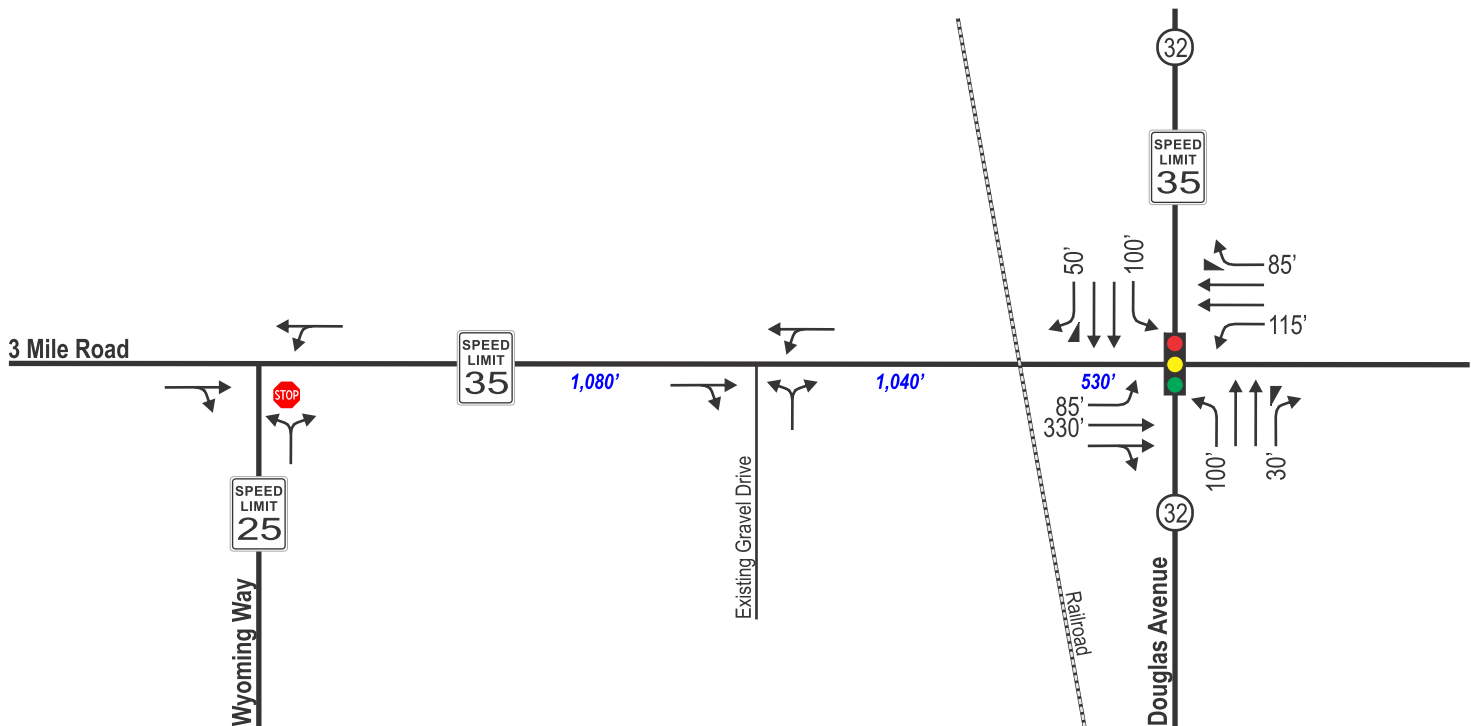
The recommendations for the study area are shown on [Exhibit 11](#).



LEGEND

- Study Area Intersection
- Development Site
- Proposed Site Driveway

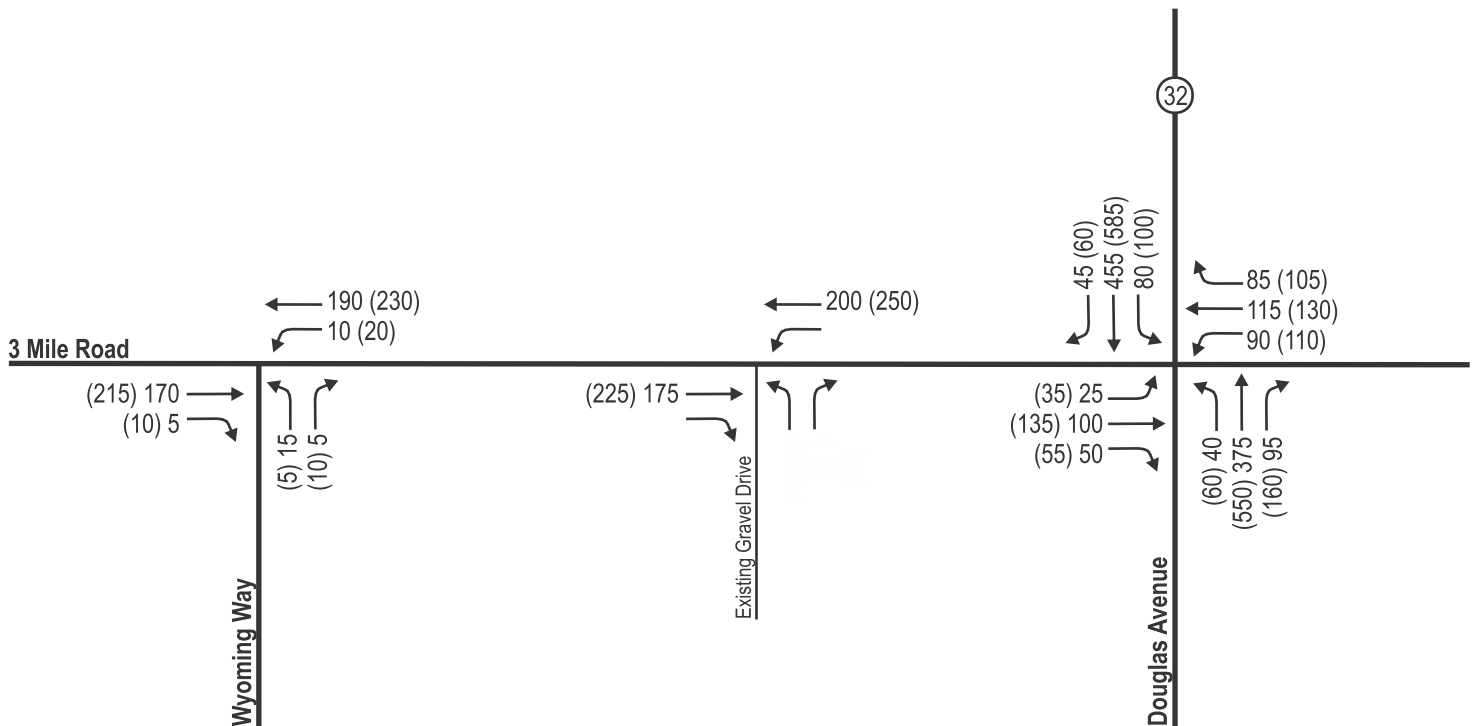




LEGEND

- Traffic Signal
- Stop Sign
- Lane Configuration
- XX' Turn Bay Length (In Feet)
- XX' Centerline Distance Between Intersections (in Feet)





LEGEND

- XX Weekday Morning Peak Hour Traffic (8:00-9:00 AM)
- (XX) Weekday Evening Peak Hour Traffic (4:00-5:00 PM)
- Fewer than 3 vehicles per hour



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EXHIBIT 4 EXISTING TRAFFIC VOLUMES

CALEDONIA, WISCONSIN

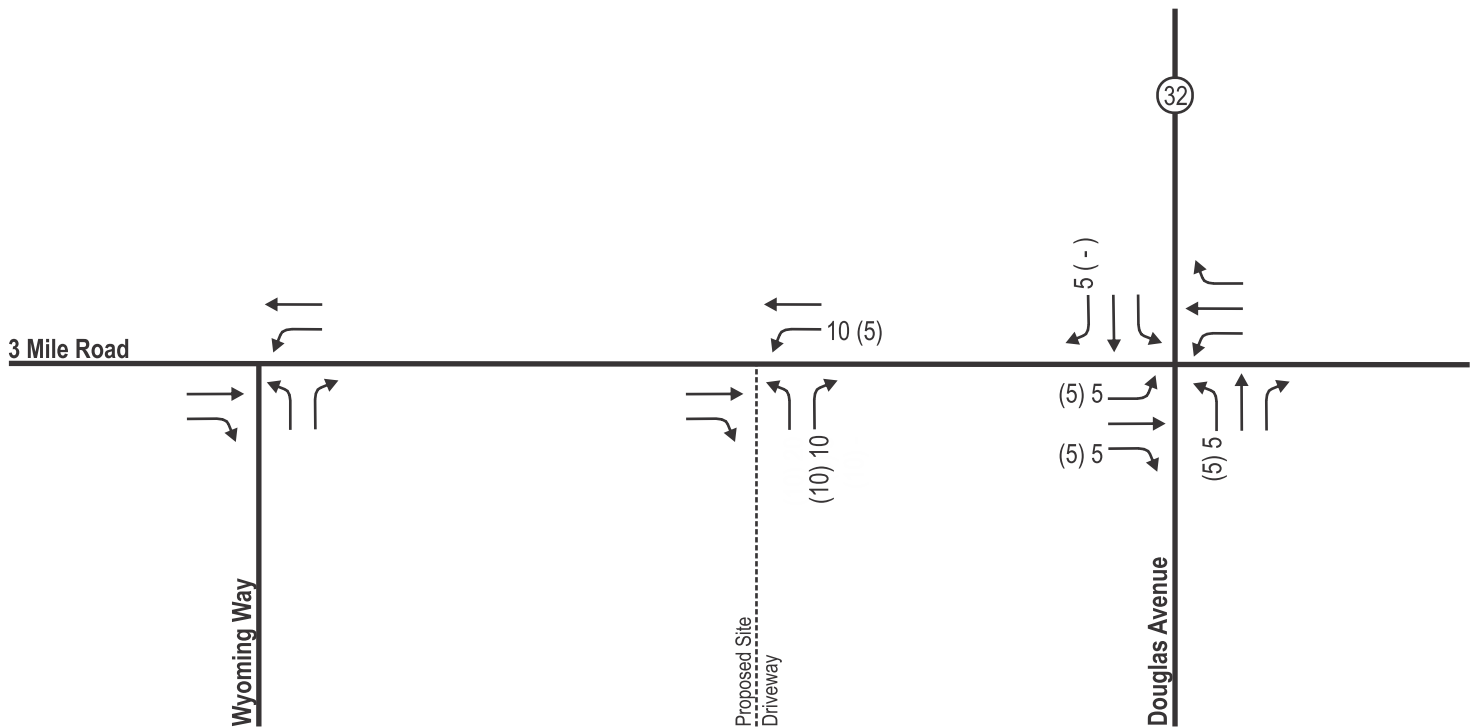
Trip Generation Table ¹

Land Use	ITE Code	Proposed Size	Weekday Daily	AM Peak			PM Peak		
				In	Out	Total	In	Out	Total
Youth Development & Care Center <i>ITE Adult Detention Facility</i>	571	65 Employees	200 (3.04)	10 (59%)	10 (41%)	20 (0.34)	5 (18%)	10 (82%)	15 (0.25)
Total New Trips			200	10	10	20	5	10	15

¹ ITE Trip Rates (X.XX) and/or Fitted Curve Equations (FCE) are from the ITE Trip Generation Manual, 10th Edition.

TRIP DISTRIBUTION (New Trips)

W. on 3 Mile Road	10%	20	0	0	0	0
E. on 3 Mile Road	20%	40	0	0	0	0
N. on Douglas Avenue	35%	70	5	5	0	5
S. on Douglas Avenue	35%	70	5	5	5	5
	100%	200	10	10	5	10



LEGEND

- XX Weekday Morning Peak Hour Traffic (8:00-9:00 AM)
- (XX) Weekday Evening Peak Hour Traffic (4:00-5:00 PM)
- Fewer than 3 vehicles per hour

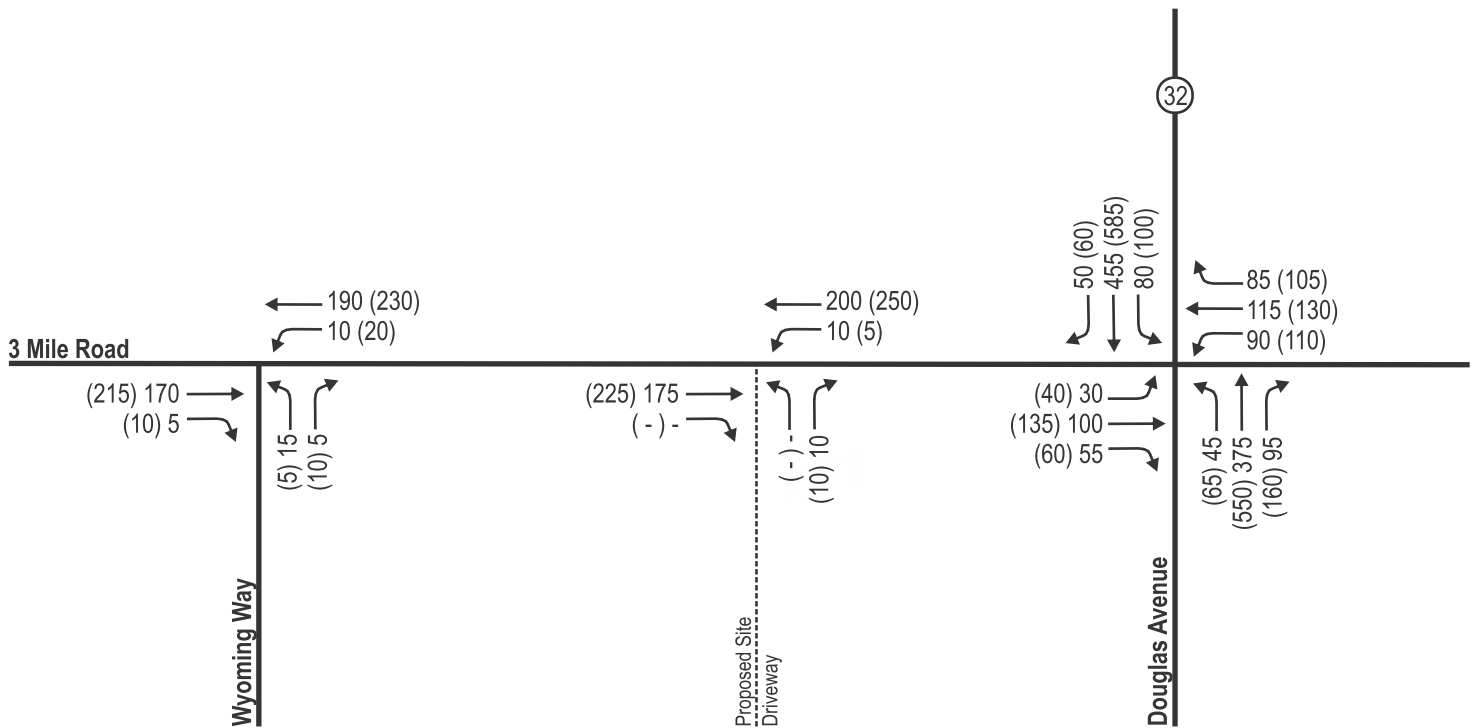


2857 4-13-2022



EXHIBIT 6 ON-SITE DEVELOPMENT NEW TRIPS

CALEDONIA, WISCONSIN



LEGEND

- XX Weekday Morning Peak Hour Traffic (8:00-9:00 AM)
- (XX) Weekday Evening Peak Hour Traffic (4:00-5:00 PM)
- Fewer than 3 vehicles per hour



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NOT TO SCALE

EXHIBIT 7 BUILD TRAFFIC VOLUMES

CALEDONIA, WISCONSIN

**Existing Peak Hour Traffic Operations
Existing Geometrics & Traffic Control**

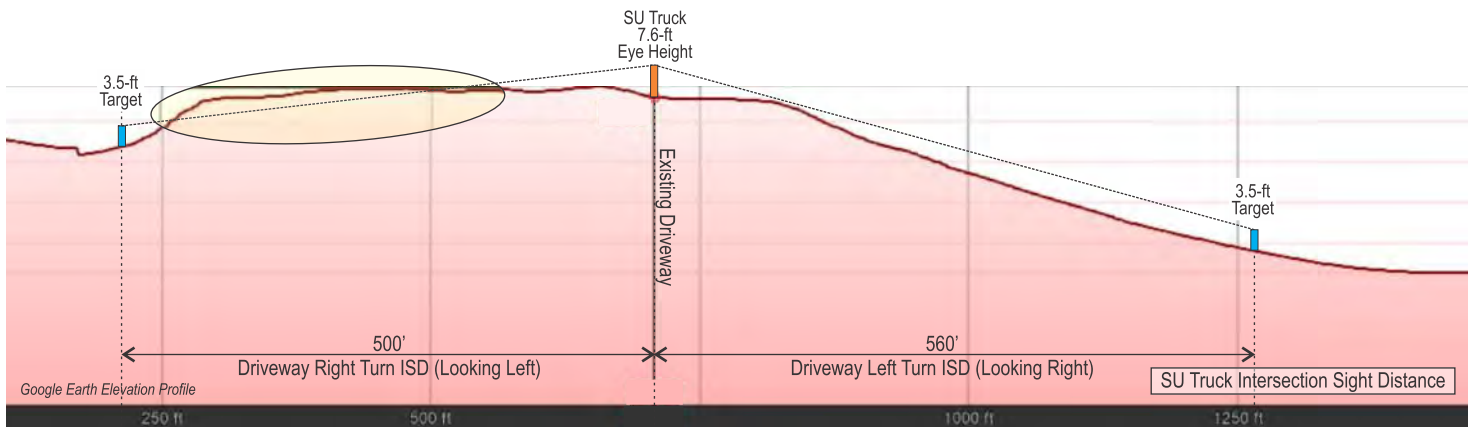
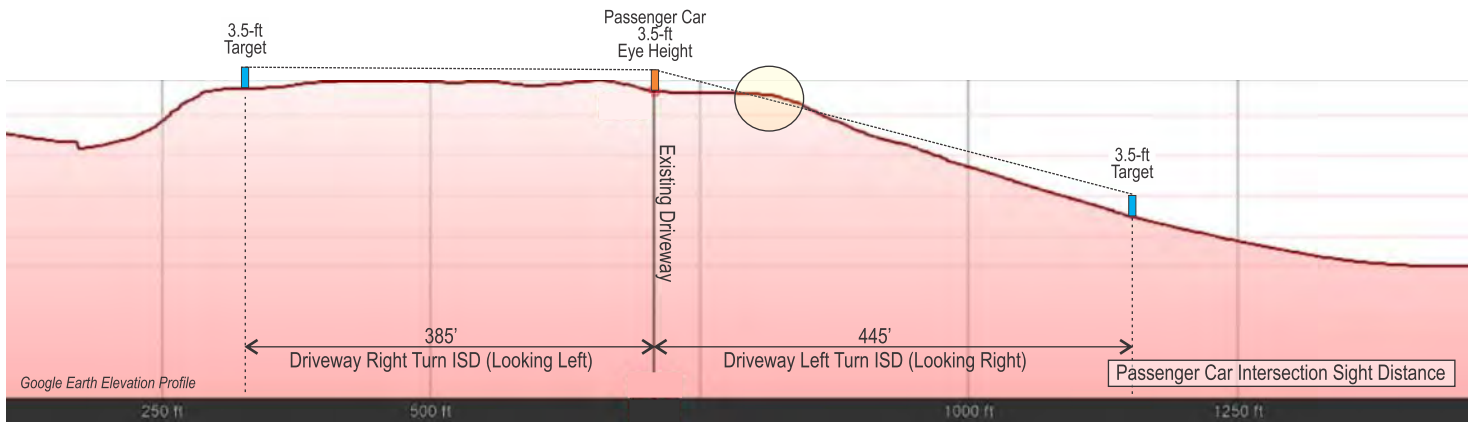
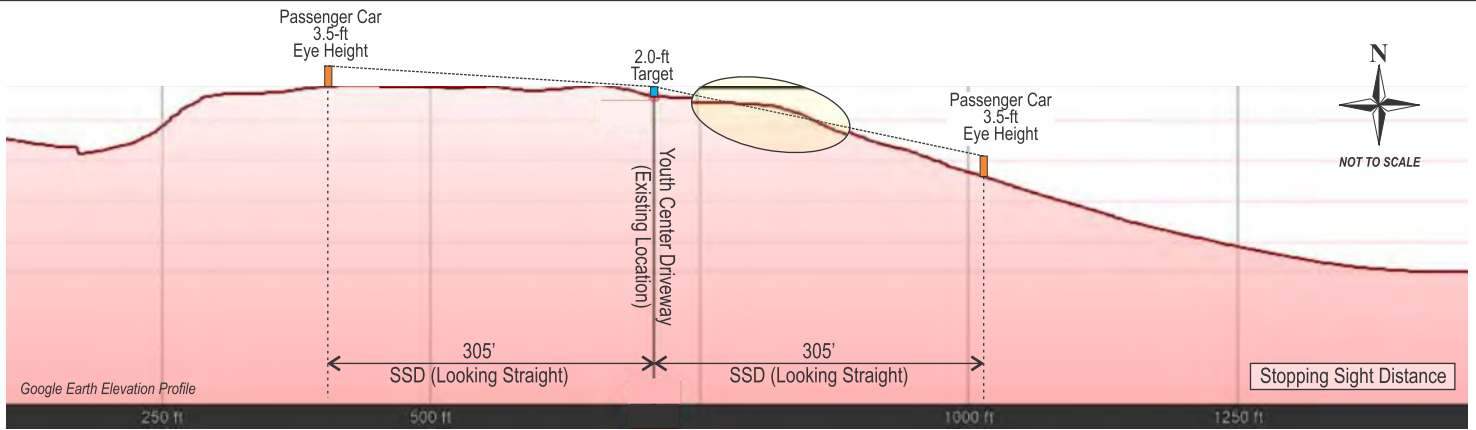
Intersection	Peak Hour	Metric	Level of Service (LOS) per Movement by Approach												I/S LOS & Delay
			Eastbound			Westbound			Northbound			Southbound			
			↗	→	↘	↙	←	↖	↖	↑	↗	↘	↓	↖	
#100: 3 Mile Road & Wyoming Way Stop Sign Control (NB)	Lanes->		-	1		1	-		1			-			
	AM	LOS	-	*		A	-		B			-			A 0.7
		Delay	-	*		7	-		10			-			
		Queue	-	*		0'	-		5'			-			
	PM	LOS	-	*		A	-		B			-			A 0.6
		Delay	-	*		7	-		10			-			
		Queue	-	*		0'	-		5'			-			
#200: 3 Mile Road & Douglas Avenue (STH 32) Traffic Signal Control	Lanes->		1	2	>	1	2	1	1	2	1	1	2	1	
	AM	LOS	B	B	B	B	B	B	B	B	B	A	B	B	B 13.4
		Delay	16	15	15	18	15	15	10	13	12	9	12	10	
		Queue	25'	45'	45'	65'	35'	40'	15'	85'	40'	25'	100'	20'	
	PM	LOS	B	B	B	B	B	B	B	B	B	A	B	B	B 14.2
		Delay	16	16	16	19	15	15	10	14	12	9	13	11	
		Queue	35'	60'	60'	90'	45'	55'	25'	135'	60'	35'	140'	30'	

**Build Peak Hour Traffic Operations
Existing Geometrics & Traffic Control**

Intersection	Peak Hour	Metric	Level of Service (LOS) per Movement by Approach												I/S
			Eastbound			Westbound			Northbound			Southbound			LOS & Delay
			↗	→	↘	↙	←	↖	↖	↑	↗	↙	↓	↘	
#100: 3 Mile Road & Wyoming Way Stop Sign Control (NB)		Lanes->	-	1		1	-		1			-			
	AM	LOS	-	*		A	-		B			-			A
		Delay	-	*		7	-		10			-			0.7
		Queue	-	*		0'	-		5'			-			
	PM	LOS	-	*		A	-		B			-			A
		Delay	-	*		7	-		10			-			0.6
		Queue	-	*		0'	-		5'			-			
#200: 3 Mile Road & Douglas Avenue (STH 32) Traffic Signal Control		Lanes->	1	2	>	1	2	1	1	2	1	1	2	1	
	AM	LOS	B	B	B	B	B	B	A	B	B	A	B	B	B
		Delay	16	15	15	18	15	15	9	13	12	9	12	10	13.5
		Queue	25'	45'	45'	65'	35'	40'	20'	85'	40'	30'	105'	25'	
	PM	LOS	B	B	B	B	B	B	B	B	B	A	B	B	B
		Delay	16	16	16	19	15	15	10	14	12	9	13	11	14.2
		Queue	40'	65'	65'	90'	45'	55'	25'	140'	60'	35'	145'	30'	
#300: 3 Mile Road & Site Driveway Stop Sign Control (NB)		Lanes->	-	1		1	-		1			-			
	AM	LOS	-	*		A	-		A			-			A
		Delay	-	*		7	-		9			-			0.5
		Queue	-	*		0'	-		0'			-			
	PM	LOS	-	*		A	-		A			-			A
		Delay	-	*		7	-		9			-			0.3
		Queue	-	*		0'	-		0'			-			

(-) indicates a movement that is prohibited or does not exist; (*) indicates a freeflow movement.

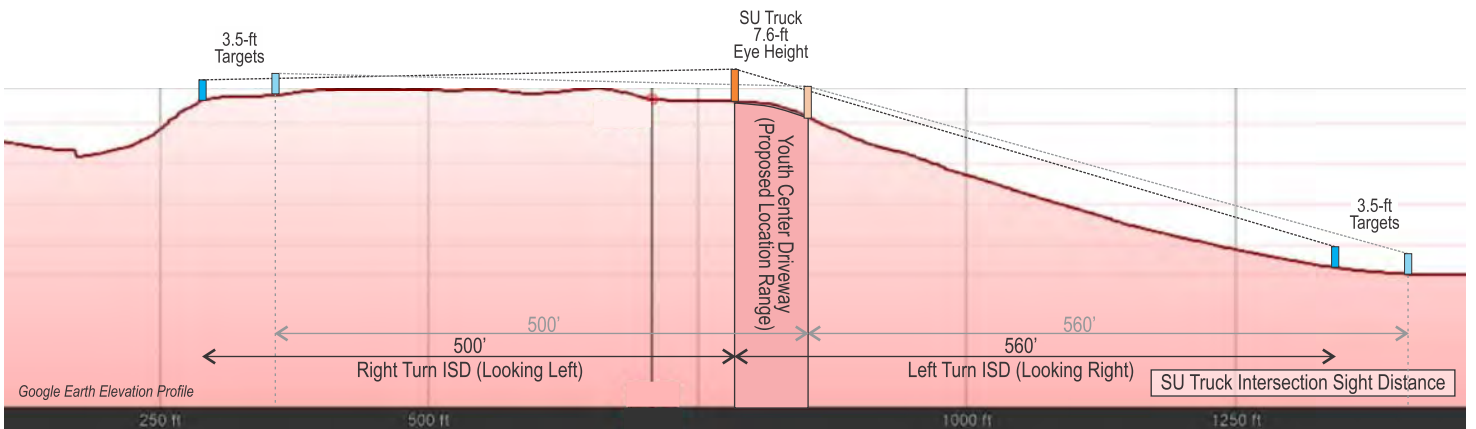
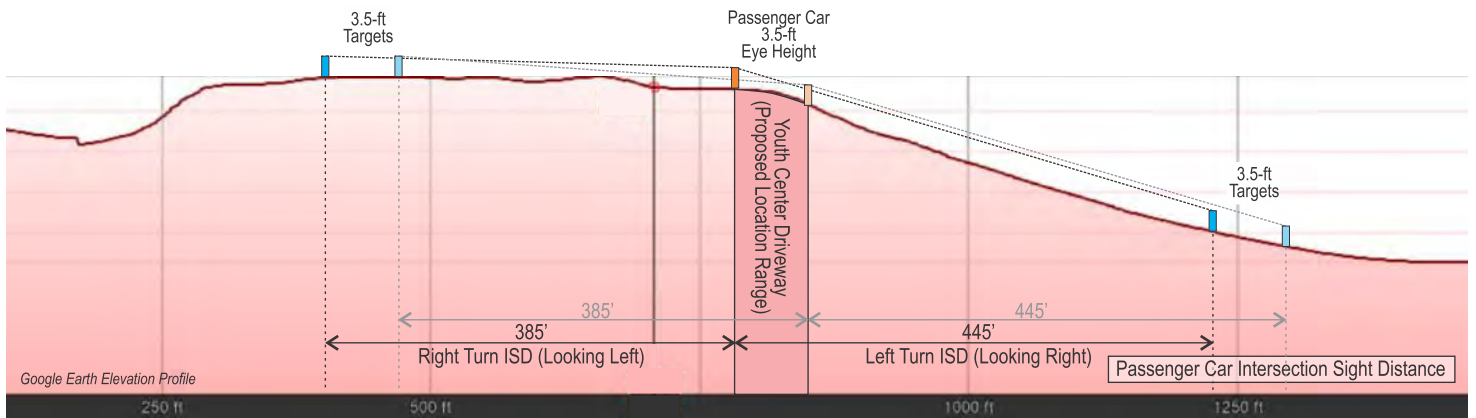
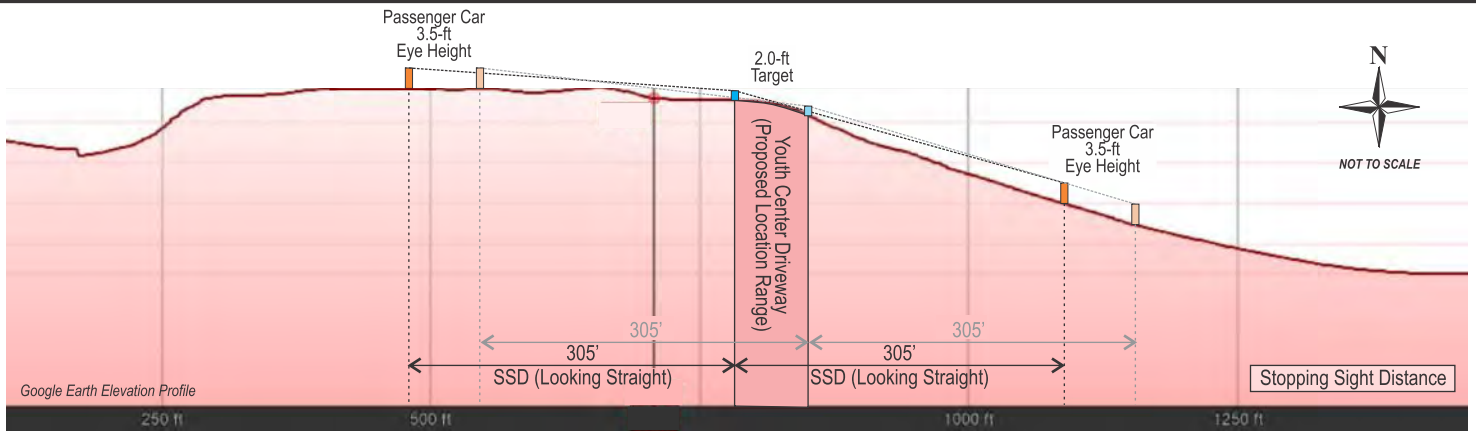
Where zero is shown for the volume at a particular movement, a minimum value of 1 was used in the model.



