

415 N. MILWAUKEE ST.  
WATERFORD, WI 53185  
WATERFORD TOWN HALL

TOWN BOARD AGENDA

JANUARY 8, 2024 @ 5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86513949124?pwd=SmpOcW11MW12Nm1hcmpJQ1d0OTJhdz09>

Meeting ID: 865 1394 9124

Passcode: 849708

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF TOWN BOARD MINUTES DATED DECEMBER 11, 2023 & SPECIAL MINUTES DATED DECEMBER 12, 2023 & DECEMBER 19, 2023 AS PRINTED.
4. APPROVAL TO PAY CLAIMS AS PRESENTED/TREASURER REPORT
5. CORRESPONDENCE- Lucas Francois- Informational presentation re: WUHS Referendum
6. DEPARTMENT/COMMITTEE REPORTS:
  - (a) Police Dept.
    - Discussion & possible action re: Officer Ferger request to utilize Police contact Education Incentive
    - Discussion & possible action re: purchase of a new police boat
  - (b) Tichigan Fire Co.
  - (c) Waterford Fire & Rescue
  - (d) Waterford Waterway Management District
  - (e) Park
  - (f) Road Dept.
    - Discussion & possible action re: allocation of funds for Town Line Rd.
    - Discussion and possible action re: Department of Public Works policy and safety manual
    - Discussion & possible action re: Procedure for Christmas tree disposal (GFL, Inc. not picking up)
  - (g) Town Planning Commission Recommendations (See January PC Cancelled)
7. OLD BUSINESS:
  - (a) Discussion & possible action re: repealing & re-creating Ordinance 5.23- Keeping of Certain Animals
  - (b) Discussion & possible action re: street light pole at the corner of 83 & "O" (Caldwell Rd.)
8. NEW BUSINESS:
  - (a) Move August 12<sup>th</sup> Town Board to after Planning Commission on August 5<sup>th</sup> due to election
  - (b) Discussion & possible action re: General Office Employees clothing allowance
  - (c) Discussion & possible action re: Wisconsin Cyber Alliance
  - (d) Town Board Chairperson's Report
    - Update on full-time Officer, Police Chief & Officer in Charge

*PUBLIC COMMENTS- Please be advised per State Statute Section 19.84(2), information will be received from the public. It will be the policy of the Town that citizens be pre-registered to present comments or suggestions to the Town Board. Registration forms will be available at the meeting and must be turned in to the Town Clerk prior to the start of the meeting. Pre-registered Citizens will be called by name by the Town Chair and are subject to a three-minute time period, per person, with time extensions granted at the Town Board's discretion. Be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments.*

**FORTH COMING EVENTS-**

"Requests from persons with disabilities who need to participate in this meeting or hearing should be made to the Town Chairperson Office at 534-1871 with as much notice as possible"

**TOWN BOARD MEETING FOR WATERFORD  
415 N. MILWAUKEE ST.  
UNAPPROVED/UNOFFICIAL MINUTES FOR DECEMBER 11, 2023**

1. Town Board meeting was called to order at 5:30 PM by Chair Nicolai. Present: Supervisors Ulander, Schwartz, Gauerke, and Szeklinski. Also present: Attorney Dubis, Chief Johnon, Lieutenant John Nelson, DPW Director, Ken Hinz, TVFC Lieutenant Graf and Secretary Flintrop, WWMD Commissioner Greg Horeth, and residents of the Town.
2. Chair Nicolai led the Pledge of Allegiance. Chair Nicolai held a moment of silence in memory of the Village of Rochester President, Ed Chart, who passed away the previous week.
3. Printed Minutes: **Supervisor Schwartz motioned to approve the Town Board meeting minutes dated November 13, 2023, as presented, seconded by Supervisor Szeklinski. Vote taken: 5-0. Motion carried.**
4. Treasurer Report/Payment of Claims- Chair Nicolai read the Treasurer's report. **Supervisor Schwartz motioned to approve the Treasurer's report and pay the claims, as presented, seconded by Supervisor Gauerke. Vote taken: 5-0. Motion carried.**
5. Correspondence: Chair Nicolai read a letter from Waterford Fire Chief, Kevin Hafeman, regarding the assistance from the Waterford Police Department for the Christmas parade.
6. Committee Reports:
  - a) Police Dept. Report- Lt. Nelson reported 197 actual calls.
    - Discussion & possible action re: Interim Chief- Discussion was had regarding current policy vs. appointing an interim Chief. Policy designates command structure when Chief is absent. Lt. Nelson feels there is an unfair advantage for vacant Chief position for whomever is interim. **Supervisor Szeklinski motioned to designate Town Lieutenant to run the Town and the Village Lieutenant to run the Village. Vote taken: 5-0. Motion carried.**
  - b) Tichigan Vol. Fire Co- Secretary Cassidy Flintrop reported that the blood drive will be February 2, 2024. A private road maintenance list will be provided by TVFC. TVFC is requesting a Knox Box policy to require all new business to install as well as encourage existing businesses. Fire Department will be the only ones with a key. Approximate cost is \$500-\$700. Supervisor Schwartz stated TVFC has a 3-insurance rating which saves everyone on insurance.
  - c) Waterford Fire & Rescue- 18 - 911 calls.
  - d) WWMD- Greg Horeth was present and gave an update.
  - e) Park Dept.-
  - f) Road Dept.- Ken Hinz reported that the parts for the 1-ton dump truck are in and should be completed within the next month. Buena Park grant meeting in the morning. Having mechanical issues with trucks. They are getting older. Chad Sedmak, 6432 Blue Heron Pt., expressed concern about excessive speed with deliveries and is recommending speed humps. Amazon has delivery drivers that use their personal vehicles. Lt. Nelson indicated that there are new dynamics with all the deliveries and that the 2<sup>nd</sup> shift officer is aware and that grants will be

forthcoming to assist with enforcement. Supervisor Gauerke reported issues with seeing in the dark at the intersection of Hwy 83 and O and that the DOT will not do anything. Waiting on County Engineer. Light on existing pole is about \$20/month for electricity. Chief Johnson indicated that it's a county road and a state highway and should be a county issue. **Supervisor Szeklinski motioned to pay the electricity to have a light on the pole, seconded by Supervisor Gauerke. Vote taken: 5-0. Motion carried.**

g) Town Planning Recommendations-

- Short-term rental-Esch, 6507 Willow Ct.-Applicant present. **Supervisor Szeklinski motioned to approve, seconded by Supervisor Ulander. Supervisor clarified the number of parking spots. Vote taken: 5-0. Motion carried.**

7. Old Business:

a) Appointment of Election Officials- Term January 1, 2024 to December 31, 2025- **Chair Nicolai extended gratitude to those who work the elections and motioned to appoint the following people as election officials for a a two-year term to begin January 1, 2024 to December 31, 2025:**

- **Janene Littmann**
- **Joyce Gerard**
- **Heather Frank**
- **John Sobieski**
- **Maria Grambow**
- **Dick Grambow**
- **Janet Peterson**
- **Pam Burke**
- **Larry Balzer**
- **Linda Balzer**
- **Julia McDougell**
- **Sally Hensel**
- **Lynn Sprecher**
- **Nancy Dewane**
- **Debbie Gracey**
- **Nancy Dewane**
- **Samantha Mayer**

**Motion seconded by Supervisor Gauerke. Vote taken: 5-0. Motion carried.**

b) Discussion & possible action re: Ordinance for backyard chickens- Board reviewed two draft ordinances. Supervisor Gauerke and Chair Nicolai indicated they do not want more than 4 chickens. Supervisor Gauerke spoke with building inspector and no permit is required for a 32 sq. ft. coop.

**Supervisor Gauerke motioned to approve the 2-page original draft with the following amendments:**

- **No neighbor approval needed**
- **Permit may be revoked for substantiated complaints**
- **One-time application as long as there are no substantiated complaints**
- **Fee to be set by the Town Board (\$35.00)**

**Motion seconded by Supervisor Szeklinski. Vote taken: 5-0. Motion carried.**

- c) Discussion & possible action re: repealing & re-creating Ordinance 5.23-Keeping of Certain Animals-Final draft to be on January Town Board.

8. New Business:

a) Town Board Chairperson's Report

- Update on status of possible change to No Parking Ordinance to possibly include policy for special events-Nicolai indicated that the Town cannot prevent work vehicles from temporarily parking on the roads but recommends calling the Police Department if there are safety concerns. Chris Sackman, Watering Hole, indicated that the annual "Tush Dip" was coming up and asked about parking. Discussion took place about revising the current ordinance. Chair Nicolai indicated that the parking ordinance and special event ordinance need to be revised together. Currently the police are to enforce the current parking ordinance. Special events need to come to the Town with a site plan for parking. Town Board indicated the cars for the upcoming Tush Dip are to park on the North side of the road, all social media pages promoting the event are to indicate the parking on the North side.
- Update on Culvert on 36 and Kramer Dr-Chair Nicolai reported that she contacted Representative Wittke's office and that it was found that the Town is not responsible for the culvert. Chair Nicolai to get the documents from Rep Wittke's staff.
- Update on listening session held on December 5, 2023-Tom Mroczkowski reported that they received a lot of encouraging feedback. Town Board to get their input in by 12/25/23 for the January 9, 2024 meeting. Chair Nicolai thanked Tom and the other members for all their hard work.
- Reminder not to dispose of yard waste into any waterway such as the river or lake- Chair Nicolai reminded everyone not to dispose of their yard waste into the river or lake as it has a negative impact on the wildlife.

Forthcoming Events-

**Supervisor Gauerke motioned to adjourn the meeting at 6:54 pm, seconded by Supervisor Szeklinski. Vote taken: 5-0. Motion carried.**

Respectfully Submitted,

Heather Stratton, Deputy Clerk

**SPECIAL TOWN BOARD MEETING  
UNAPPROVED/UNOFFICIAL MINUTES FOR DECEMBER 12, 2023 @ 12:30 PM  
WATERFORD TOWN HALL  
415 N. MILWAUKEE ST., WATERFORD, WI**

Special Town Board meeting was called to order at 12:30 PM by Chair Nicolai. Present: Supervisors Ulander, Schwartz, Gauerke and Szeklinski. Present Chief Johnson, Lt. Jeschke and applicant Sarah Polka.

Purpose: To discuss and potentially act upon hiring and making offer to prospective hire to fill the 5<sup>th</sup> full-time police officer created at the April 4, 2023 election.

12:30 pm- Supervisor Schwartz motioned to move into closed session pursuant to 19.85 (1)(c) reading the WI State Statutes, seconded by Supervisor Ulander. Vote taken: 5-0. Motion carried.

1:30 pm- Supervisor Schwartz motioned to move into open session pursuant to WI State Statute 19.85(2), seconded by Supervisor Ulander. Vote taken: 5-0. Motion carried.

1:30 pm- Supervisor Schwartz motioned to hire Officer Sarah Polka, at step 4 of the CBA (\$39.00/hour); eleven (11) year service vacation (184 hours); must accumulate sick time, no back-fill of any hours and pending a successful background check, seconded by Supervisor Ulander. Vote taken: 5-0. Motion carried.