LEGEND

- Viewpoint (from Vehicle)
- Target (Oncoming or Downstream Vehicle)
- Line of Sight
- Blocked View

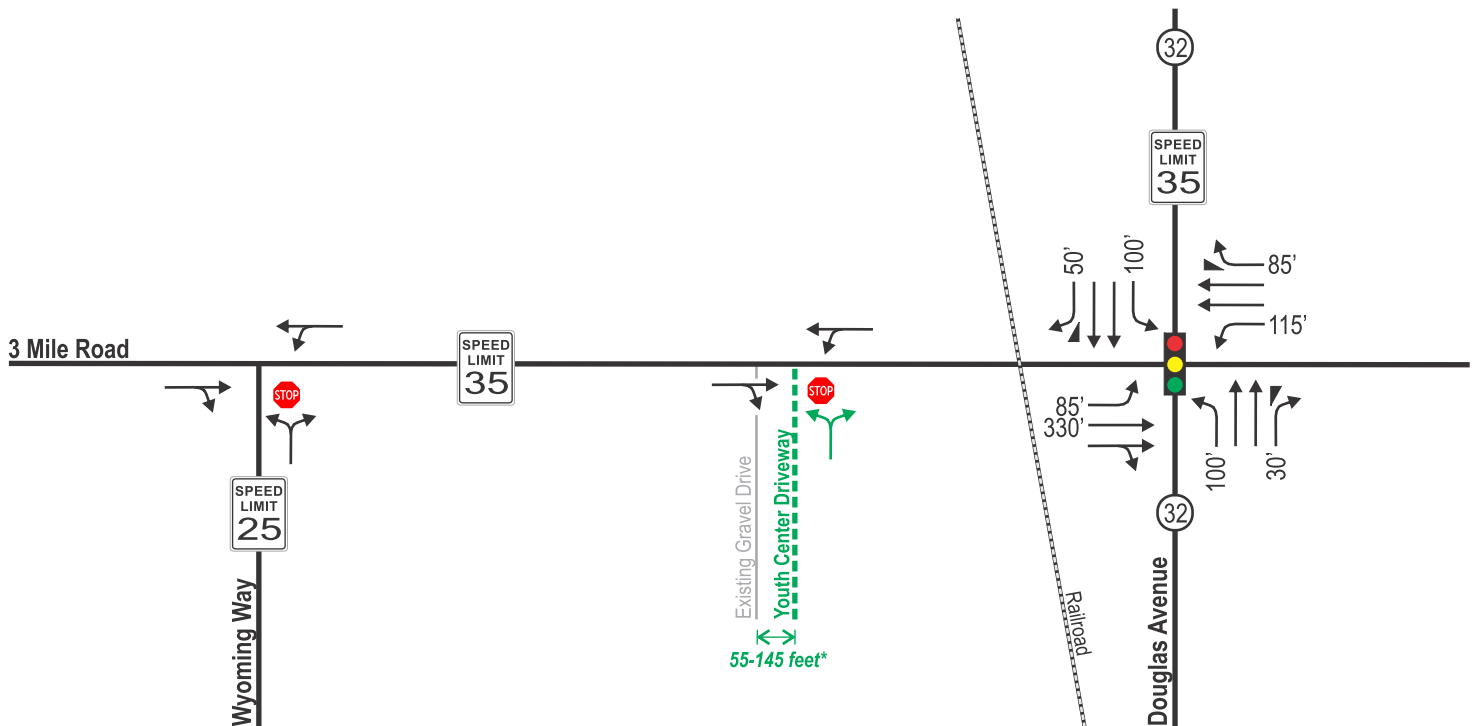
EXHIBIT 9 SIGHT DISTANCE EVALUATION EXISTING SITE DRIVEWAY LOCATION



LEGEND

- Viewpoint (from Vehicle)
- Target (Oncoming or Downstream Vehicle)
- Line of Sight
- Blocked View

EXHIBIT 10 SIGHT DISTANCE EVALUATION RECOMMENDED DRIVEWAY LOCATION



LEGEND

- Traffic Signal
- Stop Sign
- Lane Configuration
- XX' Turn Bay Length (In Feet)
- XX' Centerline Distance Between Intersections (in Feet)

Recommendations are shown in GREEN

*Note: Driveway location based on sight distance estimated from Google Earth imagery, and only for locations immediately adjacent to the driveway location shown on the development site plan. Other suitable locations may exist further east or west on the property. The party responsible for designing the intersection is responsible for cross-checking, verifying, and designing for all applicable sight distances.



APPENDIX A

TRAFFIC COUNT DATA

Intersection Turning Movement Counts
Saturation Flow Rate Calculation

Intersection Traffic Volume Report

Count Basics		Version 2013.14.1	Page 1 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events

Base Information, Observed (6) Hour and Estimated (24) Hour Volume Summaries

Intersection of: **Wyoming Way and 3 Mile Road**

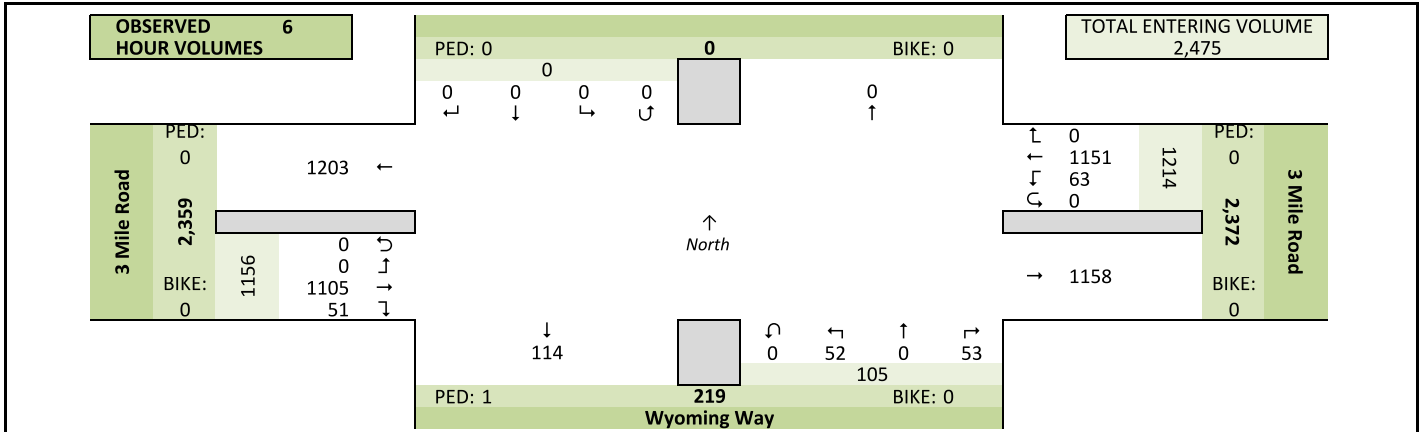
Site Information

Municipality	Village of Caledonia		
County	Racine	WisDOT Region	SE
Traffic Control	Partial Stop Control		
Roadway Names		North Direction	↑
North Leg			
East Leg	3 Mile Road		
South Leg	Wyoming Way		
West Leg	3 Mile Road		
Special Considerations			
Schools	In Session		
Holidays	None		
Special Events	None		
Special Pedestrians Observed			
	Pre-school children	None	
	Elementry school age children	None	
	Visually impaired (white cane/helper dog)	None	
	Elderly/disabled (except wheelchairs)	None	
	Wheelchairs/electric scooters	None	
	Other (describe)	None	

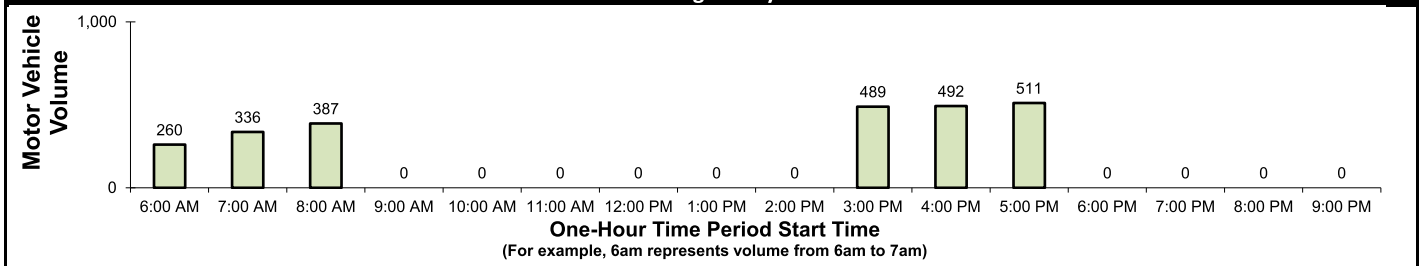
Count Information

Hrs Counted:	6:00 AM-9:00 AM and 3:00 PM-6:00 PM				
1st Day of Count	Thursday, March 31, 2022			Weather	
AM Peak Period	Friday, April 1, 2022			Clear & Dry	
Midday Peak Period	Thursday, March 31, 2022			Clear & Dry	
PM Peak Period	Thursday, March 31, 2022			Clear & Dry	
Calculated Peak Hours					
	AM	8:00-9:00am	MD		PM 4:15-5:15pm
Peak Hours Selected for Analysis					
	AM	8:00-9:00am	MD		PM 4:00-5:00pm
Daily/Seasonal Adjustment Group			(2) Urban Arterials & Collectors		
Count Expansion Group			(2) Urban Arterials & Collectors		
Daily/Seasonal Adjustment Factor			0.936	Count Expansion Factor	2.520
Company Name				TADI, Inc	Manual Adj. 1.000
Observers	AM Peak Period		Jane Fait		
	Midday Peak Period		None		
	PM Peak Period		Jane Fait		
Comments	2019 DOT Seasonal Factors				

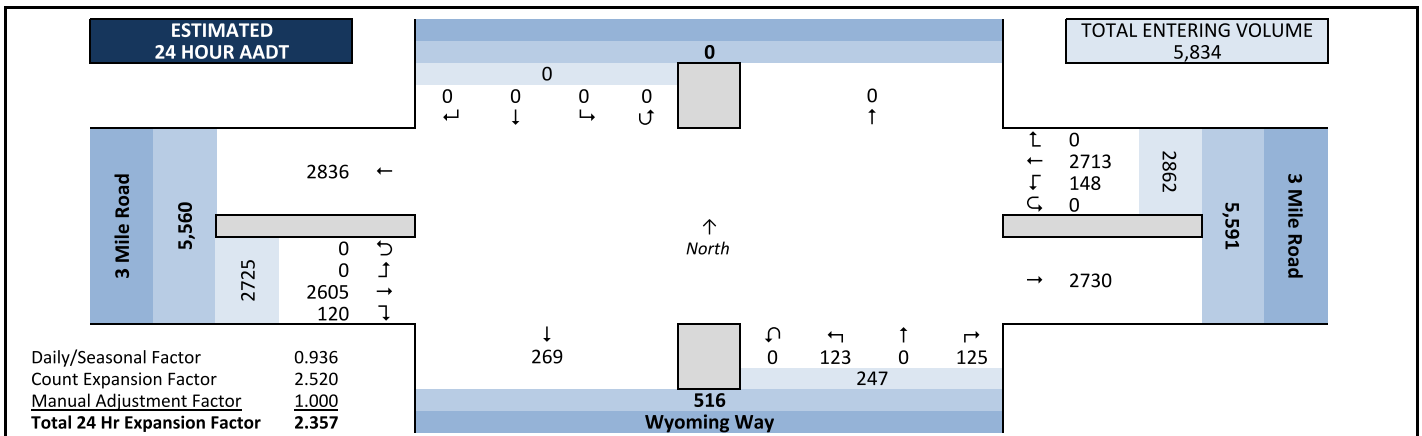
Observed 6 Hour Volume Summary



Total Entering Hourly Volume



Estimated 24 Hour AADT

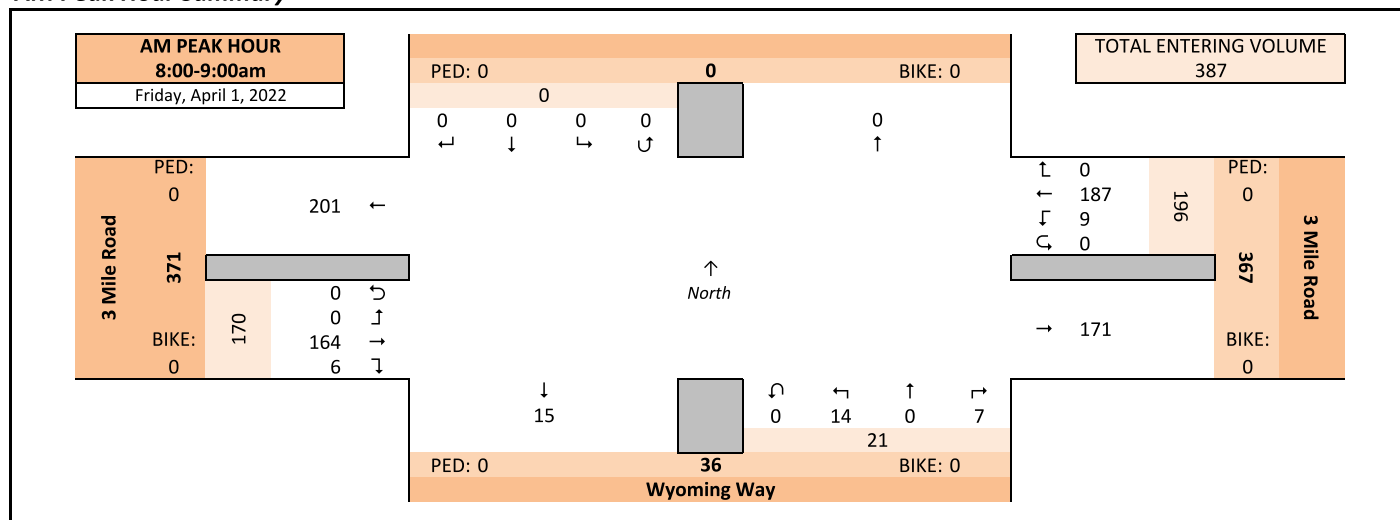


Peak Hour Volume Graphical Summary

AM Peak Hour Summary

Count Basics			Page 2 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted: 6		Non-Holiday	No Special Events

All Motor Vehicles

[illegible][illegible]

Count Basics			Page 3 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events

All Motor Vehicles

Peak Hour Volumes, Truck Percentages, and PHFs

Friday, April 1, 2022		↓ From North					← From East					↑ From South					→ From West						
AM Peak Hour	AM Peak Hour Start Time						3 Mile Road					Wyoming Way					3 Mile Road						
		Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Totals	
	8:00 AM	0	0	0	0	0	0	53	2	0	55	1	0	4	0	5	0	43	0	0	43	103	
	8:15 AM	0	0	0	0	0	0	36	2	0	38	2	0	2	0	4	2	36	0	0	38	80	
	8:30 AM	0	0	0	0	0	0	48	2	0	50	2	0	4	0	6	4	43	0	0	47	103	
	8:45 AM	0	0	0	0	0	0	50	3	0	53	2	0	4	0	6	0	42	0	0	42	101	
	Peak Hour Volume	0	0	0	0	0	0	187	9	0	196	7	0	14	0	21	6	164	0	0	170	387	
	Rounded Hourly Volume	0	0	0	0	0	0	185	10	0	195	5	0	15	0	20	5	165	0	0	170	385	
	% Single Unit Trucks	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.0	0.0	4.6	0.0	0.0	7.1	0.0	4.8	0.0	4.3	0.0	0.0	4.1	4.4	
	% Heavy Trucks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
% Trucks (Total)	0.0	0.0	0.0	0.0	0.0	0.0	4.8	0.0	0.0	4.6	0.0	0.0	7.1	0.0	4.8	0.0	4.3	0.0	0.0	4.1	4.4		
Peak Hour Factor (PHF)	0.00	0.00	0.00	0.00	0.00	0.00	0.88	0.75	0.00	0.89	0.87	0.00	0.87	0.00	0.87	0.37	0.95	0.00	0.00	0.90	0.94		

[illegible]

Thursday, March 31, 2022		↓ From North					← From East					↑ From South					→ From West					Totals	
PM Peak Hour	PM Peak Hour						3 Mile Road					Wyoming Way					3 Mile Road						
	Start Time	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total		
	4:00 PM	0	0	0	0	0	0	0	57	1	0	58	2	0	4	0	6	2	55	0	0	57	121
	4:15 PM	0	0	0	0	0	0	0	51	7	0	58	2	0	1	0	3	3	62	0	0	65	126
	4:30 PM	0	0	0	0	0	0	0	59	4	0	63	4	0	1	0	5	2	47	0	0	49	117
	4:45 PM	0	0	0	0	0	0	0	59	6	0	65	2	0	1	0	3	4	56	0	0	60	128
	Peak Hour Volume	0	0	0	0	0	0	0	226	18	0	244	10	0	7	0	17	11	220	0	0	231	492
	Rounded Hourly Volume	0	0	0	0	0	0	0	225	20	0	245	10	0	5	0	15	10	220	0	0	230	490
	% Single Unit Trucks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.7	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2
	% Heavy Trucks	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% Trucks (Total)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.7	0.0	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	
Peak Hour Factor (PHF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.96	0.64	0.00	0.94	0.62	0.00	0.44	0.00	0.71	0.69	0.89	0.00	0.00	0.89	0.96	

[illegible]







Intersection Traffic Volume Report

Count Basics			Page 5 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events

15-Minute Motor Vehicle Data

Wyoming Way and 3 Mile Road

15-Minute Motor Vehicle Data

All Motor Vehicles					
					

15-Minute Time Period Start Time	From North					From East					From South					From West					15-Min Totals	Hourly Sum	PHF	
						3 Mile Road					Wyoming Way					3 Mile Road								
	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total				
AM Peak Period	6:00 AM	0	0	0	0	0	0	30	1	0	31	0	0	4	0	4	0	13	0	0	13	48	260	0.86
	6:15 AM	0	0	0	0	0	0	36	1	0	37	0	0	3	0	3	1	22	0	0	23	63	287	0.94
	6:30 AM	0	0	0	0	0	0	48	0	0	48	3	0	1	0	4	0	21	0	0	21	73	297	0.98
	6:45 AM	0	0	0	0	0	0	48	0	0	48	3	0	1	0	4	3	21	0	0	24	76	318	0.85
	7:00 AM	0	0	0	0	0	0	43	0	0	43	4	0	1	0	5	2	25	0	0	27	75	336	0.89
	7:15 AM	0	0	0	0	0	0	33	3	0	36	0	0	2	0	2	1	34	0	0	35	73	364	0.88
	7:30 AM	0	0	0	0	0	0	52	5	0	57	4	0	1	0	5	3	29	0	0	32	94	371	0.90
	7:45 AM	0	0	0	0	0	0	40	4	0	44	4	0	2	0	6	1	43	0	0	44	94	380	0.92
	8:00 AM	0	0	0	0	0	0	53	2	0	55	1	0	4	0	5	0	43	0	0	43	103	387	0.94
	8:15 AM	0	0	0	0	0	0	36	2	0	38	2	0	2	0	4	2	36	0	0	38	80		
	8:30 AM	0	0	0	0	0	0	48	2	0	50	2	0	4	0	6	4	43	0	0	47	103		
	8:45 AM	0	0	0	0	0	0	50	3	0	53	2	0	4	0	6	0	42	0	0	42	101		
9:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Midday Peak Period	10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	10:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	11:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	11:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PM Peak Period	2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	3:00 PM	0	0	0	0	0	0	44	2	0	46	4	0	6	0	10	5	70	0	0	75	131	489	0.93
	3:15 PM	0	0	0	0	0	0	51	1	0	52	1	0	1	0	2	1	73	0	0	74	128	479	0.94
	3:30 PM	0	0	0	0	0	0	53	3	0	56	2	0	3	0	5	5	57	0	0	62	123	477	0.95
	3:45 PM	0	0	0	0	0	0	52	1	0	53	2	0	0	0	2	5	47	0	0	52	107	471	0.93
	4:00 PM	0	0	0	0	0	0	57	1	0	58	2	0	4	0	6	2	55	0	0	57	121	492	0.96
	4:15 PM	0	0	0	0	0	0	51	7	0	58	2	0	1	0	3	3	62	0	0	65	126	515	0.89
	4:30 PM	0	0	0	0	0	0	59	4	0	63	4	0	1	0	5	2	47	0	0	49	117	500	0.87
	4:45 PM	0	0	0	0	0	0	59	6	0	65	2	0	1	0	3	4	56	0	0	60	128	508	0.88
	5:00 PM	0	0	0	0	0	0	52	4	0	56	5	0	1	0	6	2	80	0	0	82	144	511	0.89
	5:15 PM	0	0	0	0	0	0	43	0	0	43	1	0	2	0	3	2	63	0	0	65	111		
	5:30 PM	0	0	0	0	0	0	51	5	0	56	3	0	1	0	4	1	64	0	0	65	125		
	5:45 PM	0	0	0	0	0	0	62	6	0	68	0	0	2	0	2	2	59	0	0	61	131		
	6:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Totals		0	0	0	0	0	0	1151	63	0	1214	53	0	52	0	105	51	1105	0	0	1156	2475		

Peak Hour All Vehicle Volume Summary

Hourly Time Period Start Time	↓ From North					← From East					↑ From South					→ From West					Total Hourly Volume	PHF
						3 Mile Road					Wyoming Way					3 Mile Road						
	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total		
AM 8:00 AM	0	0	0	0	0	0	187	9	0	196	7	0	14	0	21	6	164	0	0	170	387	0.94
MD 12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM 4:00 PM	0	0	0	0	0	0	226	18	0	244	10	0	7	0	17	11	220	0	0	231	492	0.96

Wyoming Way and 3 Mile Road

Count Basics			Page 9 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events



15-Minute Heavy Vehicle Data

[illegible]

Peak Hour Heavy Vehicle Volume Summary

[illegible]

Intersection Traffic Volume Report

Count Basics		Version 2013.14.1	Page 1 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events

Base Information, Observed (6) Hour and Estimated (24) Hour Volume Summaries

Intersection of: **Douglas Avenue and 3 Mile Road**

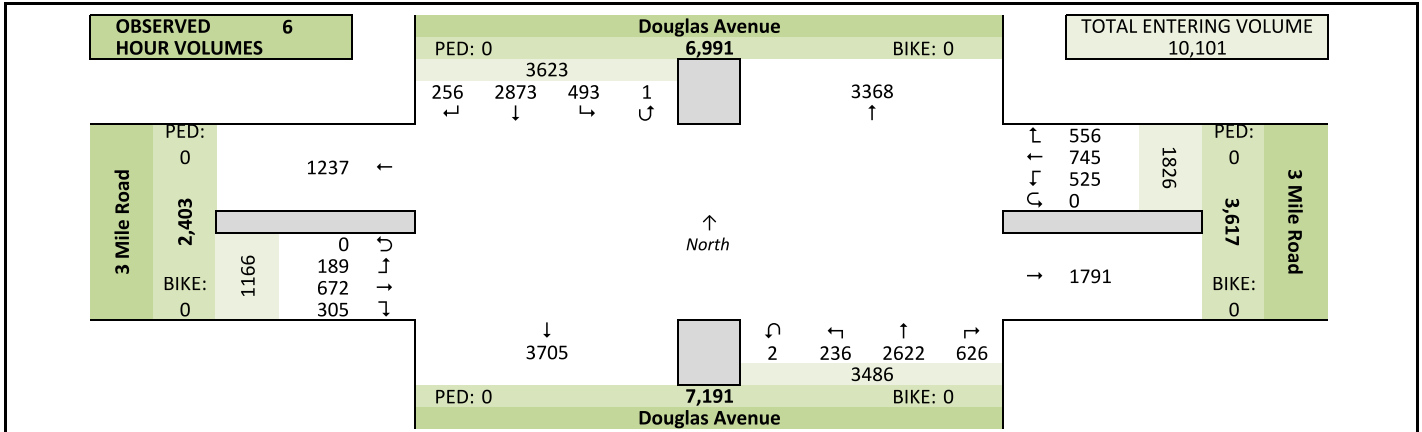
Site Information

Municipality	Village of Caledonia		
County	Racine	WisDOT Region	SE
Traffic Control	Traffic Signal		
Roadway Names		North Direction	↑
North Leg	Douglas Avenue		
East Leg	3 Mile Road		
South Leg	Douglas Avenue		
West Leg	3 Mile Road		
Special Considerations			
Schools	In Session		
Holidays	None		
Special Events	None		
Special Pedestrians Observed			
	Pre-school children	None	
	Elementry school age children	None	
	Visually impaired (white cane/helper dog)	None	
	Elderly/disabled (except wheelchairs)	None	
	Wheelchairs/electric scooters	None	
	Other (describe)	None	

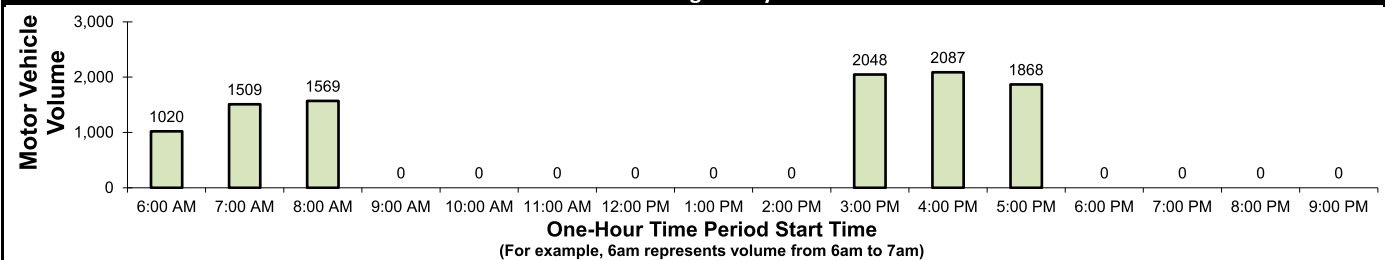
Count Information

Hrs Counted:	6:00 AM-9:00 AM and 3:00 PM-6:00 PM				
1st Day of Count	Thursday, March 31, 2022			Weather	
AM Peak Period	Friday, April 1, 2022			Clear & Dry	
Midday Peak Period	Thursday, March 31, 2022			Clear & Dry	
PM Peak Period	Thursday, March 31, 2022			Clear & Dry	
Calculated Peak Hours					
	AM	8:00-9:00am	MD		PM 3:45-4:45pm
Peak Hours Selected for Analysis					
	AM	8:00-9:00am	MD		PM 4:00-5:00pm
Daily/Seasonal Adjustment Group			(2) Urban Arterials & Collectors		
Count Expansion Group			(2) Urban Arterials & Collectors		
Daily/Seasonal Adjustment Factor			0.936	Count Expansion Factor 2.520	
Company Name TADI, Inc				Manual Adj. 1.000	
Observers	AM Peak Period		Amy Scheuerlein		
	Midday Peak Period		None		
	PM Peak Period		Amy Scheuerlein		
Comments	2019 DOT Seasonal Factors				

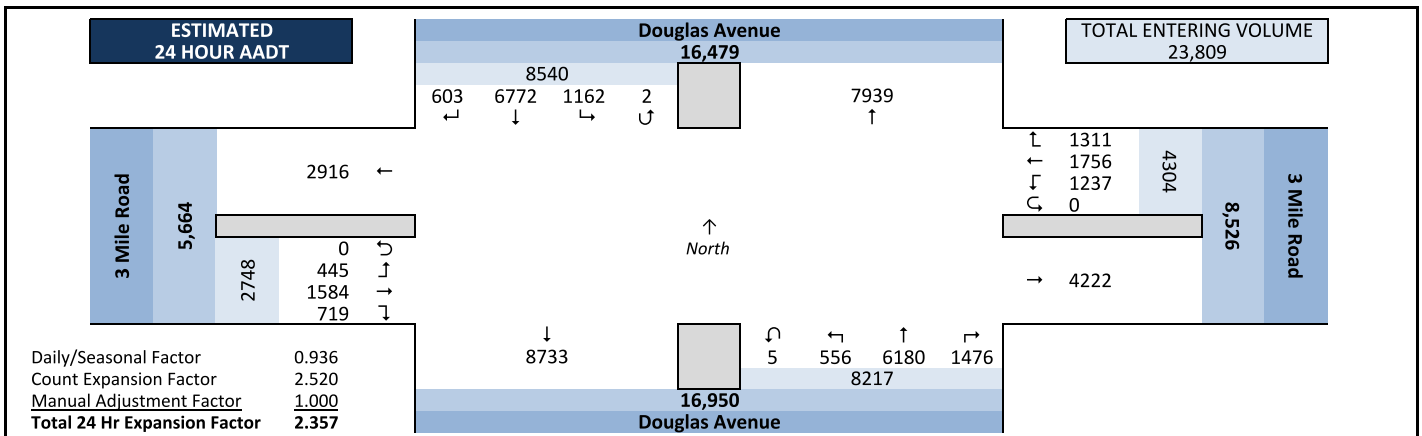
Observed 6 Hour Volume Summary



Total Entering Hourly Volume



Estimated 24 Hour AADT



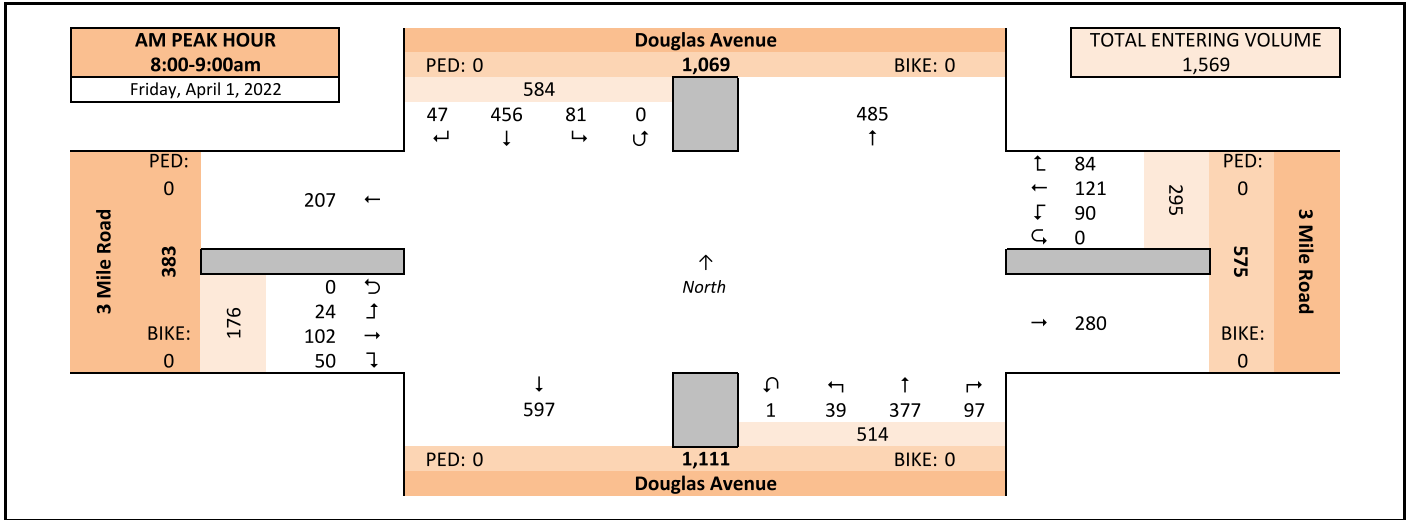
Intersection Traffic Volume Report

Count Basics		Page 2 of 13	
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted: 6		Non-Holiday	No Special Events