Supervisor Schwartz motioned to adjourn at 1:33 PM, seconded by Supervisor Ulander. Vote taken: 5-0. Motion carried.

Respectfully Submitted,

Tina Mayer, Town Clerk

**SPECIAL TOWN BOARD MEETING  
UNAPPROVED/UNOFFICIAL MINUTES FOR DECEMBER 19, 2023 @ 1:00 PM  
WATERFORD TOWN HALL  
415 N. MILWAUKEE ST., WATERFORD, WI**

Special Town Board meeting was called to order at 1:00 PM by Chair Nicolai. Present: Supervisors Ulander, Schwartz, and Gauerke. Szeklinski was excused. Present Chief Johnson and Don Houston, Village President.

Purpose: To discuss and potentially act upon potentially appointing an Officer in Charge and consideration of DPW employee's job performance and compensation.

1:00 pm- Chair Nicolai stated that she believed the section dealing with the Interim Police Chief/Officer in Charge could be in open session. Supervisor Ulander stated that one person, no matter who it is, needs to be in charge. Chair Nicolai referred to the Waterford Police Department Policy Manual, in particular 200.4 "Command Protocol" whereby it states "Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows: (a) Administration Section Lieutenant; (b) Patrol Section Lieutenant...". Lt. Bill Jescke, by this policy, would be the Officer in Charge. Discussion regarding potential liability if the board were to deviate from the policy. Supervisor Schwartz motioned to appoint Lt. William Jeschke as the Lieutenant in Charge, to take effect January 5, 2024 at the end of Chief Matthew Johnson's last shift, seconded by Supervisor Ulander. Vote taken: 4-0. Motion carried.

1:15 pm- Supervisor Gauerke motioned to move into closed session pursuant to 19.85 (1)(c) WI State Statutes (read by Chair Nicolai), seconded by Supervisor Ulander. Vote taken: 4-0. Motion carried.

2:40 pm- Supervisor Schwartz motioned to move into open session pursuant to WI State Statute 19.85(2), seconded by Supervisor Ulander. Vote taken: 4-0. Motion carried.

2:40 pm- Supervisor Gauerke motioned that he would draft a list of benchmarks that will be emailed to the Town Board that he will go over with Ken Hinz, 2.5% raise June 30 and 2.5% December 30, 2024, and a follow-up meeting January 8<sup>th</sup> at 4:45 pm, seconded by Supervisor Schwartz. Vote taken: 4-0. Motion carried.

2:43 pm- Supervisor Schwartz motioned to adjourn at 1:33 PM, seconded by Supervisor Ulander. Vote taken: 5-0. Motion carried.

Respectfully Submitted,

Tina Mayer, Town Clerk

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<sup>i</sup> Time may change if there isn't a Planning Commission meeting that night but will be properly noticed.

To: Waterford Town Board

Attn: Police Liaison Ulander, Chairperson Nicolai

Re: Request to Utilize Police Contract Education Incentive

Please accept this letter as my request to utilize article 22 of the Town of Waterford Police Department Collective Bargaining Agreement. Article 22 establishes an education incentive for officers of the police department that wish to participate in educational programs.

I completed my undergraduate degree from Western Illinois University in 2008 and wish to pursue a graduate degree from them. I have been accepted back to Western Illinois University as a graduate student for the spring, 2024 semester. The degree I'm seeking to complete is a Masters in Public Safety Administration. I intend to complete this course of study as an on-line student.

The total credits required for completion of the Masters of Arts in Public Safety Administration; non-thesis option is 39 semester hours. The current cost of graduate credit hours at Western Illinois University is \$374.93. The total cost for this program is approximately \$14,622.27.

By furthering my education, I can better serve the residents of Waterford. An advanced degree will strengthen my abilities to lead the agency as a police administrator while we progress into the future.

Sincerely,

Officer David W. Ferger

## *Department of Public Works Policies and Safety Manual*

### *1.0 General Policy*

Each employee within the Department of Public Works (DPW) is to observe and comply with the Department of Public Works Safety Manual.

The Employer shall provide all employees in the DPW the following items of equipment:

- Safety glasses
- Ear plugs
- Head Protection
- Hi-Vis safety vests ?
- Hi-Vis safety pants ?
- Safety chaps ?

Effective January 1, 2024, each year, the Employer shall reimburse each full-time Department of Public Works employee, who has completed the 6-month probationary period, four hundred dollars (\$400.00) for clothing/uniform allowance.

Documentation for reimbursement shall be submitted, to the Director of the DPW, 2 weeks prior to the 2nd Monday in June and/or 2 weeks prior to the 2nd Monday in December.

Documentation shall be a completed expense reimbursement form, along with the receipt(s) or purchase agreement(s) that clearly describe the nature of the clothing being purchased. The DPW Director shall code and submit to the Town Treasurer with the department's payables. Purchases shall be made and reimbursed within the same calendar year.

If at any time while in the performance of his/her duties an employee damages any part of his/her clothing, to the point of not being wearable, then, subject to the prior approval of the DPW Board Liaison, the Employer will pay the total cost of such replacement or repair. Disputes will be resolved using the grievance procedure.

### *1.1 Department Employees*

The Safety Manual specifies safety policies for department personnel in the sections listed below:

- |  |               |
|--|---------------|
| 1. Foot Protection:                      | Directive 2.1 |
| 2. Eye Protection:                       | Directive 2.2 |
| 3. Protective Headgear, Hard Hats:       | Directive 2.3 |
| 4. High Visibility Apparel:              | Directive 2.4 |
| 5. Fall Protection:                      | Directive 2.5 |
| 6. Hearing Protection:                   | Directive 2.6 |
| 7. Cutting Operations:                   | Directive 2.7 |
| 8. Chipping Operations:                  | Directive 2.8 |
| 9. Stick-saw Operations:                 | Directive 2.9 |
| 10. Tree or Limbs Down Policy:           | Directive 3.0 |
| 11. Emergency Call-In Policy/Procedures: | Directive 3.1 |
| 12. Snow Plowing Season:                 | Directive 3.2 |

### *2.0 Town Department of Public Works Employees*

When Town personnel are performing any highway, roadway, roadside or park maintenance activities for the department, use the following as guidelines. **Although guidelines are provided, the employee has the responsibility to be aware of what safety equipment is needed for each situation and to use that equipment properly.**



## 2.1 Foot Protection

- a. Employees must wear safety toe boots when faced with possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials. Supervisors are included in this requirement, and must enforce this policy.
- b. The following are examples of situations where employees, supervisors, and visitors must wear foot protection:
  - On all construction projects;
  - Maintenance Personnel: on field assignments;
  - All mechanics and mechanics helpers: at all times;
  - Building and grounds maintenance personnel: when operating or repairing equipment, moving furniture, or mowing.

The following are examples of situations where employee should wear foot protection and/or leg protection:

- When heavy objects such as barrels or tools might roll onto or fall on the employee's feet;
- Working with sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes;
- Exposure to molten metal that might splash on feet or legs;
- Working on or around hot, wet or slippery surfaces; and
- Working when electrical hazards are present.

## 2.2 Eye Protection

- a. Employees and supervisors must wear eye protection when in work areas where eye injuries can occur. Supervisors must insist employees wear appropriate eye and face protection if they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation.
- b. The following are examples of situations where employees, supervisors, and visitors must wear eye protection:
  - When repairing, removing or installing any electrical or communications equipment;
  - When exposed to splashing chemicals or dangerous radiant energy.
- c. Supervisors shall define specific areas and duties requiring the use of protective eyewear and full-face protection, and post these areas and duties when practical.
- d. Wear safety goggles over other eyewear when:
  - Work locations require the use of protective eyewear
  - Signs posted in the area announce protective eyewear is required
  - An employee is awaiting delivery of prescription safety glasses and requires eye protection.

Example of potential eye or face injuries include:

- Dust, dirt, metal or wood chips entering the eye from activities such as chipping, grinding, sawing, hammering, the use of power tools or even wind forces;
- Chemical splashes from corrosive substances, hot liquid, solvents or other hazardous solutions;

- Objects swinging into the eye or face, such as tree limbs, chains, tools, or ropes;
- Radiant energy from welding, harmful rays from the use of laser or other radiant light (as well as heat, glare, sparks, splash and flying particles).

### **2.3 Head Protection – Hard Hats**

- All employees and supervisors must wear head protection when in work areas where head injuries from falling or flying objects or electrical shocks or burns can occur. Supervisors shall insist head protection be worn at all appropriate times.
- The following are examples of situations where employees, supervisors, and visitors must wear head protection:
  - On field assignment;
  - During bridge inspection or repair;
  - While operating or working around machinery such as forklifts, augers, cranes and other large pieces of equipment;
  - During brushing and clearing operations.
  - Any overhead operations.
- Furnish visitors with head protection when entering the above work sites.
- Head protection is not necessary while riding in an enclosed vehicle.

### **2.4 High Visibility Safety Apparel**

- Employees working on highways, roads, streets or their easements are encouraged to wear an approved safety vest. The High Visibility Safety Apparel shall meet or exceed ANSI/ISEA 107-2004 Class 2 or Class 3.
- A minimum of ANSI Class 2 safety vests and pants are required to be worn by employees during the hours of darkness (*½ hour before sunset & ½ hour after sunrise* or during low visibility).
- Supervisors must ensure high visibility safety apparel is worn at all times as required and training requirements are met.

### **2.5 Fall Protection**

Falls are among the most common causes of serious work-related injuries and deaths. Employee who are exposed to fall hazards such as overhead platforms, elevated work stations or holes must wear approved personal fall arrest equipment and be properly trained on them.

- Employees must be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems when on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge, which is 6 feet or more above a lower level.
- Employees must wear fall protection (Full-Body Safety Harness & Lanyard) at all times when employees are exposed to fall hazards greater than six (6) feet.
- Employees and supervisors must wear approved personal fall arrest equipment and be properly trained on them when exposed to fall hazards.
- Supervisors must ensure fall protection is worn and used at all times in areas where there are hazards that could cause injury due to a fall and training requirements are met and documented.

### **2.6 Hearing Protection**

Noise, or unwanted sound, is one of the most pervasive occupational health problems. It is a by-product

of many construction or industrial processes. Exposure to high levels of noise causes hearing loss and may cause other harmful health effects as well. The extent of damage depends primarily on the intensity of the noise and the duration of the exposure. Refer to table below for guidance on the minimum of when ear protection is mandatory for all employees. If questions arise as to what the decibel (dBA) level is, a decibel reader is available in the Waterford Police Department.

DURATION per DAY (hr)	SOUND LEVEL (dBA)
8	90
6	92
4	95
3	97
2	100
1-1.5	102
1	105
.25 or less	115 or more

### 2.7 Cutting Operations

There is to be no one-person chainsaw operations. If only one Public Works employee is present, no chain-saw operations are allowed. The minimum personal protective equipment to be worn is:

- Eye Protection
- Ear Protection
- Head Protection

An exception may be made to this policy. See 3.0 *Tree or Limbs Down Procedure*.