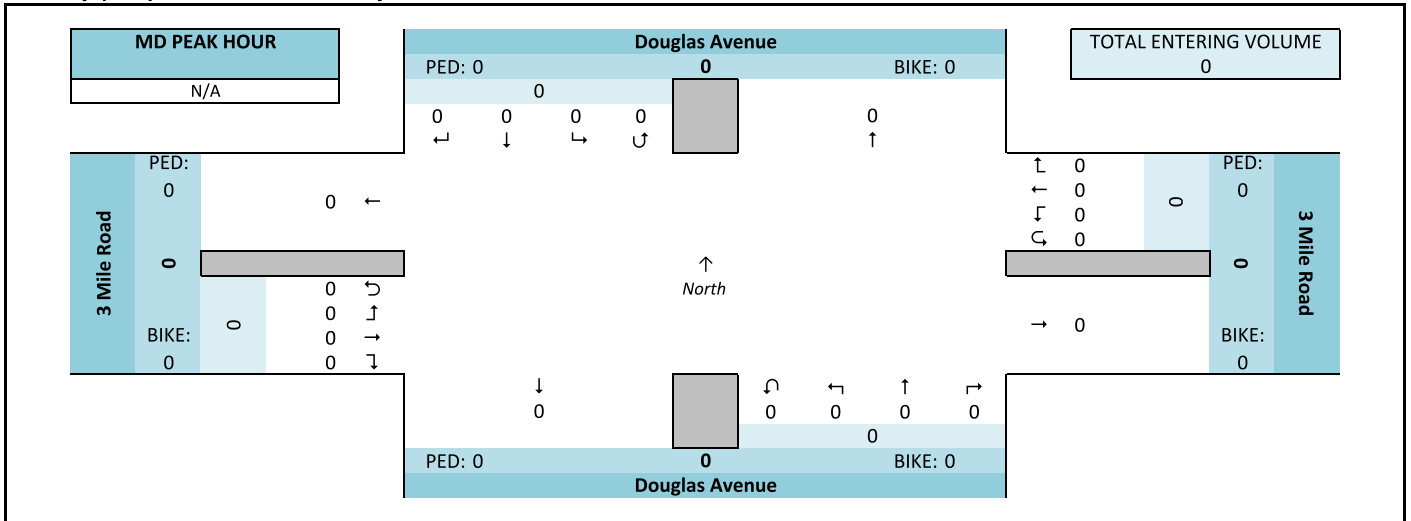
Peak Hour Volume Graphical Summary

Douglas Avenue and 3 Mile Road

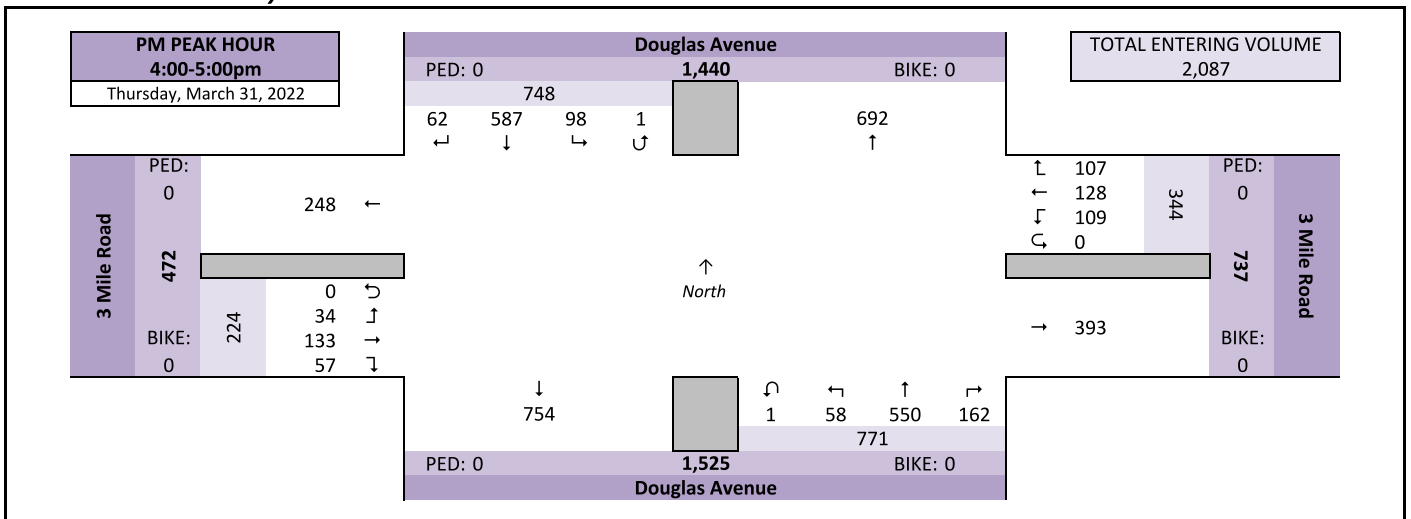
AM Peak Hour Summary



Midday (MD) Peak Hour Summary



PM Peak Hour Summary







Douglas Avenue and 3 Mile Road

Count Basics		Page 3 of 13
Start Date:	Thursday, March 31, 2022	Weekday
Total Number of Hours Counted: 6	Non-Holiday	Schools in Session
		No Special Events

Peak Hour Volumes, Truck Percentages, and PHFs

Friday, April 1, 2022		<div>↴</div> <div>From North</div>					<div>↶</div> <div>From East</div>					<div>↱</div> <div>From South</div>					<div>↷</div> <div>From West</div>						
AM Peak Hour	AM Peak Hour	Douglas Avenue					3 Mile Road					Douglas Avenue					3 Mile Road					Totals	
	Start Time	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Totals	
	8:00 AM	25	124	20	0	169	22	28	23	0	73	23	73	6	0	102	15	22	6	0	43	387	
	8:15 AM	5	94	27	0	126	23	25	21	0	69	26	84	8	0	118	14	19	5	0	38	351	
	8:30 AM	8	117	15	0	140	23	32	24	0	79	24	107	15	0	146	16	27	6	0	49	414	
	8:45 AM	9	121	19	0	149	16	36	22	0	74	24	113	10	1	148	5	34	7	0	46	417	
	Peak Hour Volume	47	456	81	0	584	84	121	90	0	295	97	377	39	1	514	50	102	24	0	176	1569	
	Rounded Hourly Volume	45	455	80	0	580	85	120	90	0	295	95	375	40	0	510	50	100	25	0	175	1560	
	% Single Unit Trucks	2.1	4.6	11.1	0.0	5.3	8.3	7.4	16.7	0.0	10.5	5.2	3.7	5.1	0.0	4.1	6.0	7.8	8.3	0.0	7.4	6.1	
	% Heavy Trucks	0.0	0.2	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.3	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.1	
% Trucks (Total)	2.1	4.8	11.1	0.0	5.5	8.3	7.4	16.7	0.0	10.5	5.2	4.0	5.1	0.0	4.3	6.0	7.8	8.3	0.0	7.4	6.2		
Peak Hour Factor (PHF)	0.47	0.92	0.75	0.00	0.86	0.91	0.84	0.94	0.00	0.93	0.93	0.83	0.65	0.25	0.87	0.78	0.75	0.86	0.00	0.90	0.94		

[illegible]

Thursday, March 31, 2022																							
		From North					From East					From South					From West						
PM Peak Hour	PM Peak Hour	Douglas Avenue					3 Mile Road					Douglas Avenue					3 Mile Road						
	Start Time	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Totals	
	4:00 PM	14	146	26	1	187	30	34	29	0	93	47	138	12	0	197	13	23	10	0	46	523	
	4:15 PM	18	137	29	0	184	24	31	31	0	86	38	128	17	0	183	20	39	9	0	68	521	
	4:30 PM	15	132	23	0	170	24	29	28	0	81	41	140	14	0	195	13	35	6	0	54	500	
	4:45 PM	15	172	20	0	207	29	34	21	0	84	36	144	15	1	196	11	36	9	0	56	543	
	Peak Hour Volume	62	587	98	1	748	107	128	109	0	344	162	550	58	1	771	57	133	34	0	224	2087	
	Rounded Hourly Volume	60	585	100	0	745	105	130	110	0	345	160	550	60	0	770	55	135	35	0	225	2085	
	% Single Unit Trucks	3.2	2.6	1.0	0.0	2.4	0.0	6.2	0.9	0.0	2.6	1.2	2.4	0.0	0.0	1.9	3.5	0.0	0.0	0.0	0.9	2.1	
	% Heavy Trucks	0.0	0.5	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.0	0.0	0.4	0.0	0.0	0.0	0.0	0.0	0.3	
% Trucks (Total)	3.2	3.1	1.0	0.0	2.8	0.0	6.2	0.9	0.0	2.6	1.2	2.9	0.0	0.0	2.3	3.5	0.0	0.0	0.0	0.9	2.4		
Peak Hour Factor (PHF)	0.86	0.85	0.84	0.25	0.90	0.89	0.94	0.88	0.00	0.92	0.86	0.95	0.85	0.25	0.98	0.71	0.85	0.85	0.00	0.82	0.96		

Peak Hour Pedestrian and Bicyclist Volumes

[illegible]

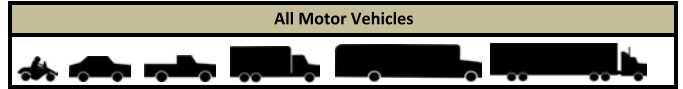
Intersection Traffic Volume Report

Count Basics			Page 5 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session
Total Number of Hours Counted:	6	Non-Holiday	No Special Events

15-Minute Motor Vehicle Data

Douglas Avenue and 3 Mile Road

15-Minute Motor Vehicle Data



15-Minute Time Period Start Time		From North					From East					From South					From West					15-Min Totals	Hourly Sum	PHF
		Douglas Avenue					3 Mile Road					Douglas Avenue					3 Mile Road							
		Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total			
AM Peak Period	6:00 AM	4	30	8	0	42	12	20	5	0	37	2	62	8	0	72	4	9	0	0	13	164	1020	0.78
	6:15 AM	6	51	17	0	74	14	29	11	0	54	7	65	5	0	77	6	9	6	0	21	226	1229	0.82
	6:30 AM	4	80	9	0	93	24	41	23	0	88	13	88	2	0	103	6	11	3	0	20	304	1374	0.92
	6:45 AM	9	107	13	0	129	19	32	20	0	71	4	92	4	0	100	9	9	8	0	26	326	1454	0.95
	7:00 AM	2	117	14	0	133	23	39	22	0	84	19	105	1	0	125	13	16	2	0	31	373	1509	0.98
	7:15 AM	3	100	17	0	120	39	27	20	0	86	14	114	8	0	136	6	16	7	0	29	371	1523	0.98
	7:30 AM	10	114	10	0	134	24	42	28	0	94	12	102	5	0	119	11	20	6	0	37	384	1503	0.97
	7:45 AM	9	115	21	0	145	23	30	22	0	75	17	91	5	0	113	11	21	16	0	48	381	1533	0.93
	8:00 AM	25	124	20	0	169	22	28	23	0	73	23	73	6	0	102	15	22	6	0	43	387	1569	0.94
	8:15 AM	5	94	27	0	126	23	25	21	0	69	26	84	8	0	118	14	19	5	0	38	351		
	8:30 AM	8	117	15	0	140	23	32	24	0	79	24	107	15	0	146	16	27	6	0	49	414		
	8:45 AM	9	121	19	0	149	16	36	22	0	74	24	113	10	1	148	5	34	7	0	46	417		
	9:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Midday Peak Period	10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	10:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	11:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	11:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
1:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
PM Peak Period	2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	2:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	3:00 PM	10	155	20	0	185	24	21	35	0	80	26	142	11	0	179	13	46	14	0	73	517	2048	0.92
	3:15 PM	14	149	26	0	189	24	31	19	0	74	34	116	14	0	164	21	45	16	0	82	509	2054	0.93
	3:30 PM	11	142	21	0	174	22	27	27	0	76	36	114	16	0	166	11	36	4	0	51	467	2066	0.93
	3:45 PM	13	163	28	0	204	41	29	18	0	88	44	145	13	0	202	20	36	5	0	61	555	2099	0.95
	4:00 PM	14	146	26	1	187	30	34	29	0	93	47	138	12	0	197	13	23	10	0	46	523	2087	0.96
	4:15 PM	18	137	29	0	184	24	31	31	0	86	38	128	17	0	183	20	39	9	0	68	521	2043	0.94
	4:30 PM	15	132	23	0	170	24	29	28	0	81	41	140	14	0	195	13	35	6	0	54	500	1990	0.92
	4:45 PM	15	172	20	0	207	29	34	21	0	84	36	144	15	1	196	11	36	9	0	56	543	1940	0.89
	5:00 PM	10	119	28	0	157	19	35	26	0	80	28	120	14	0	162	20	44	16	0	80	479	1868	0.97
	5:15 PM	10	124	25	0	159	26	29	21	0	76	33	122	6	0	161	15	46	11	0	72	468		
	5:30 PM	19	138	33	0	190	18	25	13	0	56	33	99	11	0	143	17	36	8	0	61	450		
	5:45 PM	13	126	24	0	163	13	39	16	0	68	45	118	16	0	179	15	37	9	0	61	471		
	6:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	6:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	7:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	7:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	7:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Totals		256	2873	493	1	3623	556	745	525	0	1826	626	2622	236	2	3486	305	672	189	0	1166	10101		

Peak Hour All Vehicle Volume Summary

Hourly Time Period Start Time	From North Douglas Avenue					From East 3 Mile Road					From South Douglas Avenue				
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Intersection Traffic Volume Report

Count Basics				Page 9 of 13
Start Date:	Thursday, March 31, 2022	Weekday	Schools in Session	
Total Number of Hours Counted:	6	Non-Holiday	No Special Events	

15-Minute Heavy Vehicle Data

Douglas Avenue and 3 Mile Road



15-Minute Heavy Vehicle Data

15-Minute Time Period Start Time	From North						From East						From South						From West						15-Min Totals	Hourly Sum
	Douglas Avenue						3 Mile Road						Douglas Avenue						3 Mile Road							
	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total						
AM Peak Period	6:00 AM	0	2	0	0	2	0	0	0	0	0	0	4	0	0	4	0	1	0	0	1	7	65			
	6:15 AM	1	2	5	0	8	0	1	1	0	2	0	3	0	0	3	4	3	1	0	8	21	74			
	6:30 AM	0	4	1	0	5	1	2	3	0	6	2	3	0	0	5	0	1	0	0	1	17	76			
	6:45 AM	0	4	7	0	11	0	0	4	0	4	0	5	0	0	5	0	0	0	0	0	20	69			
	7:00 AM	0	2	3	0	5	1	0	2	0	3	1	5	0	0	6	0	2	0	0	2	16	61			
	7:15 AM	0	6	2	0	8	4	1	3	0	8	0	5	1	0	6	0	0	1	0	1	23	67			
	7:30 AM	1	1	2	0	4	1	0	1	0	2	0	4	0	0	4	0	0	0	0	0	10	70			
	7:45 AM	1	4	2	0	7	1	0	0	0	1	0	1	0	0	1	2	1	0	0	3	12	83			
	8:00 AM	1	1	2	0	4	1	2	5	0	8	2	6	0	0	8	0	2	0	0	2	22	98			
	8:15 AM	0	4	4	0	8	3	0	6	0	9	1	3	0	0	4	0	3	2	0	5	26				
	8:30 AM	0	9	1	0	10	1	1	3	0	5	0	3	1	0	4	3	1	0	0	4	23				
	8:45 AM	0	8	2	0	10	2	6	1	0	9	2	3	1	0	6	0	2	0	0	2	27				
	9:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	9:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	9:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	9:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Midday Peak Period	10:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	10:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	10:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	10:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	11:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	11:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	11:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	11:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	12:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	12:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	1:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	1:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	1:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
PM Peak Period	2:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	2:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	2:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	2:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	3:00 PM	0	4	0	0	4	2	1	0	0	3	2	7	0	0	9	1	1	0	0	2	18	67			
	3:15 PM	1	10	1	0	12	0	2	0	0	2	0	3	2	0	5	1	1	0	0	2	21	58			
	3:30 PM	0	8	0	0	8	0	0	1	0	1	1	5	0	0	6	1	2	0	0	3	18	57			
	3:45 PM	0	3	0	0	3	4	0	0	0	4	0	2	0	0	2	1	0	0	0	1	10	52			
	4:00 PM	0	2	0	0	2	0	2	1	0	3	0	4	0	0	4	0	0	0	0	0	9	50			
	4:15 PM	2	11	0	0	13	0	0	0	0	0	1	5	0	0	6	1	0	0	0	1	20	47			
	4:30 PM	0	2	1	0	3	0	3	0	0	3	1	5	0	0	6	1	0	0	0	1	13	29			
	4:45 PM	0	3	0	0	3	0	3	0	0	3	0	2	0	0	2	0	0	0	0	0	8	19			
	5:00 PM	0	4	0	0	4	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	6	18			
	5:15 PM	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	2				
	5:30 PM	0	1	0	0	1	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	3				
	5:45 PM	0	1	0	0	1	0	0	1	0	1	0	4	0	0	4	0	1	0	0	1	7				
	6:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	6:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	6:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	6:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	7:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	7:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	7:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
8:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
8:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
8:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
8:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Totals		7	96	33	0	136	21	24	32	0	77	13	88	5	0	106	15	21	4	0	40	359				

Peak Hour Heavy Vehicle Volume Summary

Hourly Time Period	Start Time	From North Douglas Avenue					From East 3 Mile Road					From South Douglas Avenue					From West 3 Mile Road					Total Hourly Volume
		Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	Right	Thru	Left	U-Tn	Total	
AM	8:00 AM	1	22	9	0	32	7	9	15	0	31	5	15	2	0	22	3	8	2	0	13	98
MD	12:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM	4:00 PM	2	18	1	0	21	0	8	1	0	9	2	16	0	0	18	2	0	0	0	2	50

Urbanized Area/Cluster Population
133,700
#200: STH 32 & 3 Mile Road
Existing Transportation System

Speed Limit:	35
--------------	----

Sat. Flow Rate (pc/h/ln)
1750 1829 1750



Number of Lanes
1 2 1
← ↓ →

Speed Limit:
35

Sat. Flow (pc/h/ln)	1750
	1809

Number of Lanes	1	↑
	2	→
		↓

Traffic Signal		
←	↑	→
1	2	1
Number of Lanes		

↑	1	Number of Lanes
←	2	
↓	1	

1750	Sat. Flow (pc/h/ln)
1829	
1750	

Speed Limit:
35



Bureau of Traffic Operations
11/14/2019

1750	1829	1750
Sat. Flow Rate (pc/h/ln)		

Speed Limit:	35
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APPENDIX B

SYNCHRO INTERSECTION CAPACITY ANALYSIS

Existing Traffic Volumes




Lanes, Volumes, Timings
100: Wyoming Way & 3 Mile Road

Existing Traffic
AM Peak Hour

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	170	5	10	190	15	5
Future Volume (vph)	170	5	10	190	15	5
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	389			1085	441	
Travel Time (s)	7.6			21.1	12.0	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	5%	5%	5%	5%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	186	0	0	213	21	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
























HCM 6th TWSC
100: Wyoming Way & 3 Mile Road

Existing Traffic
AM Peak Hour

Intersection						
Int Delay, s/veh	0.7					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	170	5	10	190	15	5
Future Vol, veh/h	170	5	10	190	15	5
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	4	4	5	5	5	5
Mvmt Flow	181	5	11	202	16	5
Major/Minor	Major1	Major2		Minor1		
Conflicting Flow All	0	0	186	0	408	184
Stage 1	-	-	-	-	184	-
Stage 2	-	-	-	-	224	-
Critical Hdwy	-	-	4.15	-	6.45	6.25
Critical Hdwy Stg 1	-	-	-	-	5.45	-
Critical Hdwy Stg 2	-	-	-	-	5.45	-
Follow-up Hdwy	-	-	2.245	-	3.545	3.345
Pot Cap-1 Maneuver	-	-	1371	-	594	851
Stage 1	-	-	-	-	840	-
Stage 2	-	-	-	-	806	-
Platoon blocked, %	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	1371	-	589	851
Mov Cap-2 Maneuver	-	-	-	-	589	-
Stage 1	-	-	-	-	840	-
Stage 2	-	-	-	-	799	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.4		10.8	
HCM LOS					B	
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	638	-	-	1371	-	
HCM Lane V/C Ratio	0.033	-	-	0.008	-	
HCM Control Delay (s)	10.8	-	-	7.6	0	
HCM Lane LOS	B	-	-	A	A	
HCM 95th %tile Q(veh)	0.1	-	-	0	-	













Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Existing Traffic
AM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	25	100	50	90	115	85	40	375	95	80	455	45
Future Volume (vph)	25	100	50	90	115	85	40	375	95	80	455	45
Ideal Flow (vphpl)	1750	1809	1750	1750	1829	1750	1750	1829	1750	1750	1829	1750
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	85		0	115		85	100		30	100		50
Storage Lanes	1		0	1		1	1		1	1		1
Taper Length (ft)	100			100			100			100		
Right Turn on Red			No			No			No			No
Link Speed (mph)		35			35			35			35	
Link Distance (ft)		350			644			491			584	
Travel Time (s)		6.8			12.5			9.6			11.4	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	100%	100%	100%	100%	100%	62%	100%	100%	62%	100%	100%	62%
Heavy Vehicles (%)	7%	7%	7%	11%	11%	11%	4%	4%	4%	6%	6%	6%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	27	159	0	96	122	56	43	399	63	85	484	30
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		18			18			24			24	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.11	1.07	1.11	1.11	1.05	1.11	1.11	1.05	1.11	1.11	1.05	1.11
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA	Perm	pm+pt	NA	Perm
Protected Phases		4			8		5	2		1	6	
Permitted Phases	4			8		8	2		2	6		6
Detector Phase	4	4		8	8	8	5	2	2	1	6	6
Switch Phase												
Minimum Initial (s)	15.0	15.0		15.0	15.0	15.0	6.0	20.0	20.0	6.0	20.0	20.0
Minimum Split (s)	21.0	21.0		21.0	21.0	21.0	10.0	26.0	26.0	10.0	26.0	26.0
Total Split (s)	46.0	46.0		46.0	46.0	46.0	29.0	96.0	96.0	29.0	96.0	96.0
Total Split (%)	26.9%	26.9%		26.9%	26.9%	26.9%	17.0%	56.1%	56.1%	17.0%	56.1%	56.1%
Maximum Green (s)	40.0	40.0		40.0	40.0	40.0	25.0	90.0	90.0	25.0	90.0	90.0
Yellow Time (s)	4.0	4.0		4.0	4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0
All-Red Time (s)	2.0	2.0		2.0	2.0	2.0	1.0	2.0	2.0	1.0	2.0	2.0
Lost Time Adjust (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Lost Time (s)	6.0	6.0		6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	6.0
Lead/Lag							Lead	Lag	Lag	Lead	Lag	Lag
Lead-Lag Optimize?							Yes	Yes	Yes	Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	2.0	4.0	4.0	2.0	4.0	4.0
Minimum Gap (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Existing Traffic
AM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Time Before Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Time To Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recall Mode	None	None		None	None	None	None	Min	Min	None	Min	Min
Walk Time (s)												
Flash Dont Walk (s)												
Pedestrian Calls (#/hr)												
v/c Ratio	0.09	0.19		0.35	0.14	0.15	0.09	0.33	0.12	0.17	0.34	0.05
Control Delay	17.6	17.6		22.1	17.3	18.2	6.2	14.7	14.1	6.7	12.1	11.5
Queue Delay	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	17.6	17.6		22.1	17.3	18.2	6.2	14.7	14.1	6.7	12.1	11.5
Queue Length 50th (ft)	7	22		27	16	15	6	51	14	12	43	4
Queue Length 95th (ft)	25	44		66	36	41	16	87	38	27	101	21
Internal Link Dist (ft)	270			564			411			504		
Turn Bay Length (ft)	85			115		85	100		30	100		50
Base Capacity (vph)	798	2208		742	2266	969	809	3341	1430	791	3278	1403
Starvation Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.03	0.07		0.13	0.05	0.06	0.05	0.12	0.04	0.11	0.15	0.02

Intersection Summary

Area Type: Other

Cycle Length: 171

Actuated Cycle Length: 55.7

Natural Cycle: 60

Control Type: Actuated-Uncoordinated
























Description: Runs Free

Splits and Phases: 200: Douglas Avenue & 3 Mile Road

 Ø1	 Ø2	 Ø4
29 s	96 s	46 s
 Ø5	 Ø6	 Ø8
29 s	96 s	46 s










HCM 6th Signalized Intersection Summary 200: Douglas Avenue & 3 Mile Road

Existing Traffic
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	25	100	50	90	115	85	40	375	95	80	455	45
Future Volume (veh/h)	25	100	50	90	115	85	40	375	95	80	455	45
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1654	1710	1654	1600	1672	1600	1695	1772	1695	1668	1743	1668
Adj Flow Rate, veh/h	27	106	53	96	122	56	43	399	63	85	484	30
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Percent Heavy Veh, %	7	7	7	11	11	11	4	4	4	6	6	6
Cap, veh/h	401	580	274	372	860	367	449	1216	519	498	1285	548
Arrive On Green	0.27	0.27	0.27	0.27	0.27	0.27	0.05	0.36	0.36	0.08	0.39	0.39
Sat Flow, veh/h	1123	2142	1011	1050	3177	1356	1615	3367	1437	1589	3312	1414
Grp Volume(v), veh/h	27	79	80	96	122	56	43	399	63	85	484	30
Grp Sat Flow(s),veh/h/ln	1123	1625	1528	1050	1588	1356	1615	1683	1437	1589	1656	1414
Q Serve(g_s), s	1.0	2.1	2.2	4.3	1.6	1.7	0.9	4.8	1.6	1.8	5.8	0.7
Cycle Q Clear(g_c), s	2.6	2.1	2.2	6.5	1.6	1.7	0.9	4.8	1.6	1.8	5.8	0.7
Prop In Lane	1.00		0.66	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	401	440	414	372	860	367	449	1216	519	498	1285	548
V/C Ratio(X)	0.07	0.18	0.19	0.26	0.14	0.15	0.10	0.33	0.12	0.17	0.38	0.05
Avail Cap(c_a), veh/h	909	1174	1104	846	2295	980	1093	5473	2336	1089	5385	2298
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	16.3	15.5	15.5	18.0	15.3	15.4	10.0	12.8	11.8	9.4	12.1	10.6
Incr Delay (d2), s/veh	0.1	0.2	0.2	0.4	0.1	0.2	0.0	0.2	0.1	0.1	0.3	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.2	0.7	0.7	1.0	0.5	0.5	0.3	1.6	0.5	0.5	1.8	0.2
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	16.4	15.7	15.8	18.4	15.4	15.5	10.0	13.0	12.0	9.4	12.4	10.7
LnGrp LOS	B	B	B	B	B	B	A	B	B	A	B	B
Approach Vol, veh/h	186			274			505			599		
Approach Delay, s/veh	15.8			16.5			12.6			11.9		
Approach LOS	B			B			B			B		
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	8.4	26.0		21.0	6.9	27.5		21.0				
Change Period (Y+Rc), s	4.0	6.0		6.0	4.0	6.0		6.0				
Max Green Setting (Gmax), s	25.0	90.0		40.0	25.0	90.0		40.0				
Max Q Clear Time (g_c+l1), s	3.8	6.8		4.6	2.9	7.8		8.5				
Green Ext Time (p_c), s	0.1	4.6		1.0	0.0	5.4		1.4				
Intersection Summary												
HCM 6th Ctrl Delay	13.4											
HCM 6th LOS	B											




Lanes, Volumes, Timings
100: Wyoming Way & 3 Mile Road

Existing Traffic
PM Peak Hour

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	215	10	20	230	5	10
Future Volume (vph)	215	10	20	230	5	10
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	389			1085	441	
Travel Time (s)	7.6			21.1	12.0	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	1%	1%	3%	3%	1%	1%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	234	0	0	261	15	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					
























HCM 6th TWSC
100: Wyoming Way & 3 Mile Road

Existing Traffic
PM Peak Hour

Intersection						
Int Delay, s/veh	0.6					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	215	10	20	230	5	10
Future Vol, veh/h	215	10	20	230	5	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	1	1	3	3	1	1
Mvmt Flow	224	10	21	240	5	10
Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	234	0	511	229
Stage 1	-	-	-	-	229	-
Stage 2	-	-	-	-	282	-
Critical Hdwy	-	-	4.13	-	6.41	6.21
Critical Hdwy Stg 1	-	-	-	-	5.41	-
Critical Hdwy Stg 2	-	-	-	-	5.41	-
Follow-up Hdwy	-	-	2.227	-	3.509	3.309
Pot Cap-1 Maneuver	-	-	1328	-	524	813
Stage 1	-	-	-	-	811	-
Stage 2	-	-	-	-	768	-
Platoon blocked, %	-	-		-		
Mov Cap-1 Maneuver	-	-	1328	-	515	813
Mov Cap-2 Maneuver	-	-	-	-	515	-
Stage 1	-	-	-	-	811	-
Stage 2	-	-	-	-	754	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.6		10.4	
HCM LOS	B					
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	682	-	-	1328	-	
HCM Lane V/C Ratio	0.023	-	-	0.016	-	
HCM Control Delay (s)	10.4	-	-	7.8	0	
HCM Lane LOS	B	-	-	A	A	
HCM 95th %tile Q(veh)	0.1	-	-	0	-	













Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Existing Traffic
PM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	35	135	55	110	130	105	60	550	160	100	585	60
Future Volume (vph)	35	135	55	110	130	105	60	550	160	100	585	60
Ideal Flow (vphpl)	1750	1809	1750	1750	1829	1750	1750	1829	1750	1750	1829	1750
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	85		0	115		85	100		30	100		50
Storage Lanes	1		0	1		1	1		1	1		1
Taper Length (ft)	100			100			100			100		
Right Turn on Red			No			No			No			No
Link Speed (mph)		35			35			35			35	
Link Distance (ft)		350			644			491			584	
Travel Time (s)		6.8			12.5			9.6			11.4	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Growth Factor	100%	100%	100%	100%	100%	62%	100%	100%	62%	100%	100%	62%
Heavy Vehicles (%)	1%	1%	1%	3%	3%	3%	2%	2%	2%	3%	3%	3%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	36	198	0	115	135	68	63	573	103	104	609	39
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		18			18			24			24	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.11	1.07	1.11	1.11	1.05	1.11	1.11	1.05	1.11	1.11	1.05	1.11
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA	Perm	pm+pt	NA	Perm
Protected Phases		4			8		5	2		1	6	
Permitted Phases	4			8		8	2		2	6		6
Detector Phase	4	4		8	8	8	5	2	2	1	6	6
Switch Phase												
Minimum Initial (s)	15.0	15.0		15.0	15.0	15.0	6.0	20.0	20.0	6.0	20.0	20.0
Minimum Split (s)	21.0	21.0		21.0	21.0	21.0	10.0	26.0	26.0	10.0	26.0	26.0
Total Split (s)	46.0	46.0		46.0	46.0	46.0	29.0	96.0	96.0	29.0	96.0	96.0
Total Split (%)	26.9%	26.9%		26.9%	26.9%	26.9%	17.0%	56.1%	56.1%	17.0%	56.1%	56.1%
Maximum Green (s)	40.0	40.0		40.0	40.0	40.0	25.0	90.0	90.0	25.0	90.0	90.0
Yellow Time (s)	4.0	4.0		4.0	4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0
All-Red Time (s)	2.0	2.0		2.0	2.0	2.0	1.0	2.0	2.0	1.0	2.0	2.0
Lost Time Adjust (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Lost Time (s)	6.0	6.0		6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	6.0
Lead/Lag							Lead	Lag	Lag	Lead	Lag	Lag
Lead-Lag Optimize?							Yes	Yes	Yes	Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	2.0	4.0	4.0	2.0	4.0	4.0
Minimum Gap (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Existing Traffic
PM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Time Before Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Time To Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recall Mode	None	None		None	None	None	None	Min	Min	None	Min	Min
Walk Time (s)												
Flash Dont Walk (s)												
Pedestrian Calls (#/hr)												
v/c Ratio	0.12	0.23		0.40	0.15	0.17	0.14	0.45	0.19	0.23	0.47	0.07
Control Delay	19.7	19.1		24.8	18.7	20.0	6.7	16.1	15.0	7.3	15.8	13.2
Queue Delay	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	19.7	19.1		24.8	18.7	20.0	6.7	16.1	15.0	7.3	15.8	13.2
Queue Length 50th (ft)	9	28		33	18	18	9	80	24	15	84	9
Queue Length 95th (ft)	33	61		88	44	54	24	137	61	36	142	28
Internal Link Dist (ft)	270			564			411			504		
Turn Bay Length (ft)	85			115		85	100		30	100		50
Base Capacity (vph)	801	2261		739	2342	1002	798	3407	1458	791	3374	1444
Starvation Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.04	0.09		0.16	0.06	0.07	0.08	0.17	0.07	0.13	0.18	0.03