### 2.8 Chipping Operations

There is to be a minimum of two employees for all chipping operations. The minimum personal protective equipment to be worn is:

- Eye Protection
- Ear Protection
- Head Protection

### 2.9 Stick-saw Operations

Stick-saw operations may be done with one employee, but the minimum personal protective equipment to be worn is:

- Eye Protection
- Ear Protection
- Head Protection

### 3.0 Tree or Limbs Down Policy

In the event any employee is called to respond to a tree or limbs down, there is to be no one-person chainsaw operations. If only one Public Works employee is on scene, no chain-saw operations will be allowed. The policy is to push or move the tree or limbs out of the way. Clean-up may resume during normal hours. An exception may be made to this policy if Police or Fire personnel are on scene, able to observe and remain on scene the entire time the employee is using the chainsaw. The minimum personal protective equipment to be worn is:

- Eye Protection
- Ear Protection
- Head Protection
- A minimum of ANSI Class 2 safety vests and pants during the hours of darkness, as outlined in Safety Directive 2.4 (b)

### 3.1 *Emergency, Non-Snowplowing Season, Call-In Procedures*

All Summer call-ins are subject to overtime as outlined in the Employee Handbook.

Two policy options for the Board to consider:

- a. Summer Call-in (optional)
  1. Weekdays-Employee informs Director if he/she is going to be unavailable that evening.
  2. Weekends- Director to consult with employees on availability for the weekend hours.
    - Vacation 1- Employee informs Director if they are available for call-in or not.
    - Vacation 2- If not available, it is assumed they are off until the vacation is completed and that period ends at the start of the first work day thereafter.

OR

- b. Summer Call-in (Mandatory)- On-Call Rotation
  1. Employees will be required to be on-call for seven (7) consecutive days.
  2. Employees to determine rotation schedule based on their availability.
  3. Town to provide phone.
  4. Employee on-call has authority of taking calls and follow the guidelines in this safety manual and determine the proper procedure to correct the problem.
  5. Employee to be compensated for being on-call, regardless of being called in.

### 3.2 *Snowplowing Season*

All snowplowing events are subject to overtime as outlined in the Employee Handbook.

#### **Availability**

- The Snowplowing Season is defined as being from the second Monday of November to the last day in March.
- A basic job requirement of all full-time Public Works Employees during the Snowplowing Season is to be available to work when snow events occur. Due to the size of the Department, all full-time Public Works employees is the minimum staffing and needs to be maintained during the Plowing Season 24 hours a day, 7 days a week. Because this is a basic job requirement, there will be no stand-by pay during the Snowplowing Season for snow event work.
- Being available means an employee can report to work preferably within 30 minutes to one hour
- of being called.
- The minimum staffing requirements may be changed by the Public Works Director in the event circumstances do not require all Public Works personnel.

#### **Extraordinary Circumstances**

In the event extraordinary circumstances are to arise, such as, but not necessarily limited to, illness of a Public Works employee or a death in the immediate family of the employee or spouse, the Public Works Director may waive the minimum staffing requirements.

#### **Not Reporting for a Snow Event**

If an employee is not approved to be unavailable and does not report to work when called for a winter snow event, disciplinary action may be taken to address the failure to report to work including suspension and/or termination.

5.23 KEEPING CERTAIN ANIMALS  
NOTWITHSTANDING ORDINANCE

No parcel of land(s), having less than 3 acres in size, nor any residentially zoned parcel ~~No residentially zoned parcel~~ may be used to keep any wild or domestic animal normally used or raised on a farm, including, but not limited to, horses, cattle, mules, donkey, sheep, goats, swine, mink or poultry. **Up to 4 chickens are allowed subject to applicant obtaining a permit.** This does NOT include dogs, cats, or other small animals normally kept as pets in the home, unless given prior special permission by the Town Board. Permission may be granted for one animal on parcels of three acres, and one additional animal per acre afterwards. Included in any permitted use will be the condition establishing the type of stabling or housing of said animal (s). This usage shall be solely for the owners/residents of said parcel and not for hire or livery. Any permitted usage may be withdrawn, upon notice and for cause shown. Failure to comply with this Ordinance shall result in a forfeiture not to exceed \$200. Each day of keeping of the above animals in violation of this ordinance is a separate offense.

## 5.23 KEEPING OF CERTAIN ANIMALS

- (1) Prohibition: No person shall keep livestock on any parcel of land zoned for residential use within the Town of Waterford. “Livestock” means cattle, horses, donkeys, llamas, swine, sheep, goats, or other animals susceptible to commercial use.
- (2) Exclusions. This ordinance does not apply to:
  - a. Domestic pets such as cats and dogs or those animals confined to the household under complete control of the owner.
  - b. Animals otherwise regulated by a Town of Waterford ordinance.
- (3) Variance:
  - a. Any person who shall be denied the use of property for the keeping of livestock may apply to the Town Board for a variance of this ordinance upon an application which shall set forth the following:
    - i. The name and address of the applicant.
    - ii. Description of the premises.
    - iii. Owner of record.
    - iv. Location of buildings on the premises.
    - v. Types and numbers of animals.
    - vi. Names and addresses of adjacent landowners for a distance of three hundred (300) feet in each direction from the boundaries of the applicant’s land.
    - vii. Location of buildings on adjacent premises
  - b. The application will be filed with the Town Clerk who shall refer the application to the Town Plan Commission. The Commission shall place the matter on its agenda for a public hearing. The Commission shall notify all property owners within three hundred (300) feet of the applicant’s property and any other person or governmental unit that the Commission shall determine to be a party of interest. Such public hearing shall be held on notice by first class mail to interested parties not less than ten (10) days nor more than thirty (30) days after the date of said notice. After such hearing and deliberations by the Commission, the Commission shall make a recommendation to the Town Board to grant the variance, with or without modification, or to deny the application in its entirety.

- c. The Town Board, upon receipt of the Commission's recommendation, shall place the matter on the Board's next agenda and may, in its discretion, hold a public hearing on the application and, after considering the Commission's recommendations, may grant, modify or deny the application for the requested variance.
  - d. Failure to comply with conditions set forth in variance approval may result in withdrawal of the permitted usage.
- (4) Penalties A person who violates this ordinance shall be subject to a forfeiture of up to \$200 together with any fee, cost of prosecution and penalty assessment, if applicable, subject to limitations set forth in Wisconsin Statutes. Each day constitutes a separate offense.



ELEC WR BU 4950250

GAS WR #####

CITY / TOWN / VILLAGE: TOWN OF WATERFORD

CUST/PROJ NAME: STREET LIGHTING

PROJECT LOCATION: CALDWELL RD

WORK DESCRIPTION: INSTALL STD STREET LIGHTING

PREPARED BY: ROB SHELL (K)

E-MAIL: ROB.SHELL@WE-ENERGIES.COM

OFFICE #: 414-221-3897 CELL #: 414-550-2888

PAGER #: IO #: 26057

PROJECT ID: CGS #:

DATE PREPARED: 12/27/2023 DATE REVISED:

RAILROAD PERMITTING/FLAGGING REQUIRED  YES  NO RR NAME

CORROSION CONTACT: PHONE #:

COMMON INFORMATION

STAKING REQUIREMENTS:

- SURVEYOR
- STAKED
- DESIGNER
- NOT NEEDED

MAIN / SERVICE IN EASEMENT:

- YES
- NO

RESTORE PRIVATE PROPERTY:  WE ENERGIES  CUSTOMER

WORK IS APPROX \_\_\_\_\_ FT, DIRECTION \_\_\_\_\_ OF CL OF

NEAREST CROSS STREET (ALSO FOR GAS SERVICE TEE)

ELECTRIC INFORMATION

OPER MAP #: FEEDER/LINE #:

CATV JOINT USE #: TEL JOINT USE #:

PROPOSED GAS SERVICE INFORMATION

- MTR SIZE: MTR TYPE: PRES:  EFV
- SERV PIPE SIZE: MATERIAL:  RELIGHT
- MTR LOC: \_\_\_\_\_ FT. \_\_\_\_\_ OF \_\_\_\_\_ CORNER  CURB VLV
- CONSTRUCTION TYPE:  TIE IN PIPING

JOB INFO:

SECTION / TOWN / RANGE: NW1/4 SEC 17, T 4N, R19E  
 SITE VISIT COMPLETED BY: NOT FIELD VERIFIED  
 JOB OWNER: VICKI TADYCH 414-588-4366

MAIN CONTACTS:

- CONTRACTOR/BUILDER:
- PLUMBER/HVAC:
- ELECTRICIAN:
- CUSTOMER: TINA MAYER 262-534-2350

CONTINGENCIES & COMMENTS:

DIGGERS HOTLINE / MISS DIG REQUIRED

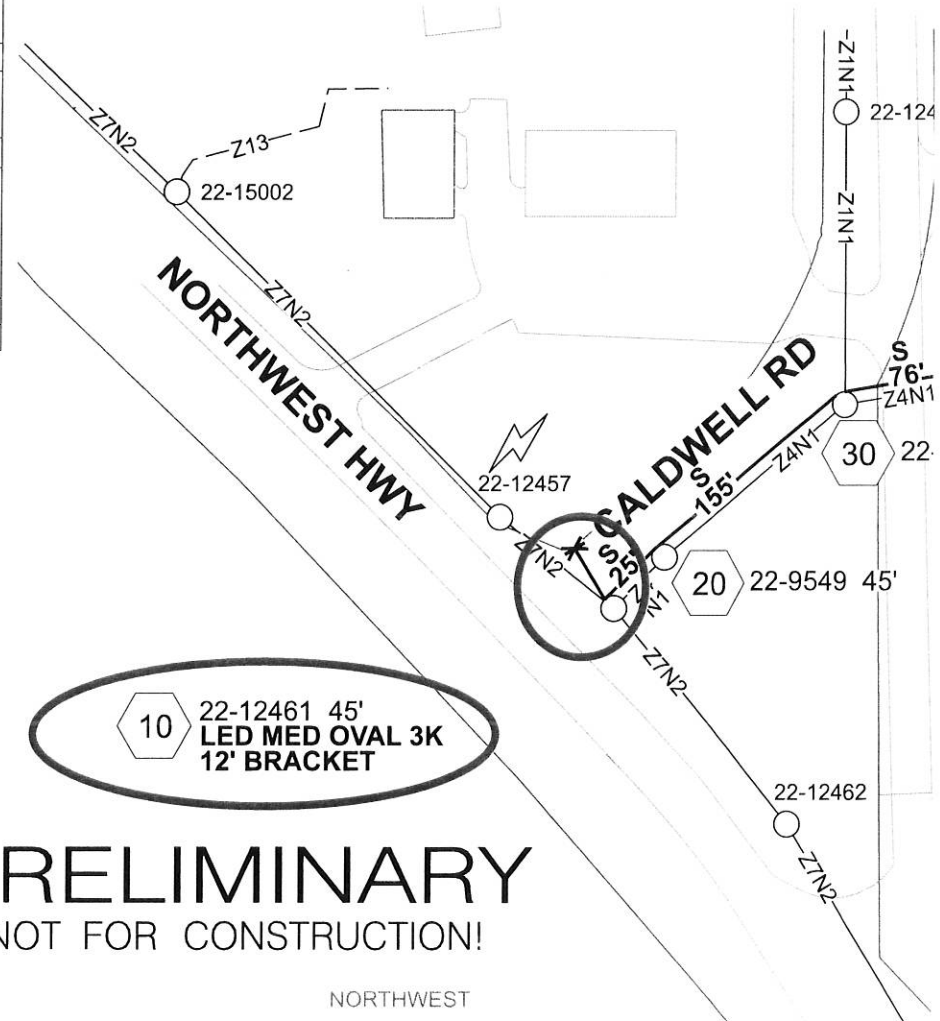
WE ENERGIES WILL COMPLETE LAWN / PAVEMENT REPAIR ON:

- ROAD ROW
- NEIGHBORING PROPERTY
- NONE
- CUSTOMER PROPERTY

WE ENERGIES WILL HAUL SPOIL FROM:

- ROAD ROW
- NEIGHBORING PROPERTY
- NONE
- CUSTOMER PROPERTY

*\$1,050.00*  
*\$16.19/month*



**PRELIMINARY**  
 NOT FOR CONSTRUCTION!

NORTHWEST



**WE ENERGIES - ELECTRIC OPERATIONS**

**CLEARANCE NOTES:**

- LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD.
  - MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE.
  - THIS APPLIES TO GAS AND WATER MAINS.
  - MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS.
  - MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER.
  - MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS.
- NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.

**OVERHEAD PRIMARY**  
E, F, H, Q, R, W, X or Z

- Z 1 #2 ACSR
- Z1 1 #1/0 ACSR
- Z2 1 #3/0 ACSR
- Z3 3 #2 ACSR
- Z4 3 #1/0 ACSR
- Z5 3 #3/0 ACSR
- Z7 3 #336 ACSR
- Z9 SPECIAL LIST ON SKETCH
- Z10 1 WIRE REMOVAL
- Z11 2 WIRE REMOVAL
- Z12 3 WIRE REMOVAL

**STANDARD WIRE KEY**

**DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z**

- Z13 1 #1 AL 25KV
- Z14 3 #1 AL 25KV
- Z15 3 #500 AL 28KV
- X16 1 #2 AL 15KV
- X17 3 #2 AL 15KV
- X18 3 #500 AL 15KV
- R19 3 #1/0 AL 35KV
- R20 3 #750 AL 35KV
- Z21 3 #750 AL 28KV
- X22 1 #2 Cu 15KV
- X23 3 #2 Cu 15KV
- Z24 1 #2 Cu 25KV
- Z25 3 #2 Cu 25KV
- X26 3 #500 Cu 15KV
- Z27 3 #500 Cu 28KV
- Z28 3 #750 Cu 28KV
- Z29 SPECIAL - LIST ON SKETCH

NEUTRAL		SECONDARY
N 1-#2 ACSR	S 6DX	S1 4 TX
N1 1-#1/0 ACSR	S2 2 TX	S2 2 TX
N2 1-#3/0 ACSR	S3 1/0 T	S3 1/0 T
N3 1-#4/0 AL	S4 3/0 T	S4 3/0 T
N4 1-#336 ACSR	S5 350 T	S5 350 T
N5 REMOVAL	S6 750 T	S6 750 T
<b>GUYING</b>		S7 1/0 T
G 1/4" ARM GUY	S8 4/0 T	S8 4/0 T
G1 5/16" ARM GUY	S9 336 T	S9 336 T
G2 3/8" ARM GUY	S10 750 T	S10 750 T
G3 5/16" POLE GUY	S11 3 WIR	S11 3 WIR
G4 3/8" POLE GUY	S12 3 WIF	S12 3 WIF
G5 7/16" POLE GUY	S14 6DX (	S14 6DX (
	S15 1/0TX	S15 1/0TX

**EROSION CONTROL LEGEND**

	APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III

**WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply)**

**General**

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

**Erosion Control**

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Water Management Technical Standards ([http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after 1/2" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

**Contaminated Soils**

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

**Spills**

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
  - Any quantity of oil is spilled into surface water;
  - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
  - Any oil spill containing greater than 500 ppm PCB;
  - Five gallons or more of oil spilled to the ground;
  - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

- All excess spoils shall be removed from wetlands
- Trenching and pit excavations within wetlands shall require restoration of pre-construction soil stratification, a elevations.
- Poles scheduled to be removed, and that occur within wetlands, shall be removed within 24 hours of the date of removal.

**Waterways**

- No work can be performed within the banks or bed of navigable waterways/streams.
- No crossing of navigable waterways with equipment.
- Any disturbed soil within 75-feet of the ordinary high water mark shall be stabilized within 24 hours.

**Threatened and Endangered Species**

- Threatened or endangered species are known to be present on the project site. Appropriate precautions shall be taken to ensure harm to individuals of such species is avoided.
- In order to protect the threatened or endangered species, exclusion fencing must be installed at the work area.
- A qualified biologist must be present when conducting work in areas where threatened or endangered species are known to be present.

**Invasive Species**

- State regulated invasive species are known to be present on the project site. Appropriate precautions are legally required to prevent the spread of such species. The Wisconsin Council on Forestry Transportation and Utility Risk Management should be followed: (<http://council.wisconsinforestry.org/>)

**Cultural and Historical Resources, cont.**

- The project is within or adjacent to an area that is potentially having Native American artifacts, burials, or other cultural resources encountered during construction.
- If human bone or any artifacts are discovered during construction, work shall be stopped immediately and the Wisconsin Historical Society shall be notified.

## Town of Waterford Employee Clothing Allowance

### General Office Employees

Effective January 1, 2024, each year, the Employer shall reimburse each full-time employee, who has completed the 6-month probationary period, is not covered by a separate employment agreement or already receiving a clothing/uniform allowance from the Employer, shall be reimbursed two hundred dollars (\$200) for a clothing allowance.