Intersection Summary

Area Type: Other

Cycle Length: 171

Actuated Cycle Length: 58.6

Natural Cycle: 60

Control Type: Actuated-Uncoordinated
























Description: Runs Free

Splits and Phases: 200: Douglas Avenue & 3 Mile Road

 Ø1	 Ø2	 Ø4
29 s	96 s	46 s
 Ø5	 Ø6	 Ø8
29 s	96 s	46 s

HCM 6th Signalized Intersection Summary 200: Douglas Avenue & 3 Mile Road

Existing Traffic
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	35	135	55	110	130	105	60	550	160	100	585	60
Future Volume (veh/h)	35	135	55	110	130	105	60	550	160	100	585	60
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1736	1795	1736	1709	1786	1709	1723	1800	1723	1709	1786	1709
Adj Flow Rate, veh/h	36	141	57	115	135	68	62	573	103	104	609	39
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Percent Heavy Veh, %	1	1	1	3	3	3	2	2	2	3	3	3
Cap, veh/h	407	646	250	368	912	389	419	1226	523	445	1283	548
Arrive On Green	0.27	0.27	0.27	0.27	0.27	0.27	0.07	0.36	0.36	0.09	0.38	0.38
Sat Flow, veh/h	1165	2402	930	1082	3394	1448	1641	3421	1460	1628	3394	1448
Grp Volume(v), veh/h	36	98	100	115	135	68	62	573	103	104	609	39
Grp Sat Flow(s),veh/h/ln	1165	1705	1627	1082	1697	1448	1641	1710	1460	1628	1697	1448
Q Serve(g_s), s	1.4	2.5	2.7	5.2	1.7	2.0	1.3	7.2	2.7	2.1	7.6	1.0
Cycle Q Clear(g_c), s	3.0	2.5	2.7	7.8	1.7	2.0	1.3	7.2	2.7	2.1	7.6	1.0
Prop In Lane	1.00		0.57	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	407	458	437	368	912	389	419	1226	523	445	1283	548
V/C Ratio(X)	0.09	0.21	0.23	0.31	0.15	0.17	0.15	0.47	0.20	0.23	0.47	0.07
Avail Cap(c_a), veh/h	929	1222	1167	853	2433	1038	1045	5518	2355	1034	5474	2336
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	16.7	15.8	15.9	18.9	15.5	15.7	10.0	13.8	12.4	9.7	13.2	11.1
Incr Delay (d2), s/veh	0.1	0.2	0.3	0.5	0.1	0.2	0.1	0.4	0.3	0.1	0.4	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.3	0.9	0.9	1.2	0.6	0.6	0.4	2.4	0.8	0.6	2.5	0.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	16.8	16.1	16.2	19.4	15.6	15.9	10.1	14.2	12.6	9.8	13.5	11.2
LnGrp LOS	B	B	B	B	B	B	B	B	B	A	B	B
Approach Vol, veh/h		234			318			738			752	
Approach Delay, s/veh		16.2			17.0			13.6			12.9	
Approach LOS		B			B			B			B	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	8.8	26.0		21.0	7.7	27.1		21.0				
Change Period (Y+Rc), s	4.0	6.0		6.0	4.0	6.0		6.0				
Max Green Setting (Gmax), s	25.0	90.0		40.0	25.0	90.0		40.0				
Max Q Clear Time (g_c+l1), s	4.1	9.2		5.0	3.3	9.6		9.8				
Green Ext Time (p_c), s	0.1	7.1		1.3	0.1	7.2		1.5				
Intersection Summary												
HCM 6th Ctrl Delay				14.2								
HCM 6th LOS				B								










APPENDIX C




SYNCHRO INTERSECTION CAPACITY ANALYSIS

Build Traffic Volumes

Lanes, Volumes, Timings
100: Wyoming Way & 3 Mile Road
























Build Traffic
AM Peak Hour

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	170	5	10	190	15	5
Future Volume (vph)	170	5	10	190	15	5
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	389			1085	441	
Travel Time (s)	7.6			21.1	12.0	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	5%	5%	5%	5%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	186	0	0	213	21	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

Intersection						
Int Delay, s/veh	0.7					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	170	5	10	190	15	5
Future Vol, veh/h	170	5	10	190	15	5
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	4	4	5	5	5	5
Mvmt Flow	181	5	11	202	16	5
Major/Minor	Major1	Major2		Minor1		
Conflicting Flow All	0	0	186	0	408	184
Stage 1	-	-	-	-	184	-
Stage 2	-	-	-	-	224	-
Critical Hdwy	-	-	4.15	-	6.45	6.25
Critical Hdwy Stg 1	-	-	-	-	5.45	-
Critical Hdwy Stg 2	-	-	-	-	5.45	-
Follow-up Hdwy	-	-	2.245	-	3.545	3.345
Pot Cap-1 Maneuver	-	-	1371	-	594	851
Stage 1	-	-	-	-	840	-
Stage 2	-	-	-	-	806	-
Platoon blocked, %	-	-	-	-	-	-
Mov Cap-1 Maneuver	-	-	1371	-	589	851
Mov Cap-2 Maneuver	-	-	-	-	589	-
Stage 1	-	-	-	-	840	-
Stage 2	-	-	-	-	799	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.4		10.8	
HCM LOS					B	
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	638	-	-	1371	-	
HCM Lane V/C Ratio	0.033	-	-	0.008	-	
HCM Control Delay (s)	10.8	-	-	7.6	0	
HCM Lane LOS	B	-	-	A	A	
HCM 95th %tile Q(veh)	0.1	-	-	0	-	













Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Build Traffic
AM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	30	100	55	90	115	85	45	375	95	80	455	50
Future Volume (vph)	30	100	55	90	115	85	45	375	95	80	455	50
Ideal Flow (vphpl)	1750	1809	1750	1750	1829	1750	1750	1829	1750	1750	1829	1750
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	85		0	115		85	100		30	100		50
Storage Lanes	1		0	1		1	1		1	1		1
Taper Length (ft)	100			100			100			100		
Right Turn on Red			No			No			No			No
Link Speed (mph)		35			35			35			35	
Link Distance (ft)		350			644			491			584	
Travel Time (s)		6.8			12.5			9.6			11.4	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	100%	100%	100%	100%	100%	62%	100%	100%	62%	100%	100%	62%
Heavy Vehicles (%)	7%	7%	7%	11%	11%	11%	4%	4%	4%	6%	6%	6%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	32	165	0	96	122	56	48	399	63	85	484	33
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		18			18			24			24	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.11	1.07	1.11	1.11	1.05	1.11	1.11	1.05	1.11	1.11	1.05	1.11
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA	Perm	pm+pt	NA	Perm
Protected Phases		4			8		5	2		1	6	
Permitted Phases	4			8		8	2		2	6		6
Detector Phase	4	4		8	8	8	5	2	2	1	6	6
Switch Phase												
Minimum Initial (s)	15.0	15.0		15.0	15.0	15.0	6.0	20.0	20.0	6.0	20.0	20.0
Minimum Split (s)	21.0	21.0		21.0	21.0	21.0	10.0	26.0	26.0	10.0	26.0	26.0
Total Split (s)	46.0	46.0		46.0	46.0	46.0	29.0	96.0	96.0	29.0	96.0	96.0
Total Split (%)	26.9%	26.9%		26.9%	26.9%	26.9%	17.0%	56.1%	56.1%	17.0%	56.1%	56.1%
Maximum Green (s)	40.0	40.0		40.0	40.0	40.0	25.0	90.0	90.0	25.0	90.0	90.0
Yellow Time (s)	4.0	4.0		4.0	4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0
All-Red Time (s)	2.0	2.0		2.0	2.0	2.0	1.0	2.0	2.0	1.0	2.0	2.0
Lost Time Adjust (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Lost Time (s)	6.0	6.0		6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	6.0
Lead/Lag							Lead	Lag	Lag	Lead	Lag	Lag
Lead-Lag Optimize?							Yes	Yes	Yes	Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	2.0	4.0	4.0	2.0	4.0	4.0
Minimum Gap (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Build Traffic
AM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Time Before Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Time To Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recall Mode	None	None		None	None	None	None	Min	Min	None	Min	Min
Walk Time (s)												
Flash Dont Walk (s)												
Pedestrian Calls (#/hr)												
v/c Ratio	0.11	0.20		0.35	0.14	0.15	0.10	0.33	0.12	0.17	0.37	0.06
Control Delay	17.8	17.6		22.1	17.3	18.2	6.3	14.7	14.1	6.7	13.7	12.7
Queue Delay	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	17.8	17.6		22.1	17.3	18.2	6.3	14.7	14.1	6.7	13.7	12.7
Queue Length 50th (ft)	8	23		27	16	15	7	51	14	12	64	7
Queue Length 95th (ft)	27	46		66	35	41	18	87	38	28	103	23
Internal Link Dist (ft)	270			564			411			504		
Turn Bay Length (ft)	85			115		85	100		30	100		50
Base Capacity (vph)	798	2197		738	2264	968	809	3341	1430	794	3278	1403
Starvation Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.04	0.08		0.13	0.05	0.06	0.06	0.12	0.04	0.11	0.15	0.02

Intersection Summary

Area Type: Other

Cycle Length: 171


Actuated Cycle Length: 55.7

Natural Cycle: 60

Control Type: Actuated-Uncoordinated
























Description: Runs Free

Splits and Phases: 200: Douglas Avenue & 3 Mile Road

 Ø1	 Ø2	 Ø4
29 s	96 s	46 s
 Ø5	 Ø6	 Ø8
29 s	96 s	46 s










HCM 6th Signalized Intersection Summary 200: Douglas Avenue & 3 Mile Road




Build Traffic
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	30	100	55	90	115	85	45	375	95	80	455	50
Future Volume (veh/h)	30	100	55	90	115	85	45	375	95	80	455	50
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1654	1710	1654	1600	1672	1600	1695	1772	1695	1668	1743	1668
Adj Flow Rate, veh/h	32	106	59	96	122	56	48	399	63	85	484	33
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Percent Heavy Veh, %	7	7	7	11	11	11	4	4	4	6	6	6
Cap, veh/h	401	559	292	369	860	367	451	1216	519	498	1271	542
Arrive On Green	0.27	0.27	0.27	0.27	0.27	0.27	0.06	0.36	0.36	0.08	0.38	0.38
Sat Flow, veh/h	1123	2063	1078	1044	3177	1356	1615	3367	1437	1589	3312	1414
Grp Volume(v), veh/h	32	82	83	96	122	56	48	399	63	85	484	33
Grp Sat Flow(s),veh/h/ln	1123	1625	1516	1044	1588	1356	1615	1683	1437	1589	1656	1414
Q Serve(g_s), s	1.2	2.1	2.3	4.3	1.6	1.7	1.0	4.8	1.6	1.8	5.8	0.8
Cycle Q Clear(g_c), s	2.8	2.1	2.3	6.7	1.6	1.7	1.0	4.8	1.6	1.8	5.8	0.8
Prop In Lane	1.00		0.71	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	401	440	410	369	860	367	451	1216	519	498	1271	542
V/C Ratio(X)	0.08	0.19	0.20	0.26	0.14	0.15	0.11	0.33	0.12	0.17	0.38	0.06
Avail Cap(c_a), veh/h	909	1174	1095	840	2295	980	1089	5473	2336	1089	5385	2298
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	16.4	15.5	15.6	18.1	15.3	15.4	9.9	12.8	11.8	9.4	12.3	10.8
Incr Delay (d2), s/veh	0.1	0.2	0.2	0.4	0.1	0.2	0.0	0.2	0.1	0.1	0.3	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.3	0.7	0.7	1.0	0.5	0.5	0.3	1.6	0.5	0.5	1.9	0.2
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	16.5	15.7	15.8	18.5	15.4	15.5	9.9	13.0	12.0	9.4	12.6	10.8
LnGrp LOS	B	B	B	B	B	B	A	B	B	A	B	B
Approach Vol, veh/h	197				274				510			
Approach Delay, s/veh	15.9				16.5				12.6			
Approach LOS	B				B				B			
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	8.4	26.0		21.0	7.1	27.2		21.0				
Change Period (Y+Rc), s	4.0	6.0		6.0	4.0	6.0		6.0				
Max Green Setting (Gmax), s	25.0	90.0		40.0	25.0	90.0		40.0				
Max Q Clear Time (g_c+l1), s	3.8	6.8		4.8	3.0	7.8		8.7				
Green Ext Time (p_c), s	0.1	4.6		1.1	0.0	5.5		1.4				
Intersection Summary												
HCM 6th Ctrl Delay	13.5											
HCM 6th LOS	B											

Lanes, Volumes, Timings
300: Site Driveway & 3 Mile Road










Build Traffic
AM Peak Hour




						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	175	1	10	200	1	10
Future Volume (vph)	175	1	10	200	1	10
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	1085			1335	456	
Travel Time (s)	21.1			26.0	12.4	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	4%	4%	5%	5%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	187	0	0	224	12	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

Intersection						
Int Delay, s/veh	0.5					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	175	1	10	200	1	10
Future Vol, veh/h	175	1	10	200	1	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	94	94	94	94	94	94
Heavy Vehicles, %	4	4	5	5	2	2
Mvmt Flow	186	1	11	213	1	11
Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	187	0	422	187
Stage 1	-	-	-	-	187	-
Stage 2	-	-	-	-	235	-
Critical Hdwy	-	-	4.15	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	-	-	2.245	-	3.518	3.318
Pot Cap-1 Maneuver	-	-	1369	-	588	855
Stage 1	-	-	-	-	845	-
Stage 2	-	-	-	-	804	-
Platoon blocked, %	-	-		-		
Mov Cap-1 Maneuver	-	-	1369	-	583	855
Mov Cap-2 Maneuver	-	-	-	-	583	-
Stage 1	-	-	-	-	845	-
Stage 2	-	-	-	-	797	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.4		9.5	
HCM LOS	A					
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	820	-	-	1369	-	
HCM Lane V/C Ratio	0.014	-	-	0.008	-	
HCM Control Delay (s)	9.5	-	-	7.7	0	
HCM Lane LOS	A	-	-	A	A	
HCM 95th %tile Q(veh)	0	-	-	0	-	

Lanes, Volumes, Timings
100: Wyoming Way & 3 Mile Road
























Build Traffic
PM Peak Hour

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	215	10	20	230	5	10
Future Volume (vph)	215	10	20	230	5	10
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	389			1085	441	
Travel Time (s)	7.6			21.1	12.0	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	1%	1%	3%	3%	1%	1%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	234	0	0	261	15	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

Intersection						
Int Delay, s/veh	0.6					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	215	10	20	230	5	10
Future Vol, veh/h	215	10	20	230	5	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	1	1	3	3	1	1
Mvmt Flow	224	10	21	240	5	10
Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	234	0	511	229
Stage 1	-	-	-	-	229	-
Stage 2	-	-	-	-	282	-
Critical Hdwy	-	-	4.13	-	6.41	6.21
Critical Hdwy Stg 1	-	-	-	-	5.41	-
Critical Hdwy Stg 2	-	-	-	-	5.41	-
Follow-up Hdwy	-	-	2.227	-	3.509	3.309
Pot Cap-1 Maneuver	-	-	1328	-	524	813
Stage 1	-	-	-	-	811	-
Stage 2	-	-	-	-	768	-
Platoon blocked, %	-	-		-		
Mov Cap-1 Maneuver	-	-	1328	-	515	813
Mov Cap-2 Maneuver	-	-	-	-	515	-
Stage 1	-	-	-	-	811	-
Stage 2	-	-	-	-	754	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.6		10.4	
HCM LOS	B					
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	682	-	-	1328	-	
HCM Lane V/C Ratio	0.023	-	-	0.016	-	
HCM Control Delay (s)	10.4	-	-	7.8	0	
HCM Lane LOS	B	-	-	A	A	
HCM 95th %tile Q(veh)	0.1	-	-	0	-	













Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Build Traffic
PM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	40	135	60	110	130	105	65	550	160	100	585	60
Future Volume (vph)	40	135	60	110	130	105	65	550	160	100	585	60
Ideal Flow (vphpl)	1750	1809	1750	1750	1829	1750	1750	1829	1750	1750	1829	1750
Lane Width (ft)	12	12	12	12	12	12	12	12	12	12	12	12
Grade (%)		0%			0%			0%			0%	
Storage Length (ft)	85		0	115		85	100		30	100		50
Storage Lanes	1		0	1		1	1		1	1		1
Taper Length (ft)	100			100			100			100		
Right Turn on Red			No			No			No			No
Link Speed (mph)		35			35			35			35	
Link Distance (ft)		350			644			491			584	
Travel Time (s)		6.8			12.5			9.6			11.4	
Confl. Peds. (#/hr)												
Confl. Bikes (#/hr)												
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Growth Factor	100%	100%	100%	100%	100%	62%	100%	100%	62%	100%	100%	62%
Heavy Vehicles (%)	1%	1%	1%	3%	3%	3%	2%	2%	2%	3%	3%	3%
Bus Blockages (#/hr)	0	0	0	0	0	0	0	0	0	0	0	0
Parking (#/hr)												
Mid-Block Traffic (%)		0%			0%			0%			0%	
Shared Lane Traffic (%)												
Lane Group Flow (vph)	42	204	0	115	135	68	68	573	103	104	609	39
Enter Blocked Intersection	No	No	No	No	No	No	No	No	No	No	No	No
Lane Alignment	Left	Left	Right	Left	Left	Right	Left	Left	Right	Left	Left	Right
Median Width(ft)		18			18			24			24	
Link Offset(ft)		0			0			0			0	
Crosswalk Width(ft)		16			16			16			16	
Two way Left Turn Lane												
Headway Factor	1.11	1.07	1.11	1.11	1.05	1.11	1.11	1.05	1.11	1.11	1.05	1.11
Turning Speed (mph)	15		9	15		9	15		9	15		9
Turn Type	Perm	NA		Perm	NA	Perm	pm+pt	NA	Perm	pm+pt	NA	Perm
Protected Phases		4			8		5	2		1	6	
Permitted Phases	4			8		8	2		2	6		6
Detector Phase	4	4		8	8	8	5	2	2	1	6	6
Switch Phase												
Minimum Initial (s)	15.0	15.0		15.0	15.0	15.0	6.0	20.0	20.0	6.0	20.0	20.0
Minimum Split (s)	21.0	21.0		21.0	21.0	21.0	10.0	26.0	26.0	10.0	26.0	26.0
Total Split (s)	46.0	46.0		46.0	46.0	46.0	29.0	96.0	96.0	29.0	96.0	96.0
Total Split (%)	26.9%	26.9%		26.9%	26.9%	26.9%	17.0%	56.1%	56.1%	17.0%	56.1%	56.1%
Maximum Green (s)	40.0	40.0		40.0	40.0	40.0	25.0	90.0	90.0	25.0	90.0	90.0
Yellow Time (s)	4.0	4.0		4.0	4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0
All-Red Time (s)	2.0	2.0		2.0	2.0	2.0	1.0	2.0	2.0	1.0	2.0	2.0
Lost Time Adjust (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Lost Time (s)	6.0	6.0		6.0	6.0	6.0	4.0	6.0	6.0	4.0	6.0	6.0
Lead/Lag							Lead	Lag	Lag	Lead	Lag	Lag
Lead-Lag Optimize?							Yes	Yes	Yes	Yes	Yes	Yes
Vehicle Extension (s)	3.0	3.0		3.0	3.0	3.0	2.0	4.0	4.0	2.0	4.0	4.0
Minimum Gap (s)	3.0	3.0		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

Lanes, Volumes, Timings
200: Douglas Avenue & 3 Mile Road

Build Traffic
PM Peak Hour

												
Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Time Before Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Time To Reduce (s)	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Recall Mode	None	None		None	None	None	None	Min	Min	None	Min	Min
Walk Time (s)												
Flash Dont Walk (s)												
Pedestrian Calls (#/hr)												
v/c Ratio	0.13	0.23		0.40	0.15	0.17	0.15	0.45	0.19	0.23	0.48	0.07
Control Delay	20.0	19.2		24.9	18.8	20.1	6.8	16.1	15.0	7.3	16.0	13.3
Queue Delay	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	20.0	19.2		24.9	18.8	20.1	6.8	16.1	15.0	7.3	16.0	13.3
Queue Length 50th (ft)	11	28		33	18	18	9	80	24	15	84	9
Queue Length 95th (ft)	38	63		88	44	54	26	138	62	36	143	28
Internal Link Dist (ft)		270			564			411			504	
Turn Bay Length (ft)	85			115		85	100		30	100		50
Base Capacity (vph)	800	2251		734	2339	1001	797	3407	1458	790	3374	1444
Starvation Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0		0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.05	0.09		0.16	0.06	0.07	0.09	0.17	0.07	0.13	0.18	0.03

Intersection Summary

Area Type: Other

Cycle Length: 171

Actuated Cycle Length: 58.7

Natural Cycle: 60

Control Type: Actuated-Uncoordinated

Description: Runs Free
























Splits and Phases: 200: Douglas Avenue & 3 Mile Road

 Ø1	 Ø2	 Ø4
29 s	96 s	46 s
 Ø5	 Ø6	 Ø8
29 s	96 s	46 s

HCM 6th Signalized Intersection Summary










200: Douglas Avenue & 3 Mile Road




Build Traffic
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	40	135	60	110	130	105	65	550	160	100	585	60
Future Volume (veh/h)	40	135	60	110	130	105	65	550	160	100	585	60
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach	No			No			No			No		
Adj Sat Flow, veh/h/ln	1736	1795	1736	1709	1786	1709	1723	1800	1723	1709	1786	1709
Adj Flow Rate, veh/h	42	141	62	115	135	68	68	573	103	104	609	39
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Percent Heavy Veh, %	1	1	1	3	3	3	2	2	2	3	3	3
Cap, veh/h	407	629	264	366	912	389	422	1226	523	445	1271	542
Arrive On Green	0.27	0.27	0.27	0.27	0.27	0.27	0.07	0.36	0.36	0.09	0.37	0.37
Sat Flow, veh/h	1165	2340	983	1077	3394	1448	1641	3421	1460	1628	3394	1448
Grp Volume(v), veh/h	42	101	102	115	135	68	68	573	103	104	609	39
Grp Sat Flow(s),veh/h/ln	1165	1705	1618	1077	1697	1448	1641	1710	1460	1628	1697	1448
Q Serve(g_s), s	1.6	2.6	2.7	5.2	1.7	2.0	1.4	7.2	2.7	2.1	7.6	1.0
Cycle Q Clear(g_c), s	3.3	2.6	2.7	8.0	1.7	2.0	1.4	7.2	2.7	2.1	7.6	1.0
Prop In Lane	1.00		0.61	1.00		1.00	1.00		1.00	1.00		1.00
Lane Grp Cap(c), veh/h	407	458	435	366	912	389	422	1226	523	445	1271	542
V/C Ratio(X)	0.10	0.22	0.23	0.31	0.15	0.17	0.16	0.47	0.20	0.23	0.48	0.07
Avail Cap(c_a), veh/h	929	1222	1160	848	2433	1038	1042	5518	2355	1034	5474	2336
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(l)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	16.8	15.9	15.9	19.0	15.5	15.7	10.0	13.8	12.4	9.7	13.3	11.2
Incr Delay (d2), s/veh	0.1	0.2	0.3	0.5	0.1	0.2	0.1	0.4	0.3	0.1	0.4	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.4	0.9	0.9	1.2	0.6	0.6	0.4	2.4	0.8	0.6	2.5	0.3
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	16.9	16.1	16.2	19.5	15.6	15.9	10.0	14.2	12.6	9.8	13.7	11.3
LnGrp LOS	B	B	B	B	B	B	B	B	B	A	B	B
Approach Vol, veh/h	245				318				744			
Approach Delay, s/veh	16.3				17.1				13.6			
Approach LOS	B				B				B			
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	8.8	26.0		21.0	7.9	26.9		21.0				
Change Period (Y+Rc), s	4.0	6.0		6.0	4.0	6.0		6.0				
Max Green Setting (Gmax), s	25.0	90.0		40.0	25.0	90.0		40.0				
Max Q Clear Time (g_c+l1), s	4.1	9.2		5.3	3.4	9.6		10.0				
Green Ext Time (p_c), s	0.1	7.1		1.3	0.1	7.2		1.5				
Intersection Summary												
HCM 6th Ctrl Delay	14.2											
HCM 6th LOS	B											

Lanes, Volumes, Timings
300: Site Driveway & 3 Mile Road

Build Traffic
PM Peak Hour

						
Lane Group	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Volume (vph)	225	1	5	250	1	10
Future Volume (vph)	225	1	5	250	1	10
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900
Lane Width (ft)	12	12	12	12	12	12
Grade (%)	0%			0%	0%	
Storage Length (ft)		0	0		0	0
Storage Lanes		0	0		1	0
Taper Length (ft)			100		100	
Link Speed (mph)	35			35	25	
Link Distance (ft)	1085			1335	456	
Travel Time (s)	21.1			26.0	12.4	
Confl. Peds. (#/hr)						
Confl. Bikes (#/hr)						
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96
Growth Factor	100%	100%	100%	100%	100%	100%
Heavy Vehicles (%)	1%	1%	3%	3%	2%	2%
Bus Blockages (#/hr)	0	0	0	0	0	0
Parking (#/hr)						
Mid-Block Traffic (%)	0%			0%	0%	
Shared Lane Traffic (%)						
Lane Group Flow (vph)	235	0	0	265	11	0
Enter Blocked Intersection	No	No	No	No	No	No
Lane Alignment	Left	Right	Left	Left	Left	Right
Median Width(ft)	0			0	12	
Link Offset(ft)	0			0	0	
Crosswalk Width(ft)	16			16	16	
Two way Left Turn Lane						
Headway Factor	1.00	1.00	1.00	1.00	1.00	1.00
Turning Speed (mph)		9	15		15	9
Sign Control	Free			Free	Stop	
Intersection Summary						
Area Type:	Other					
Control Type:	Unsignalized					

Intersection						
Int Delay, s/veh	0.3					
Movement	EBT	EBR	WBL	WBT	NBL	NBR
Lane Configurations						
Traffic Vol, veh/h	225	1	5	250	1	10
Future Vol, veh/h	225	1	5	250	1	10
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Free	Free	Free	Free	Stop	Stop
RT Channelized	-	None	-	None	-	None
Storage Length	-	-	-	-	0	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	96	96	96	96	96	96
Heavy Vehicles, %	1	1	3	3	2	2
Mvmt Flow	234	1	5	260	1	10
Major/Minor	Major1		Major2		Minor1	
Conflicting Flow All	0	0	235	0	505	235
Stage 1	-	-	-	-	235	-
Stage 2	-	-	-	-	270	-
Critical Hdwy	-	-	4.13	-	6.42	6.22
Critical Hdwy Stg 1	-	-	-	-	5.42	-
Critical Hdwy Stg 2	-	-	-	-	5.42	-
Follow-up Hdwy	-	-	2.227	-	3.518	3.318
Pot Cap-1 Maneuver	-	-	1326	-	527	804
Stage 1	-	-	-	-	804	-
Stage 2	-	-	-	-	775	-
Platoon blocked, %	-	-		-		
Mov Cap-1 Maneuver	-	-	1326	-	525	804
Mov Cap-2 Maneuver	-	-	-	-	525	-
Stage 1	-	-	-	-	804	-
Stage 2	-	-	-	-	772	-
Approach	EB		WB		NB	
HCM Control Delay, s	0		0.2		9.8	
HCM LOS	A					
Minor Lane/Major Mvmt	NBLn1	EBT	EBR	WBL	WBT	
Capacity (veh/h)	767	-	-	1326	-	
HCM Lane V/C Ratio	0.015	-	-	0.004	-	
HCM Control Delay (s)	9.8	-	-	7.7	0	
HCM Lane LOS	A	-	-	A	A	
HCM 95th %tile Q(veh)	0	-	-	0	-	

APPENDIX D

INTERSECTION AND STOPPING SIGHT DISTANCE TABLES/WORKSHEETS

3 Mile Road & Site Driveway

ISD CALCULATIONS (TWSC)

Performed by: TADI - TSC Date: 4/7/2022
 Intersection: 3 Mile Road & Youth Center Driveway
 Community: Caledonia, Racine County, WI

Mainline Name: 3 Mile Road
 Sidestreet Name: Youth Center Driveway

Left-In Allowed?	Yes		
Left-Out Allowed?	Yes		
Right-In Allowed?	Yes	P-vehicle Design Length:	19.0 feet (P = 19.0. Overwrite if other design veh)
Right-Out Allowed?	Yes	SU-vehicle Design Length:	39.5 feet (SU-40 = 39.5. Overwrite if other design veh)
Through-Out Allowed?	No	WB-vehicle Design Length:	73.5 feet (WB-67 = 73.5. Overwrite if other design veh)
Design Speed from Left:	40 mph		
Design Speed from Right:	40 mph	Design Vehicles:	P SU WB (place an "X")
Median Width:	0 feet		
Minor Street Approach Grade:	0.0%		
Number of Near Side Right & Bike:	0.00		
Number of Near Side Thru:	1.00		
Number of Far Side Thru:	1.00		
Number of Far Side Right & Bike:	0.00		
AASHTO or WisDOT:	AASHTO		

ISD CASE B1: Left Turn from Minor Street or Median (driver looking right)

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
Base Time Gap, sec:	7.50	9.50	11.50	10.00	12.00	13.00
Additional Time Gap 1, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Additional Time Gap 2, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Total Time Gap, sec:	7.50	9.50	11.50	10.00	12.00	13.00
Case B1 ISD, feet:	440.0	557.3	674.7	586.7	704.0	762.7
Rounded Case B1 ISD, feet:	445	560	675	590	705	765

ISD CASE B2: Right Turn from Minor Street (driver looking left)

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
Base Time Gap, sec:	6.50	8.50	10.50	8.00	10.00	12.00
Additional Time Gap 1, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Additional Time Gap 2, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Total Time Gap, sec:	6.50	8.50	10.50	8.00	10.00	12.00
Case B2 ISD, feet:	381.3	498.7	616.0	469.3	586.7	704.0
Rounded Case B2 ISD, feet:	385	500	620	470	590	705

ISD CASE B3a: Crossing from Minor Street Traffic from Left (driver looking left)

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
Base Time Gap, sec:	6.50	8.50	10.50	7.00	10.00	13.00
Additional Time Gap 1, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Additional Time Gap 2, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Total Time Gap, sec:	6.50	8.50	10.50	7.00	10.00	13.00
Case B3a ISD, feet:	381.3	498.7	616.0	410.7	586.7	762.7
Rounded Case B3a ISD, feet:	385	500	620	415	590	765

ISD CASE B3b: Crossing from Minor Street or Median (driver looking right)

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
Base Time Gap, sec:	6.50	8.50	10.50	7.00	10.00	13.00
Additional Time Gap 1, sec:	-6.50	-8.50	-10.50	-7.00	-10.00	-13.00
Additional Time Gap 2, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Total Time Gap, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Case B3b ISD, feet:	0.0	0.0	0.0	0.0	0.0	0.0
Rounded Case B3b ISD, feet:	0	0	0	0	0	0

ISD CASE F: Left from Major to Minor (driver looking to left of access towards oncoming traffic)

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
Base Time Gap, sec:	5.50	6.50	7.50	8.00	8.00	8.00
Additional Time Gap 1, sec:	0.00	0.00	0.00	0.00	0.00	0.00
Additional Time Gap 2, sec:	N/A	N/A	N/A	N/A	N/A	N/A
Total Time Gap, sec:	5.50	6.50	7.50	8.00	8.00	8.00
Case F ISD, feet:	322.7	381.3	440.0	469.3	469.3	469.3
Rounded Case F ISD, feet:	325	385	445	470	470	470

ISD CONTROLLING DISTANCES:

	AASHTO MINIMUM ISD			WISDOT UPPER MINIMUM ISD		
	P	SU	WB	P	SU	WB
To Left of Access:	385'	500'	620'	470'	590'	765'
To Right of Access:	445'	560'	675'	590'	705'	765'
Left-Turn from Mainline:	325'	385'	445'	470'	470'	470'

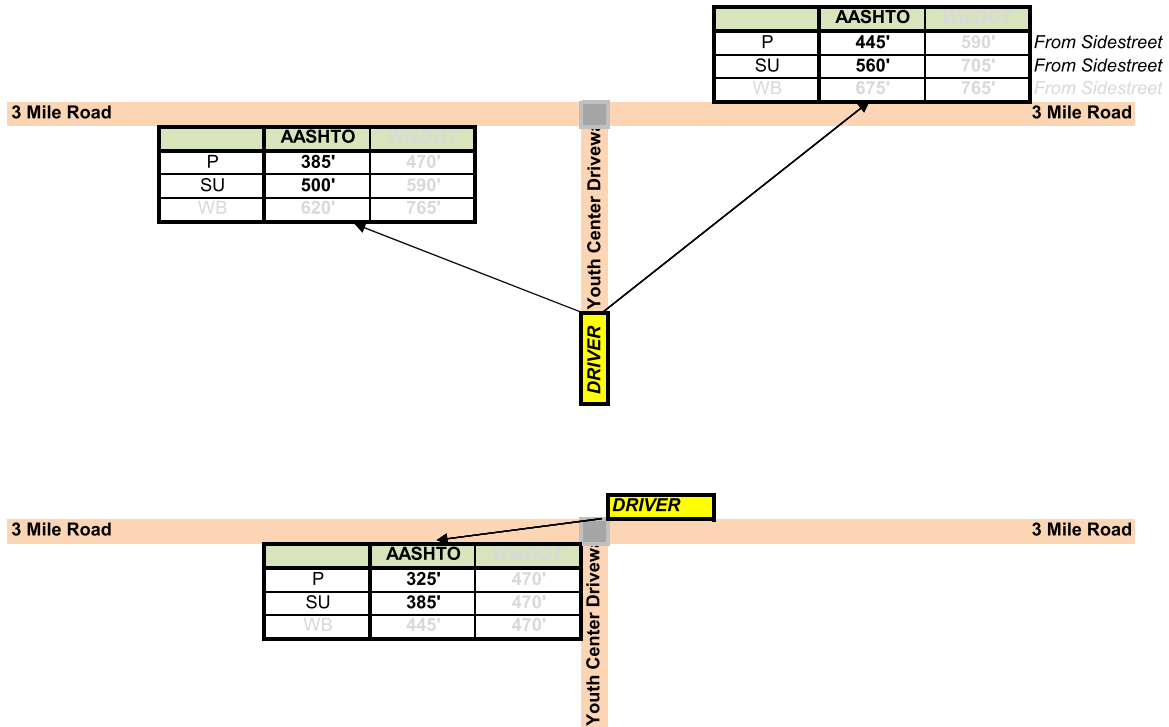
ISD CALCULATIONS (TWSC)

Performed by: TADI - TSC Date: 4/7/2022
 Intersection: 3 Mile Road & Youth Center Driveway
 Community: Caledonia, Racine County, WI

Eye Height (start of Arrows): 3.5-ft for P, 7.6-ft for SU & WB
 Object Height (head of Arrows): 3.5-ft
 Eye Location: 14.5-ft from edge of traveled way

North

Special Instructions



SSD CALCULATIONS

	EB	WB	NB	SB	
Design Speed:					
Deceleration (ft/s ²):	11.2	11.2	11.2	11.2	Default rate is 11.2 ft/s ² per AASHTO GDHS
Estimated Grade (%):	0.0%	0.0%	0.0%	0.0%	Positive is uphill, negative is downhill
Brake Reaction Time (s):	2.5	2.5	2.5	2.5	Default rate is 2.5s per AASHTO GDHS
Brake Reaction (ft):	0.0	0.0	0.0	0.0	
Braking Distance (ft):	0.0	0.0	0.0	0.0	
Calculated SSD (ft):	0.0	0.0	0.0	0.0	
Rounded SSD (ft):	0	0	0	0	

Eye Height (upstream of object to be seen): 3.5-ft
 Object Height (downstream of motorist): 2.0-ft

Special Instructions

Sight Distance Values⁵

DESIGN SPEED MPH	SIGHT DISTANCE - FEET							
	STOPPING SIGHT DISTANCE ¹	DECISION SIGHT DISTANCE ¹					PASSING SIGHT DISTANCE ^{1, 3, 4}	
		AVOIDANCE MANEUVER ²						
		A	B	C	D	E		
25	155	---	---	---	---	---	900	
30	200	220	490	450	535	620	1090	
35	250	275	590	525	625	720	1280	
40	305	330	690	600	715	825	1470	
45	360	395	800	675	800	930	1625	
50	425	465	910	750	890	1030	1835	
55	495	535	1030	865	980	1135	1985	
60	570	610	1150	990	1125	1280	2135	
65	645	695	1275	1050	1220	1365	2285	
70	730	780	1410	1105	1275	1445	2480	

Notes

1 From Chapter 3, GDHS 2001 and GDHS 2004 (values are identical in both editions).

2 Avoidance maneuver A: Stop on rural road - $t = 3.0$ s

Avoidance maneuver B: Stop on urban road - $t = 9.1$ s

Avoidance maneuver C: Speed/path/direction change on rural road - t varies between 10.2 and 11.2 s

Avoidance maneuver D: Speed/path/direction change on suburban road - t varies between 12.1 and 12.9 s

Avoidance maneuver E: Speed/path/direction change on urban road - t varies between 14.0 and 14.5 s

3 See Chapter 3 of the Wisconsin Traffic Engineering, Operations and Safety Manual (TEOpS) for No passing zone standards.

4 See [Attachment 5.8](#) for vertical curve design for Passing Sight Distance.

5 See [Attachment 5.2](#) for Sight Distance Categories and Application

RESOLUTION NO. 2022-54

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
TO APPROVE EMPLOYEE HANDBOOK DATED 05/16/2022**

WHEREAS, the Village of Caledonia has historically and currently uses personnel policies, compiled together as “Employee Handbook” to guide employee conduct, benefits and protections; and

WHEREAS, the last Employee Handbook was adopted in 2013; and

WHEREAS, the Village Board, since 2013, has approved various additions, changes, and deletions to employee policies contained that need to be incorporated into the Employee Handbook; and

WHEREAS, the Employee Handbook should be updated to reflect, include or update sections that address best practice and legal changes and requirements;

NOW, THEREFORE, BE IT RESOLVED that the Caledonia Village Board approves the Employee Handbook as presented on 05/16/2022 and understands that any future policy changes shall be approved by the Village Board or designated committee and further understands that the Employee Handbook shall be updated at least annually to include these policy changes.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of May, 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

BUSINESS OF THE VILLAGE BOARD

MEETING DATE: May 9, 2022

ITEM TITLE: Updated Policy Manual

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

In putting together the policy manual, the first task I had was to pull in all policy revisions made by resolution and to incorporate them into the most recent policy manual which was several years old. After I pulled them all together, I looked at the suggested policies from CVMIC to find what policies we still need to implement and what policies needed to be updated. For the most part, all revisions and additions come from CVMIC's recommended policy language or from Von Briesen (or both). None of these CVMIC recommendations impacted our existing procedures, but they do offer us liability protection. All substantive policy changes were approved by the Personnel Committee and, in some cases, the Village Board. There are still a few revisions that need to be made but because they require more thought, and in some cases outside assistance, they have not yet been made. I anticipate these revisions coming to the board within the next couple of months.

Because the policy manual was revised completely, including new formatting and organization, included is a listing of revisions, deletions and additions along with where they are located in the draft manual. Taking into consideration previous feedback about the policy manual being too procedure focused, many of the lengthier policies were condensed for the policy manual and a complete policy with the procedures and related rules will be provided to staff in a supplemental document.

Policy Revisions:

- Equal Employment Opportunity (replaced entire policy) pg 5
- Employee Files pg 6
- Attendance pg 8
- Classification of Employees pg 8
- Recording time (moved to Attendance Policy) pg 8
- Performance Evaluations pg 14
- Reimbursement of Clothing (formatting change only) pg 30
- Payroll deductions pg 14
- Holiday Pay pg 22
- Vacation pg 40
- Requests for time off (part of attendance policy) pg 8
- Employee Exit Interview pg 62
- Outside Employment pg 57
- General Work Conduct pg 52
- Computer Usage Policy now Electronic Media Use and Electronic Communications policy pg 50
- Alcohol and Drug testing pg 59

- Discipline. Pg 45
- Overtime calculation and compensation pg 13
- Layoffs pg 65

Policy Additions:

- Chain of Command pg 4
- Disability Accommodation pg 3
- Professional Association Meetings/Trainings/Seminars pg 26
- Fair Labor Standards Act Policy pg 10
- Employee Assistance Program pg 16
- Association Activity- Union pg 43
- Communications and Confidentiality pg 43
- Conflicts of Interest pg 44
- Employee Expenditures pg 51
- Social Networking policy pg 58
- Hiring pg 7
- Violence in the Workplace pg 61
- Employee Separation pg 62
- Telework Policy pg 59

The policy deletions were all incorporated into other sections, or they are policies that are no longer relevant. Additionally, there were references to the Health Department and the Board of Health throughout the manual that have been removed.

Policy Deletions:

- Employment At Will (included in other sections)
- Job Description (incorporated into hiring policy)
- Job Training
- Social Security
- Maternity Leave
- Personal Telephone Calls
- Unemployment policy

2015-15 Salary Continuation related to Workers Compensation Policy

2016-52 Family and Medical Leave Act Policy update

2018-49 Overtime Calculation Policy

2019-01 Clothing Reimbursement Policy

2019-02 Holiday Pay Policy

2019-10 Emergency Closure Policy

2019-18 Smoking Vaping Policy

2019-19 Tuition Reimbursement Policy

2020-31 Teleconference Policy

2020-73 Workers Compensation Policy

2020-74 Temporary Transitional or Modified Duty Assignments

2021-23 Wage Compression Policy

2021-72 Retiree Health Care Benefit (revision)

2021-82 Vacation Policy

2021-83 Holiday Pay Policy

2021-84 Overtime Calculation and Compensation Policy

VILLAGE OF CALEDONIA EMPLOYEE HANDBOOK



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We are pleased that you have decided to join us at the Village of Caledonia. We hope that your association with the Village will be a long and mutually beneficial one. Our top priority is quality service to the community, and the efforts of each employee are critical to providing the service our residents deserve.

We value our employees and want to make your employment as satisfying as possible. Our wage policies and benefits programs are designed for this purpose and are subject to change.

This Personnel Manual ("Manual") has been prepared to provide you with necessary information for you to function as an effective member of our team. Please take time to read it carefully. It should answer many of the questions you may have. If you have any questions not answered by the Manual, please contact Human Resources. We hope that your employment with the Village is both enjoyable and rewarding.

VILLAGE BOARD

VILLAGE OF CALEDONIA

PERSONNEL MANUAL

Employee accomplishments and cooperation are the most important factors in the continued growth and success of the Village of Caledonia. It is the Village's objective to provide a relationship of mutual trust and respect which allows employees to attain personal satisfaction from their work and contribute to the Village's growth. The Village is dedicated to providing safe and efficient service to our residents. Our employees are our most valuable resource in ensuring the quality of this service. The goal of the Village is, therefore, to provide our employees with a workplace environment that promotes health and safety.

Accordingly, for these reasons, it is the Village's policy:

- a) To select and hire the best qualified individuals without regard to race, creed, color, age, sex, national origin, handicap, marital status or sexual orientation, or any other category protected by applicable employment laws.
- b) To consider promotions from within by providing opportunities for qualified employees to fill open positions whenever appropriate at the discretion of the Village Board.
- c) To provide safe working conditions by maintaining an orderly operation and developing and adhering to policies and practices that ensure the safety and health of employees.
- d) To encourage individual self-development through job-required educational opportunities, training and other opportunities for skill development and advancement.
- e) To keep employees informed by communicating about developments of interest within the Village.
- f) To encourage open discussion of all ideas, suggestions, problems and matters of concern among Village employees, supervisors, and managers.

SCOPE OF POLICIES

Except where otherwise stated, the policies in this Manual shall apply to all Village employees, except safety employees who are subject to one of the following collective bargaining agreements, but only to the extent that the subject matter is addressed in the collective bargaining agreement:

- (1) Agreement with the Village of Caledonia Firefighters Local 2740 of the International Association of Firefighters;
- (2) Agreement with the Caledonia Professional Police Association Local No. 403, and

Where a benefit or right is the general subject of a union contract, the union employee is not entitled to supplement, enhance, or otherwise change such benefit or right with terms in this

Manual.

The Manual does not apply to elected officials except as to their supervision of Village employees covered by this Manual.

The provisions of this Manual apply to the Fire Department's Battalion Chiefs and Police Department Command Staff, except where indicated to the contrary.

Pursuant to 2011 Wisconsin Act 32, non-represented law enforcement and firefighting managerial employees employed as of July 1, 2011, are treated the same as represented public safety employees employed by the Village with respect to the employee portion of the Wisconsin Retirement System contribution.

The language set forth in this Manual supersedes all previous Village and Town of Caledonia personnel policy manuals and all previous sanitary district and utility district manuals. When there is a conflict regarding the present personnel policy manual and any other past practices related to personnel matters, this Manual will prevail. If any issues that are not covered by this Manual arise, they shall be resolved by the Village Board and its Personnel Committee on a case-by-case basis.

PART I: PRE-HIRING AND HIRING

AMERICANS WITH DISABILITIES ACT- ACCOMMODATIONS

In accordance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the ADA Amendments Act of 2008 and the Wisconsin Fair Employment Act, the Village of Caledonia prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. The Village of Caledonia is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a person with a permanent or chronic medical restriction to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the Village. In addition to this policy, we have an ADA Accommodations Policy and Procedures document with more information.

A. Application Process

In accordance with the law, all applicants for Village positions must have accessibility to all steps in the selection process and are protected from disability related questions that could potentially screen them out of the application process. Applicants may not be asked questions that are likely to elicit information about a disability, including whether an applicant has a particular disability. Inquiries regarding an applicant's medical or worker's compensation history may also not be asked. However, applicants may be asked questions concerning their ability to perform the essential functions of a job. An applicant may not be asked to describe or demonstrate how they would perform the job functions unless all applicants are asked to do this or if the disability is obvious or the applicant discloses a hidden

disability.

Reasonable accommodation will be provided to qualified applicants during the selection process to ensure that all applicants have accessibility to all phases of the process. Accommodations may include making an interview room accessible or supplying an interpreter or reader.

B. Pre-Employment

Pre-offer physicals are prohibited by the Village, as are inquiries regarding the existence of an applicant's disability or the nature and severity of the disability. After an offer of employment has been extended, it may be conditioned on the results of a medical examination, as long as all individuals in the same job category have to undergo a medical exam. The information received during medical examinations will remain confidential. However, a supervisor may be told of a candidate's necessary restrictions and/or accommodations.

If the existence of a disability is revealed during the medical exam, the offer of employment may not be withdrawn unless: (1) the reason is job related and consistent with business necessity and no reasonable accommodation can be made; (2) the disability poses a direct threat to the health and safety of the applicant, other employees or the general public, and which cannot be eliminated by reasonable accommodation.

C. Reasonable Accommodation

The Village is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the Village.

D. Complaint Procedure

If an employee believes they have been discriminated against in employment on the basis of disability, an internal complaint may be filed through the Village's harassment complaint procedure, or a formal complaint may be filed with the Wisconsin Equal Rights Division of the Department of Workforce Development and/or the federal Equal Employment Opportunity Commission.

CHAIN OF COMMAND

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Board under the leadership of the Administrator and Village Board President. The Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the management team. Department Directors of the Village are part of the management team, and the Directors report to the Administrator. Supervisors subordinate to the Directors are also members of the management team. This management team concept is the process by which a recommendation for Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of

organization and communication as management personnel unite with the Board to promote effective services for the community. For the Police and Fire Departments, chain of command is defined by Wisconsin Statutes 62.13 and corresponding department policy

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

All staff members and supervisors shall be responsible to the Village Board and the Board President through the Village Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrator to the Board or Board President. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

The Administrator and those department leaders, supervisors, and employees directed by the Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation only and will not be part of deliberation, debate, and voting conducted by Board members.

It is the employee's supervisor's responsibility to assign duties to their employees. If an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If an employee feels harassed by another person, then the employee is directed to follow the harassment reporting policy in this manual. At any time, an employee may bring concerns or complaints to Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY

The Village of Caledonia is an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs. The Village carefully selects its employees and employs people who are concerned with the success of the Village, who care first about the highest quality public service and the interests of the public, who can carry on their work with skill and ability, and who can work well with our team.

It is the Village's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the Village to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Village.

The Village of Caledonia is further committed to providing a work environment in which employees are treated with courtesy, respect, and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin, or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies; employees may also report issues to Human Resources. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate, and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any person believes he or she has been discriminated against.

EMPLOYEE PERSONNEL FILES

All Village employees have a permanent personnel file. Each employee must complete all forms required by the Village, state, and federal governments, which will become part of the employee's permanent personnel file.

Each employee must notify Human Resources of any changes in address, telephone number, or name as soon as possible. This information is used to contact the employee, when and if necessary. It is Village policy to protect the privacy of each employee.

Employees may inspect information kept in their personnel file up to two (2) times per calendar year by submitting a written request to the Human Resources; Police Department employees should submit their requests to the Police Chief. Employee inspections of personnel files will occur within seven (7) business days of receipt of the request and must be done with Human Resources or their designee. If an employee disagrees with any information contained in the employee's file, the employee may submit a written request to Human Resources stating that he or she wants a change made to the file. The Village Administrator will review the request and make the determination on whether the change will be made. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position, which statement shall be attached to the disputed record along with the Village Administrator's decision. Personnel files may not be removed from the Administration area of the Village Hall.

Public Inspection: Most documents contained in employee personnel files are considered public records. Therefore, when receiving a request for such records, the custodian will disclose the information unless there is an appropriate basis for denying access to the requester. While there are specific statutory exemptions for certain types of documents, in most instances a balancing test will be applied and only if the reasons for nondisclosure outweigh the public policy in favor of disclosure will the custodian refuse access to the records. Before releasing any records that may affect an individual's reputation or privacy, the custodian will notify the individual affected by the release of the records and allow him/her the opportunity to obtain judicial review of the decision to release the records.

GENERAL HIRING PROCESS FOR NON-REPRESENTED POSITIONS

This General Hiring Process for Non-Represented and Represented Public Works Positions applies as a guideline for the hiring of those employees of the Village of Caledonia. The processes outlined herein are subject to modification or temporary discontinuance at the discretion of the Village Administrator or the Village Board or applicable Committee. While the Police Department and Fire Department may utilize some or all these procedures, their hiring process and guidelines are governed by separate policy documents or processes subject to approval by the governing authority of the Village Board or the Police and Fire Commission. All applicants must be given an equal opportunity for employment. All qualified candidates for Village positions must be treated in the same manner and given the same consideration without regard to their traits that are protected by law.

The 1978 Uniform Guidelines on Employee Selection Procedures (see Appendix A), adopted by the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP), govern the requirements of selection procedures to assist in prohibiting discrimination and apply to every selection procedure (subjective or objective) utilized. Detailed procedures for hiring can be found in the General Hiring Procedures document which also includes the process and procedures for conducting pre-employment background checks.

Background investigations of applicants for employment with the Village are utilized to ascertain an applicant's suitability for employment. This investigation may include, but is not limited to, the review of personnel and employment references, criminal history concerning pending charges and conviction record, credit check, fingerprint records, psychological evaluation, drug screening and medical examination. Hiring procedures and background investigation information for public safety personnel can be found in applicable union contracts.

PART II PAY PRACTICES

ATTENDANCE

Regular attendance, reporting for work on time, and working to the end of a scheduled work period, is expected of each and every employee. Any employee who is absent for three (3) consecutive days without notifying his/her department manager or the Village Administrator is considered to have resigned. Employees will not be paid for time missed due to tardiness. Unsatisfactory attendance, including reporting late, or quitting early, may be cause for disciplinary action up to, and including discharge. While it is recognized that there may be extenuating circumstances for unauthorized absence, due consideration shall be given each on a case-by-case basis. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action, up to and including termination.

All Village employees are required to record and submit for approval their time on the designated platform within established deadlines, including requests for time-off.

CLASSIFICATION OF EMPLOYEES

Probationary: A probationary employee is an individual whose performance is being evaluated to determine whether further employment with the Village is appropriate. All new employees (i.e., employees hired after the effective date of this Manual) are regarded as probationary until completing one year of continued service. Completion of the probationary period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will status or require an employee be discharged only for cause. During this time-period, employees may not utilize the Discipline and Grievance Procedure set forth below in this manual. Employees who satisfactorily complete the period will be notified of their new employment classification, and their starting date for length of service purposes will be the first day of employment with the Village.

Regular Full-Time: A regular full-time employee is a person who is normally scheduled for 40 hours or more per week and paid for at least 2,080 hours per calendar year.

Regular Part-Time: A regular part-time employee is one who is normally scheduled for at least 20 hours per week but less than 40 hours per week and paid for at least 1040 hours but fewer than

2,080 hours per calendar year. The Village Board may grant exceptions, on a case-by-case basis, to the definition of “regular part-time” to accommodate unique situations, or to grandfather in employees working for the Village as of December 31, 2011.

Temporary Part-Time: A temporary employee usually works an irregular schedule depending upon the Village’s needs. The employee is hired for a limited period of time, such as for the summer or the duration of a particular project or reports for work on an “as needed” basis. Students hired for seasonal or part-time work are classified as temporary employees. Part-time temporary employees cannot exceed 1,200 hours of work per year without prior approval from the Village Board and compliance with this limit shall be the responsibility of both the employee and his or her manager.

Non-Exempt (Hourly): Employees who must be paid according to the minimum wage and overtime provisions of the Fair Labor Standards Act or under Wisconsin law are described as non-exempt employees. These employees are normally paid on an hourly basis and receive overtime-premium pay when working over 40 hours in a workweek.

Exempt (Salaried): Employees who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and under Wisconsin law are described as exempt employees. These may include management, executive, administrative and professional employees who are paid on a salary basis.

EMERGENCY ATTENDANCE POLICY

During emergency conditions, the Village Administrator may declare an emergency and may close Village facilities or portions of facilities for specified shifts or for longer periods of time. The Village Administrator may also allow employees to be dismissed early and may excuse tardiness during a declared emergency. Only the Village Administrator, designee or Village Board President may declare that an emergency condition exists.

Notification of a Declared Emergency

If an emergency is declared during working hours, employees will be notified by their department head or designee.

Attendance and Compensation of Non-Emergency Employees

The Village Administrator may close Village facilities or portions of facilities and completely excuse employees from work due to the declared emergency. Certain Positions, including all highway, police and fire department positions, and others as designated by the Village Administrator, are deemed critical and must report to work, regardless of weather conditions. Employees excused from work will be compensated at their regular rates of pay. Employees working on days in which an emergency is declared will not be eligible for compensation other than their normal pay.

Employees have the responsibility of reporting to work on time whenever Village facilities are open. However, under certain circumstances which require the declaration of emergency, but which are not severe enough to close Village facilities, the Village Administrator may allow non-emergency employees additional time to report to work.

The Village Administrator may dismiss employees early during a declared emergency. The Village Administrator will notify department heads of the extent of the declared emergency and the department head will utilize his/her discretion as to which employees may be dismissed and which employees must remain so that required services are maintained. Employees dismissed early will be paid their normal rate of pay until the end of their work shift.

When an employee has previously scheduled a period of absence from work and an emergency is declared during that absence, the employee will be charged with the use of vacation, compensatory, sick, or other form of leave that had previously been scheduled.

Extended Declared Emergencies

Under extended declared emergency conditions (beyond one [1] twenty-four [24] hour time period), departments may be required to place employees on unpaid leave of absence as determined by the Village Administrator, designee or Village Board President.

FAIR LABOR STANDARDS ACT POLICY

It is the policy of the Village to comply fully with the provisions of the Fair Labor Standards Act of 1938, as amended, as well as applicable state laws and Village Collective Bargaining Agreements. Improper pay deductions are prohibited. Failure to comply with this policy will result in discipline, up to and including termination.

A. Covered Employees

The Fair Labor Standards Act (FLSA) identifies two types of covered employees: exempt and non-exempt. Whether an employee is considered exempt or non-exempt under the FLSA depends on his or her duties, responsibilities and salary.

1. Designation of exempt or non-exempt status is the responsibility of the Human Resources Department. Positions will be reviewed based on the actual work responsibilities and salary assigned to each position.
2. Employees who are covered by the Wage and Hour provisions of the FLSA and are eligible for overtime after 40 hours worked (except Police and Fire Department non-exempt employees) in a workweek are considered **non-exempt employees**.
3. Employees exempted by the Wage and Hour provisions of the FLSA must meet certain category criteria as stated in the regulations. These employees are not eligible for overtime and are considered FLSA **exempt employees** if their work assignments fall into one of the following

categories: Executive, Professional, Outside Sales, Computer, or Administrative. Also, certain seasonal recreational employees can be considered exempt from specific provisions. Exempt employees are expected to put in those hours necessary to complete their job and are not eligible for overtime.

A. Non-Covered Employees

Non-covered employees include elected officials and their personal staffs, policy-making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and certain trainees.

B. Work Period

1. The standard FLSA work period is a fixed period of seven (7) consecutive calendar days. Police and Fire Department employees may have a fixed work period of up to 28 calendar days.

2. The work period defines the time of day and day of the week when the employee's work period begins and ends.

3. An established work period may only be changed if the change is intended to be permanent and not for the purpose of avoiding the accrual of FLSA overtime.

C. Time Worked

1. Time worked includes all time non-exempt employees are required to be on duty at their prescribed workplaces and all time during which they are permitted to work.

a) Non-exempt employees will be compensated for all time they are required or asked to work which supervisors know or have reason to know they are working.

b) Non-exempt employees who work without authorization are subject to disciplinary action, up to and including termination.

c) Non-exempt employees are required to report all time worked and are required to accurately reflect this on their timecard or in the Village's time system. Failure to correctly record actual work time is subject to disciplinary action, up to and including termination.

d) Supervisors are not to ignore work that non-exempt employees do on their own time. This is a violation of policy and prohibited by the FLSA.

e) The supervisor who signs an employee's timecard or approves his/her time record must have personal knowledge of the hours worked by the employee and must not "adjust the books" or ask an employee to record more or fewer hours than were actually worked. Such an action is not only a violation of policy but is also illegal under the FLSA and may subject the employee and or supervisor to disciplinary action, up to and including termination. Any illegal act may also result in legal action.

2. Exempt employees are paid on a salary basis and are not eligible for overtime. Time records for exempt employees should still reflect an accurate accounting of time worked and paid time off.

D. Meetings/Training

1. Time spent by non-exempt employees attending meetings, training and similar activities must be counted as time worked unless all of the following criteria are met:

a) The attendance is outside of the non-exempt employees' regular working hours;

- b) The attendance is voluntary;
- c) The meeting, training or similar activity is not directly related to the non-exempt employees' positions; and
- d) The non-exempt employee performs no work related to his/her position while in attendance.

2. Lunch breaks at training are not considered time worked for non-exempt employees, provided the employee is free to leave and there is no formal instruction during the lunch period.

E. Travel

1. Normal travel, for a non-exempt employee, from home to work and return to home is not considered work time. This is true whether the non-exempt employee has a fixed workplace or works at different locations.

2. Travel to work assignments at sites within reasonable commuting distance of the non-exempt employee's primary work site is considered in the "home to work" category and is not work time. If, however, a non-exempt employee is required to stop by the primary work site for instructions or to pick up materials, the travel from the primary work site to the work assignment will be counted as time worked.

3. Travel between a non-exempt employee's normal work site and another place of assignment, or travel between one assignment and another during the workday, is considered time worked.

4. Travel associated with a one-day assignment at a different location will be considered time worked to the extent that the travel exceeds the time spent in the non-exempt employee's normal travel between home and work.

5. FLSA exempt employees are not entitled to any FLSA compensation for travel time, either outside of, or in addition to, their normal hours of work.

F. Wage Deductions for Exempt Employees

The FLSA allows for the following wage deductions from exempt employee's pay, without destroying the exempt status of the employee:

- 1. Full workweek or full day increments – for violations of the Village's workplace conduct rules [i.e. sexual harassment, workplace violence].
- 2. Full day increments – for personal reasons or sickness/disability.
- 3. Partial day increments – for unpaid leave or a budget required reason.
- 4. Hourly increments – for FMLA absences, taken as intermittent or reduced leave.
- 5. Any increment – for violations of safety rules of major significance.

G. Complaint Procedure

An employee who feels they have had an improper pay deduction or have not been paid appropriately should file a complaint with the Human Resources Department immediately. The Human Resources Department will review the situation and determine if an improper deduction has been made and if so, work with the employee to resolve the situation and if applicable, ensure proper reimbursement is made.

LENGTH OF SERVICE

An employee's length of service with the Village of Caledonia begins with the most recent date of hire. Length of service is computed from that date forward for the employee's period of uninterrupted service with the Village, whether or not the employee changes jobs within the Village. Regular part-time employees accrue length of service on a pro-rata basis based on hours worked. All length of service is lost if an employee's employment with the Village is terminated, or if the employee fails to report for work within 72 hours of receiving notice of recall from layoff or fails to report to work following the expiration of an approved leave of absence.

If an individual leaves or is discharged from his/her employment with the Village and at some later date is again employed by the Village, the earlier period of employment does not count towards length of service. The employee's new length of service date will be his/her initial date of hire for the new position. Length of service is the determining factor in scheduling vacations within each department. Length of service will continue to accrue during approved leaves of absence.

OVERTIME CALCULATION AND COMPENSATION

A. Employee Status

Exempt employee: An employee who is designated by the Fair Labor Standards Act (FLSA) as being exempt from its minimum wage and overtime requirements.

Non-exempt employee: An employee who is subject to the wage and hour laws established by the FLSA. Employees designated as such are subject to minimum wage and must receive overtime pay at the rate of one and one-half times their regular rate of pay for each hour worked above 40 hours worked per week.

B. Overtime Compensation- General Rules

Exempt employees are not eligible for paid overtime or compensatory time.

Non-exempt employees shall receive time and one half their regular rate of pay for all hours worked in excess of forty hours per week. Compensatory time, at the rate of one and one-half hours per overtime hour worked, may be earned in lieu of pay, but the granting of such time shall be subject to the efficient operation of the department. Benefit time such as vacation, floating holidays, and sick time does count as hours worked; compensatory time does not count toward hours worked. All overtime must be pre-approved by one's supervisor or the employee will be subject to discipline.

C. Overtime Compensation- Special Rules

Non-exempt Highway Department Employees- Non-exempt Highway Department employees who are ***working snow removal operations*** will receive time-and-a-half overtime pay (or compensatory time)

for hours worked in excess of 8 hours per day, or in excess of 40 hours per week or time otherwise worked outside of the regular assigned hours of 6:30AM to 2:30PM.

Non-exempt Utility Department Employees- Non-exempt Utility Department employees who are working between November 1st and April 30th will receive time-and-a-half overtime pay (or compensatory time) for hours worked in excess of 8 hours per day, or in excess of 40 hours per week or time otherwise worked outside of the regular assigned hours of 6:30AM to 2:30PM.

Police Sergeants- Any police Sergeants assigned a 5-2/5-3 schedule will receive overtime paid at one and a half times (1 ½) the employee's current rate of pay for hours worked in excess of 8 hours per day, or in excess of 40 hours per week.

D. Compensatory Time Bank and Payout

Compensatory time bank. Non-exempt employees may earn and bank compensatory time to a maximum balance of eighty (80) hours. Compensatory time above the authorized accumulation will be paid out during the pay period in which it was earned. An employee may use only up to one hundred sixty (160) hours of compensatory time during the year. There will be no carryover of compensatory time into the next calendar year for non-represented staff except that Police Sergeants may carry over 24 hours of compensatory time per year. Any hours banked and not used by December 31 will be paid out on the next paycheck. Compensatory time shall be paid at the overtime rate it was earned. Requests for payout of compensatory time may be made at any time during the year. Compensatory time payouts will be made as part of a regular payroll cycle, not as a separate direct deposit or check.

Compensatory time will be charged to the department under which it was earned. When an employee has earned compensatory time and separates or transfers out of that department, the compensatory time must be resolved prior to the employee leaving the department. In addition, all compensatory time must be resolved prior to an employee transferring from a nonexempt to an exempt position. Comp time may only be used in minimum quarter (1/4) hour increments.

PAYROLL DEDUCTIONS

Only deductions required by state and federal laws and those authorized by the employee will be deducted from paychecks. All deductions are listed on the paystub. Employees with questions about deductions should contact the payroll department. If an employee's paystub reflects improper deductions or additions, the employee should notify payroll.

PAY DAY

The Village has established biweekly pay periods. Employees will be paid every other Thursday by direct deposit.

PERFORMANCE EVALUATIONS

All non-represented employees will receive annual performance evaluations from the supervisor. For Directors, evaluations will be conducted by the Village Administrator; Directors

will conduct reviews for their department staff. Annual evaluations will happen on or around December or January of each year. Performance evaluations will focus on job competencies and annual goals.

The employee will be given a copy of the performance review form at their evaluation meeting and will have the opportunity to provide a written response that will be included in the personnel file with the evaluation. Job performance evaluations will be made part of the employee's permanent personnel file. Directors will meet with their employees at least quarterly to discuss progress and any concerns for the year.

All recommended merit pay increases must fall within the parameters of the budget set by the Village Board and will be approved by the Village Administrator.

WAGE COMPRESSION POLICY

Wage compression exists when there is an unacceptable difference identified by the Village Administration and Board in annualized wages between a supervisor and a direct subordinate. Compression can exist under a base salary comparison, under a total gross earnings comparison, or both. In determining whether compression is an issue that must be resolved through a wage adjustment, the Village may examine the differences in total compensation between the supervisor and subordinate positions. Unless the total compensation package, including wages, benefits, and working conditions, of the supervisor is determined to compensate for the wage compression, the Village may provide an acceptable base pay differential between a supervisory position and the position directly supervised. The Village may first rely on merit adjustments whenever possible.

Wage compression within the Police and Fire Departments are created and compounded by the fact that lower-level positions continue to maintain collective bargaining rights, and their annual wage increases, and compensation do not always mirror that of the rest of the Village employees. At times, this creates compensation issues between represented and non-represented Police and Fire Department employees. Unless otherwise included by the Village Board, eligible positions include only the Fire Department Battalion Chiefs and the Police Department Sergeants, Lieutenants, Captains, and Deputy Chiefs.

Calculation details for eligible Police and Fire Command Staff can be found in the Wage Compression Policy and Procedures. Staff will attempt to regularly update this document with current wages. Police and Fire Command Staff are also eligible for merit increases based on annual performance reviews conducted by the Chief of their department.

WORKING HOURS

The workweek and hours of work for management employees are established by the Village Administrator based upon the requirements of each position. To ensure telephone and reception coverage, administrative staff will stagger lunches. The normal work hours for Village Hall are

from 8 a.m. to 5 p.m., Monday through Friday. Highway, Utility District, Fire and Police employees will work hours set by their specific department need requirements and contracts. Battalion Chiefs follow working hours set by the Fire Department Contract, which is a 24 hour shift starting at 0700, followed by 48 hours off.

PART III BENEFITS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Village offers an Employee Assistance Program to employees and their families. This resource helps employees take constructive action to resolve personal problems which affect job performance. Through an outside agency, the program provides professional, confidential assistance for problems such as mental, emotional, financial, legal, marital or family distress, career and employment-related difficulties, alcohol or chemical abuse or other concerns.

The EAP program also provides a means by which the supervisor can take action to address unsatisfactory job performance and to prevent the loss of an otherwise good employee. The supervisor's objective in making a referral to the EAP is that the employee may resolve the problem which has affected his or her work so that quality job performance is restored.

From the date of hire, the EAP is available to all full-time and part-time employees of the Village. It may also be utilized by family members, including dependent members of the household. The program provides professional assessment, referral and brief treatment for a range of individual and family problems. An initial assessment, generally an hour long, is conducted within a day or two of the time the employee calls the EAP. Crisis calls are handled immediately. Referral for appropriate services is made to an agency in the employee's community or one nearby.

Any employee who desires assistance with a problem may contact the EAP directly. The EAP phone number and website information is to be posted at every worksite for that purpose. The posting should also remind the employee to indicate that the contact is being made under the Village's Employee Assistance Program.

In instances where applicable, the Village's leave and health insurance benefits may be utilized for treatment or rehabilitation as provided in the Village's benefit program. Consideration will also be given for the use of personal leave of absence.

FAMILY AND MEDICAL LEAVE

The Village of Caledonia (the "Village") will follow the requirements of the Federal Family and Medical Leave Act ("FMLA") and the Wisconsin FMLA. The Wisconsin and Federal FMLA laws differ in a number of areas. The Village will comply with the more generous provision as required by law.

An employee who has been on the Village payroll for 52 consecutive weeks and who has been paid for

1,000 hours during the preceding calendar year is eligible for Wisconsin Family Medical Leave. An employee who has been employed for 12 months and who has actually worked 1,250 hours during the 12 months before leave is requested, is entitled to unpaid leave under the Federal Family and Medical Leave.

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child or parent with serious health condition	Up to two (2) weeks per calendar year Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period
Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.	Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.	None	Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.

“Qualifying exigency” leave due to employee’s spouse, son, daughter or parent being on or called up for active duty in the Armed Forces.	Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.	None	Up to twelve (12) weeks per rolling 12-month period
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1. Definitions and Clarification on Types of Leave

Child, Spouse, and Parent

A “child” includes not only your biological, adopted, or foster child, but also a step child, legal ward, or child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a “physical or mental disability.” A “physical or mental disability” is a physical or mental impairment that substantially limits one or more of an individual’s major life activities.

For purposes of Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

The term “spouse” is limited to your husband or wife and does not include an unmarried domestic partner. The Wisconsin FMLA has a separate provision covering qualified domestic partners.

“Domestic partner,” Wisconsin FMLA provides certain benefits to employees with a registered or unregistered domestic partner. Note: To be eligible, registered domestic partners must have filed a declaration of domestic partnership with the Register of Deeds in their county of residence by April 1, 2018, and unregistered domestic partners must have filed an affidavit with the Department of Employee Trust Funds prior to September 23, 2017, attesting to satisfying specific statutory criteria.

A “parent” includes your biological parents or another individual who provided day-to-day care

and financial support during your own childhood. Your parent-in-law or parent of your domestic partner is not considered a parent for purposes of the FMLA but is considered a parent for purposes of the Wisconsin FMLA.

Serious Health Condition

A “serious health condition” under the FMLA is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a hospital or other treatment facility or “continuing treatment by a health care provider.”

For purposes of the federal FMLA, a serious health condition involving “continuing treatment by a health care provider” includes any of the following:

- A period of incapacity—inability to work, attend school, or perform other regular daily activities due to the serious health condition—of more than three full consecutive calendar days, and (1) treatment two or more times, within thirty days of the first day of incapacity, by a health care provider or by another health care professional under the orders of or on referral by a health care provider or (2) treatment on at least one occasion by a health care provider that results in a regimen of continuing treatment under the health care provider’s supervision. “Treatment” must be an in-person visit to a health care provider for examination, evaluation or specific treatment.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment due to a chronic serious health condition, such as asthma, diabetes, or epilepsy.
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer’s, a severe stroke, or the terminal stages of a disease.
- Any period of absence to receive multiple treatments, either for restorative surgery or for a condition that would likely result in a period of incapacity of more than three full consecutive calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, and kidney disease.

Under the Wisconsin FMLA, a “serious health condition” is a disabling physical or mental illness, injury, impairment, or condition involving:

- Inpatient care in a hospital, nursing home, or hospice; or
- Outpatient care that requires continuing treatment or supervision by a health care provider.

The term “health care provider” includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

Leave for Child, Spouse or Parent with Serious Health Condition

Federal and Wisconsin FMLA leave may be taken to care for a child, spouse, domestic partner (under Wisconsin FMLA only), or parent with a serious health condition. “To care for” is

defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

2. Method of Calculating Leave Entitlement

To determine the amount of Federal FMLA leave to which an employee is entitled, **the Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave.** Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year.

Federal and State Family Medical Leave run concurrently, not consecutively.

Unless leave is taken on an intermittent or reduced schedule, as set forth in Section 6 below, leave will be taken on a continuous basis. Employees are entitled to up to 12 weeks of leave.

When a husband and wife both work for the Village, the aggregate number of work weeks of leave they may take for birth, adoption/foster care, care of a seriously ill parent, or leave for a qualifying exigency is twelve (12) weeks under the Federal FMLA. Up to a combined total of twenty-six (26) weeks may be used to care for a seriously ill or injured military service member.

3. Substitution: An employee may elect to substitute accrued leave for any Wisconsin FMLA leave, but will not be required to substitute such paid leave. After the Wisconsin leave has expired, and during any remaining Federal FMLA leave, the employee may choose or the Village may require that any accrued paid vacation, sick, personal holiday, or compensatory time leave be substituted for part or all of the remaining FMLA leave, provided the leave otherwise qualifies under the Village's applicable paid leave policy.

4. Worker's Compensation and FMLA Leave

When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee's entitlements under the Wisconsin and Federal FMLA. In other words, FMLA and worker's compensation leave will run concurrently.

5. Request for Family or Medical Leave

Except in situations where the employee is unable to provide a written request because of the need for emergency health care, the employee is to provide his or her supervisor with a written application for FMLA leave prior to the requested commencement of the leave on the "Family and Medical Leave Request Form" from the Finance Director. The request shall indicate the date that the employee is expected to return to work. In cases where the need for the leave is foreseeable, the request is to be made at least 30 days prior to the anticipated leave.

If the employee gives less than 30 days notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days notice. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

In cases of emergency, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's applicable absence policy, but in no case later than two working

days after the need for FMLA leave has become apparent. Calling in sick, without providing additional information, is not sufficient notice of the need for federal FMLA leave.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying.

The employee is to advise the supervisor if his or her return date changes. The employee who overstays a leave of absence will be considered to have voluntarily terminated unless the employee was unable, due to a health care emergency, to notify the employer.

6. Intermittent or Partial Leave

With the consent of the Village, an employee may take intermittent or partial leave for the birth or adoption of a child. The employee may take intermittent leave, whenever medically necessary, to care for a parent, spouse, domestic partner (under Wisconsin FMLA only), dependent child with a serious health condition, or their own illness or for certain military-related leaves. Also, if the leave is for planned medical treatment and will be taken on an intermittent basis or by a reduced schedule, the employee is expected to schedule the treatment so as to create minimum disruption for the Village. To comply with this requirement, an employee should provide the Village, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

The smallest increment for partial leave is the smallest measure of time that employees are able to take time for any non-emergency leave.

Where intermittent leave or reduced work schedules are requested for foreseeable or planned medical treatment, the Village may temporarily transfer the employee to an available equivalent position if the employee is qualified and the position better accommodates recurring leave.

7. Medical Certification

When an employee requests medical leave for his or her own health condition or leave to care for a family member, the employee must provide medical certification from an appropriate health care provider on a form approved by the Village. This certification should be furnished at the time the leave is requested and at most 15 days from the date such medical certification is requested. In the case of unforeseen leave, the certification should be furnished as soon as practical.

Failure to provide the requested medical certification may result in delay or denial of the leave. This means the absence may then be counted against the employee for purposes of discipline for attendance.

Where medical leave is involved, the Village may, at its expense, require the employee or a family member to obtain the opinion of a second health care provider chosen by the Village. If a dispute exists, a third opinion may be secured. The Village may also request re-certifications on a periodic basis as permitted by law.

8. Insurance

An employee who is enrolled in the Village's group health or dental insurance plans may continue to participate in the program at the same contribution rate as before the leave for the duration of

the leave.

During leave taken under this policy, the Village will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The employee will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the employee's responsibility to make arrangements with the Village's Finance Director for making premium payments for group health insurance during leaves.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the Village may recover its portion of the premiums paid for medical benefit coverage during the leave.

9. Fitness For Duty Certification

If leave is due to the employee's serious health condition, s/he may be required to present certification of fitness for duty to his/her supervisor upon returning to work.

10. Return from Family or Medical Leave

An employee will be returned to his or her former position upon return from statutory family or medical leave if the position is vacant. If the former position is not vacant, an employee on statutory medical or family leave will be returned to an equivalent employment position unless the employee would have been terminated during the statutory leave for a legitimate business reason. The employee, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. If the employee exhausts his or her statutory leave before returning to work, return to work will be controlled by the Village's collective bargaining agreement and other policies and practices.

FUNERAL LEAVE PAY

In case of death in the immediate family, employees will be granted three (3) days funeral leave with pay to allow the employee to arrange and/or attend the funeral. "Immediate family" is defined to include the employee's spouse, children, stepchildren, parents, stepparents, spouse's parents, grandparents, grandchildren, son-in-law, daughter-in-law, brothers and sisters of the employee or his/her spouse.

HOLIDAY PAY

All regular full-time and regular part-time employees receive the following 10 paid holidays:

New Years' Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

Amount of Holiday Pay: For non-exempt employees, pay for the holiday will be the base compensation for a normal day of 8 hours, except that holiday pay for a non-exempt employee normally scheduled

to work less than 8 hours per day will be based on a prorated schedule based on normally scheduled hours. Regular part-time employee shall be paid for holidays on the basis of the number of hours typically scheduled to work in a day.

Work Before and After Holiday: To be eligible for holiday pay an employee must work the workday immediately preceding the holiday and the workday immediately following the holiday, unless the employee is already approved to be off such as a scheduled vacation, or pre-approved medical leave. If an employee calls in sick on a day immediately preceding or following a paid holiday the employee shall present a valid medical excuse to receive pay for the holiday.

Work on Holidays: In the event an emergency should make it necessary for an hourly employee to work during a holiday, the hourly employee will work at his/her regular hourly rate for said period and in addition receive his/her holiday pay.

Holidays during weekends: When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

Floating Holidays: In addition to the above holidays, regular full-time and regular part-time employees shall receive two (2) floating holidays per calendar year. Employees hired between January 1 and September 30 are eligible for both floating holidays in their first calendar year. Employees hired on or after October 1 are not eligible for floating holidays that calendar year. Thereafter, in subsequent years, they are eligible for the floating holidays.

5-2/5-3 Employees: The provisions set forth above do not apply to employees working on a 5-2/5-3 work schedule since their schedules are designed to include the holidays designated in this policy. They shall not be entitled to the floating holidays as noted above.

Battalion Chiefs: Holidays for Battalion Chiefs are made up of a 24 hour shift.

Eligibility: All employees eligible for holiday pay must be employed for 30 calendar days before being eligible for holiday pay. Regular full-time firefighters and police officers receive holidays with pay in accordance with their specific labor contracts.

INSURANCE PLAN

The Village provides health and dental insurance for all regular full-time employees with the employees contributing a portion of the premium cost for health insurance and dental insurance as shall be determined by Village Board resolution from time to time. For the purpose of health insurance only, a full-time employee is an individual who works, on average, at least 30 hours per week or at least 130 hours of service in a calendar month. Upon hire, the Village also provides life and accidental death and dismemberment insurance coverage for each regular full-time employee and pays the full premium for basic coverage. Details of each insurance plan are covered

in separate booklets that are available from Human Resources.

Any questions regarding coverage, eligibility, or administration of the plan should be referred to Human Resources.

Upon death of an employee who had been enrolled in the Village's group health insurance plan, the employee's survivors who were also enrolled in the plan at the time of the employee's death will continue to receive such group health insurance coverage for a period of 6 months following the employee's death, at no cost to the survivors.

Each employee is responsible for notifying his/her department manager and Human Resources of any change in family status that may affect insurance coverage, such as a marriage, divorce, birth of a child, dependent reaching maximum age for coverage, etc.

All changes in status must be reported within 30 days of the occurrence or the employee may face denial or delay of coverage.

The Village will continue to offer a Health Reimbursement Arrangement ("HRA") for employees to offset a portion of the cost for health insurance deductibles paid. Subject to the authority of the Village to make further modifications, the HRA shall terminate upon the earlier of the following: (1) December 31, 2013, or (2) the depletion of the funds set aside by the Village to fund its responsibilities under the HRA.

Right to continuation of Health/Dental Insurance – COBRA

Following certain qualifying events, if a Village employee or other qualified beneficiary under the Village's group health or dental plan loses Village provided health or dental coverage then the Village will offer such qualified beneficiaries the option of continued health and dental care coverage at their expense under the Consolidated Omnibus Budget Reconciliation Act, or "COBRA." Qualifying events include the following:

- death of the covered employee;
- voluntary or involuntary termination of the covered employee's employment other than by reason of gross misconduct;
- reduction of hours of the covered employee's employment;
- divorce or legal separation of the covered employee from the employee's spouse;
- the covered employee becomes entitled to benefits under Medicare; and
- a dependent child ceasing to be a dependent child under the generally applicable requirements of the plan.

JURY DUTY

The Village recognizes that an employee may be called to serve as a juror. This is a responsibility

that every citizen should fulfill. Should an employee be selected for jury duty, the employee will receive their normal daily wage per day, or partial day served, provided he/she endorses the jury pay over to the Village and provides written confirmation from the Court as to time spent on jury duty. When an employee receives notification to serve on a jury, he/she should notify their department manager and Human Resources, as soon as possible. If released early from jury duty, the employee shall report back to work unless excused by his/her supervisor.

LEAVES OF ABSENCE: GENERAL PROCEDURAL REQUIREMENTS

The Village recognizes the need for an employee to be absent from active employment for an approved cause, for extended periods of time, and to be able to return to the active employment status held prior to the absence. All requests for a leave of absence must be in writing and must specify whether the leave is medical, pursuant to state or federal family/medical leave statutes, military or personal. **All paid leave must be exhausted before an employee will be eligible to take an unpaid leave of absence that is not covered by state or federal law.** The Village will count all absences that qualify as leaves under the Federal Family and Medical Leave Act ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA") against an employee's annual allotment of leave under both acts.

Requests for a leave of absence must be submitted in writing to the department manager 10 days prior to the day the leave is to begin, when possible. The 10-day notice may be waived by the Village Administrator in the case of an emergency, on a case-by-case basis. The department director and Human Resources Manager will determine whether to approve or deny the request.

Terms of Leave of Absence will be up to the discretion of the department director and Administration. A physician's certification of need for continuing the leave must be submitted with the application if the leave is for illness or disability due to an accident.

A medical leave cannot be extended more than three (3) times, so the total leave of absence cannot exceed one (1) year. All approved leaves of absence are without pay and the employee's portion of insurance premium costs must continue to be paid by the employee. Length of service is treated as described in this Manual.

All employees returning from illness or disability leaves must present a physician's statement that they are ready and able to return to their duties to the Village Administrator at least three (3) days prior to the scheduled date of return to work if the leave of absence related to the employee's own medical condition. The Village cannot allow an employee who has not submitted this information to return to work. The Village may require an employee returning from an illness or disability leave to be examined by a physician designated by the Village. If this action is necessary, the Village will incur the expense of the examination. If the employee fails to return from a leave of absence, the Village will assume employment has been voluntarily terminated.

MILITARY LEAVE

Military Reserve Leave:

An employee who is a member of the National Guard or United States Military Reserve, and is under orders to attend a training or encampment (not to include normal weekend training exercises), will be granted time off from his/her position without loss of pay for a period not to exceed 10 working days in any calendar year. It is intended that this will be done without financial penalty to the employee and, therefore, the Village will pay the employee for this time lost in an amount equaling the difference between his/her daily military pay and his/her normal daily wage. The Village will not supplement military pay for any weekend training. To receive the leave and pay, the employee must file a copy of his/her orders with the department manager at least 2 weeks prior to the date of such training or encampment.

Military Leave:

A regular full-time Village employee who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. Eligibility for military leave extends to regular part-time employees but does not apply to temporary employees. However, seasonal and other temporary employees returning from military services are re-employed to the extent required by law.

Benefits

Other than as stated above, military leave is without pay. Employee service members may, but are not required to use before, during, or after military service any paid vacation accrued prior to the start of military service. Vacation does not accrue during military leave, but length of service does continue to accrue. Employee service members can elect to continue health and dental insurance coverage for up to 24 months during military leave by paying 102% of the premium plus HRA applicable expenses in a timely manner, and the Village will continue to pay life insurance premiums for the employee. AD&D coverage is not continued during military leave, but contributions to the Wisconsin Retirement System will be made based on the employee's salary paid for the year and as may be required by law. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the Village complies fully with all federal and state laws granting leave and employment rights to employees serving in any branch of the military or other uniformed services of the United States.

Reemployment:

So long as the employee service member meets all eligibility requirements and performs all reemployment steps required under applicable laws, the service member shall be returned to the job he or she would have had but for the military service. Failure of an employee who returns from military service to timely notify the Village Administrator of his/her intention to return to work shall be considered a voluntary termination of employment.

PROFESSIONAL ASSOCIATION MEETINGS/TRAINING/SEMINARS – EMPLOYER RELATED

All Village employees who attend professional association meetings, conferences, training sessions, institutions, workshops, seminars, or special classes during regular working hours and who receive prior approval, as specified below, will be considered for purposes of time reporting and payroll to be at work during the period of meetings, training, and seminars. The hours of work are only for work-related topics and time. All training must be pertinent to the employee's current job with the Village.

Activities that are social in nature and not related to the job are not compensable time. Time spent on a "professional development" training or program will be evaluated by the Village to determine if it is compensable time.

In order to qualify for attendance at any professional association meetings, conferences, seminars, trainings or workshops, the employee must have approval from their supervisor in advance.

Prior approval of the department director or Village Administrator must be obtained before any of the association meetings, seminars or training are attended.

The training and seminar program described herein is not part of and shall be considered to be entirely separate from the Village's Educational Incentive Program.

REIMBURSEMENT OF CLOTHING ALLOWANCE POLICY

Clothing Allowance: All Employees of the Utility District, Highway, Engineering, and Building Departments.

Subject to the approval of the employees' supervisor, employees shall be reimbursed for purchases of safety boots and clothing items as listed below in an amount not to exceed Four Hundred and Fifty Dollars (\$450.00) per year to be paid prior to the last payday in December of each year for the current calendar year. Employees may submit receipts and request reimbursement throughout the year. This amount will be prorated for new employees. Copies of receipts shall be provided for all reimbursement requests. A new pair of safety boots must be purchased every year. The clothing allotment shall be used to reimburse the purchase of the following clothing equipment: rain suit, rubber boots, crack-sealing boots, work pants, work shirts and coveralls. The Village shall provide coveralls and cleaning of coveralls for the Highway Department mechanic year-round. Other employees will be responsible for cleaning their own coveralls during the year, except when they are required to do crack-sealing; then the Village will pay for the cleaning. In addition to providing the clothing reimbursement, the Village will provide the following protective equipment: hard hat, goggles, gloves, dust masks, safety vests, ear protection, face shields and prescription safety glasses (up to \$300 reimbursed every two years).

The policy outlined in the Personnel Manual for Caledonia Highway Department Local 704, Water and Sewer Utility District Employees and Other Employees will be replaced with this policy.

There will be no change to the Police Management Employees Policy as outlined under this section of the Personnel Manual.

Police Management Employees

Subject to the approval of the employee's supervisor, police management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Five Hundred Dollars (\$500.00). The clothing reimbursement shall be paid prior to the last payday in December of each year for the current calendar year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to One Thousand Dollars (\$1,000.00) as reimbursement for the purchase of the department prescribed uniform and other job-related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Police. The subsequent clothing reimbursement payment shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

Handguns, police shields, handcuffs, service belt, handcuff pouch, ammunition carrier, helmet, radio holder, traffic safety vest, pepper spray, conducted energy weapon, expandable baton and holster shall be furnished by the Village and shall always be Village property. If a new piece of equipment is required for all department members, the Chief of Police will assess whether it is feasible and/or appropriate for the item to be paid for through the police budget or by each individual officer through their uniform reimbursement. The equipment list furnished by the Village may change based on the needs of the department.

All clothing and gear, except the items listed above are the property of the employee and shall be purchased from his/her clothing reimbursement allowance.

During the process of an apprehension and/or arrest clothing and equipment damaged shall be replaced or repaired by the Village. This shall include watches, not to exceed \$15.00. Prior to replacement, requests shall be submitted in writing to the Police Chief for his/her consideration. Excluded from this article are rings and other items that are considered jewelry.

During the process of an apprehension and/or arrest in which an employee's eyeglasses are damaged beyond repair, the Village of Caledonia shall compensate the employee in the following manner:

- A. Reimburse the department member for their prescription glasses in an amount not to exceed \$200.00.
- B. 100% on eye exam (if necessary). If an eye exam is necessary, the Village reserves the right to designate an optometrist. Prior to the exam or lens replacement, the Chief of Police shall submit a written recommendation to the Village Administrator. Excluded from this article are contacts.
- C. For body armor and carriers purchased after January 1, 2021, the Village will provide the initial

issue body armor at threat level IIIA and carrier authorized by the Village and replace the authorized body armor according to the manufacturer's replacement schedule, up to a maximum of \$1,000 and to include within that \$1,000 amount additional body armor and carrier accoutrements selected by the employee and authorized by the Chief only if the cost of the armor and carrier is less than \$1,000. An employee who needs body armor or the carrier replaced prior to the manufacturer's replacement schedule, except if the body armor or carrier is destroyed due to on-the-job reasons, shall replace the body armor or carrier at his or her cost with armor or carrier authorized by the Chief of Police.

- D. Employees who are supplied with body armor shall be required to use it or will be subject to discipline unless the Chief of Police determines that use of the vest is not required. The body armor shall be the property of the Village and the Chief may authorize replacement due to duty related damage.

Fire Management Employees

Subject to the approval of the employee's supervisor, fire management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Five Hundred Dollars (\$500.00). The clothing reimbursement shall be paid for the preceding calendar year on the first payday in January of each year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to one thousand (\$1,000.00) as reimbursement for the purchase of the department prescribed uniform and other job-related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Fire. The subsequent clothing reimbursement allowance shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

The following uniforms are required for Fire Management Employees:

Class A uniform

- White Bell cap with hat badge and gold braid
- Dark Blue Dress Coat with gold braiding, CFD and American Flag patches
- White Dress Shirt with CFD and American Flag patches
- Dark Blue Dress Pants
- Black polishable dress shoes
- Black 2" black belt
- White Shirt
- Dark Blue necktie

Class B uniform

- White Dress Shirts with CFD and American Flag patches.

- White Polo shirts with CFD emblem
- Dark Blue work pants
- 2" black Belt
- Black polishable work shoes/boots

All clothing and gear listed above are the property of the employee and shall be purchased from the employees clothing reimbursement payment.

The following will be provided by the Village: 2 badges, 1 hat badge, 2 sets of collar brass, Turn out coat, Bunker Pants, Bunker Boots, Fire Helmet with Helmet shield with appropriate rank designation, (2) Fire Hoods, (1) Pair of gloves, Hi Vis traffic vest, Hi Vis Jacket, (1) pair of non-prescription safety glasses, and (1) pair of hearing protection

RETIREE HEALTH CARE BENEFIT

This policy outlines retiree health care benefits that the Village will make available to eligible Village retirees who were not bargaining unit employees at the time of retirement. As detailed below, eligibility will be determined by: (1) full-time status at the time of retirement; (2) date of hire; (3) Medicare eligibility and (4) additionally, for police and fire sworn non-represented staff only, the date of promotion to sworn non-represented status within their respective departments.

A. General Retiree Health Coverage Benefits

1. Retiree Health Insurance Coverage

Regular full-time employees who retire from employment with the Village may be eligible for continued group health insurance coverage, with the Village paying a percentage of the premium cost until the retiree reaches the age of Medicare eligibility or otherwise does not continue the coverage. For eligible retirees, the Village will pay 50% of the premium cost.

Said retiree coverage will continue until such time as the retiree attains the age of Medicare eligibility, or becomes otherwise unable to continue such coverage as determined by the health insurance plan (e.g. total disability). This retiree benefit continuation is limited to medical coverage only. Retirees wishing to continue vision or dental coverage will need to do so through COBRA election.

To be eligible for this continued health insurance benefit, an employee must meet the following criteria:

- The employee must be enrolled in the Village's health insurance program at the time of retirement.
- The employee must meet the age and other requirements for retirement under WRS.
- The retiree must be younger than the age of Medicare eligibility.
- The retiree must have been a regular full-time employee as of the date of retirement.
- A non-police or non-fire retiree must have been hired by the Village before January 1, 2012.
- The employee's age and number of years of continuous employment with the Village, when added together, must total 85 or greater. For public safety employees (as defined by the WRS), age plus continuous service must total 75 or greater.
- To qualify for the benefit, non-represented Police Department sworn employees must: (1) meet the criteria defined in sub-section B; and (2) meet all other criteria set forth above.
- To qualify for the benefit, non-represented Fire Department sworn employees must: (1) meet the criteria defined in sub-section C; and (2) meet all other criteria set forth above.

A retiree's continued coverage will be limited to no more than the coverage level in which the retiree was enrolled at the time of retirement. For example, retiree coverage may decrease from family to individual coverage, but may not increase from individual to family coverage.

Upon the death of an enrolled retiree, or upon the retiree reaching Medicare age, the retiree's beneficiaries who are enrolled in the Village health insurance plan, will be allowed to continue the coverage through COBRA election and in accord with the health insurance plan in place at that time.

Coverage will be maintained only as long as the retiree or the retiree's enrolled spouse timely pays the required employee premium contribution.

2. Health Reimbursement Account (HRA)

Additionally, upon the retirement of a retiring employee who meets all criteria to qualify for retiree health insurance, the Village will fund a Health Reimbursement Account ("HRA") for the employee with the monies remaining at the time of retirement from two sources: (1) the sick leave incentive bank of the retiree; and (2) a lump sum in the amount of 50% of the employee's total accumulated hours of sick leave as of December 31, 2011 at the employee's hourly rate of pay in existence at the time of retirement. The number of accumulated hours at time of retirement cannot exceed the number of hours the employee had as of December 31, 2011. Further, if the number of hours at time of retirement is fewer than the hours accumulated as of December 31, 2011, the lesser amount will be used for calculations that are funded to the HRA.

The retiree and spouse enrolled in Village coverage will be permitted to use the HRA funds for qualifying medical purposes as defined under the law and by the HRA plan. The HRA funds must be depleted before any funds from any other sources are used to pay premiums. Upon the death of the retiree, or if the retiree is no longer eligible to continue coverage under the Village's insurance plan (e.g., upon reaching the age for Medicare eligibility), the enrolled spouse will be allowed to use the HRA funds on the same terms as the retiree and will be required to elect single coverage. If the HRA is not depleted prior to the spouse reaching the full age of Medicare eligibility, or upon the death of both the spouse

and retiree, the HRA will be dissolved, and any remaining funds forfeited as required by law.

B. Non-Represented Police Department Retirees

Regular full-time non-represented Police Department employees hired after May 31, 2018 are ineligible for the benefits outlined in this Policy. The collective bargaining agreement in effect at the time of the retirement of a represented member will determine all retiree benefits for that member. Represented employees having questions concerning retirement benefits should consult the agreement or bargaining unit leadership.

1. Health Insurance Coverage

Police Department sworn employees that: (1) transitioned through promotion on or before December 31, 2011, from a bargaining unit position to sworn non-represented status within the Police Department; or (2) were hired by the Village on or before May 31, 2018; (3) who transition through promotion after January 1, 2012 from a bargaining unit position to sworn non-represented status within the Police Department; and (4) who meet all criteria set forth above in Section (A)(1), shall be eligible to receive retiree health insurance benefits.

A retiree's continued coverage will be limited to no more than the coverage level in which the retiree was enrolled at the time of retirement. For example, retiree coverage may decrease from family to individual coverage, but may not increase from individual to family coverage.

Upon the death of an enrolled retiree, or upon the retiree reaching Medicare age, the retiree's beneficiaries who are enrolled in the Village health insurance plan, will be allowed to continue the coverage through COBRA election and in accord with the health insurance plan in place at that time.

Coverage will be maintained only as long as the retiree or the retiree's enrolled spouse timely pays the required employee premium contribution.

2. Health Reimbursement Account

Upon retirement, the Village shall fund the HRA of the eligible Police sworn non-represented retiree, as outlined in Section (A)(2) above, with (1) the sick leave incentive bank of the retiree and (2) a lump sum in the amount of 50% of the total hours of sick leave accumulated as of the date of employee's promotion to sworn non-represented status within the Police Department, at the hourly rate of pay in existence at the time of employee's retirement.

a) For eligible employees promoted to sworn non-represented status on or before December 31, 2011, the number of accumulated hours at time of retirement cannot exceed the employees balance as of December 31, 2011.

b) For eligible employees promoted after December 31, 2011, the number of accumulated hours at time of retirement cannot exceed the number of hours the employee had as of the date of promotion to sworn non-represented status within the Police Department.

c) Further, if the number of hours at time of retirement is fewer than the hours accumulated as of the date of promotion to sworn non-represented status within the Police Department, the lesser amount will be used for calculations that are funded to the HRA.

The retiree and spouse enrolled in Village coverage will be permitted to use the HRA funds for qualifying medical purposes as defined under the law and by the HRA plan. The HRA funds must be depleted before any funds from any other sources are used to pay premiums. Upon the death of the retiree, or if the retiree is no longer eligible to continue coverage under the Village's insurance plan (e.g., upon reaching the age for Medicare eligibility), the enrolled spouse will be allowed to use the HRA funds on the same terms as the retiree. If the HRA is not depleted prior to the spouse reaching the full age of Medicare eligibility, or upon the death of both the spouse and retiree, the HRA will be dissolved and any remaining funds forfeited as required by law.

C. Non-Represented Fire Department Retirees

Regular full-time non-represented Fire Department employees hired after May 31, 2019, are ineligible for the benefits outlined in this Policy. The collective bargaining agreement in effect at the time of the retirement of a represented member will determine all retiree benefits for that member. Members having questions concerning retirement benefits should consult the agreement or unit leadership.

1. Health Insurance

Regular full-time non-represented fire service employees who: (1) transitioned through promotion on or before December 31, 2011, from a bargaining unit position to sworn non-represented status within the Fire Department; or (2) were hired on or before May 31, 2019; (2) who transition after January 1, 2012 from a bargaining unit position to a sworn non-represented status within the Fire Department; and, (4) meet all criteria set forth above in Section (A)(1) above, shall be eligible to receive retiree health insurance benefits.

A retiree's continued coverage will be limited to no more than the coverage level in which the retiree was enrolled at the time of retirement. For example, retiree coverage may decrease from family to individual coverage, but may not increase from individual to family coverage.

Upon the death of an enrolled retiree, or upon the retiree reaching Medicare age, the retiree's beneficiaries who are enrolled in the Village health insurance plan, will be allowed to continue the coverage through COBRA election and in accord with the health insurance plan in place at that time.

Coverage will be maintained only as long as the retiree or the retiree's enrolled spouse timely pays the required employee premium contribution.

2. Health Reimbursement Account

Upon retirement, the Village shall fund the HRA of the eligible Fire sworn non-represented retiree, as outlined in Section (A)(2) above, with (1) the full sick leave incentive bank of the retiree and (2) a lump sum in the amount of 50% of the total hours of sick leave accumulated as of the date of employee's promotion to sworn non-represented status within the Fire Department, at the hourly rate of pay in existence at the time of employee's retirement.

- a. For eligible employees promoted to sworn non-represented status on or before December 31, 2011, the number of accumulated hours at time of retirement cannot exceed the employees balance as of December 31, 2011.
- b. For eligible employees promoted after December 31, 2011, the number of accumulated hours at time of retirement cannot exceed the number of hours the employee had as of the date of promotion to sworn non-represented status within the Fire Department.
- c. Further, if the number of hours at time of retirement is fewer than the hours accumulated as of the date of promotion to sworn non-represented status within the Fire Department, the lesser amount will be used for calculations that are funded to the HRA.

The retiree and spouse enrolled in Village coverage will be permitted to use the HRA funds for qualifying medical purposes as defined under the law and by the HRA plan. The HRA funds must be depleted before any funds from any other sources are used to pay premiums. Upon the death of the retiree, or if the retiree is no longer eligible to continue coverage under the Village's insurance plan (e.g., upon reaching the age for Medicare eligibility), the enrolled spouse will be allowed to use the HRA funds on the same terms as the retiree. If the HRA is not depleted prior to the spouse reaching the full age of Medicare eligibility, or upon the death of both the spouse and retiree, the HRA will be dissolved, and any remaining funds forfeited as required by law.

SICK LEAVE

All non-represented employees of the Village accrue paid sick leave at the rate of one (1) day per month for each completed calendar month of employment, up to a maximum of 190 days. No sick leave is accrued for partial calendar months. Battalion Chiefs earn 1 24-hour day per month of completed employment. Paid sick leave may be taken only when an employee is ill, for doctor appointments and medical procedures, when an employee has been injured on the job and is using paid sick leave to supplement worker's compensation, or when an employee is needed to care for an ill member of the employee's immediate family, as defined in the policy manual. Payment for sick days shall be based on the number of hours typically scheduled to work in a day. Any claim for paid sick leave of three (3) consecutive working days or more must be accompanied by a statement from a physician certifying the medical reasons requiring the employee's absence from work. The Village reserves the right to determine the acceptability of a physician statement and/or to require a second physician's review at Village expense.

Effective January 1, 1995, management employees may accumulate in excess of 190 days of sick time, up to an additional 60 days maximum, to be banked for use only for a catastrophic medical

condition. All other paid leave (sick leave, vacation, etc.) available to a management employee must be exhausted before the employee may use any sick days from his or her catastrophic bank. Catastrophic sick days may not be transferred among employees; they may only be used by the employee who banks them. Unused catastrophic sick days will not be paid out, and cannot be used to pay insurance premiums, upon termination of employment for any reason including retirement.

SICK LEAVE INCENTIVE PROGRAM

Effective January 1, 2012, employees shall not accrue any additional sick leave incentive credit. Prior to January 1, 2012, employees received an annual credit based upon the amount of sick leave used during each calendar year. Eligible employees may contact the Finance Director to confirm the amount of sick leave incentive credit accrued prior to 2012.

A. Vesting and Distribution:

1. Vesting. Employees shall be vested after five (5) full calendar years of creditable employment. An employee separating employment for any reason prior to achieving five (5) full calendar years of creditable employment shall have no right to the amounts accrued and such amounts shall be forfeited.

2. Separation Prior to Retirement and Prior to Qualifying for Continued Group Health Insurance Coverage Benefits. After being vested, employees who leave the employment of the Village for any reason prior to retiring under the Wisconsin Retirement System (WRS) and qualifying for continued group health insurance coverage under Severance Benefits Section (C) of this Manual will have the amount accumulated in their sick leave incentive bank paid out as a separation benefit. This amount will be in addition to the sick leave credit provided for in the Severance Benefits Section of this Manual.

3. Separation at Retirement when Qualifying for Continued Group Health Insurance Coverage Benefits. After being vested, employees who retire under the WRS and qualify for continued group health insurance coverage under Section 21 (C) of this Manual will have the amount accumulated in their sick leave incentive bank incorporated into the fund established for the employee by Section 21 (C) of this Manual. The amount shall be administered in the same manner as the funds authorized in that section. This benefit will be in addition to the benefit set forth under Severance Benefits Section (C) of this Manual. The employee will not have an option or right to have the amount accumulated in their sick leave incentive bank paid out as a separation benefit, nor shall the employee be eligible for the sick leave credit provided for in the Severance Benefits Section of this Manual.

4. Separation at Retirement when Not Qualifying for or Declining Continued Group Health Insurance Coverage Benefits. After being vested, an employee who (1) retires under the WRS but does not qualify for continued group health insurance coverage under Severance Benefits Section (C) of this Manual, or (2) qualifies to receive continued health insurance coverage but chooses

not to remain insured under the Village's health insurance plan, will have the amount accumulated in the employee's sick leave incentive bank paid out as a separation benefit. The amount paid to the employee shall be in addition to the sick leave credit provided for in the Severance Section of this Manual.

5. Any employee who receives benefits under Section (B)2 through 4 above shall be responsible for the payment of state and federal taxes related to the portion of the benefits that is taxable. The Village does not advise on any personal income tax requirements or issues. Employees are encouraged to seek professional tax advice for personal income tax questions and assistance.

6. Employees hired on or after January 1, 2012, are not entitled to any of the above benefits.

TEMPORARY TRANSITIONAL OR MODIFIED-DUTY ASSIGNMENTS

PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary transitional or modified duty when an employee suffers from a work-related illness or injury that results in physical limitations as diagnosed by a qualified health care professional. The goal is to have the employee return to productive, regular work as quickly as possible.

POLICY

It is the policy of the Village of Caledonia to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the Village. In some instances, the return to work may result in a temporary transitional or modified-duty assignment. Return to work is governed by medical restrictions, expected length of recovery, continued medical improvement while on modified duty, and the availability of limited or modified duty assignments.

PROCEDURE

Temporary transitional or modified-duty assignments are intended to provide employees who have sustained a work-related illness or injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the Village to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the Village and will generally not exceed two months. The process for evaluating an employee for a temporary transitional or modified-duty assignment after being medically cleared with restrictions from an injury occurring on-duty, or an illness as a result of an exposure, shall be as follows:

- A. The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work temporary transitional or modified duty with identified work restrictions.
- B. The employee must provide the clearance document to the Human Resources Director as soon as practicable.
- C. The Human Resources Manager should contact the respective Department Head or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a

temporary modified-duty position within the employee's work restrictions is not available.

- D. If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the Village's occupational medical provider for final medical clearance before reporting for duty.
- E. Temporary modified-duty assignments shall not exceed two months without approval from the Department Head or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the Village's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.
- F. With the exception of employees who are disabled, as defined by the Americans with Disabilities Act (ADA), temporary transitional or modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

COMMUNICATION EXPECTATIONS

It is the expectation that the employee shall remain in constant communication with the Human Resources Director and the Department Head. They shall provide an update of the employee's medical status on a weekly basis and after any medical evaluations pertaining to the employee's condition.

ASSIGNMENT

Temporary transitional or modified duty will be available to all members on a fair and equitable basis. The employee requesting modified duty shall provide permission from their physician stating light duty activities that may be performed and the anticipated duration of the modified duty assignment. The employee is to work with their supervising officer to ensure that work beyond the employee's limitation is not performed.

SCHEDULE

Employees will work the number of hours - up to eight (8) hours per day, forty (40) hours per week as authorized by their physician.

Modified duty shall normally be scheduled Monday through Friday, from 8:00am until 5:00pm hours, if appropriate as dictated by the Department Head and Human Resources based on restrictions and assignment. However, light duty may occur on the Employees regularly assigned shift.

SICK LEAVE

Any employee, that while on temporary transitional or modified duty, is unable to report to work due to illness or injury will be charged sick time hours.

MEDICAL APPOINTMENTS

While assigned to temporary transitional or modified duty, employees shall make every effort to

schedule medical and other appointments outside of scheduled work hours. If necessary, an employee may take sick time off to attend those appointments.

BREAKS

When reasonable, employees assigned to a modified duty schedule, may take breaks with the on-duty shift. Additional breaks, as warranted and required by medical restrictions, will be permitted with the advance authorization of the supervisor. The extent of required breaks and other necessary accommodations shall be considered in determining an employee's eligibility for temporary transitional or modified duty.

VACATION

If an employee's previously scheduled vacation falls while on temporary transitional or modified duty, employee will be allowed vacation time off from the light duty assignment.

UNIFORM

An employee on temporary transitional or modified duty shall report for duty in appropriate work attire, considering the employee's physical limitations, approved by the Department Head.

REFUSAL TO PARTICIPATE

Employees that have sustained a work-related illness or injury that temporarily prohibits return to their regular position but are deemed capable of performing temporary transitional or modified duty by a qualified health care professional, must return to transitional or modified duty. Employees who choose not to participate in the Return-to-Work Program or follow all regulations in this Return-to-Work Policy may become ineligible for state workers' compensation benefits, accrual of paid time off benefits, and, in some cases, refusal to participate may be a basis for termination. Use of family medical leave may apply upon refusal and disability benefits will cease.

FAMILY MEDICAL LEAVE AND OTHER BENEFITS

State or federal leave laws may provide additional rights and protections during times of illness or injury. Lost wages may be reimbursed if disability benefits are available. Contact the Human Resources department for further details.

TUITION REIMBURSEMENT POLICY

Tuition Reimbursement

The Village of Caledonia provides Tuition Reimbursement for approved educational activities. The purpose of the Tuition Reimbursement program is to provide opportunities for employees of the Village of Caledonia to improve their skills and knowledge through personal career development.

The Village of Caledonia will reimburse eligible employees for approved tuition expenses, laboratory fees and books paid to accredited schools, colleges and universities, as set forth in this policy. It is at the Village's sole discretion to approve employees for participation in the program, and each

employee's approved expenses will vary based on the individual circumstances.

Maximum Reimbursement

For Associate Degree, Bachelor's Degree and Master's Degree courses, tuition reimbursement is offered at 100% of the cost of the tuition up to a maximum of \$2,000 per calendar year.

For Associate Degree, Bachelor's Degree and Master's Degree courses, the Village will reimburse employees pursuant to the following schedule:

- If the employee receives an "A" grade or equivalent as determined by the Village, the Village will reimburse 100% of the tuition cost;
- If the employee receives a "B" grade or equivalent as determined by the Village, the Village will reimburse 80% of the tuition cost;
- If the employee receives a "C" grade or equivalent as determined by the Village, the Village will reimburse 60% of the tuition cost;
- The Village will not reimburse employees for courses in which the employee receives lower than a "C" grade or equivalent as determined by the Village;
- The Village will reimburse employees 100% for courses in which the employee can only receive a grade of "PASS" or "FAIL" when they receive a "PASS".
- In the event of a split grade, the Village will reimburse the percentage amount between the percentages listed above for the two separate grades. For example, the Village will reimburse 90% of the employee's tuition for an "AB" grade.

Eligibility

To be eligible for tuition reimbursement under this policy an employee must:

- Be a full time employee;
- Have completed six (6) months of service;
- Have active status on payroll when the course is completed;
- All courses must be taken during off duty hours; and
- The employee and Village must execute a Tuition Reimbursement Repayment Agreement.

Repayment Schedule

If an employee leaves employment for any reason within two (2) years of the issuance of reimbursement payment by the Village for the qualifying participation in an Associate Degree, Bachelor's Degree and Master's Degree program for which the Village has provided reimbursement, the tuition reimbursement is repayable to the Village according to the following schedule:

- Within one (1) year after receiving the reimbursement, the employee will reimburse the Village 100% of the tuition reimbursement.
- Within two (2) years after receiving the reimbursement, the employee will reimburse the Village 50% of the tuition reimbursement.

- After two (2) years following the reimbursement, the employee will not be required to reimburse the Village.

The employee will authorize the repayment of these amounts through a repayment agreement, which will include permitting the deduction of such amounts from the employee's final paychecks and any amounts owed to the employee to the extent permitted by law.

Courses and Programs Eligible for Reimbursement

Associate Degree, Bachelor Degree and Master's Degree programs will only be eligible for reimbursement if they job related. All courses required and elective, which are related to an employee's work or which lead to a job-related degree will be eligible for reimbursement. Human Resources with input from the Department Manager will determine whether a degree program or course is job related. If the Village Administrator and Department Manager determine the program or course is not job related, the employee can appeal that decision to the Village Board.

Application for Pre-Approval of Tuition Reimbursement

Employees must obtain pre-approval for tuition reimbursement under this policy, prior to registration. To do so, employees must complete and return to the Human Resources Department a Tuition Reimbursement Application. The request will be forwarded to the Department Manager. If and when the course is pre-approved, the application will also serve as a request for payment at the conclusion of the course. The employee will then be required to execute a Tuition Reimbursement Repayment Agreement.

Tuition Reimbursement upon Completion of Course

Upon completion of the course, the employee must submit an official transcript of grades and proof of payment. Proof of payment can be established by either a bursar's receipt or a copy of the canceled check (front and back). Records of all education and training programs completed by each employee must be forwarded to and will be maintained by the Human Resources Department. This policy is subject to the employee executing the Tuition Reimbursement Application. The allotted program dollars per the resolution are on a first come first served basis, with the exception of those employees that are required to earn a degree to be deemed qualified for a particular job.

VACATION

Regular full-time and regular part-time employees receive vacations with pay based upon completed years of service with the Village. Employees scheduled to work fewer than 1100 hours per year are not eligible for vacation benefits unless indicated otherwise in their offer letter

Regular part-time and full-time employees hired prior to May 21, 2007 shall receive paid vacation according to the following vacation schedule (the hours indicated in the chart are for full-time employees; hours are pro-rated for part-time employees based on the number of hours typically

scheduled to work each week):

Completed Calendar Years of Of Employment	Paid Vacation Awarded on January 1st
1-4 years	15 days (120 hours)
5-9 years	20 days (160 hours)
10+	25 days (200 hours)

Regular part-time and full-time employees hired on or after May 21, 2007 shall receive paid vacation according to the following vacation schedule (the hours indicated in the chart are for full-time employees; hours are pro-rated for part-time employees based on the number of hours typically scheduled to work each week):

Completed Calendar Years of Of Employment	Paid Vacation Awarded on January 1st
0-1 Year	Proration of 10 days (80 hours)
1 year	10 days
2-4 years	15 days (120 hours)
5-9 years	20 days (160 hours)
10-15	23 days (184 hours)
16+ years	25 days (200 hours)

Because the Fire Department schedule is different, for Battalion Chiefs, one week is equivalent to three shifts off. Using the schedule above, a Battalion Chief earns two weeks (six days) in year one, three weeks (9 days) in year two, four weeks (12 days) in year five, and five weeks (15 days) in year 16.

During their initial year of service, new employees will receive a prorated amount of vacation time based on their anticipated length of service for the year. For example, someone hired in April would receive $\frac{3}{4}$ of their 10 day allotment. Vacation time may not be used within the first sixty days of employment. On January 1st following their initial partial year of employment, new employees will receive a full two weeks and the following January they would receive their full three weeks of time. Vacation time taken but unearned at the time of employee separation will be deducted from the employee's final paycheck.

If you take an unpaid leave of absence, during which you do not accrue paid vacation, your vacation award on January 1 will be prorated to reflect the leave of absence (e.g., if you take a 6-month leave of absence during your 7th year of employment, you will receive 10 days of vacation on January 1).

Regular part-time employees shall be entitled to a prorated amount of paid vacation days based on the number of hours they are scheduled to work each week (e.g., on January 1 following his/her sixth anniversary a part-time employee who works 25 hours each week will receive 20

vacation days (100 hours)).

Any employee whose employment is terminated shall receive his or her awarded, unused vacation pay at the next payroll date following the termination date.

All available vacation must be used in the calendar year it is awarded. However, an employee may request an extension of unused vacation time of up to four (4) months beyond the calendar year provided there is a justifiable reason for the request and the Village Administrator or Village Board (in the case of the administrator), as required, approves the request. Under no circumstance will a cash disbursement for unused vacation be allowed for an active employee. Vacation time may only be used in one-hour increments.

Vacations must be arranged with the employee's department manager and are to be scheduled at a time that causes the least amount of interference with workloads. Vacations may be taken during a period when an employee is absent from work and would not otherwise receive pay, such as an illness or during a statutory leave of absence. When a holiday occurs on a working day during an employee's vacation, the holiday is not counted as a day of vacation.

Vacation pay shall be determined on the basis of each employee's straight time rate of pay, multiplied by the number of hours of vacation that the employee is entitled to receive. An employee may not waive vacation for the purpose of receiving payment in lieu thereof. During any emergency, however, the Village may require any employee to forgo vacation time off and allow vacation to be postponed to the next calendar year.

WORKERS COMPENSATION

The following procedures for reporting employee injuries or illnesses will be followed by all Village of Caledonia employees, including full-time, part-time, temporary, and seasonal. Failure to appropriately report injuries or illnesses as outlined in this policy may result in disciplinary action up to and including termination, according to the Village of Caledonia Personnel Manual.

Any employee who sustains a bodily injury or illness as a result of their employment is to report it to their immediate supervisor as soon as possible, but no later than within 24-hours of the incident, injury, or onset of symptoms. The employee will be responsible to report the incident, injury, or illness by completing and signing an *Employee Injury or Illness Report Form* in its entirety and returning it within 24 hours to their Supervisor.

Supervisors are responsible for completing and signing the corresponding Supervisor Investigation of Injury or Illness section for each *Employee Injury or Illness Report Form*. Both the Employee Injury or Illness Report Form and the Supervisor Investigation Form as well as any photos or witness statements shall be forwarded to Human Resources within 24 hours so the required WKC-12 form can be generated and sent to the Village's Workers Compensation Insurance carrier or administrator.

All employees who sustain an injury while performing within the scope of their employment as provided by Chapter 102 of the Wisconsin Statutes (Worker's Compensation Act) shall receive full salary in lieu of worker's compensation payments for the period of time the employee is temporarily totally or temporarily partially disabled because of said injury or for nine (9) months, whichever is shorter, provided the employee fully cooperates with the Village's temporary modified duty assignments program, which shall govern the employee's work schedule while on temporary modified duty assignment.

When the Village shall have made any such payment and the employee makes claim for damages against any third party or his insurer, the Village shall be entitled to recover from any damages recovered by such employee, reimbursement for such wages paid in the same proportion as provided by Section 102.59, Wisconsin Statutes, for Worker's Compensation payments.

The employee shall remit to the Village his or her worker's compensation check and receive his or her regular check unless the check is made payable to the Village by the insurer.

An employee sustaining a compensable injury resulting in permanent total disability shall continue to receive full salary until a determination is made that the injury is a permanently disabling injury and a ruling is made in accordance with the Wisconsin Worker's Compensation Act or for nine (9) months, whichever is shorter, provided the employee fully cooperates with the Village's temporary modified duty assignments program, which shall govern the employee's work schedule while on temporary modified duty assignment.

Upon written application by a disabled employee to extend the period of full payment under this Article, the Village Administrator shall review the case and may determine whether or not to extend the period of full payment under these paragraphs and may determine the terms and conditions upon which any such extension shall be granted.

PART IV CONDUCT & CUSTOMER SERVICE

ASSOCIATION ACTIVITY – UNION

Employees shall conduct Association or Union business off duty unless granted permission by the Village Administrator.

COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the Village of Caledonia and all employees. No information concerning the internal operations of the Village, including, but not limited to the release of records of the Village, may occur except through and with the permission of the Administrator or Village Clerk. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Village Clerk. Because of an employee's responsibilities at the village,

an employee may have access to confidential and sensitive information. This may include information concerning a resident's financial status, the Village's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the Village without the determination of the Village Administrator or Department Directors designated by the Administrator. All employees are responsible for protecting the confidentiality of this information.

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

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

CONFIDENTIALITY OF INFORMATION

No Village employee shall use or disclose privileged or confidential information, including information subject to the provisions of HIPAA, gained in the course of or by reason of his/her official position or activities. It is the Village's policy that any confidential information will not be released to any outside person or agency without a properly signed consent and authorization form. Additionally, employees will not release addresses or phone numbers of Village employees without prior consent of the employee. Any infraction of this policy may be sufficient cause for immediate termination.

CONFLICTS OF INTEREST

The successful operation and reputation of the Village of Caledonia and our employees and leaders is built upon the principles of fair dealing and ethical conduct of our employees. The Village's reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct, trust, and personal integrity.

The continued success of the Village is dependent upon maintaining the public's trust and those with whom each employee serves. Employees will conduct business in accordance with the letter, spirit and intent of all relevant laws, and employees will refrain from any illegal, dishonest, or unethical conduct. No public officer or employee shall use or permit the use of employer property for personal convenience or profit, except when such services are available to the public generally or are provided

as policy for the use of such officer or employee in conduct of official business, as authorized by the employer.

No employee shall engage in any business transaction with the employer, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or will tend to impair his or her independence, judgment or action in the performance of his or her official duties. Any employee who has a financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the employer, or as part of his or her official duties will be making an official decision or recommendation affecting a business competitor, client or regular customer, shall disclose such interest to the Village Administrator.

No employee, including persons or firms engaged to provide professional services to the employer, shall represent, for compensation, private interests before the employer without disclosure of the relationship and explicit consent of the employer.

DISCIPLINE

Because Caledonia is committed to serving its residents fairly, effectively, and efficiently, rules and procedures have been established for Village employees including those in this handbook. An employee who commits an act that is offensive to the rules of common sense or decency, or an act which violates the Employee Handbook, should expect to be disciplined. The nature of the discipline will depend on the nature of the violation and the surrounding circumstances. The purpose of the discipline policy is to encourage employees to take corrective action and to make improvement in their work performance or work habits. Ordinarily a discussion with an employee, to point out what is expected, or to tell the employee how they are doing, should be enough. There are times when more discipline is needed which may include oral warnings, written warnings, and suspensions without pay or even termination. It should be emphasized that discipline does not need to go through each of the steps involved. Discipline may begin at any step including discharge, depending upon the seriousness of the matter or the offense committed and the surrounding circumstances.

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village. While at work employees must be aware of, and abide by, existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established. Under normal circumstances, the Village endorses a policy of progressive discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve. However, the Village retains the right to administer discipline in the appropriate manner, and to terminate at-will employees with or without cause.

Administration and enforcement of discipline are subject to the general requirements of federal and state law, and discipline must be imposed without motivation that is discriminatory. Therefore, it is the supervisor's responsibility, along with guidance provided by Human Resources or the Village Administrator to apply discipline fairly and consistently. It is important to consider and apply the seven

tests of just cause when disciplining employees. Application of these tests will help to avoid legal liability (including wrongful discharge and discrimination claims) that may be created for the Village if discipline is arbitrarily applied. Police and Fire Command Staff shall follow the disciplinary rules and procedures set out in Wisconsin Statute 62.13 and departmental policy; this applies to discipline and to the disciplinary appeal process.

A. Progressive Disciplinary Actions

The Village's progressive discipline policy incorporates the following series of increasingly severe penalties for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. However, the progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct.

1. Counseling

Employee counseling typically involves an informal meeting between the employee and supervisor, where the employee is made aware of their inappropriate behavior, work rule violation, etc., and guidance is provided as to how the employee can improve their behavior. Counseling may be more formal, involving a third party, if warranted. Formal counseling is appropriate when alcohol, drugs or personal problems are the source of the employee's work-related problem. Counseling should be designed to resolve the problem early and avoid the need to take punitive action.

2. Verbal Warning

This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, insubordination, etc. Verbal warnings are given when counseling has failed to produce the desired result or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss their behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal warnings should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The memorandum should be given to the employee and forwarded to Human Resources.

3. Written Warning

A written notice occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.

4. Suspension

A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically, this occurs when prior warnings have not been successful in correcting employee behavior, or the misconduct or violation is more serious in nature.

5. Termination

Termination is the permanent removal of an employee from Village employment. Termination is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination.

Prior to termination, supervisors and/or the Village Administrator/Human Resources should undertake a proper and thorough investigation, which must incorporate complete documentation. Outside legal counsel or the Village administrator, attorney or human resources director should review all terminations before final action is taken.

B. Documentation

It is imperative for disciplinary proceedings to be properly, completely and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of Village policy, procedure or rule.

C. Corrective Action Plan

Depending on the seriousness and nature of an employee's behavior or infraction, it may be helpful and necessary for the supervisor to develop a corrective action plan or work improvement plan. This type of plan emphasizes the need for improvement on behalf of the employee, and the primary goal is to assist the employee in solving the problem in order to improve behavior. The following elements should be incorporated into a Corrective Action Plan:

1. Identification of the problem: What is the employee doing that must be corrected? How is their conduct influencing the work of the department, Village, and other co-workers or citizens?
2. Goals for change: What needs to be changed? What goals should be achieved?
3. What the employee will do: Specific, measurable performance indicators should be established over a defined period of time. If training needs to be received, the employee should be told the type of training, how often, when the training should be completed and who will pay for the cost of the training.
4. What the supervisor and department will do: The time frame(s) for supervisory conferences should be indicated and how the supervisor will assist the employee in seeking out training opportunities.

5. The corrective action plan should be discussed (and documented) with the employee on a monthly basis in order to assess progress and problems.
6. Evaluate the employee's progress at the end of the agreed upon time frame to correct the deficiencies. This evaluation should be documented, and the memorandum should indicate whether the employee met the requirements of the plan or whether further follow-up with the employee is appropriate.

D. Steps in Discipline Process

Disciplinary actions are typically not taken against employees, without conducting an objective investigation, which includes the opportunity for the employee to explain their action(s) (due process meeting). In some cases, the nature of the offense or level of misconduct may be severe enough to warrant termination for a first offense (as indicated in the above examples). However, most rule violations, poor performance or misconduct are handled in accordance with the steps previously outlined. Steps in the disciplinary process include:

1. Employee Notice and/or
2. Investigation
3. Due Process Meeting The employee will be provided with a written notice of the misconduct and an explanation of the reasons for discipline. The due process meeting serves as an opportunity for an employee to provide additional facts prior the finalization of discipline.
4. Discipline
If discipline is warranted following the due process meeting, the employee will be provided a written notice of the discipline, including the infraction and a general statement of the reasons for the action. The administered discipline becomes a part of the employee's personnel file. Supervisors are required to use the 7 elements of just cause found in their Discipline Process guidelines. Supervisors should consult Human Resources.

DISCIPLINE GRIEVANCE PROCEDURE

Grievance Procedure. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than probationary employees and police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;

- Counseling, meetings or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Demotion, transfer or change in job assignment (except when imposed as a penalty as part of the progressive discipline process);
- Other personnel actions taken by the employer that are not a form of progressive discipline.

2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:

- Voluntary quit;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

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

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

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

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

Step 1 – Written Grievance Filed with the Department Head. The employee must prepare

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

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

Step 3 – Review by Personnel Committee. If the grievance is not settled at Step 2, the employee may appeal the grievance to the Personnel Committee within five (5) business days of the receipt of the decision of the Village Administrator at Step 2. The Personnel Committee will review the matter and inform the employee of its decision, if possible, within ten (10) business days of receipt of the grievance.

Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days following receipt of the Personnel Committee's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 5 – Review by the Governing Body. If the grievance is not resolved after Step 4, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. The appeal shall be filed with the Village Clerk. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee

fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

DRIVER LICENSE STATUS

A valid, standard or commercial driver's license may be required for employment with the Village. It is the employee's responsibility to maintain a driving record that ensures the continuance of driving privileges. If an employee loses his/her license(s) or drives a Village vehicle without a proper, valid license (commercial or standard), it may be considered grounds for immediate termination of employment with the Village of Caledonia. The driving records of employees may be checked at least once a year by Village management for compliance.

ELECTRONIC MEDIA USE AND ELECTRONIC COMMUNICATIONS

To better serve our citizens and give our workforce the best tools to do their jobs, the Village of Caledonia continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, tablets, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, and the Internet (collectively "electronic media"). The Village of Caledonia encourages the use of these electronic media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the Village of Caledonia should remember that electronic media and services provided by the Village of Caledonia are Village of Caledonia property and their purpose is to facilitate and support Village of Caledonia business. Inappropriate usage of the Village's electronic media can adversely affect the Village, interfere with the work of its employees, increase its costs, and even expose the Village to damage, liability, and security risks. No expectation of privacy, in regard to use of the Village of Caledonia's electronic media, should be expected by the employee in any respect related to accessing, transmitting, sorting or communicating information via such media.

Employees will be provided a detailed set of guidelines that govern electronic communications for Village employees. For purposes of this policy, "use" includes, but is not limited to, any storage, transmission, retrieval, creation, downloading, uploading, and deletion of communications, data, software, files, or other items involving or requiring the use or access of Village electronic media, whether from an on-site or off-site location, whether utilizing a device owned by the employee (i.e., personal laptop, thumb drive, etc.), or otherwise. An employee's use of the Village's electronic media constitutes acceptance of the Village's monitoring and disclosure of such use. Use of the Village's electronic media can be limited by the Village at any time for any reason. The Village may consent to the disclosure of information from use of electronic media or any other property, the Village may

consent or authorize a law enforcement agency to search or review the Village's electronic media, and the Village may use such information for the Village's intentions and purposes.

No written policy can list every conceivable circumstance that relates to proper use. Village employees are professionals who are expected to exercise responsible professional judgment. The employer has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The Village may ask employees to stop any use it believes is improper. In addition, the Village may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of the electronic media use, discipline up to and including termination, and pursuit of any criminal or civil liability.

EMPLOYEE EXPENDITURES

VENDING PROCEEDS

Proceeds from vending areas/machines located at Village Hall, Police Department, Fire Stations, Highway garage and Utility shall be held in trust by the employees in these respective areas to be used for such activities as picnics, retirement gifts and like activities for the direct and general welfare of the employees in the respective divisions.

FLOWERS & MEMORIALS

When flowers or memorials are provided by the Village, the amount shall not to exceed \$75. Flowers or Memorials may be provided under the following circumstances: Hospitalization over three days – Current full-time employees & elected officials. Death – Current or retired employee, elected official, commission or committee member. Spouse, parent or child of current employee or elected official. Expenditures shall come out of work supplies in the respective area with the administration budget to bear the costs of any person not easily classified.

EMPLOYEE RECOGNITION

Village funds may be expended as part of swearing in ceremonies and gatherings by approval of the Village Administrator. Efforts shall be made by the coordinators to minimize expenditures to the Village.

EMPLOYEE BREAKROOM/LUNCHROOM SUPPLIES

Employees should furnish their own supplies to be used in lunchroom and breakrooms. These items would include small kitchen appliances, coffee, coffee supplies, paper plates, plastic utensils, and any other products regularly used by employees.

MEETING EXPENSES

Village Administrator may authorize expenditures for meeting expenses that may include food and/or necessary supplies. These meetings may include business lunch meetings, food or supplies for meetings with outside agencies or board meetings where the meeting would extend over lunch or dinner period. Efforts shall be made by the coordinators to minimize expenditures to the Village.

EMPLOYEE SOLICITATION

Employees may not engage in solicitation of any kind during their working time or during the working time of the employee being solicited. Employees may not engage in distribution of literature of any kind in working areas at any time. Employees may not engage in distribution of literature of any kind during their working time or during the working time of the employee receiving the literature. Working time excludes authorized breaks or meal periods, and working areas excludes breakrooms.

EMPLOYMENT OF RELATIVES

Any relative of a Village employee will be considered for employment like any other applicant. However, relatives are **not allowed** to directly supervise one another or be in a position to influence the other's pay or work assignments without Village Board approval.

ETHICAL STANDARDS

In addition to any applicable state laws, Village employees must comply with the Village's Ethical Standards, which are codified in Title 2, Chapter 6 of the Village of Caledonia Code of Ordinances and can be found here: <https://caledonia-wi.gov/sites/default/files/Title2%2CChapter6.pdf>

GENERAL CODE OF CONDUCT

Public service as an employee of the Village of Caledonia is a privilege and not a right. The Village desires to employ individuals who will serve the public, who will protect and further the trust and confidence the public has placed in its servants, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism, and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all employees.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high-quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The employer has established these Rules of Conduct and its policies and expectations of conduct in

furtherance of the effective operation of the village, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the employer. While it is impossible to list all types of unacceptable conduct, the employer believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- A. Dishonest, misleading, or deceptive conduct
- B. Falsification or unauthorized altering of records, employment applications, timesheets, timecards, Village records, etc.
- C. Failure to assist a Village citizen or employee in an emergency situation where such assistance is within the normal scope of the employee's duties.
- D. Excessive tardiness or absenteeism.
- E. Failure to report absence or tardiness in accordance with the Attendance Policy,
- F. Fighting, gambling, or horseplay which creates a disturbance or hazard.
- G. Using profane, obscene, or abusive language while at work.
- H. Threatening, intimidating, or coercing others on Village property, or carrying any unauthorized weapons including but not limited to gun(s), knife(s), etc.
- I. Insubordinate conduct towards and/or lack of cooperation with managers/supervisor's department head(s), Village Administrator, or an elected Village official.
- J. Leaving the job without permission during regularly assigned working hours.
- K. Sleeping while on duty. Fire personnel are exempt from this policy.
- L. Creating an unsafe or unsanitary condition.
- M. Stealing or unauthorized use of Village property.
- N. Loss, damage, destruction, or unauthorized removal or use of property belonging to the Village, employees or citizens.
- O. Negligence in observing fire prevention or safety regulations, or failure to report on- the-job injuries or unsafe working conditions.
- P. Inefficient performance of duties, incompetence, neglect of duty or failure to complete assignments.
- Q. Theft, property damage, illegal drug use, or any other unlawful behavior, whether or not on duty.
- R. Violation of the Village's Harassment and Discrimination Policy, or any other Village policy governing employee conduct.
- S. Violation of the Village Electronic Usage Policy.
- T. Violation of any other commonly accepted reasonable rule of conduct.
- U. Failure to report injury or accident immediately.
- V. Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury.

W. Discourteous treatment of others.

The Employer reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the employer and warranting of disciplinary action up to and including discharge.

HARASSMENT AND DISCRIMINATION PROHIBITED POLICY

PURPOSE

The purpose of this policy is to maintain a healthy work environment for all Village employees in which all individuals are treated with respect, professionalism, and dignity and to provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination. It is also the policy of the Village of Caledonia to comply with all applicable federal, state and local laws which prohibit discrimination and harassment on the basis of race, color, religion, age, sex, national origin, disability, veteran status, ancestry, marital status, genetic information, or other characteristics protected by applicable federal, state and local law, and which prohibit retaliation for exercising the right to be free from discrimination or harassment. This policy is in conformance with the antidiscrimination and harassment goals contained within applicable Federal, State and local ordinance law and the goals of the Village of Caledonia.

POLICY

The Village is proud of its professional and congenial work environment and will take all necessary steps to ensure that the work environment remains respectful, dignified, and professional for all that work here. The Village is committed to maintaining a work environment that is free of discrimination and harassment in all phases of employment. In keeping with this commitment, all employees must treat each other with courtesy, consideration and professionalism. The Village will not tolerate harassment, discrimination, or retaliation of any employee by anyone, including supervisors, co-workers, contractors, or agents of the Village. In addition, harassment or discrimination for any prohibited reason, such as race, creed, color, disability, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, or use of lawful products off the employee's premises during nonworking hours is prohibited by state and federal laws, which may subject the Village and the individual violator to liability for any such unlawful conduct. With this policy, the Village prohibits not only unlawful harassment and discrimination, but also retaliation for reporting any complaint of harassment, discrimination or disrespectful conduct. Accordingly, an employee who engages in discriminatory, harassing, retaliatory or other inappropriate conduct or who fosters an environment where such conduct goes unreported or unchecked is subject to disciplinary action, up to and including immediate termination.

PROCEDURES

A.) PROHIBITED CONDUCT

- 1.)** Conduct prohibited by this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual or sex-based nature between members of the same or opposite sex where:
 - a.)** Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
 - b.)** Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c.)** The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.
- 2.)** Sexual Harassment is not limited to sexual advances or expression of sexual desire. It may also include expressions of hostility or dislike or other inappropriate conduct toward another based upon that individual's sex or gender. Conduct prohibited by this policy also includes but is not limited to, verbal, physical, visual or other conduct relating to an individual's race, color, religion, age, national origin, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law, where the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities
- 3.)** Each employee must avoid engaging in conduct that may be perceived by others as harassment or other conduct prohibited by this policy. Some examples of prohibited conduct include, but are not limited to:
 - a.)** Unwanted sexual advances, flirtations, innuendo, explicit sexual propositions or demands for sexual favors in exchange for favorable treatment or continued employment.
 - b.)** Threats or insinuations that the individual's employment, wages, promotional opportunities, job or shift assignments or other conditions of employment may be adversely affected by not submitting to sexual advances.
 - c.)** Sexually oriented kidding, teasing, practical jokes or horseplay, jokes about gender specific traits, sexually suggestive or obscene body language or gestures.
 - d.)** Display of sexually suggestive, obscene or offensive printed or visual material including viewing or displaying such material on a computer via the Internet, e-mail or other electronic means.
 - e.)** Physical contact, such as touching, patting, pinching or brushing against another's body.
 - f.)** Teasing or jokes referring to race, national origin, or ethnicity.
 - g.)** Vulgar, obscene or other inappropriate language.
 - h.)** Referring to an individual's race, age, physical or mental condition, particularly when making decisions affecting the individual in the workplace or which affect the individual's ability to perform his or her job.

- 4.) Harassment and other prohibited behavior will not be tolerated in the workplace or in any work-related environment, such as trainings, seminars or office parties. This policy covers harassment of Village employees by other employees, individuals serving on the board, commission, or committee for the Village, any agent or vendor doing business with the Village, and by any third party.

B.) REPORTING AND INVESTIGATION OF COMPLAINTS

- 1.) The Village is committed to preventing harassment, to investigating complaints of inappropriate conduct, and remedying violations of this policy. All complaints of harassment must be promptly reported and will be investigated quickly and thoroughly.
- 2.) All employees have an obligation to report harassment or discrimination, whether as a victim, a target of the behavior, or as an observer. Employees should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. Supervisors are responsible for monitoring the work environment and immediately addressing any prohibited behavior observed or brought to the supervisor's attention, both as a means of promptly ending inappropriate conduct and to fulfill reporting responsibilities below. No employee or supervisor should dissuade any employee from promptly reporting prohibited behavior. No employee or supervisor should assume an employee subjected to such prohibited conduct will report such behavior, even if the victim or target indicates he or she may report it.
- 3.) Employees must promptly and thoroughly report such prohibited conduct to their Supervisor. In the event that their Supervisor is unavailable, if their Supervisor is the subject of such conduct or investigation for harassment, or the employee is not comfortable reporting to their Supervisor, then the employee should instead promptly report the prohibited conduct to either of the following: the Village Administrator or the Human Resources Manager. If both the Administrator or Human Resources Manager are unavailable, then the employee should promptly report to the Village Board President.
- 4.) The Human Resources Manager will be made aware of all harassment complaints. The Administrator, the Police Chief and the Human Resources Director will be responsible for investigating complaints of harassment. If the complaint involves the conduct of the Village Administrator, then the Human Resources Manager, Chief of Police and Village Board President will be responsible for investigating complaints of harassment. If the complaint involves the conduct of the Human Resources Manager, then the Administrator, Chief of Police and the Village Board President will be responsible for investigating complaints of harassment. Complaints against the Police Chief will be investigated by the Administrator, Village Board President and HR Manager.
- 5.) In response to every complaint, the Committee must notify the Village President that a complaint was made.
- 6.) The Committee will investigate the complaint thoroughly and promptly and notify the complainant that an investigation will be undertaken. Reasonable measures will also be taken to protect all employees, including the reporting employee, from any retaliatory behavior. These measures might include temporary reassignments or separating the alleged harasser and the reporting or

affected

employee(s).

C.) RESPONSIVE ACTION

- 1.) If the investigation identifies a violation of this policy, then the Village will undertake appropriate corrective action designed to rectify the conduct and prevent any recurrence. Corrective action includes such discipline up to and including immediate termination of employment, as is appropriate. The results of the investigation will be communicated to the Village President. The Village may take other appropriate and remedial action including training, reassignment, and other creative measures. Although total confidentiality cannot be promised, if a proper and thorough investigation is to be conducted, the Village will, in its discretion, attempt to discuss complaints and the terms of their resolution only to the extent necessary and as is practicable and appropriate under the circumstances. Information necessary to complete the investigation of inappropriate conduct, discrimination or harassment, including the identity of the employee allegedly engaging in the conduct, the employee who is the target of such conduct, and the content of the accusations, will be disclosed as necessary during the investigation and any investigatory interviews of witnesses.

D.) RETALIATION IS PROHIBITED

- 1.) All employees shall respect the right of their fellow coworkers to make legitimate complaints of inappropriate or offensive conduct. Employees should not gossip, spread rumors, ignore, or be hostile towards coworkers who have made complaints under this Policy. If an employee believes that he or she has been retaliated against in any way for making a complaint under this policy, he or she should report such retaliation in the same manner as set forth in the "Reporting" section above.

2.) False Accusations

If an investigation results in a finding that an individual made false or bad faith accusations of discrimination, harassment, inappropriate conduct, or retaliation, the accuser may be subject to disciplinary action, up to and including immediate termination.

OUTSIDE EMPLOYMENT

Employment with the Village of Caledonia by regular full-time employees and part time employees scheduled to work more than twenty hours per week, should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or implied, with the duties of the employee. Police Department employees must receive permission from the Chief of Police to engage in secondary employment. The Village has prior call upon the services of its employees, regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as an employee or agent of the Village of Caledonia. The Village may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists,

where the interests of the Village are impacted as a result or where such employment or conduct negatively affects the image of the Village or employees. An employee shall not be permitted to conduct business of the secondary employer during any hours of which the employee is being paid by the Village or on its premises. An employee shall not be permitted to work for another employer while on a leave of absence or while absent for illness from the Village.

PERSONAL APPEARANCE

All Village employees must wear appropriate attire that is generally acceptable according to the standards and practices of the time. All clothing is expected to be clean, well maintained and presentable. Employees are to maintain a well-groomed appearance at all times.

POLITICAL ACTIVITY

No Village employee is allowed to participate in, encourage or solicit any political campaign activities of any kind at any time on any Village property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party, or purpose. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity that is financed in whole or part by federal loans or grants cannot become political candidates in partisan elections.

SMOKING POLICY

In keeping with the Village's intent to provide a safe and healthful work environment, the use of tobacco products, including chewing tobacco and other smokeless tobacco products is prohibited in all Village buildings, Village vehicles and while performing any job function. This policy applies to all employees, customers, and visitors. Employees smoking outside of Village facilities shall be limited to outside designated smoking areas.

The Village also prohibits the use of Electronic Nicotine Delivery Systems (ENDS) including but not limited to electronic cigarettes (e-cigarettes), vape pens, mechanical MODs and Juul devices in all Village buildings, Village vehicles and while performing any job function.

Violation of this policy will result in disciplinary action, up to and including termination.

SOCIAL NETWORKING POLICY

The Village of Caledonia has an overriding interest and expectation in deciding what is "announced" or "spoken" on behalf of the Village using social media. The Village's intent is to create a "government speech forum" or a "limited forum" devoted exclusively to the Village's postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

THE VILLAGE'S WEBSITE

The Village's website (<http://www.village.Caledonia-wi.us>) is the Village's primary and predominant

internet presence. All of the Village's website content and social media sites that are posted by departments and offices will be subject to approval by the Administrator or designee. Social media use should complement rather than replace the Village's primary website. Only employees authorized by the Administrator are authorized to post content on the Village's website.

SOCIAL MEDIA PROVIDER TERMS OF SERVICE

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the Village without authorization from the Administrator.

SOCIAL MEDIA POSTING

As a public entity, the Village must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the Administrator are authorized to post content on an authorized Village social media profile on behalf of the Village. The Administrator or their designated representative will maintain a list of social media profiles, including login and password information, approved for use by departments and employees for communicating the Village's business. Any social media profiles used by the Village, including any login information and passwords, are the property of the Village and not the property of an employee or other party. Any social media profile used by the Village must be capable of editing, removing, and archiving content from social media websites. The authorized employee will inform the Administrator or their representative of any administrative changes to existing social media profiles. More complete regulations and procedures for social media posting is available in the Social Media Usage document.

TELEWORK POLICY

While most of our work must be done in person, on site, the Village recognizes that unique circumstances may arise where employees may be allowed to temporarily work remotely. These remote work arrangements will generally be temporary and will apply to only certain positions and employees who are trusted and professionally capable to perform such responsibilities. To ensure that remote work is done efficiently and effectively, employees will be required to complete necessary documents in conjunction with their supervisor. Additionally, they will be required to check in with their supervisor at least twice a day following the established procedure. Employees who work remotely must continue to abide by the Village's employment policies, including its Anti-Harassment policy, timekeeping policy, and all other policies contained in the Personnel Manual. Telework prescribed documents must be signed and approved in advance of such arrangements. Employees who do not follow the proper procedures will have their privilege taken away.

PART V WORKPLACE SAFETY

DRUG & ALCOHOL MISUSE PREVENTION

In compliance with the Drug-Free Workplace Act of 1988, Village of Caledonia has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the

standards of the community in which the Village operates. Additionally, The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions.

POLICY COVERAGE

The policy applies to all full-time, part-time, seasonal, and limited-term employees, including both those with Commercial Driver's Licenses. The rules and procedures for drug and alcohol testing are spelled out in the Drug & Alcohol Prevention Procedures. Separate processes and specific provisions for CDL holders can be found in the DOT Regulated Employee Alcohol & Drug Prevention Procedures. The Village will conduct random drug/alcohol screens for CDL holders, as well as pre-employment screening for all new employees. The Village also has the right to require testing if there is reasonable suspicion of intoxication/drug use.

POLICY

Alcohol and drug abuse poses a threat to the health and safety of Village of Caledonia employees and to the security of the Village of Caledonia equipment and facilities. For these reasons, Village of Caledonia is committed to the elimination of drug and alcohol use and abuse in the workplace. Employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. Additionally, use and/or abuse of alcohol or controlled substances by drivers of our commercial motor vehicles present a serious threat to the safety and health of the driver and the general public. The Village has established a drug-free workplace program that balances the respect for individuals with the need to maintain a drug and alcohol-free environment. Village drivers should be free of drugs and alcohol at all times while performing any work for the organization, or while on any Village property.

A. Prohibited Conduct for all Village Employees

1. As required by the Drug Free Workplace Act, all Village employees are strictly prohibited from using, possessing, manufacturing, distributing, or dispensing controlled substances while on Village property, or operating Village equipment or vehicles.
2. Village employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance.
3. Village managers / supervisors are prohibited from deliberately misusing this policy in regard to subordinates, as well as providing false information in connection with a test, or falsifying test results through tampering, contamination, adulteration or substitution.

B. Prohibited Conduct for Commercial Drivers' License Holders

1. Using or possessing alcohol while on duty. Note: Federal regulations include medications containing alcohol in the substances banned from use or possession in the workplace. Therefore, drivers should not report for duty while using or possessing medication if such medication contains any measurable amount of alcohol;
2. Using alcohol within eight (8) hours following an accident, unless the employee has already undergone DOT-regulated post-accident drug and alcohol testing or is not required to undergo post-accident drug or alcohol testing;
3. Reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater;
4. Consuming any amount of alcohol within four (4) hours before reporting for duty;
5. Using controlled substances while on duty, unless the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances or has adulterated or substituted a specimen for controlled substances; or
7. Refusing to submit to any alcohol or drug testing required by this policy.

C. Report of Criminal Conviction

Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace must be reported in writing to the HR Department no later than 5 calendar days after such conviction. Appropriate action, which may consist of discipline up to and including termination, will be taken within 30 days of notification. Federal contracting agencies will be notified when appropriate.

VIOLENCE IN THE WORKPLACE

The Village is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community and has a zero-tolerance policy toward any intimidating, threatening or violent behavior at the workplace. This policy applies to any form of violence occurring on the worksite or involving Village employees engaged in the performance of their work duties whether on or off the worksite. Violence occurring at other locations involving Village employees will come under this policy if it adversely affects the interests of the Village. In addition, this policy applies to domestic violence situations when physical harm, threat of harm or fear of harm creates a safety issue for any employee while performing their job. Domestic violence threats at work must be met with the same level of response as any other kind of threat. Supervisors will work to the extent reasonably possible to ensure that employees are free from intimidating, threatening and violent behavior while at work.

POLICY

Patrons and employees are prohibited from bringing unauthorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building,

grounds or lands used as a parking facility, as well as Village parks (this restriction does not apply to employees who use Village provided vehicles). Law enforcement officers employed by the Village Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police. Patrons and employees are prohibited from carrying a concealed or unconcealed weapon in a law enforcement facility, jail, secure mental health facility as defined by state law, and courthouse (including areas used as municipal courts while in session). Patrons and employees who carry unauthorized, concealed or unconcealed weapons or display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, attempts to or inflicts bodily harm on co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All Village managers and employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Violence is defined as any direct, conditional or implied threat, intentional act or other conduct which reasonably arouses fear, hostility, intimidation or the apprehension of harm in its target or witnesses, regardless of the location of such acts. Workplace violence includes vandalism or the destruction of property at the worksite belonging to an employee, citizen, vendor or the Village. The Village property includes all items owned or leased. Weapons include any item which, in the manner it is used or intended to be used is likely to produce death, physical injury or property damage.

Workplace violence includes intimidations or threats, which is an implication or expression of intent to inflict physical or emotional harm and/or actions that a reasonable person would perceive as a threat to personal safety or property. Threatening behaviors include, but are not limited to:

- Non-verbal threats (i.e. glaring, staring with intent to intimidate, or insulting gestures)
- Mail, facsimile, messages, phone calls, texts, e-mail or any correspondence deemed by a reasonable person to be intimidating, threatening or coercing.
- Intimidating, stalking or coercing fellow employees on or off premises at any time, for any purpose, that in the employer's judgment affects the interest of the Village.

PART VI EMPLOYEE SEPARATION

EMPLOYEE SEPARATION PROCEDURES

Exit Interview:

All employees terminating employment with the Village of Caledonia will be requested to complete an exit interview on or before their last day of work. To help the employee prepare for this meeting, a copy of the interview questions will be given to the employee for completion prior to the interview.

Information compiled during the interview is confidential and will not affect any future employment opportunities within the Village.

Final Paycheck:

Employees must leave instructions, in writing, with the Finance Department for forwarding their last paycheck. If an employee does not leave any specific instructions, the check will be direct deposited or mailed to the employee's home address. If the employee's address on record will/has been changed, the employee must notify the Finance Department of a forwarding address for mailing the W-2 earnings form.

Office/Work Area Keys:

Employees must return all keys to their Department Manager or Human Resources on their final day of employment with the Village.

Miscellaneous Items:

Employees are to return any items belonging to the Village of Caledonia, such as files or reference materials, credit cards, equipment, etc. to their Department Manager or Human Resources.

RETIREMENT PLAN

The Village provides retirement benefits through the Wisconsin Retirement System. All employees meeting the statutory eligibility requirements are eligible to participate in the retirement plan. The Village will contribute the statutory required employer contributions to the Wisconsin Retirement System. Employees whose employment with the Village has ended have certain options under the Wisconsin Retirement System. Each employee should contact the Wisconsin Retirement System directly for more information.

SEVERANCE BENEFITS

Employees hired on or after January 1, 2012 are not entitled to the severance benefits set forth below, except for applicable COBRA benefits and unused vacation (see B). The following severance benefits apply to any regular full-time employee hired prior to January 1, 2012:

Regular full-time employees are eligible to receive severance benefits upon retirement, termination due to total disability, or non-disciplinary terminations. Except for unused vacation pay, employees terminated for disciplinary reasons are not eligible for any of the severance benefits listed below.

Severance benefits include:

- A. A lump sum payment of \$15.00 per day for accrued, unused sick days up to a maximum of 190 days. Effective January 1, 2012, there shall be no further accrual of sick days for the purpose of determining the amount of lump sum payment.
- B. Pay for awarded but unused vacation. There shall be no payment, however, for unused floating holidays.

C. Regular full-time employees who retire under the Wisconsin Retirement System (WRS) and from employment with the Village may be eligible for continued group health insurance coverage, with the Village paying 50% of the premium cost. To qualify for this benefit, the following criteria must be met:

- The employee's age and number of years of continuous employment with the Village, when added together, must total 85 or greater. For public safety employees (as defined by the WRS), the total age and continuous service must be 75 or greater.
- The employee must meet the age and other requirements for retirement under WRS.
- Eligible employees must pay their 50% share of the premium on a timely basis.
- The employee must be enrolled in the Village's health insurance program at the time of retirement.

Upon retirement and in lieu of the lump sum payment for accrued sick days in paragraph A. above, a management or other non-represented employee may opt to receive 1/2 of the total accumulated hours of sick leave at the employee's hourly rate of pay in existence at the time of retirement. Effective January 1, 2012, there shall be no further accrual of sick leave for the purpose of funding this benefit. This money shall be held by the Village to pay for the retiree's share of health insurance premiums until the fund is depleted. Upon the death of the retiree, or if the retiree is no longer eligible to continue coverage under the Village's insurance plan (e.g., upon reaching the age for Medicare eligibility), a spouse who is enrolled in the Village insurance plan will be allowed to continue the coverage and use the sick leave fund for required premiums on the same terms as the retiree. If the fund is depleted prior to the spouse reaching the full age of Medicare eligibility, he/she will be allowed to continue the coverage until reaching the full age of Medicare eligibility by paying the full premium. If the fund is not depleted prior to the spouse reaching the full age of Medicare eligibility, the amount remaining in the fund shall be forfeited to the Village. An employee with 30 or more years of service to the Village who retires under the WRS and from the Village can continue to participate in the Village's health insurance plan after reaching the full age of Medicare eligibility at the retiree's expense by paying the full cost of the applicable premium. If said retiree dies a spouse already in the plan may continue in the plan at no cost to the Village by paying the full cost of

the applicable premium until reaching the full age of Medicare eligibility.

The retiree or spouse (where applicable above) shall be offered enrollment in the same health insurance plan that he/she participated in prior to retirement, except that when the underlying group from which he/she retired changes its health insurance plan, the retiree/spouse will be required to change to that plan as well.

Subject to any applicable COBRA benefits, the above provisions related to continuation of health insurance coverage apply only to an employee and his/her spouse, and not to any dependents of the employee or spouse.

- D. If the employee is (1) qualified to receive the health insurance benefit under Paragraph C, but chooses not to remain insured under the Village's health insurance plan, or is (2) not qualified to receive the health insurance benefit under Paragraph C, but has reached the age of retirement as defined under the Wisconsin Retirement System, the employee will be paid at the employee's hourly rate in effect at the time of retirement for 25% of the total accumulated sick hours that the employee has available at retirement. Subject to any applicable COBRA benefits, an employee who chooses to receive the 25% payout under this section shall not be allowed to continue on or rejoin the Village's health insurance plan and shall not be eligible to receive the lump sum payment for accrued sick days in Paragraph A above. Effective January 1, 2012, there shall be no further accrual of sick leave for the purpose of funding this benefit.
- E. Any employee or his/her spouse, who opts to receive benefits under Sections A through D shall be responsible for the payment of state and federal taxes related to the portion of the benefit that is taxable, and the Village shall make the required withholdings. The Village does not advise on any personal income tax requirements or issues. Employees are encouraged to seek professional tax advice for personal income tax questions and assistance.

LAYOFFS

If it becomes necessary to have a reduction of personnel, employees will be laid off and recalled in accordance with the needs of the Village as determined by the Village Administrator and the Village Board.

PART VII

MODIFICATIONS TO PERSONNEL MANUAL

The policies contained herein may be periodically modified by the Village Board without prior notice

to employees, but employees will receive notice after changes are made. However, the Village Board may, whenever practical, solicit input from all Village Employees prior to making significant changes to a policy.

OTHER POLICIES

Nothing in this Manual shall preclude departments from implementing written policies that are not inconsistent with the policies in this Manual, but copies of all such policies must be provided to the Village Administrator and Human Resources before they are adopted or enforced.