Reimbursable clothing shall be articles of clothing that have the "Town of Waterford" or the Town of Waterford logo embroidered or screen printed on it.

Documentation for reimbursement shall be submitted, to the Department Head, 2 weeks prior to the 2nd Monday in June and/or 2 weeks prior to the 2nd Monday in December.

Documentation shall be a completed expense reimbursement form, along with the receipt(s) or purchase agreement(s) that clearly describe the nature of the clothing being purchased. The Department Head shall code and submit to the Town Treasurer with the department's payables. Purchases shall be made and reimbursed within the same calendar year.

DRAFT

Dear RCICC members,

As discussed during the 11/29/23 RCICC committee meeting regarding the cyber consortium, see attached Wisconsin Cyber Alliance (Cybersecurity Consortium) 'Letter of Interest'. **Below are points to add to your board agenda for approval. Once approved by your board, please forward a copy of the letter to Racine County Chief Information Officer Shuchi Wadhwa at [shuchi.wadhwa@racinecounty.com](mailto:shuchi.wadhwa@racinecounty.com)**, who will begin working with our partners for your evaluation.

**Recommended Action:**

To direct the attached 'Letter of Interest' to Racine County indicating your municipality's interest in joining the Wisconsin Cyber Alliance (Cybersecurity Consortium).

**Purpose/Nature of the Proposal:**

A 'Letter of Interest' was requested from municipalities within the County to join the Wisconsin Cyber Alliance (Cybersecurity Consortium) at the November 29<sup>th</sup>, 2023, meeting of the Racine County Intergovernmental Cooperation Council.

**Background/Summary:**

Racine County has established the *first-ever* Cybersecurity division through the support and approval of funding from the County Executive and the County Board. This division is fully operational and has 4 County staff employed to oversee Cyber operations of the County with direction from their Chief Information Officer, Shuchi Wadhwa. Recognizing that municipalities do not have dedicated technology staff to oversee and manage their infrastructure nor the funding to do so, the County created the Wisconsin Cyber Alliance (Cybersecurity Consortium) to assist those in need. Eventually, the future goal of the Alliance is to oversee and manage various municipalities Cyber efforts in creation of a regional Security Operations Center (SOC) for surrounding municipalities and Counties.

The Alliance has currently partnered with 3 segment leaders within the technology space to obtain not only reduced pricing (savings anywhere from 30-50%) for their cyber products, as well as their insight into threats and vulnerabilities affecting government. The Alliance has also partnered with a grant writer to assist in the research and writing/submission of federal and state grants to obtain additional funding for the municipalities. This has been done to assist municipalities in achieving and sustaining a strong cyber posture.

Next steps: Upon submission of the 'Letter of Interest' to Racine County, the Chief Information Officer for the County will reach out to review the Memorandum of Understanding (MOU) and work with partners already associated with the Alliance to conduct a holistic review of the municipality's technology ecosystem. This holistic initial assessment will include:

- General Information Security
- Information Classification and Handling
- Access Control and Authentication
- Employee Security Awareness Training
- Physical Security
- Network and Infrastructure Security
- Third Party Management
- Incident Management and Business Continuity
- Compliance and Legal Obligations
- Vulnerability scanning (external IP addresses)
- Data Risk assessment (how much data your organization has, where it is on the network, who has access to it, etc)

Upon completion of the initial assessment, a "report card" will be issued along with a strategic roadmap on how the Alliance will be able to assist in filling in the gaps at the reduced pricing.

**Financial Impact/Analysis:**

Upon submission of the 'Letter of Interest', the initial assessment will be conducted by partners of the Alliance. This initial risk assessment, valued at approximately \$11,500, will be complimentary to Alliance members. The Alliance and their partners are providing these services at no cost to each of the members of the Alliance because they see the need and the importance for all local governments to be able to protect not only themselves but their constituents. Once the initial assessment has concluded, the Alliance will work with the municipality and the partnered grant writer to prepare

and submit federal and state grants to obtain additional funding to assist with creating a strong cyber posture for the municipality.

As the Alliance continues to grow with additional municipalities and Counties, the future goal is to create a regional Security Operations Center (SOC) for Southeastern Wisconsin. Once this occurs, fees will be determined for provided services at a reduced cost for management.

Feel free to reach out with questions—thanks!

Travis

**Travis Richardson**

Director of Data and Performance Analytics

Racine County

O: 262.636.3721

C: 262.930.4854



**Letter of Interest:  
Wisconsin Cyber Alliance**

Dear Wisconsin Cyber Alliance,

Our organization is committed to enhancing its cybersecurity and technological capabilities to better serve our community. It is with great enthusiasm that we express our interest in collaborating with the Wisconsin Cyber Alliance on this vital consortium.

This letter signifies our intention to engage in a consortium agreement with the Wisconsin Cyber Alliance, aimed at improving countywide and regional digital security through shared cybersecurity and technology services. We believe that this partnership will not only strengthen our individual cybersecurity infrastructure but also foster a more resilient and technologically advanced region.

We understand that upon signing this Letter of Interest, members of the Alliance will reach out to us with the next steps, including a detailed review of the Memorandum of Understanding (MOU). We look forward to this opportunity and are eager to review the MOU to fully understand the scope, responsibilities, and benefits of this partnership.

Please consider this letter as our formal expression of interest in this initiative. We await your guidance on the forthcoming steps and are prepared to proceed with the necessary formalities to solidify this partnership.

Respectfully,

Name:

Title:

Organization:

Email:

Phone: