



## VILLAGE OF TURTLE LAKE BOARD OF TRUSTEES REGULAR BOARD MEETING AGENDA

**JUNE 15, 2020**

Notice is hereby given that the Board of Trustees for the Village of Turtle Lake will hold a Regular Meeting on **Monday, June 15, 2020, 6:00 PM**, at Village Hall, in the Municipal Chambers, located at 114 Martin Avenue East. The Agenda will be posted on the Village Website, Village Hall, Library and the Post Office in compliance with WI Statutes. The Board will consider the following items:

### **I. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance
- C. Disclosure of conflict of interest by members regarding any item on the agenda.

### **II. REVIEW OF CONSENT AGENDA**

- A. Bills and Claims
- B. Licenses
- C. Past Meeting Minutes
- D. Treasurer Report

### **III. PUBLIC FORUM** (Citizen Input and Requests)

### **IV. OLD BUSINESS**

- A. None

### **V. NEW BUSINESS**

- A. Discussion of Employee Health Savings Account options with Jerry Den Boer of Benefit Advisors Insurance Agency.
- B. Discussion on Fundraising Status of the Turtle Lake Food Pantry.
- C. Consider for Approval; Request to Purchase and Move the Shed behind Village Hall.
- D. Consider for Approval; the 2020 Update to the Village's Municipal Emergency Operations Plan with Barron County.
- E. Consider for Approval; the Exclusive Use Permit Application for the Swan Beach Vendor Events on August 01, 2020 for a Craft and Vendor Show at the Village Park.
- F. Consider for Approval; Cigarette / Tobacco License Application for Family Dollar for July 02, 2020 to June 30, 2021.
- G. Consider for Approval; Ordinance 2020-03, Possession of Marijuana, Amphetamine, and Level 2 Narcotics.
- H. Consider for Approval; Vibrant Hydrant proposal.
- I. Consideration and Possible Action with regard to an Employee Compensation Issue. Please Note: The Board may enter Closed / Executive Session to discuss consideration, compensation, and performance evaluation data, allowable under WI Statutes Section(s) 19.85(1)(c).

### **VI. DEPARTMENTAL REPORTS**

- A. Administration
- B. Public Safety
- C. Public Works
- D. Library

## **VII. ADJOURNMENT**

Prepared By: Scott W. Hildebrand, Village Administrator

\* The Village Board will allow Public Comment, but will practice safe social distancing and sanitation in compliance with any regulations involving COVID-19.

\*\*The Board may reenter into Open Session to act on the subject matter discussed in Closed/Executive Session as previously defined. Also, for the convenience of members of the public, the Board may exit the Municipal Chambers to convene in closed/executive session and relocate to the Village Hall Conference Room and will reconvene in open session in the Municipal Chambers.

\*\*\*This is an open meeting, open to the public, subject to the Wisconsin Open Meetings Law. The Village of Turtle Lake is committed to providing reasonable accommodations for persons with disabilities upon request of the individuals. Individuals with disabilities requiring an accommodation to attend the meeting should contact the Village Clerk / Treasurer in a timely manner at (715) 986-2241.

\*\*\*\* For additional information on any agenda item, please contact (715) 986-2241.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DISCLOSURE OF CONFLICT OF INTEREST BY MEMBERS REGARDING  
ANY ITEM ON THE AGENDA

## REVIEW OF CONSENT AGENDA

A. Bills and Claims

B. Licenses

C. Past Meeting Minutes

1. Attached are the Minutes from the June 1st regular Board Meeting as prepared by the Village Clerk / Treasurer.
2. Attached are the Minutes of the June 1<sup>st</sup> Public Hearing for the Wastewater Treatment Plant.

## RECOMMENDED ACTION

Staff recommends motion to approve the Consent Agenda as presented / amended.

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.Input Date = 05/19/2020-06/30/2020

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>ARING EQUIPMENT CO INC</b>							
1348	ARING EQUIPMENT CO INC	838232	100-54120-350	PW-Rib Kit	606.95	.00	
Total ARING EQUIPMENT CO INC:					606.95	.00	
<b>Austad's Super Valu, Inc.</b>							
1231	Austad's Super Valu, Inc.	2241-JUN2020	620-53827-000	PW-Distilled Water & Soap	6.31	.00	
1231	Austad's Super Valu, Inc.	2241-JUN2020	100-51175-300	Election Meals	40.00	.00	
1231	Austad's Super Valu, Inc.	2241-JUN2020	100-53300-200	PW-ToiletPaper	19.93	.00	
1231	Austad's Super Valu, Inc.	2241-JUN2020	100-52100-310	PD-	35.34	.00	
1231	Austad's Super Valu, Inc.	2241-JUN2020	100-52100-310	PD-	10.41	.00	
Total Austad's Super Valu, Inc.:					111.99	.00	
<b>Auto Value Parts Store - Turtle Lake</b>							
1291	Auto Value Parts Store - Turtle	73134308	620-53835-000	PW-Relay	15.25	.00	
1291	Auto Value Parts Store - Turtle	73134308	620-53835-000	PW-Wire Tie 14in	13.29	.00	
1291	Auto Value Parts Store - Turtle	73134387	100-53300-225	PW-Synthetic 10W-30	35.95	.00	
1291	Auto Value Parts Store - Turtle	73135088	100-53300-235	Belt-Mower	12.99	.00	
1291	Auto Value Parts Store - Turtle	73135344	100-55200-202	Parks-A-Frame Jack	62.99	.00	
1291	Auto Value Parts Store - Turtle	73135392	100-53300-200	PW-1/4 Dr. Standard SOC	13.96	.00	
1291	Auto Value Parts Store - Turtle	73135676	100-53300-235	Parks-Classical Section WR	12.99	.00	
1291	Auto Value Parts Store - Turtle	73135676	100-53300-235	Parks-5/8 Hitch Pin	7.49	.00	
1291	Auto Value Parts Store - Turtle	73135698	620-53828-000	PW-VP Fuel 1 QT 50:1	13.98	.00	
Total Auto Value Parts Store - Turtle Lake:					188.89	.00	
<b>Barron Electric Cooperative</b>							
24	Barron Electric Cooperative	27730 JUN2020	100-55200-305	Concession Stand	35.26	.00	
24	Barron Electric Cooperative	27730 JUN2020	620-53821-000	13 1/2 Avenue and 1 1/2 Street	53.06	.00	
24	Barron Electric Cooperative	27730 JUN2020	600-62000-000	Well - Ball Field	2,100.76	.00	
Total Barron Electric Cooperative:					2,189.08	.00	
<b>Busy B's Service &amp; Wash</b>							
59	Busy B's Service & Wash	38635	100-52100-500	PD-Durango	85.09	.00	
Total Busy B's Service & Wash:					85.09	.00	
<b>CBS Squared Inc</b>							
1320	CBS Squared Inc	6919	600-68200-000	Engineering Staffing Fees	152.50	.00	
1320	CBS Squared Inc	6920	100-54120-301	Engineering Staffing Fees	721.25	.00	
1320	CBS Squared Inc	6921	620-57000-800	Engineering Staffing Fees	21,547.25	.00	
1320	CBS Squared Inc	6921	620-57000-800	Engineering Meals	8.21	.00	
1320	CBS Squared Inc	6921	620-57000-800	Engineering Mileage	143.18	.00	
1320	CBS Squared Inc	6921	620-57000-800	Engineering Meal	4.46	.00	
1320	CBS Squared Inc	6921	620-57000-800	Consultant-Powertek Fee	2,520.00	.00	
1320	CBS Squared Inc	6922	100-54120-301	Engineering Staffing Fees	1,305.75	.00	
Total CBS Squared Inc:					26,402.60	.00	
<b>Culligan Water Conditioning</b>							
1128	Culligan Water Conditioning	202006058332	100-52100-510	PD-WaterDelivery	23.40	.00	
1128	Culligan Water Conditioning	202006058332	100-51420-312	Water Delivery Service	34.60	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total Culligan Water Conditioning:					58.00	.00	
<b>Cumberland Ace Hardware and Lumber</b>							
1405	Cumberland Ace Hardware and	1363	100-52100-900	PD-Shooting Range	15.99	.00	
1405	Cumberland Ace Hardware and	691	100-52100-900	PD-Shooting Range	9.44	.00	
Total Cumberland Ace Hardware and Lumber:					25.43	.00	
<b>Cumberland Healthcare</b>							
1290	Cumberland Healthcare	TLPD-PHARMACY	100-52100-900	PD-Narcan / naloxone nasal sp	926.48	.00	
Total Cumberland Healthcare:					926.48	.00	
<b>Cushman Motor Company Inc</b>							
1227	Cushman Motor Company Inc	201294	100-55200-200	PW-Mower Blade Deck 5-ft	131.40	.00	
1227	Cushman Motor Company Inc	201294	100-55200-200	PW-Blade HiLift	77.70	.00	
Total Cushman Motor Company Inc:					209.10	.00	
<b>DILIGENT CORPORATION</b>							
1547	DILIGENT CORPORATION	INV247270	100-51525-500	iCompass Mtg Mgr Pkg	2,343.25	.00	
Total DILIGENT CORPORATION:					2,343.25	.00	
<b>DON JOHNSONS CUMBERLAND MOTORS LLC</b>							
1039	DON JOHNSONS CUMBERLA	84359	100-52100-500	PD-Tahoe	1,066.33	.00	
Total DON JOHNSONS CUMBERLAND MOTORS LLC:					1,066.33	.00	
<b>DWD-Unemployment Insurance</b>							
606	DWD-Unemployment Insuranc	000010118436	100-51420-210	693020-000-2 Marlene Dobber	99.40	.00	
Total DWD-Unemployment Insurance:					99.40	.00	
<b>Energenecs Inc</b>							
1015	Energenecs Inc	0040102-IN	620-53833-000	PW-Batteries	250.60	.00	
Total Energenecs Inc:					250.60	.00	
<b>EOJohnson Company Inc</b>							
168	EOJohnson Company Inc	INV760290	100-51420-318	Admin Maintenance Contract #	74.90	.00	
Total EOJohnson Company Inc:					74.90	.00	
<b>GAILS FIRE EXTINGUISHER SALES &amp; SERVICES</b>							
216	GAILS FIRE EXTINGUISHER	2792	150-55110-300	Fire Extinguisher Service - Libr	67.00	.00	
Total GAILS FIRE EXTINGUISHER SALES & SERVICES:					67.00	.00	
<b>GALLS, LLC</b>							
110	GALLS, LLC	015522615	100-52100-505	PD-SB Radio Pouch	26.69	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Lawpro Tactical Dbl Pouch	11.82	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Freight	30.99	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Holster(Only) for FH159	12.90	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Accumold Double Mag	28.95	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-6360 ALS/SLS Level III Mid	135.89	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-BLK Key Ring Style Handc	8.79	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Cordura Key Ring Holder w	10.45	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Expandable Baton 21 Steel	21.99	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Mens Command Zip Front	103.72	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
110	GALLS, LLC	015522615	100-52100-505	PD-Mens Twill Cargo Pant	97.88	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-UA Valsetz RTS 1.5 Zip	114.40	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Smith & Wesson Extreme	23.75	.00	
110	GALLS, LLC	015522615	100-52100-505	PD-Molded Duty Belt	24.56	.00	
110	GALLS, LLC	015662202	100-52100-505	PD-Mens Shirt	120.10	.00	
110	GALLS, LLC	015722404	100-52100-505	PD-Peerless Model 701C Blk O	55.41	.00	
110	GALLS, LLC	015724740	100-52100-505	PD-Hex Armour Search and Du	49.93	.00	
110	GALLS, LLC	015749637	100-52125-800	PD-GL Series II w/1 carrier	699.99	.00	
Total GALLS, LLC:					1,578.21	.00	
<b>Grainger</b>							
675	Grainger	9541882966	100-55200-200	PW-Trash Bags 56-Gal Gray P	401.64	.00	
Total Grainger:					401.64	.00	
<b>Halco Press LLC</b>							
26	Halco Press LLC	31MAY2020	100-55200-500	Spring Clean Up	288.00	.00	
26	Halco Press LLC	31MAY2020	100-51420-300	Meeting and Minutes	297.16	.00	
26	Halco Press LLC	31MAY2020	620-53856-000	Public Hearing Notice	120.00	.00	
26	Halco Press LLC	31MAY2020	100-55200-500	PW Ads	132.00	.00	
26	Halco Press LLC	31MAY2020	100-51420-300	Liquor Lic Notice	126.00	.00	
26	Halco Press LLC	31MAY2020	100-51175-300	Election Notices	92.00	.00	
26	Halco Press LLC	31MAY2020	100-52100-900	PD-Ad	63.00	.00	
Total Halco Press LLC:					1,118.16	.00	
<b>HAWKINS INC</b>							
64	HAWKINS INC	4714558	600-63000-000	Water Chemicals	1,689.46	.00	
64	HAWKINS INC	4715615	620-53826-000	Sewer Chemicals	4,343.00	.00	
64	HAWKINS INC	4718905	620-53826-000	Sewer Chemicals	2,208.78	.00	
Total HAWKINS INC:					8,241.24	.00	
<b>HUEBSCH LAUNDRY COMPANY</b>							
36	HUEBSCH LAUNDRY COMPA	4511698	100-52100-405	Police Dept Rugs & Supplies	25.83	.00	
36	HUEBSCH LAUNDRY COMPA	4511699	100-53300-200	Public Works - Uniforms	81.71	.00	
36	HUEBSCH LAUNDRY COMPA	4512121	100-51420-332	Office Supplies	35.50	.00	
36	HUEBSCH LAUNDRY COMPA	4515357	100-53300-200	Public Works - Uniforms	81.71	.00	
36	HUEBSCH LAUNDRY COMPA	4519311	100-52100-405	Police Dept Rugs & Supplies	25.83	.00	
36	HUEBSCH LAUNDRY COMPA	4519312	100-53300-200	Public Works - Jackets and Na	151.27	.00	
Total HUEBSCH LAUNDRY COMPANY:					401.85	.00	
<b>INDIANHEAD GLASS INC</b>							
1298	INDIANHEAD GLASS INC	150002601	100-52100-405	PD-Building Remodel	9,158.13	.00	
Total INDIANHEAD GLASS INC:					9,158.13	.00	
<b>Ingram Library Services</b>							
1240	Ingram Library Services	43666131	150-55110-605	Library Books and Materials	75.19	.00	
1240	Ingram Library Services	43711151	150-55110-605	Library Books and Materials	214.20	.00	
1240	Ingram Library Services	43740620	150-55110-605	Library Books and Materials	13.12	.00	
1240	Ingram Library Services	44966690	150-55110-605	Library Books and Materials	36.33	.00	
1240	Ingram Library Services	45131704	150-55110-605	Library Books and Materials	289.58	.00	
Total Ingram Library Services:					628.42	.00	
<b>MARC</b>							
153	MARC	0696708-IN	100-55200-200	Alco-San 4 oz	122.00	.00	
153	MARC	0698378-IN	100-55200-200	Hi-Tide Disinfectant	246.88	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total MARC:					368.88	.00	
<b>ME BULBS</b>							
1501	ME BULBS	4135643-01	620-53833-000	L15T8/4-FT/50K/FR/PLUGN	406.94	.00	
Total ME BULBS:					406.94	.00	
<b>Neo Solutions Inc</b>							
1116	Neo Solutions Inc	44664	620-53826-000	Sewer - Treatment Chemicals	2,875.00	.00	
1116	Neo Solutions Inc	45024	620-53826-000	TOTES 2300 #	5,750.00	.00	
Total Neo Solutions Inc:					8,625.00	.00	
<b>Nilssen, Jo</b>							
999	Nilssen, Jo	08012438	100-52100-505	TLPD Shirts & Patches	45.00	.00	
Total Nilssen, Jo:					45.00	.00	
<b>Northern Lake Service Inc</b>							
1007	Northern Lake Service Inc	379222	600-68200-000	Water Sample Testing	764.00	.00	
Total Northern Lake Service Inc:					764.00	.00	
<b>PER MAR SECURITY &amp; RESEARCH CORP</b>							
1506	PER MAR SECURITY & RESE	2298197	150-55110-600	Monitoring Services 301 Maple	25.75	.00	
1506	PER MAR SECURITY & RESE	2298197	100-51420-310	Monitoring Services 114 Martin	18.54	.00	
Total PER MAR SECURITY & RESEARCH CORP:					44.29	.00	
<b>Quality Flow Systems Inc</b>							
714	Quality Flow Systems Inc	39078	620-53831-000	Pipeline Cleaner	437.72	.00	
Total Quality Flow Systems Inc:					437.72	.00	
<b>Quill Corporation</b>							
94	Quill Corporation	6946671	620-53827-000	PW-Sewer-Toner 410X BLK Hi-	141.30	.00	
94	Quill Corporation	6946671	620-53827-000	PW-Sewer-Toner 410A Hi-Yield	297.10	.00	
94	Quill Corporation	6946671	600-68001-000	Copy Paper	25.35	.00	
94	Quill Corporation	6946671	100-51420-312	Office Supplies	17.20	.00	
94	Quill Corporation	7072728	100-51420-318	Key Lock Box	65.99	.00	
94	Quill Corporation	7246672	100-51200-200	Copy Paper	27.72	.00	
94	Quill Corporation	7246672	100-51420-312	Office Supplies	23.74	.00	
94	Quill Corporation	7246672	100-52100-310	Court Office Supply	14.85	.00	
Total Quill Corporation:					613.25	.00	
<b>Republic Services Inc</b>							
61	Republic Services Inc	0930-000875476	100-55200-200	Monthly Dumpster Service	848.85	.00	
Total Republic Services Inc:					848.85	.00	
<b>SYNERGY COMMUNITY COOPERATIVE</b>							
7	SYNERGY COMMUNITY COO	148041	620-53827-000	Cornerstone Plus	44.46	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	100-53300-225	Park Vehicle Fuel	202.97	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	100-55200-203	PW Fuel	188.51	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	600-66000-000	Water - Fuels	76.85	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	620-53828-000	Sewer Fuels	313.60	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	100-52100-205	Police Fuel	427.19	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	100-52100-400	Police Meals	36.00	.00	
7	SYNERGY COMMUNITY COO	921125 MAY2020	100-52100-310	Police Soda	14.37	.00	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
Total SYNERGY COMMUNITY COOPERATIVE:					1,303.95	.00	
<b>TICE TECHNOLOGIES</b>							
841	TICE TECHNOLOGIES	28282	100-52125-805	Trend Micro Security 8/14/19-1	75.00	.00	
841	TICE TECHNOLOGIES	28282	100-52100-700	Police - Install Trend - Complet	75.00	.00	
841	TICE TECHNOLOGIES	28282	100-52125-805	Trend Micro Security 5/12/20-8/	12.48	.00	
841	TICE TECHNOLOGIES	28304	100-51525-500	Galaxy Tab A Board	1,399.93	.00	
841	TICE TECHNOLOGIES	28304	100-51420-315	Admin-Server Issue Due to Po	75.00	.00	
841	TICE TECHNOLOGIES	28304	100-51420-315	Admin-Server-Battery Replace	55.00	.00	
841	TICE TECHNOLOGIES	28304	100-51420-315	Admin-Trip Charge	45.00	.00	
841	TICE TECHNOLOGIES	28312	100-52100-700	Police - Network Topology Diag	56.25	.00	
841	TICE TECHNOLOGIES	28333	100-52100-700	Police - Tech Support External	75.00	.00	
841	TICE TECHNOLOGIES	28366	100-52100-700	Police - New Email for PD PT	18.75	.00	
841	TICE TECHNOLOGIES	28369	100-51420-315	Admin-TechSupport	18.75	.00	
841	TICE TECHNOLOGIES	28369	100-52100-700	Police - Tech Support	225.00	.00	
841	TICE TECHNOLOGIES	28369	100-52125-800	Police- New Laptop, Monitor, M	645.00	.00	
841	TICE TECHNOLOGIES	28389	100-51525-500	Galaxy Tab A R52N50ARWRF	329.99	.00	
Total TICE TECHNOLOGIES:					3,106.15	.00	
<b>Total Energy Systems LLC</b>							
1297	Total Energy Systems LLC	343178	600-65000-000	Service, Mileage, Filter Fees	1,200.31	.00	
Total Energy Systems LLC:					1,200.31	.00	
<b>TRANSUNION RISK AND ALTERNATIVE</b>							
1534	TRANSUNION RISK AND ALT	4683041-202005-1	100-51200-200	Municipal Court Fee Recovery	75.00	.00	
Total TRANSUNION RISK AND ALTERNATIVE:					75.00	.00	
<b>VoTL Water &amp; Sewer Department</b>							
37	VoTL Water & Sewer Departme	MAY-2020	100-55200-305	12300.00 Hartzell Ball Field	31.76	.00	
37	VoTL Water & Sewer Departme	MAY-2020	150-55110-600	5070.01Library	37.28	.00	
37	VoTL Water & Sewer Departme	MAY-2020	100-55200-305	4310.01 Lumber Building	30.38	.00	
37	VoTL Water & Sewer Departme	MAY-2020	100-53300-220	4750.00 Maintenance Building	1,322.71	.00	
37	VoTL Water & Sewer Departme	MAY-2020	100-52100-200	2010.00 Police Operations	37.28	.00	
37	VoTL Water & Sewer Departme	MAY-2020	620-53821-000	4760.00 Sewer Operations	1,238.99	.00	
37	VoTL Water & Sewer Departme	MAY-2020	100-51420-310	2190.00 Office	37.28	.00	
37	VoTL Water & Sewer Departme	MAY-2020	600-68001-000	1000.00 Water Treatment Plant	121.79	.00	
Total VoTL Water & Sewer Department:					2,857.47	.00	
<b>WE ENERGIES</b>							
11	WE ENERGIES	4405-853-076 0601	620-53821-000	520 Logan Ave E - Shop	184.90	184.90	06/01/2020
11	WE ENERGIES	4405-853-076 0601	620-53821-000	520 Logan Ave E - Sewer Treat	79.97	79.97	06/01/2020
11	WE ENERGIES	4405-853-076 0601	600-62000-100	118 Grand Ave W	29.67	29.67	06/01/2020
11	WE ENERGIES	4405-853-076 0601	600-62000-100	128 Elm St N	25.20	25.20	06/01/2020
11	WE ENERGIES	4405-853-076 0601	620-53821-000	560 Western	12.24	12.24	06/01/2020
11	WE ENERGIES	4405-853-076 0601	100-55200-305	210 Willow St	42.50	42.50	06/01/2020
11	WE ENERGIES	4405-853-076 0601	100-52100-200	115 Martin Ave E - PD	71.80	71.80	06/01/2020
11	WE ENERGIES	4405-853-076 0601	100-51420-310	114 Martin - V Hall	92.31	92.31	06/01/2020
11	WE ENERGIES	4405-853-076 0601	150-55110-600	301 Maple St - Library	91.71	91.71	06/01/2020
Total WE ENERGIES:					630.30	630.30	
<b>WEA Trust</b>							
1398	WEA Trust	32290-2020	100-21520	Health Insurance Due	9,439.49	9,439.49	06/02/2020
Total WEA Trust:					9,439.49	9,439.49	

Vendor	Vendor Name	Invoice Number	GL Account Number	Description	Net Invoice Amount	Amount Paid	Date Paid
<b>West WI Inspection Agency LLC</b>							
1464	West WI Inspection Agency LL	1401	100-52350-600	Building Inspections	746.00	.00	
Total West WI Inspection Agency LLC:					746.00	.00	
<b>WI DNR / Environmental Fees</b>							
179	WI DNR / Environmental Fees	603007130-2020-1	620-53852-000	Wastewater Fees	3,990.97	.00	
Total WI DNR / Environmental Fees:					3,990.97	.00	
<b>WITC - New Richmond</b>							
1358	WITC - New Richmond	WITC-SF-60009590	100-52100-400	Patrol Officer Inservice Training	30.00	.00	
Total WITC - New Richmond:					30.00	.00	
Grand Totals:					91,766.31	10,069.79	

\*\*\*\*\*  
 \* \*  
 \* APPROVED BY \*  
 \* \*  
 \*\*\*\*\*

---



---



---



---



---



---



---



---

Report Criteria:  
 Detail report.  
 Invoices with totals above \$0 included.  
 Paid and unpaid invoices included.  
 Invoice Detail.Input Date = 05/19/2020-06/30/2020

Village of Turtle Lake  
**CONSENT AGENDA ITEMS**  
 June 18, 2020

**OPERATORS LICENSES**

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>	<i>Date Approved by Police Chief</i>

**PROVISIONAL LICENSES**

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>

**TEMPORARY SERVER'S LICENSES**

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>Birth Date</i>	<i>Offenses</i>

**STREET USE PERMITS**

<i>Date Rec'd</i>	<i>Establishment</i>	<i>Applicant Name</i>	<i>xxxxx</i>	<i>Description</i>

**BUILDING/LAND USE PERMITS ISSUED BY BUILDING INSPECTOR**

<i>Date Issued</i>	<i>Address</i>	<i>Applicant Name</i>	<i>Permit No.:</i>	<i>Description</i>
06/10/20	632 USH 8 & 63	Torgeson Company, LLC	VTL20-12	Addition
6/2/2020	500 Pine St S	Michael Jacker	VTL20-11	Deck
6/1/2020	129 Ash St	Shane Schmitt	VTL20-10	Deck
5/22/2020	760 Pine St S	Mark Schmitz	VTL20-09	Raze
4/13/2020	585 Western Blvd	Infinity / Northwest Builders	VTL20-05	Addition 200x130 Warehouse
5/19/2020	500 Pine St S	Virginia Moyer	VTL20-08	Mfg Home & Shed
4/30/2020	638 USH 8	McDonalds/Total Imaging	VTL20-06	New Signs
5/6/2020	440 Industrial Blvd	Lori Larson / Spare Time	VTL20-07	Alteration
4/1/2020	760 USH 8	TLPD/Village of TL	VTL20-03	Billboard Sign
4/14/2020	741 Pine St S	Dale Hellstern	VTL20-04	Mfg Home & Raze
3/24/2020	106 Maple St S	NLR Rentals LLC / Jeremy Adam	VTL20-02	Foundation Repair
3/12/2020	208 E Poplar St	Lawrence Overton	VTL20-01	Addition

**BUILDING/LAND USE PERMITS ISSUED BY CLERK / ZONING ADMINISTRATOR**

<i>Date Issued</i>	<i>Address</i>	<i>Applicant Name</i>	<i>Permit No.:</i>	<i>Description</i>
06/11/20	105 Maple St S	Puris Foods / Weathersafe Restoration, Inc.		Re-Roof
5/28/2020	101 Elizabeth Ct	Donhowe / Valleyview Construction, Inc.		Re-Shingle/Replacement Windows
				Re-Siding/Replacement Doors
5/22/2020	500 Pine St S Lot #25	Ruth/Dick Nelson		Roof Replacement
5/20/2020	109 Logan Ave W	David Anderson		Re-Shingle
5/11/2020	131 Spruce St N	Ken Mandley		Re-Shingle & Re-Siding
5/5/2020	308 Poplar St	Korey / Tiffany Kirwin		Fence - 6-ft
3/30/2020	504 Lake Ave	Elizabeth Johnson / Erika Olson		Fence

**VILLAGE OF TURTLE LAKE  
PUBLIC HEARING MEETING MINUTES  
June 1, 2020 | 6:00 PM**

**PRESENT:** President Koenig, Trustees McCreedy, Tarman, Strenke, Clary, Glaubitz

**Absent:** Trustee Morton

**CALL TO ORDER:** Meeting called to order at 6:08 pm

**ROLL CALL:** Board as noted above and Village Administrator Hildebrand, Clerk-Treasurer Story, DPW Davis, Chief Gabe, and Jon Strand

**Disclosure of conflict of interest by members regarding any item on the agenda:** None

**PUBLIC COMMENT:** None.

**OLD BUSINESS:** None

**NEW BUSINESS:**

The Village of Turtle Lake is conducting a public hearing regarding its Wastewater Treatment Plant expansion. The award is to help fund the update to the Village's Comprehensive Plan. The public was invited to review the proposed project's plans and to comment on its activities. No citizens were present.

- A. Background on the proposed expansion of the Turtle Lake Wastewater Treatment Facility.
- B. Review of proposed project costs.
- C. Citizen input regarding proposed Wastewater Treatment Facility expansion project.

A presentation by Jon Strand, CBS Engineering was made discussing the wastewater treatment plant, diffusers, schedule, wet wells, USDA loan options, rate structures, and payment breakdown. Presentation in agenda packet posted on village website.

Motion by Trustee Tarman/President Koenig to close Public Hearing. Roll call: All. All aye. None opposed. Motion carried.

Motion by Trustee Tarman/Clary to open at 6:37 p.m. Roll call: All. All aye. None opposed. Motion carried.

Motion by President Koenig/Trustee McCreedy with recommendation for Jon Strand, CBS Engineering, to send/forward project information onto the DNR. All in favor. None opposed. Motion carried.

**ADJOURN:** Adjourn at 6:38 p.m. Motion to adjourn President Koenig/Trustee McCreedy

Minutes Prepared by: Ardith Story, Clerk-Treasurer  
Drafted for Board Approval: 06\_15\_2020

**VILLAGE OF TURTLE LAKE**  
**Regular Board MEETING MINUTES**  
**June 1, 2020**

**BOARD PRESENT:** Village President Koenig, Trustees McCready, Tarman, Strenke, Clary, and Glaubitz

**ABSENT:** Trustee Morton

**CALL TO ORDER:** Meeting called to order at 6:00 pm

**ROLL CALL:** Board as noted above, Administrator Hildebrand, Clerk-Treasurer Story, Chief Gabe, PWD Davis

**Pledge of Allegiance**

**Disclosure of conflict of interest by members regarding any item on the agenda:** None

**REVIEW OF CONSENT AGENDA:** Motion to approve consent agenda Trustee Tarman / Glaubitz. All aye. None opposed. Motion carried.

**PUBLIC COMMENT:** None.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- A. Consider for Approval, Beer "Class B" and Class "B" License Applications for July 01, 2020 to June 30, 2021.
  - o Motion by President Koenig/Trustee Tarman to approve Class B license applications for the 2020-2021 season. All aye. None opposed. Motion carried.
- B. Consider for Approval, Liquor "Class A" and Class "A" License Applications for July 01, 2020 to June 30, 2021.
  - o Motion by President Koenig/Trustee Clary to approve Class A license applications for the 2020-2021 season. All aye. None opposed. Motion carried.
- C. Consider for Approval Cigarette / Tobacco License Applications for July 01, 2020 to June 30, 2021.
  - o Motion by Trustee Glaubitz/McCready to approve cigarette/tobacco license applications for the 2020-2021 season. All aye. None opposed. Motion carried.
- D. Consider for Approval proposal to sell Village iPads, which were purchased in 2014.
  - o Motion by President Koenig/Trustee McCready to approve the sale of the village board iPads for \$125.00 each with preference for board members to opt in on the purchase(s) of iPads. All aye. None opposed. Motion carried.

**ADJOURN:** Adjourn at 6:07 pm Motion to adjourn by Trustee Clary/Glaubitz

Minutes Prepared by: Ardith Story, Municipal Clerk-Treasurer/Administrator Hildebrand  
Drafted for Board Approval: 06\_15\_2020

Village of Turtle Lake					
CUMBERLAND FEDERAL BANK					
INTEREST					
May 31, 2020					
			G/L	DEBIT	CREDIT
			Account #		
General Working Capital	0.50%		100-11150	\$185.28	
Interest			100-48100-000		\$185.28
<i>Average Bank Ledger Balance</i>	\$ 466,405.46				
TIF Reserves	0.50%		405-11150	\$80.36	
Interest			405-48100-000		\$80.36
<i>Average Bank Ledger Balance</i>	\$ 202,279.29				
Tourism Fund Reserves	0.50%		500-11150	\$40.18	
Interest			500-48500-900		\$40.18
<i>Average Bank Ledger Balance</i>	\$ 101,139.65				
Water Fund Reserves	0.50%		600-13150	\$120.54	
Interest			600-41900-000		\$120.54
<i>Average Bank Ledger Balance</i>	\$ 303,418.95				
Sewer Fund Reserves	0.51%		620-11150	\$202.95	
Interest			620-48100-000		\$202.95
<i>Average Bank Ledger Balance</i>	\$ 505,725.85				
<b>TOTAL FOR CUMBERLAND FEDERAL BANK MONEY MARKET ACCOUNTS</b>				<b>\$629.31</b>	<b>\$629.31</b>
Sewer Reserve & Depreciation	0.50%		620-11540	\$45.65	
Interest			620-48100-000		\$45.65
<i>Average Bank Ledger Balance</i>	\$ 114,922.02				
Debt Service Fund	0.50%		300-11150	\$32.78	
Interest			300-48100-000		\$32.78
<i>Average Bank Ledger Balance</i>	\$ 82,525.89				
<b>TOTAL FOR ALL CUMBERLAND FEDERAL BANK ACCOUNTS</b>				<b>\$707.74</b>	<b>\$707.74</b>

Village of Turtle Lake					
DAIRY STATE BANK					
INTEREST					
May 31, 2020					
			G/L	DEBIT	CREDIT
			Account #		
Village General	0.90%		001-11100	\$1,178.60	
Interest - Tourism			500-48500-900		66.81
Interest - Water			600-41900-000		216.79
Interest - Sewer			620-48100-000		418.20
Interest - Library			150-45500-000		21.48
Interest - General			100-48100-000		\$455.32
<i>Average Bank Ledger Balance</i>	\$1,646,483.82				
CDBG Housing	0.90%		200-11100	\$19.17	
Interest			200-48100-000		\$19.17
<i>Average Bank Ledger Balance</i>	\$26,771.48				
TLPD K9 Unit Savings	0.30%		250-11300	\$0.00	
Quarterly Interest			250-48100-000		\$0.00
<i>Month End Savings Balance</i>	\$36,078.01				
S & W Savings	0.15%		600-13200	\$0.14	
Water Interest Income			600-41900-000		\$0.14
<i>Average Bank Ledger Balance</i>	\$1,203.86				
Safe Drinking Water Loans	0.87%		600-13300	\$11.14	
Water Interest Income			600-41900-000		\$11.14
<i>Average Bank Ledger Balance</i>	\$16,238.96				
Sewer Bond & Int Redemption	0.50%		620-11520	\$22.18	
Sewer Interest			620-48100-000		\$22.18
<i>Average Bank Ledger Balance</i>	\$55,826.01				
Real Estate Tax Account	0.90%		800-11100	\$418.67	
Interest			100-48100-000		\$418.67
<i>Average Bank Ledger Balance</i>	\$585,331.86				
Petty Cash				\$0.00	
<i>Balance</i>	\$821.35				\$0.00
<b>TOTAL</b>				\$1,649.90	\$1,649.90

VILLAGE OF TURTLE LAKE  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	8,990.62	92,073.39	770,582.00	678,508.61	12.0
PARK & RECREATION FEES	330.00	455.00	2,975.00	2,520.00	15.3
INTERGOVERNMENTAL REVENUE	.00	.00	218,164.00	218,164.00	.0
LICENSES & PERMITS	5,226.76	7,472.10	20,150.00	12,677.90	37.1
COURT	( 4,627.66)	37,275.08	101,200.00	63,924.92	36.8
STREET REVENUES	.00	61,371.18	93,400.00	32,028.82	65.7
PUBLIC SAFETY REVENUES	10.00	7,918.18	35,500.00	27,581.82	22.3
MISCELLANEOUS REVENUE	5,678.77	26,051.17	45,500.00	19,448.83	57.3
	<u>15,608.49</u>	<u>232,616.10</u>	<u>1,287,471.00</u>	<u>1,054,854.90</u>	<u>18.1</u>
<u>EXPENDITURES</u>					
DEPT 000	1,436.06	7,180.64	19,700.00	12,519.36	36.5
ADMINISTRATION	4,575.85	25,893.64	.00	( 25,893.64)	.0
CLERK	3,702.71	19,961.91	37,878.00	17,916.09	52.7
ELECTIONS	1,702.12	8,636.26	19,943.00	11,306.74	43.3
MUNICIPAL COURT	5,372.67	28,608.03	72,157.00	43,548.97	39.7
MUNICIPAL COURT - CAPITAL	.00	.00	750.00	750.00	.0
LEGAL	1,090.34	2,981.16	22,000.00	19,018.84	13.6
TREASURER	5,458.39	19,810.53	19,600.00	( 210.53)	101.1
GENERAL OPERATING	1,666.10	30,715.28	69,278.00	38,562.72	44.3
GENERAL - CAPITAL	840.00	6,669.20	11,500.00	4,830.80	58.0
TAX RELATED - MISCELLANEOUS	.00	1,664.54	250.00	( 1,414.54)	665.8
PUBLIC SAFETY OPERATING	38,594.03	216,614.08	531,529.00	314,914.92	40.8
PUBLIC SAFETY - CAPITAL	840.00	1,135.98	36,000.00	34,864.02	3.2
PUBLIC SAFETY - OTHER	5,356.54	51,876.54	58,000.00	6,123.46	89.4
STREETS & HIGHWAYS OPERATING	10,942.82	64,525.45	154,463.00	89,937.55	41.8
PUBLIC WORKS - CAPITAL	23,619.99	24,231.17	128,350.00	104,118.83	18.9
LIBRARY	.00	4.16	.00	( 4.16)	.0
PARKS - CULTURE/REC/EDU	3,811.23	19,036.51	48,344.00	29,307.49	39.4
PARKS - CAPITAL	.00	.00	3,500.00	3,500.00	.0
PLANNING - ZONING - DEVELOPMNT	.00	1,500.00	6,000.00	4,500.00	25.0
	<u>109,008.85</u>	<u>531,045.08</u>	<u>1,239,242.00</u>	<u>708,196.92</u>	<u>42.9</u>
	<u>( 93,400.36)</u>	<u>( 298,428.98)</u>	<u>48,229.00</u>	<u>346,657.98</u>	<u>(618.8)</u>

**VILLAGE OF TURTLE LAKE**  
**BALANCE SHEET**  
**MAY 31, 2020**

**FUND 100 - GENERAL FUND**

ASSETS

100-11111	TREASURER'S CASH-V/G	(	9,999.50)
100-11150	CASH - CUMBERLAND FEDERAL		466,590.74
100-11800	PETTY CASH #108097		1,086.82
100-12000	PREPAID POSTAGE		1,302.85
100-12050	PREPAID HEALTH INSURANCE		17,868.26
100-12100	TAXES RECEIVABLE		704,500.01
100-12130	DELINQUENT TAX SPECIALS REC		233.64
100-12320	DELINQUENT TAXES		11,525.85
100-12330	ALLOWANCE UNCOLLECTED PP TAXES	(	2,958.00)
100-15700	OTHER ACCOUNTS RECEIVABLE		1,145.11
100-15701	UNAPPLIED ACCOUNTS RECEIVABLE	(	864.45)
100-15800	DUE FROM TAX AGENCY	(	.46)

TOTAL ASSETS

1,190,430.87

LIABILITIES AND EQUITY

LIABILITIES

100-21100	ACCOUNTS PAYABLE - VILLAGE GEN		10,753.05
100-21500	SOCIAL SECURITY W/H EMP. SHARE		184.43
100-21512	FEDERAL WITHHOLDING		3,002.42
100-21513	STATE WITHHOLDING	(	838.32)
100-21514	DEFERRED COMP PAYABLE		280.50
100-21515	UNION DUES PAYABLE		50.13
100-21519	RETIREMENT PAYABLE		8,003.30
100-21520	HEALTH/LIFE INS PAYABLE		1,795.94
100-21521	DENTAL INS PAYABLE		.12
100-21522	MISC DEDUCTION PAYABLE		786.93
100-21524	AFLAC DEDUCTIONS PAYABLE		608.38
100-21590	SALES TAX PAYABLE	(	126.63)
100-21700	WAGES PAYABLE		24,846.54
100-24600	DUE SCHOOL MOBILE HOME TAXES		3,310.32
100-26100	DEFERRED TAXROLL REVENUE		703,904.17

TOTAL LIABILITIES

756,561.28

FUND EQUITY

100-34125	NON-SPENDABLE INVENT & PREPAID		18,162.00
100-34215	RESTRICTED FOR LIBRARY		30,044.00
100-34230	UNASSIGNED FOR CONTINGENCIES	(	5,191.00)
100-34235	ASSIGNED FOR WORKING CAPITAL		261,150.00
100-34250	ASSIGNED FOR NATL NIGHT OUT		51.00
100-34300	FUND BALANCE UNASSIGNED		428,082.57
	REVENUES OVER EXPENDITURES - YTD	(	298,428.98)

TOTAL FUND EQUITY

433,869.59

TOTAL LIABILITIES & EQUITY

1,190,430.87

VILLAGE OF TURTLE LAKE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>TAXES</u>						
100-41110-000	GENERAL PROPERTY TAXES	.00	33,430.96	703,904.00	670,473.04	4.8
100-41120-000	LIBRARY MAINTENANCE OF EFFORT	.00	.00	( 67,822.00)	( 67,822.00)	.0
100-41140-000	MOBILE HOME FEES	634.38	9,402.10	6,000.00	( 3,402.10)	156.7
100-41210-000	LODGING TAXES	856.24	5,031.24	30,000.00	24,968.76	16.8
100-41310-000	TAXES FROM UTILITIES-S & W	7,500.00	37,500.00	90,000.00	52,500.00	41.7
100-41320-000	IN LIEU OF TAXES OTHER	.00	6,709.09	8,500.00	1,790.91	78.9
	<b>TOTAL TAXES</b>	<b>8,990.62</b>	<b>92,073.39</b>	<b>770,582.00</b>	<b>678,508.61</b>	<b>12.0</b>
<u>PARK &amp; RECREATION FEES</u>						
100-42201-000	RECREATION PROGRAM & REG. FEES	.00	.00	175.00	175.00	.0
100-42300-000	PARK FEES & SHELTER RENTALS	330.00	455.00	2,800.00	2,345.00	16.3
	<b>TOTAL PARK &amp; RECREATION FEES</b>	<b>330.00</b>	<b>455.00</b>	<b>2,975.00</b>	<b>2,520.00</b>	<b>15.3</b>
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43410-000	STATE SHARED REVENUES	.00	.00	218,164.00	218,164.00	.0
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>218,164.00</b>	<b>218,164.00</b>	<b>.0</b>
<u>LICENSES &amp; PERMITS</u>						
100-44110-000	LIQUOR/BEVERAGE/OP LICENSES	.00	355.00	9,750.00	9,395.00	3.6
100-44120-000	OTHER BUSINESS/SELLER LICENSES	25.00	25.00	100.00	75.00	25.0
100-44200-000	DOG/CAT AND KENNEL LICENSES	20.00	187.50	300.00	112.50	62.5
100-44300-000	BUILDING PERMITS	5,181.76	6,904.60	10,000.00	3,095.40	69.1
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>5,226.76</b>	<b>7,472.10</b>	<b>20,150.00</b>	<b>12,677.90</b>	<b>37.1</b>
<u>COURT</u>						
100-45110-000	COURT PENALTIES AND COSTS	( 4,627.66)	37,000.08	100,000.00	62,999.92	37.0
100-45130-000	PARKING VIOLATIONS	.00	275.00	1,200.00	925.00	22.9
	<b>TOTAL COURT</b>	<b>( 4,627.66)</b>	<b>37,275.08</b>	<b>101,200.00</b>	<b>63,924.92</b>	<b>36.8</b>
<u>STREET REVENUES</u>						
100-46210-000	STATE TRANSPORTATION AID	.00	61,043.30	93,100.00	32,056.70	65.6
100-46440-000	LAWN & WEED CONTROL FEES	.00	.00	200.00	200.00	.0
100-46500-000	OTHER STREET REVENUE	.00	327.88	100.00	( 227.88)	327.9
	<b>TOTAL STREET REVENUES</b>	<b>.00</b>	<b>61,371.18</b>	<b>93,400.00</b>	<b>32,028.82</b>	<b>65.7</b>

VILLAGE OF TURTLE LAKE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PUBLIC SAFETY REVENUES</u>					
100-47310-000 PUBLIC SAFETY REVENUE	10.00	46.00	.00	( 46.00)	.0
100-47313-000 PUBLIC SAFETY GRANTS	.00	.00	1,000.00	1,000.00	.0
100-47321-000 CONTRACT POLICE PROTECTION	.00	8,876.25	30,000.00	21,123.75	29.6
100-47323-000 FIRE INSURANCE TAX	.00	.00	4,000.00	4,000.00	.0
100-47390-000 MISC REVENUES AND DONATIONS	.00	( 1,004.07)	500.00	1,504.07	(200.8)
<b>TOTAL PUBLIC SAFETY REVENUES</b>	<b>10.00</b>	<b>7,918.18</b>	<b>35,500.00</b>	<b>27,581.82</b>	<b>22.3</b>
<u>MISCELLANEOUS REVENUE</u>					
100-48100-000 INTEREST ON INVESTMENTS	1,059.27	10,159.71	20,000.00	9,840.29	50.8
100-48250-000 BUILIDNG SPACE RENTAL	800.00	4,000.00	12,000.00	8,000.00	33.3
100-48350-000 LAND SALES	.00	.00	9,000.00	9,000.00	.0
100-48400-000 INSURANCE DIVIDENDS	3,816.00	11,311.41	4,000.00	( 7,311.41)	282.8
100-48900-000 MISCELLANEOUS REVENUES	3.50	580.05	500.00	( 80.05)	116.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>5,678.77</b>	<b>26,051.17</b>	<b>45,500.00</b>	<b>19,448.83</b>	<b>57.3</b>
<b>TOTAL FUND REVENUE</b>	<b>15,608.49</b>	<b>232,616.10</b>	<b>1,287,471.00</b>	<b>1,054,854.90</b>	<b>18.1</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPT 000</u>					
100-51000-001 BOARD - SALARIES AND WAGES	1,333.36	6,667.50	16,000.00	9,332.50	41.7
100-51000-011 COMMITTEE - SALARIES AND WAGES	.00	.00	500.00	500.00	.0
100-51000-100 BOARD/COMMITTEE - BENEFITS	102.70	513.14	1,000.00	486.86	51.3
100-51000-150 BOARD/COMMITTEE - SUPPLIES	.00	.00	350.00	350.00	.0
100-51000-200 BRD/COM- CONF/TRAINING/TRAVEL	.00	.00	1,250.00	1,250.00	.0
100-51000-300 BRD/COM - DUES & SUBSCRIPTIONS	.00	.00	600.00	600.00	.0
<b>TOTAL DEPT 000</b>	<b>1,436.06</b>	<b>7,180.64</b>	<b>19,700.00</b>	<b>12,519.36</b>	<b>36.5</b>
<u>ADMINISTRATION</u>					
100-51100-001 ADMINISTRATOR - SALARIES AND	3,173.08	17,452.11	.00 (	17,452.11)	.0
100-51100-100 ADMINISTRATOR - BENEFITS	1,402.77	7,475.18	.00 (	7,475.18)	.0
100-51100-200 ADMINISTR-CONF/TRAINING/TRAVEL	.00	966.35	.00 (	966.35)	.0
<b>TOTAL ADMINISTRATION</b>	<b>4,575.85</b>	<b>25,893.64</b>	<b>.00 (</b>	<b>25,893.64)</b>	<b>.0</b>
<u>CLERK</u>					
100-51125-001 CLERK - SALARIES AND WAGES	2,353.90	13,136.94	21,518.00	8,381.06	61.1
100-51125-011 ADMIN ASST- SALARIES AND WAGES	.00	.00	1,664.00	1,664.00	.0
100-51125-100 CLERK - BENEFITS	1,348.81	6,824.97	14,696.00	7,871.03	46.4
<b>TOTAL CLERK</b>	<b>3,702.71</b>	<b>19,961.91</b>	<b>37,878.00</b>	<b>17,916.09</b>	<b>52.7</b>
<u>ELECTIONS</u>					
100-51175-001 CLERK ELECTION - SALARIES AND	435.00	2,377.63	4,304.00	1,926.37	55.2
100-51175-011 POLL WORKER - SALARIES AND WA	760.00	3,105.00	5,500.00	2,395.00	56.5
100-51175-100 ELECTION - BENEFITS	255.88	1,290.43	2,939.00	1,648.57	43.9
100-51175-300 ELECTION - OPERATION EXPENSES	251.24	1,863.20	7,200.00	5,336.80	25.9
<b>TOTAL ELECTIONS</b>	<b>1,702.12</b>	<b>8,636.26</b>	<b>19,943.00</b>	<b>11,306.74</b>	<b>43.3</b>
<u>MUNICIPAL COURT</u>					
100-51200-001 MUNICIPAL COURT - SALARIES AND	2,820.66	14,673.89	35,396.00	20,722.11	41.5
100-51200-100 MUNICIPAL COURT - BENEFITS	1,677.01	8,355.27	20,461.00	12,105.73	40.8
100-51200-200 MUNICIPAL COURT - OPERATIONS	75.00	1,454.87	1,000.00 (	454.87)	145.5
100-51200-205 MUNICIPAL COURT - OFFICE SPACE	800.00	4,000.00	12,000.00	8,000.00	33.3
100-51200-210 MUNICL CRT-CONF/TRAINING/TRVL	.00	28.75	.00 (	28.75)	.0
100-51200-215 MUNICIPAL COURT - JAIL FEES	.00	.00	300.00	300.00	.0
100-51200-300 MUNICIPAL CRT - SOFTWARE/TECH	.00	95.25	3,000.00	2,904.75	3.2
<b>TOTAL MUNICIPAL COURT</b>	<b>5,372.67</b>	<b>28,608.03</b>	<b>72,157.00</b>	<b>43,548.97</b>	<b>39.7</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUNICIPAL COURT - CAPITAL</u>					
100-51225-500 CAPITAL - MUNI COURT PURCHASES	.00	.00	750.00	750.00	.0
TOTAL MUNICIPAL COURT - CAPITAL	.00	.00	750.00	750.00	.0
<u>LEGAL</u>					
100-51250-100 LEGAL FEES - ATTY REPRESENTATN	297.00	2,187.82	10,000.00	7,812.18	21.9
100-51250-200 LEGAL FEES - CONSULTING	793.34	793.34	12,000.00	11,206.66	6.6
TOTAL LEGAL	1,090.34	2,981.16	22,000.00	19,018.84	13.6
<u>TREASURER</u>					
100-51300-100 TREASURER - BENEFITS	1.39	7.64	.00	( 7.64)	.0
100-51300-200 ACCOUNTING AND AUDIT SERVICES	2,157.00	14,502.89	14,000.00	( 502.89)	103.6
100-51300-400 ASSESSOR SERVICES	3,300.00	5,300.00	5,600.00	300.00	94.6
TOTAL TREASURER	5,458.39	19,810.53	19,600.00	( 210.53)	101.1
<u>GENERAL OPERATING</u>					
100-51420-001 JANITORIAL - SALARIES AND WAGE	.00	.00	2,200.00	2,200.00	.0
100-51420-100 JANITORIAL - BENEFITS	.00	.00	153.00	153.00	.0
100-51420-200 INSURANCES-LIABILITY/PROP/BOND	.00	15,506.05	12,000.00	( 3,506.05)	129.2
100-51420-205 WORKMEN'S COMPENSATION	.00	3,211.88	20,500.00	17,288.12	15.7
100-51420-210 UNEMPLOYMENT COMPENSATION	84.83	84.83	2,000.00	1,915.17	4.2
100-51420-220 HUMAN RESOURCES RELATED	.00	.00	750.00	750.00	.0
100-51420-300 NOTICES & PUBLICATIONS	135.00	1,020.47	7,000.00	5,979.53	14.6
100-51420-302 DUES, LICENSES & SUBSCRIPTIONS	.00	221.00	500.00	279.00	44.2
100-51420-310 UTILITIES	311.08	1,433.25	6,000.00	4,566.75	23.9
100-51420-312 OFFICE SUPPLIES & MISC	5.16	733.13	2,250.00	1,516.87	32.6
100-51420-315 SOFTWARE/TECH SERVICES/UPGRADE	.00	2,097.87	2,750.00	652.13	76.3
100-51420-318 OFFICE EQUIPMENT / COPIER	264.99	983.86	975.00	( 8.86)	100.9
100-51420-320 CONFERENCES/TRAINING/TRAVEL	223.62	1,717.45	3,500.00	1,782.55	49.1
100-51420-322 COMMUNICATIONS-PHONE, INTERNET	530.49	2,332.63	4,500.00	2,167.37	51.8
100-51420-325 WEB SITE RELATED	.00	273.95	900.00	626.05	30.4
100-51420-328 POSTAGE, SHIPPING AND METER	27.49	467.39	1,750.00	1,282.61	26.7
100-51420-330 AWARDS/CELEBRATIONS	.00	.00	550.00	550.00	.0
100-51420-332 BUILDING/OFFICE REPAIR & MAINT	83.44	631.52	500.00	( 131.52)	126.3
100-51420-335 HVAC REPAIR AND MAINTENANCE	.00	.00	500.00	500.00	.0
TOTAL GENERAL OPERATING	1,666.10	30,715.28	69,278.00	38,562.72	44.3

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL - CAPITAL</u>					
100-51525-200 CAPITAL - RECODIFICATION	.00	.00	4,000.00	4,000.00	.0
100-51525-300 CAPITAL - OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
100-51525-400 CAPITAL - OFFICE RENOVATION	.00	.00	1,500.00	1,500.00	.0
100-51525-500 CAPITAL - EQUIPMENT & SOFTWARE	840.00	6,669.20	5,000.00	( 1,669.20)	133.4
<b>TOTAL GENERAL - CAPITAL</b>	<b>840.00</b>	<b>6,669.20</b>	<b>11,500.00</b>	<b>4,830.80</b>	<b>58.0</b>
<u>TAX RELATED - MISCELLANEOUS</u>					
100-51800-900 MISCELLANEOUS EXPENSE	.00	1,664.54	250.00	( 1,414.54)	665.8
<b>TOTAL TAX RELATED - MISCELLANEOUS</b>	<b>.00</b>	<b>1,664.54</b>	<b>250.00</b>	<b>( 1,414.54)</b>	<b>665.8</b>
<u>PUBLIC SAFETY OPERATING</u>					
100-52100-001 POLICE - SALARIES AND WAGES	20,633.61	126,667.33	292,821.00	166,153.67	43.3
100-52100-100 POLICE - BENEFITS	12,052.54	66,217.16	177,258.00	111,040.84	37.4
100-52100-200 UTILITIES	406.96	2,648.21	5,000.00	2,351.79	53.0
100-52100-205 FUEL & OIL	310.19	3,628.91	15,000.00	11,371.09	24.2
100-52100-300 COMMUNICATIONS: PHONE/INTERNET	216.55	1,674.37	4,500.00	2,825.63	37.2
100-52100-305 POSTAGE AND SHIPPING	.00	146.20	750.00	603.80	19.5
100-52100-310 OFFICE SUPPLIES/EQUIP/MISC	10.58	702.77	2,500.00	1,797.23	28.1
100-52100-400 CONFERENCES/TRAINING/TRAVEL	.00	955.00	2,500.00	1,545.00	38.2
100-52100-405 REPAIRS/MAINT-BUILDING	53.91	340.52	1,500.00	1,159.48	22.7
100-52100-410 REPAIRS/MAINT- EQUIPMENT	.00	519.85	10,000.00	9,480.15	5.2
100-52100-500 REPAIRS/MAINT-VEHICLES	3,018.06	4,931.51	6,000.00	1,068.49	82.2
100-52100-505 UNIFORMS	840.47	2,066.28	4,500.00	2,433.72	45.9
100-52100-510 OPERATION SUPPLIES/EQUIPMENT	163.93	1,930.17	1,500.00	( 430.17)	128.7
100-52100-600 TIRES & REPAIRS	.00	.00	1,200.00	1,200.00	.0
100-52100-605 AMMUNITION	.00	.00	1,500.00	1,500.00	.0
100-52100-700 TECH SUPPORT/ SOFTWARE	315.00	1,903.75	4,000.00	2,096.25	47.6
100-52100-900 MISCELLANEOUS EXPENSE	572.23	2,282.05	1,000.00	( 1,282.05)	228.2
<b>TOTAL PUBLIC SAFETY OPERATING</b>	<b>38,594.03</b>	<b>216,614.08</b>	<b>531,529.00</b>	<b>314,914.92</b>	<b>40.8</b>
<u>PUBLIC SAFETY - CAPITAL</u>					
100-52125-705 CAPITAL - SQUAD REPLACEMENT	.00	.00	20,000.00	20,000.00	.0
100-52125-800 CAPITAL - POLICE EQUIPMENT	.00	208.05	3,500.00	3,291.95	5.9
100-52125-802 CAPITAL - COMPUTER REPLACEMENT	.00	.00	2,000.00	2,000.00	.0
100-52125-805 CAPITAL - ANNUAL SOFTWARE	840.00	840.00	9,500.00	8,660.00	8.8
100-52125-808 CAPITAL - BUILDING RENOVATIONS	.00	87.93	1,000.00	912.07	8.8
<b>TOTAL PUBLIC SAFETY - CAPITAL</b>	<b>840.00</b>	<b>1,135.98</b>	<b>36,000.00</b>	<b>34,864.02</b>	<b>3.2</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY - OTHER</u>					
100-52350-001 ANIMAL CONTROL - SALARIES & WA	.00	.00	200.00	200.00	.0
100-52350-100 ANIMAL CONTROL EXPENSES	.00	.00	75.00	75.00	.0
100-52350-300 FIRE DISTRICT	.00	44,680.00	45,050.00	370.00	99.2
100-52350-500 CONTRIBUTIONS- 1ST RESPONDERS	.00	.00	2,000.00	2,000.00	.0
100-52350-550 CONTRIBUTIONS - FOOD PANTRY	.00	.00	1,000.00	1,000.00	.0
100-52350-600 BUILDING INSPECTOR SERVICES	5,356.54	7,196.54	7,500.00	303.46	96.0
100-52350-800 STORM WARNING SIREN	.00	.00	975.00	975.00	.0
100-52350-850 HIGHWAY SPEED BOARDS	.00	.00	1,200.00	1,200.00	.0
<b>TOTAL PUBLIC SAFETY - OTHER</b>	<b>5,356.54</b>	<b>51,876.54</b>	<b>58,000.00</b>	<b>6,123.46</b>	<b>89.4</b>
<u>STREETS &amp; HIGHWAYS OPERATING</u>					
100-53300-001 STREETS - SALARIES AND WAGES	3,003.25	16,684.17	27,689.00	11,004.83	60.3
100-53300-011 SNOW REMOVAL OT & MATERIALS	77.14	4,096.34	10,000.00	5,903.66	41.0
100-53300-100 STREETS - BENEFITS	1,984.65	10,018.92	13,774.00	3,755.08	72.7
100-53300-200 SHOP SUPPLIES/MTLS/MISC	410.06	2,189.00	3,000.00	811.00	73.0
100-53300-205 COMMUNICATIONS-PHONE/INTERNET	.00	1,260.31	2,000.00	739.69	63.0
100-53300-210 CONFERENCES/TRAINING/TRAVEL	.00	.00	250.00	250.00	.0
100-53300-220 UTILITIES	3,082.95	15,214.88	37,250.00	22,035.12	40.9
100-53300-225 FUEL, GREASE & OIL	230.05	4,969.53	9,000.00	4,030.47	55.2
100-53300-230 STREET SWEEPER/BROOMS	134.41	794.96	5,000.00	4,205.04	15.9
100-53300-235 VEHICLE MAINTENANCE & REPAIR	1,482.27	2,567.47	8,000.00	5,432.53	32.1
100-53300-240 BUILDING REPAIR & MAINTENANCE	.00	2.99	5,000.00	4,997.01	.1
100-53300-250 ASPHALT/CONCRETE	.00	2,060.76	.00	( 2,060.76)	.0
100-53300-258 STREET REPAIRS & MAINTENANCE	.00	.00	25,000.00	25,000.00	.0
100-53300-260 LANDFILL	.00	.00	500.00	500.00	.0
100-53300-265 SALT/SAND/GRAVEL	.00	3,967.65	.00	( 3,967.65)	.0
100-53300-270 STREET SIGNAGE/TRAFFIC MARKING	62.04	222.47	8,000.00	7,777.53	2.8
100-53300-275 CONTRACT LABOR/OUTSIDE SERVICE	476.00	476.00	.00	( 476.00)	.0
<b>TOTAL STREETS &amp; HIGHWAYS OPERATING</b>	<b>10,942.82</b>	<b>64,525.45</b>	<b>154,463.00</b>	<b>89,937.55</b>	<b>41.8</b>
<u>PUBLIC WORKS - CAPITAL</u>					
100-54120-300 CAPITAL - STORM SEWER R & M	.00	.00	5,000.00	5,000.00	.0
100-54120-301 CAPITAL - STREET IMPROVEMENTS	1,605.50	1,898.00	93,100.00	91,202.00	2.0
100-54120-305 CAPITAL - SHOP OFFICE EQUIPMNT	.00	.00	250.00	250.00	.0
100-54120-310 CAPITAL - BRUSH SITE REMOVAL	104.49	423.17	.00	( 423.17)	.0
100-54120-350 CAPITAL - EQUIPMENT REPLACEMMT	21,910.00	21,910.00	30,000.00	8,090.00	73.0
<b>TOTAL PUBLIC WORKS - CAPITAL</b>	<b>23,619.99</b>	<b>24,231.17</b>	<b>128,350.00</b>	<b>104,118.83</b>	<b>18.9</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
100-55110-100 LIBRARY - BENEFITS	.00	4.16	.00	( 4.16)	.0
TOTAL LIBRARY	.00	4.16	.00	( 4.16)	.0
<u>PARKS - CULTURE/REC/EDU</u>					
100-55200-001 PARKS - SALARIES AND WAGES	1,490.92	8,320.57	21,650.00	13,329.43	38.4
100-55200-100 PARKS - BENEFITS	982.61	4,964.71	6,869.00	1,904.29	72.3
100-55200-200 PARKS SUPPLIES / MAINTENANCE	1,155.77	2,246.66	3,000.00	753.34	74.9
100-55200-202 PARKS BLDG & EQPMNT R&M	288.84	288.84	2,000.00	1,711.16	14.4
100-55200-203 FUEL, GREASE AND OIL	67.57	90.54	800.00	709.46	11.3
100-55200-205 CONFERENCES, TRAINING, TRAVEL	.00	.00	1,000.00	1,000.00	.0
100-55200-300 FEES AND DUES	227.50	227.50	200.00	( 27.50)	113.8
100-55200-305 UTILITIES	408.02	3,707.69	11,500.00	7,792.31	32.2
100-55200-450 RECREATION PROGRAM EXPENSES	.00	.00	175.00	175.00	.0
100-55200-475 NATIONAL NIGHT OUT	( 810.00)	( 810.00)	1,000.00	1,810.00	( 81.0)
100-55200-500 ADVERTISING/PRINTING	.00	.00	150.00	150.00	.0
TOTAL PARKS - CULTURE/REC/EDU	3,811.23	19,036.51	48,344.00	29,307.49	39.4
<u>PARKS - CAPITAL</u>					
100-55400-500 CAPITAL-PARK REPLACEMENTS	.00	.00	3,500.00	3,500.00	.0
TOTAL PARKS - CAPITAL	.00	.00	3,500.00	3,500.00	.0
<u>PLANNING - ZONING - DEVELOPMNT</u>					
100-56200-001 PLANNING/ZONING- WAGES	.00	.00	750.00	750.00	.0
100-56200-200 PLANNING OPERATIONS	.00	.00	150.00	150.00	.0
100-56200-210 PUBLICATIONS AND NOTICES	.00	.00	500.00	500.00	.0
100-56200-400 ZONING OPERATIONS	.00	.00	300.00	300.00	.0
100-56200-700 ECONOMIC DEVELOPMENT	.00	1,500.00	1,500.00	.00	100.0
100-56200-900 OUTSIDE/PROFESSIONAL SERVICES	.00	.00	2,800.00	2,800.00	.0
TOTAL PLANNING - ZONING - DEVELOPMNT	.00	1,500.00	6,000.00	4,500.00	25.0
TOTAL FUND EXPENDITURES	109,008.85	531,045.08	1,239,242.00	708,196.92	42.9
NET REVENUE OVER EXPENDITURES	( 93,400.36)	( 298,428.98)	48,229.00	346,657.98	(618.8)

Date	Payee	Employee Number	Reference Number	Check Number	M	Gross / Expense PC Type	Amount	Taxes PC Type	Amount	Deductions PC Type	Amount	Net / Info PC Type	Amount
Grand Totals Hours/Units/Types Summary													
PC	Title	Hours	Units			Net Type	Amount			Info Type	Amount		
1-01		948.00	.00			Direct Deposit Net	18,880.86-			Informational	.00		
1-07		120.00	.00			Net	.00			Info Tips Reported	.00		
2-01		22.75	.00							Fringe Benefit	.00		
2-02		2.00	.00										
6-01		7.00	.00										
Grand Totals:		1,099.75	.00				18,880.86-				.00		

Grand Totals Pay Code Totals

PC	Title	Amount	PC	Title	Amount	PC	Title	Amount	PC	Title	Amount
1-01	REGULAR W	23,318.18	1-07	COVID-19	2,489.52	2-01	REGULAR O	755.24	2-02	POLICE/CO	80.40
6-01	PERSONAL	122.01	12-03	SHIFT DIFFE	70.76	40-00	WI DEFERR	55.00-	41-00	AFLAC-PRE	19.98-
42-00	AFLAC-POS	20.31-	50-01	MISC DEDU	715.39-	51-01	WRS GENE	1,109.63-	51-03	WRS PROTE	281.04-
74-00	SOCIAL SEC	1,662.57-	75-00	MEDICARE	388.84-	76-00	FEDERAL WI	2,361.40-	77-00	STATE WITH	1,341.09-
86-00	DIRECT DEP	18,880.86-									

2-01 & 2-02 OT  
 2-01 22.75 hrs  
 2-01 2.00 hrs  
  
 2-01 \$755.24  
 2-02 \$80.40

Date	Payee	Employee Number	Reference Number	Check Number	M	Gross / Expense PC Type	Amount	Taxes PC Type	Amount	Deductions PC Type	Amount	Net / Info PC Type	Amount
Grand Totals Hours/Units/Types Summary													
PC	Title	Hours	Units			Net Type	Amount			Info Type	Amount		
1-01		1,115.75	.00			Direct Deposit Net	20,212.80-			Informational	.00		
1-04		76.00	.00			Net	1,966.86-			Info Tips Reported	.00		
2-01		31.25	.00							Fringe Benefit	.00		
2-02		2.00	.00										
5-01		3.50	.00										
6-01		6.00	.00										
7-02		7.00	.00										
11-01		.00	7.00										
14-00		2.25	.00										
Grand Totals:		1,243.75	7.00				22,179.66-				.00		

Grand Totals Pay Code Totals

PC	Title	Amount	PC	Title	Amount	PC	Title	Amount	PC	Title	Amount
1-01	REGULAR W	27,985.54	1-04	ELECTION	760.00	2-01	REGULAR O	980.07	2-02	POLICE/CO	79.50
5-01	SICK PAY	72.42	6-01	PERSONAL	104.58	7-02	COMP TIME	161.47	11-01	BOARD MEE	1,333.36
14-00	CALL IN	83.06	40-00	WI DEFERR	55.00-	41-00	AFLAC-PRE	19.98-	42-00	AFLAC-POS	20.31-
43-00	WPPA-UNIO	126.00-	46-00	HEALTH INS	681.51-	48-00	Child Support	20.30-	50-01	MISC DEDU	715.39-
51-01	WRS GENE	1,130.83-	51-03	WRS PROTE	297.38-	74-00	SOCIAL SEC	1,866.08-	75-00	MEDICARE	436.44-
76-00	FEDERAL WI	2,619.98-	77-00	STATE WITH	1,391.14-	85-00	NET PAY	1,966.86-	86-00	DIRECT DEP	20,212.80-

OT  
 2-01 31.25 hrs / \$980.07  
 2-02 2.00 hrs / \$79.50

Date	Payee	Employee Number	Reference Number	Check Number	M	Gross / Expense PC Type Amount	Taxes PC Type Amount	Deductions PC Type Amount	Net / Info PC Type Amount
Total Grand Totals		18002981		18		Gross 35,627.53 Expense .00	8,648.32- .00	2,771.34- .00	Net 24,207.87- Info .00

Grand Totals Hours/Units/Types Summary

PC	Title	Hours	Units	Net Type	Amount	Info Type	Amount
1-01		888.75	.00	Direct Deposit Net	23,725.68-	Informational	.00
1-06		2.00	.00	Net	482.19-	Info Tips Reported	.00
2-01		34.00	.00			Fringe Benefit	.00
2-02		6.00	.00				
4-00		16.00	.00				
5-01		70.75	.00				
6-02		10.00	.00				
6-03		8.00	.00				
7-02		8.00	.00				
9-01		19.00	.00				
9-02		82.00	.00				
18-00		170.25	.00				
Grand Totals:		1,314.75	.00		24,207.87-		.00

Grand Totals Pay Code Totals

PC	Title	Amount	PC	Title	Amount	PC	Title	Amount	PC	Title	Amount
1-01	REGULAR W	21,495.15	1-06	K-9 TRAININ	80.40	2-01	REGULAR O	1,119.87	2-02	POLICE/CO	239.40
4-00	VACATION	371.36	5-01	SICK PAY	1,278.39	6-02	PERSONAL -	265.00	6-03	PERSONAL	289.10
7-02	COMP TIME	168.08	9-01	HOLIDAY W	759.30	9-02	HOLIDAY RE	2,027.54	12-03	SHIFT DIFFE	66.38
18-00	RETROACTI	7,467.56	40-00	WI DEFERR	55.00-	41-00	AFLAC-PRE	19.98-	42-00	AFLAC-POS	20.31-
50-01	MISC DEDU	715.39-	51-01	WRS GENE	1,637.91-	51-03	WRS PROTE	322.75-	74-00	SOCIAL SEC	2,207.66-
75-00	MEDICARE	516.31-	76-00	FEDERAL WI	4,073.74-	77-00	STATE WITH	1,850.61-	85-00	NET PAY	482.19-
86-00	DIRECT DEP	23,725.68-									

OT  
 2-01 34.00 hrs / \$1119.87  
 2-02 6.00 hrs / \$239.40

VILLAGE OF TURTLE LAKE  
 FUND SUMMARY  
 FOR THE 5 MONTHS ENDING MAY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
LIBRARY REVENUES	21.48	40,961.60	110,972.00	70,010.40	36.9
	21.48	40,961.60	110,972.00	70,010.40	36.9
<u>EXPENDITURES</u>					
LIBRARY OPERATING	6,363.33	47,209.84	112,773.00	65,563.16	41.9
LIBRARY - CAPITAL	.00	841.58	1,200.00	358.42	70.1
LIBRARY CONTINGENCY & RESERVE	.00	.00	750.00	750.00	.0
	6,363.33	48,051.42	114,723.00	66,671.58	41.9
	( 6,341.85)	( 7,089.82)	( 3,751.00)	3,338.82	(189.0)

VILLAGE OF TURTLE LAKE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LIBRARY REVENUES</u>					
150-45500-000 INTEREST - LIBRARY	21.48	169.99	250.00	80.01	68.0
150-45501-000 LIBRARY FINES	.00	300.40	.00	( 300.40)	.0
150-45502-000 SALE OF BOOKS	.00	.00	1,000.00	1,000.00	.0
150-45503-000 DONATIONS/MEMORIALS	.00	155.25	500.00	344.75	31.1
150-45504-000 COUNTY ACT PAYMENTS	.00	40,151.24	40,000.00	( 151.24)	100.4
150-45505-000 MAINTENANCE OF EFFORT	.00	.00	67,822.00	67,822.00	.0
150-45800-000 COPIER USAGE FEES	.00	184.72	1,400.00	1,215.28	13.2
TOTAL LIBRARY REVENUES	21.48	40,961.60	110,972.00	70,010.40	36.9
TOTAL FUND REVENUE	21.48	40,961.60	110,972.00	70,010.40	36.9

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATING</u>					
150-55110-001 LIBRARY - SALARIES & WAGES	4,185.38	24,210.12	58,463.00	34,252.88	41.4
150-55110-100 LIBRARY - BENEFITS	1,499.92	7,847.41	19,510.00	11,662.59	40.2
150-55110-200 ADVERTISING	.00	.00	500.00	500.00	.0
150-55110-202 POSTAGE AND SHIPPING	.00	.00	100.00	100.00	.0
150-55110-205 CONFERENCES/TRAINING/TRAVEL	.00	69.76	1,000.00	930.24	7.0
150-55110-210 LIBRARY PROFESSIONAL SERVICES	.00	385.42	100.00	( 285.42)	385.4
150-55110-300 REPAIRS AND MAINTENANCE	59.03	59.03	500.00	440.97	11.8
150-55110-305 JANITORIAL	51.24	501.03	1,500.00	998.97	33.4
150-55110-350 SPECIAL PROGRAMS	.00	30.81	1,000.00	969.19	3.1
150-55110-400 SUPPLIES AND MISCELLANEOUS	60.79	764.58	2,000.00	1,235.42	38.2
150-55110-405 SUBSCRIPTIONS/CIRCULATION	.00	.00	400.00	400.00	.0
150-55110-475 WISCAT COURIER SERVICE	.00	1,225.00	1,200.00	( 25.00)	102.1
150-55110-500 MORE LICENSE/MAINT CONTRACT	.00	4,496.00	4,000.00	( 496.00)	112.4
150-55110-505 COMMUNICATIONS-PHONE, INTERNET	.00	1,003.12	2,500.00	1,496.88	40.1
150-55110-525 COMPUTER & TECH SUPPORT	.00	225.00	1,500.00	1,275.00	15.0
150-55110-600 UTILITIES	430.85	2,034.85	5,000.00	2,965.15	40.7
150-55110-605 LIBRARY PRINT MATERIALS	76.12	3,342.39	10,000.00	6,657.61	33.4
150-55110-606 LIBRARY MEDIA MATERIALS	.00	1,015.32	3,500.00	2,484.68	29.0
<b>TOTAL LIBRARY OPERATING</b>	<b>6,363.33</b>	<b>47,209.84</b>	<b>112,773.00</b>	<b>65,563.16</b>	<b>41.9</b>
<u>LIBRARY - CAPITAL</u>					
150-55125-650 CAPITAL - LIBRARY FURNITURE	.00	.00	200.00	200.00	.0
150-55125-700 CAPITAL - LIBRARY EQUIPMENT	.00	841.58	1,000.00	158.42	84.2
<b>TOTAL LIBRARY - CAPITAL</b>	<b>.00</b>	<b>841.58</b>	<b>1,200.00</b>	<b>358.42</b>	<b>70.1</b>
<u>LIBRARY CONTINGENCY &amp; RESERVES</u>					
150-55150-500 CONTINGENCY	.00	.00	750.00	750.00	.0
<b>TOTAL LIBRARY CONTINGENCY &amp; RESERVES</b>	<b>.00</b>	<b>.00</b>	<b>750.00</b>	<b>750.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>6,363.33</b>	<b>48,051.42</b>	<b>114,723.00</b>	<b>66,671.58</b>	<b>41.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 6,341.85)</b>	<b>( 7,089.82)</b>	<b>( 3,751.00)</b>	<b>3,338.82</b>	<b>(189.0)</b>

VILLAGE OF TURTLE LAKE  
BALANCE SHEET  
MAY 31, 2020

FUND 150 - LIBRARY FUND

<u>ASSETS</u>			
150-11111	TREASURER'S CASH - LIBRARY	20,614.64	
150-11800	LIBRARY PETTY CASH	200.00	
		<hr/>	
	TOTAL ASSETS		20,814.64
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
150-34300	FUND BALANCE	27,904.46	
	REVENUES OVER EXPENDITURES - YTD	( 7,089.82)	
		<hr/>	
	TOTAL FUND EQUITY		20,814.64
			<hr/>
	TOTAL LIABILITIES & EQUITY		20,814.64
			<hr/> <hr/>

VILLAGE OF TURTLE LAKE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 2020

TLPD K-9 UNIT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>K9 REVENUE</u>					
250-48000-000 DONATIONS	197.00	2,697.00	.00	( 2,697.00)	.0
250-48100-000 INTEREST EARNED	20.48	20.48	.00	( 20.48)	.0
250-48900-000 MISCELLANEOUS REVENUE	6,274.90	7,477.90	.00	( 7,477.90)	.0
<b>TOTAL K9 REVENUE</b>	<b>6,492.38</b>	<b>10,195.38</b>	<b>.00</b>	<b>( 10,195.38)</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>6,492.38</b>	<b>10,195.38</b>	<b>.00</b>	<b>( 10,195.38)</b>	<b>.0</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

TLPD K-9 UNIT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>K9 OPERATING</u>					
250-52100-001 K9 SALARIES AND WAGES	.00	1,001.50	.00	( 1,001.50)	.0
250-52100-100 K9 BENEFITS	838.84	1,749.31	.00	( 1,749.31)	.0
250-52100-302 DUES AND LICENSES	.00	50.00	.00	( 50.00)	.0
250-52100-310 SUPPLIES - K-9	4.21	4.21	.00	( 4.21)	.0
250-52100-400 FUND RAISING EXPENSES	.00	1,070.83	.00	( 1,070.83)	.0
250-52100-500 K9 AND TRAINING	.00	85.12	.00	( 85.12)	.0
TOTAL K9 OPERATING	<u>843.05</u>	<u>3,960.97</u>	<u>.00</u>	<u>( 3,960.97)</u>	<u>.0</u>
<u>TRANSFER OUT</u>					
250-59200-000 TRANSFER OUT	5,316.90	5,316.90	.00	( 5,316.90)	.0
TOTAL TRANSFER OUT	<u>5,316.90</u>	<u>5,316.90</u>	<u>.00</u>	<u>( 5,316.90)</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>6,159.95</u>	<u>9,277.87</u>	<u>.00</u>	<u>( 9,277.87)</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>332.43</u>	<u>917.51</u>	<u>.00</u>	<u>( 917.51)</u>	<u>.0</u>

VILLAGE OF TURTLE LAKE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

TOURISM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TOURISM REVENUE</u>						
500-48500-000	LODGING TAX	1,997.89	12,286.62	45,000.00	32,713.38	27.3
500-48500-200	ADVERTISING REIMBURSEMENT	.00	1,040.00	1,820.00	780.00	57.1
500-48500-800	SPECIAL EVENT REVENUE	.00	.00	15,000.00	15,000.00	.0
500-48500-900	INTEREST	106.99	720.98	750.00	29.02	96.1
	<b>TOTAL TOURISM REVENUE</b>	<b>2,104.88</b>	<b>14,047.60</b>	<b>62,570.00</b>	<b>48,522.40</b>	<b>22.5</b>
<u>TRANSFER IN</u>						
500-49210-000	TRANSFER IN	.00	.00	10,963.00	10,963.00	.0
	<b>TOTAL TRANSFER IN</b>	<b>.00</b>	<b>.00</b>	<b>10,963.00</b>	<b>10,963.00</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,104.88</b>	<b>14,047.60</b>	<b>73,533.00</b>	<b>59,485.40</b>	<b>19.1</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

TOURISM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WAGES AND BENEFITS</u>					
500-51420-001 TOURISM - SALARIES & WAGES	853.31	4,714.83	11,663.00	6,948.17	40.4
500-51420-100 TOURISM - BENEFITS	675.53	3,386.17	9,120.00	5,733.83	37.1
<b>TOTAL WAGES AND BENEFITS</b>	<b>1,528.84</b>	<b>8,101.00</b>	<b>20,783.00</b>	<b>12,682.00</b>	<b>39.0</b>
<u>TOURISM OPERATING</u>					
500-56500-000 ADVERTISING/PROMOTIONS	.00	5,998.00	20,000.00	14,002.00	30.0
500-56500-100 COMMUNICATIONS	.00	.00	1,500.00	1,500.00	.0
500-56500-200 CONFERENCE/TRAINING/TRAVEL/DUE	.00	.00	2,000.00	2,000.00	.0
500-56500-300 SUPPLIES	.00	.00	750.00	750.00	.0
<b>TOTAL TOURISM OPERATING</b>	<b>.00</b>	<b>5,998.00</b>	<b>24,250.00</b>	<b>18,252.00</b>	<b>24.7</b>
<u>EVENT OPERATING</u>					
500-56800-200 ARBOR DAY / EARTH WEEK	.00	.00	500.00	500.00	.0
500-56800-300 WELCOME SIGN/TOURIST SIGN	.00	.00	2,500.00	2,500.00	.0
500-56800-400 COMMUNITY FLOAT AND ROYALTY	.00	.00	1,000.00	1,000.00	.0
500-56800-500 HOLIDAY LIGHTING	.00	.00	1,000.00	1,000.00	.0
500-56800-600 COMMUNITY BEAUTIFICATION	.00	500.00	1,000.00	500.00	50.0
500-56800-800 COLORFEST / BBQ BASH	.00	49.90	20,000.00	19,950.10	.3
<b>TOTAL EVENT OPERATING</b>	<b>.00</b>	<b>549.90</b>	<b>26,000.00</b>	<b>25,450.10</b>	<b>2.1</b>
<u>TOURISM - CAPITAL</u>					
500-57000-500 CAPITAL - PUBLICATIONS	.00	.00	1,000.00	1,000.00	.0
500-57000-600 CAPITAL - SPECIAL EVENT/PROMO	.00	.00	1,000.00	1,000.00	.0
500-57000-700 CAPITAL - SKINAWAY LAKE	.00	.00	700.00	700.00	.0
<b>TOTAL TOURISM - CAPITAL</b>	<b>.00</b>	<b>.00</b>	<b>2,700.00</b>	<b>2,700.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>1,528.84</b>	<b>14,648.90</b>	<b>73,733.00</b>	<b>59,084.10</b>	<b>19.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>576.04</b>	<b>( 601.30)</b>	<b>( 200.00)</b>	<b>401.30</b>	<b>(300.7)</b>

**VILLAGE OF TURTLE LAKE**  
BALANCE SHEET  
MAY 31, 2020

FUND 500 - TOURISM FUND

<u>ASSETS</u>			
500-11111	CASH ALLOC - TOURISM	93,718.23	
500-11150	CASH - CUMBERLAND FEDERAL	101,179.83	
500-15700	ACCOUNTS RECEIVABLE	3,366.00	
		<hr/>	
	TOTAL ASSETS		198,264.06
			<hr/> <hr/>
 <u>LIABILITIES AND EQUITY</u>			
 <u>LIABILITIES</u>			
500-21100	ACCOUNTS PAYABLE - TOURISM	1,100.00	
		<hr/>	
	TOTAL LIABILITIES		1,100.00
 <u>FUND EQUITY</u>			
500-34300	FUND BALANCE	197,765.36	
	REVENUES OVER EXPENDITURES - YTD	( 601.30)	
		<hr/>	
	TOTAL FUND EQUITY		197,164.06
			<hr/>
	TOTAL LIABILITIES & EQUITY		198,264.06
			<hr/> <hr/>

VILLAGE OF TURTLE LAKE  
 FUND SUMMARY  
 FOR THE 5 MONTHS ENDING MAY 31, 2020

TLPD K-9 UNIT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
K9 REVENUE	6,492.38	10,195.38	.00	( 10,195.38)	.0
	6,492.38	10,195.38	.00	( 10,195.38)	.0
<u>EXPENDITURES</u>					
K9 OPERATING	843.05	3,960.97	.00	( 3,960.97)	.0
TRANSFER OUT	5,316.90	5,316.90	.00	( 5,316.90)	.0
	6,159.95	9,277.87	.00	( 9,277.87)	.0
	332.43	917.51	.00	( 917.51)	.0

VILLAGE OF TURTLE LAKE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER INTEREST INCOME</u>					
600-41900-000 WATER INTEREST INCOME	348.61	2,962.19	12,500.00	9,537.81	23.7
TOTAL WATER INTEREST INCOME	348.61	2,962.19	12,500.00	9,537.81	23.7
<u>WATER SALES REVENUE</u>					
600-46002-000 WATER UNMETERED COMMERCIAL	.00	116.97	1,500.00	1,383.03	7.8
600-46101-000 WATER METERED RESIDENTIAL	.00	11,404.29	66,000.00	54,595.71	17.3
600-46102-000 WATER METERED COMMERCIAL	.00	5,095.04	55,000.00	49,904.96	9.3
600-46103-000 WATER METERED INDUSTRIAL	.00	43,978.59	350,000.00	306,021.41	12.6
600-46104-000 WATER METERED PUBLIC AUTHORITY	.00	1,307.71	25,000.00	23,692.29	5.2
600-46105-000 WATER METERED MULTI UNIT 3+	.00	2,651.68	22,500.00	19,848.32	11.8
600-46300-000 WATER PUBLIC FIRE PROTECTION	.00	23,797.97	125,000.00	101,202.03	19.0
TOTAL WATER SALES REVENUE	.00	88,352.25	645,000.00	556,647.75	13.7
<u>WATER OTHER REVENUE</u>					
600-47000-000 WATER FORFEITED DISCOUNTS	.00	( 14.41)	5,000.00	5,014.41	( .3)
600-47400-000 WATER OTHER REVENUES	.00	264.66	2,500.00	2,235.34	10.6
TOTAL WATER OTHER REVENUE	.00	250.25	7,500.00	7,249.75	3.3
TOTAL FUND REVENUE	348.61	91,564.69	665,000.00	573,435.31	13.8

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER DEPRECIATION</u>					
600-40301-000	7,680.00	38,400.00	90,000.00	51,600.00	42.7
600-40301-001	5,159.00	25,795.00	65,000.00	39,205.00	39.7
	<u>12,839.00</u>	<u>64,195.00</u>	<u>155,000.00</u>	<u>90,805.00</u>	<u>41.4</u>
<u>WATER TAXES</u>					
600-40801-200	7,500.00	37,500.00	90,000.00	52,500.00	41.7
	<u>7,500.00</u>	<u>37,500.00</u>	<u>90,000.00</u>	<u>52,500.00</u>	<u>41.7</u>
<u>WATER INTEREST ON LOANS</u>					
600-58429-000	.00	.00	23,000.00	23,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>23,000.00</u>	<u>23,000.00</u>	<u>.0</u>
<u>WATER SALARIES</u>					
600-60000-001	4,596.08	25,556.49	46,948.00	21,391.51	54.4
600-60000-100	3,240.35	16,323.05	28,204.00	11,880.95	57.9
	<u>7,836.43</u>	<u>41,879.54</u>	<u>75,152.00</u>	<u>33,272.46</u>	<u>55.7</u>
<u>WATER UTILITIES</u>					
600-62000-000	3,106.10	15,656.94	40,000.00	24,343.06	39.1
600-62000-100	433.78	1,902.50	4,200.00	2,297.50	45.3
	<u>3,539.88</u>	<u>17,559.44</u>	<u>44,200.00</u>	<u>26,640.56</u>	<u>39.7</u>
<u>WATER CHEMICALS</u>					
600-63000-000	433.55	8,376.17	13,500.00	5,123.83	62.1
	<u>433.55</u>	<u>8,376.17</u>	<u>13,500.00</u>	<u>5,123.83</u>	<u>62.1</u>
<u>WATER SUPPLIES &amp; OPERATIONS</u>					
600-64000-000	356.98	1,239.48	6,500.00	5,260.52	19.1
	<u>356.98</u>	<u>1,239.48</u>	<u>6,500.00</u>	<u>5,260.52</u>	<u>19.1</u>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER REPAIRS</u>					
600-65000-000 WATER REPAIRS	262.16	2,561.93	40,000.00	37,438.07	6.4
TOTAL WATER REPAIRS	262.16	2,561.93	40,000.00	37,438.07	6.4
<u>WATER TRANSPORTATION</u>					
600-66000-000 WATER TRANSPORTATION	98.70	606.59	3,000.00	2,393.41	20.2
TOTAL WATER TRANSPORTATION	98.70	606.59	3,000.00	2,393.41	20.2
<u>WATER CAPITAL OUTLAY</u>					
600-67000-000 CAPITAL- ELECTRONIC READ METER	.00	.00	12,500.00	12,500.00	.0
600-67000-200 CAPITAL - DATA VIEW SYSTEM	.00	7,300.00	3,000.00	( 4,300.00)	243.3
600-67000-300 CAPITAL - WELL #4	.00	.00	500.00	500.00	.0
600-67000-400 CAPITAL - WATER EQUIPMENT	8,800.00	20,000.00	20,000.00	.00	100.0
600-67000-500 CAPITAL - RAW WATER MAIN	.00	.00	10,000.00	10,000.00	.0
TOTAL WATER CAPITAL OUTLAY	8,800.00	27,300.00	46,000.00	18,700.00	59.4
<u>WATER ADMINISTRATION</u>					
600-68000-001 WATER ADMIN-SALARIES AND WAGES	.00	.00	9,933.00	9,933.00	.0
600-68000-100 WATER ADMIN - BENEFITS	.00	.00	5,559.00	5,559.00	.0
600-68000-200 WATER ADMIN OPERATIONS	.00	202.50	1,500.00	1,297.50	13.5
TOTAL WATER ADMINISTRATION	.00	202.50	16,992.00	16,789.50	1.2
<u>WATER BILLING &amp; COLLECTION</u>					
600-68001-000 WATER BILLING & COLLECTION	137.61	679.77	10,000.00	9,320.23	6.8
TOTAL WATER BILLING & COLLECTION	137.61	679.77	10,000.00	9,320.23	6.8
<u>WATER OFFICE SUPPLIES</u>					
600-68100-000 WATER OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
TOTAL WATER OFFICE SUPPLIES	.00	.00	250.00	250.00	.0

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER OUTSIDE SERVICES</u>						
600-68200-000	WATER OUTSIDE SERVICES	2,145.50	10,825.10	23,000.00	12,174.90	47.1
	TOTAL WATER OUTSIDE SERVICES	2,145.50	10,825.10	23,000.00	12,174.90	47.1
<u>WATER INSURANCE</u>						
600-68400-000	WATER INSURANCE	.00	16,992.70	12,500.00	( 4,492.70)	135.9
	TOTAL WATER INSURANCE	.00	16,992.70	12,500.00	( 4,492.70)	135.9
<u>WATER REG COMM EXPENSE</u>						
600-68800-000	WATER REGULATORY COMM EXPENSE	250.00	250.00	250.00	.00	100.0
	TOTAL WATER REG COMM EXPENSE	250.00	250.00	250.00	.00	100.0
<u>WATER MISC EXPENSE</u>						
600-68900-000	WATER MISC EXPENSE	.00	.00	500.00	500.00	.0
	TOTAL WATER MISC EXPENSE	.00	.00	500.00	500.00	.0
	TOTAL FUND EXPENDITURES	44,199.81	230,168.22	559,844.00	329,675.78	41.1
	NET REVENUE OVER EXPENDITURES	( 43,851.20)	( 138,603.53)	105,156.00	243,759.53	(131.8)

**VILLAGE OF TURTLE LAKE**  
**BALANCE SHEET**  
**MAY 31, 2020**

**FUND 600 - WATER UTILITY FUND**

<u>ASSETS</u>		
600-11001	ACCUM DEPRE WATER	( 1,013,120.91)
600-11002	ACCUM DEPRE-CONTRIBUTED	( 120,183.00)
600-11003	ACCUMULATED DEPRECIATION CIACL	( 570,521.12)
600-11111	CHECKING - WATER	753,872.94
600-13150	CASH - CUMBERLAND FEDERAL	303,539.49
600-13200	SAVINGS - SEWER&WATER #502254	1,204.00
600-13300	RESTRICTED FUND-SAFE WTR #X080	187,412.80
600-14201	CUST ACCT REC WATER	( 6,804.15)
600-14303	OTHER ACCOUNTS RECEIVABLE	.49
600-15001	INVENTORY WATER	12,421.38
600-15800	DUE FROM TAX AGENCY	( .24)
600-16500	NET PENSION ASSET	( 10,983.00)
600-19952	DEFERRED PENSION OUTFLOW	33,022.00
600-31000	WATER LAND	50.00
600-31140	WATER SUPPLY STRUCTURES #4	13,008.00
600-31141	SUPPLY STRUCTURES #4 CONTRIBUT	4,222.00
600-31440	WATER WELL #4	252,497.00
600-31441	WATER WELL #4 CONTRIBUTED	81,576.00
600-31500	WATER WELL #2	49,368.77
600-31640	WATER SUPPLY MAINS #4	26,380.00
600-31641	WATER SUPPLY MAINS #4 CONTRIBU	8,562.00
600-32101	WATER STRUCTURES #1	9,631.51
600-32130	WATER STRUCTURES #3	78,423.79
600-32131	WATER STRUCTURES #3 CONTRIBUTE	264,041.00
600-32201	WATER STRUCTURES #2	13,056.12
600-32500	WATER ELECTRIC PUMP #1	285.59
600-32530	WATER ELECTRIC PUMP #3	724.00
600-32531	WATER ELECTRIC PUMP #3 CONTRIB	37,657.00
600-32540	WATER ELECTRIC PUMP #4	27,966.00
600-32541	WATER ELECTRIC PUMP #4 CONTRIB	8,444.00
600-32600	WATER ELECTRIC PUMP #2	365.62
600-33140	WATER TREATMENT STRUCTURES #4	213,544.00
600-33141	TREATMENT STRUCTURES #4 CONTRI	648,763.04
600-33201	WATER PRIMARY TREATMENT-AERAT.	2,858.76
600-33240	WATER FILTRATION EQUIP #4	115,633.00
600-33241	FILTRATION EQUIP #4 CONTRIBUTE	366,329.00
600-33400	OTHER WATER TREATMENT EQUIPMEN	10,730.00
600-33401	TREATMENT EQUIPMENT CONTRIBUTE	29,927.00
600-34001	WATER LAND DISTRIBUTION SYST	50.00
600-34200	WATER TANK	16,094.17
600-34201	WATER TANK CONTRIBUTED	250,678.00
600-34220	WATER TANK #2	533,998.73
600-34221	WATER TANK #2 CONTRIBUTED	236,395.00
600-34300	WATER MAINS	1,774,209.44
600-34301	WATER MAINS, CONTRIBUTED	210,589.44
600-34500	WATER SERVICES	167,060.17
600-34501	WATER SERVICES, CONTRIBUTED	51,396.66
600-34600	WATER METERS	194,305.98
600-34800	WATER HYDRANTS	295,470.29
600-34801	WATER HYDRANTS, CONTRIBUTED	29,198.30
600-37201	WATER OFFICE EQUIPMENT	624.75
600-37203	WATER COMPUTER	3,784.25
600-37301	WATER TRANSPORTATION EQUIP	7,500.00
600-37901	WATER MISC EQUIPMENT	28,450.12
600-39710	WATER-SCADA EQUIPMENT	80,342.00

TOTAL ASSETS

VILLAGE OF TURTLE LAKE  
BALANCE SHEET  
MAY 31, 2020

FUND 600 - WATER UTILITY FUND

5,714,051.18

LIABILITIES AND EQUITY

LIABILITIES

600-21100	ACCOUNTS PAYABLE - WATER	(	140.68)
600-22362	ADVANCE TO SEWER UTILITY	(	.15)
600-23700	ACCRUED INTEREST		3,919.00
600-27101	CONTRIBUTIONS IN AID WATER		368,491.39
600-29210	SAFE DRINK WATER LOAN #5164-02		291,824.97
600-29211	SAFE DRINK WATER LOAN #5164-03		360,643.18
600-29212	SAFE DRINK WATER LOAN #5164-04		216,675.32
600-29213	SAFE DRINK WATER LOAN #5164-07		634,308.45
600-29953	DEFERRED PENSION INFLOW		17,041.00

TOTAL LIABILITIES

1,892,762.48

FUND EQUITY

600-20000	CAPITAL PAID IN BY MUNI		513,164.04
600-21600	RETAINED EARNINGS		3,446,728.19
	REVENUES OVER EXPENDITURES - YTD	(	138,603.53)

TOTAL FUND EQUITY

3,821,288.70

TOTAL LIABILITIES & EQUITY

5,714,051.18

VILLAGE OF TURTLE LAKE  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING MAY 31, 2020

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
WATER INTEREST INCOME	348.61	2,962.19	12,500.00	9,537.81	23.7
WATER SALES REVENUE	.00	88,352.25	645,000.00	556,647.75	13.7
WATER OTHER REVENUE	.00	250.25	7,500.00	7,249.75	3.3
SOURCE 62	( 3,539.88)	( 17,559.44)	( 44,200.00)	( 26,640.56)	( 39.7)
SOURCE 63	( 433.55)	( 8,376.17)	( 13,500.00)	( 5,123.83)	( 62.1)
	<u>( 3,624.82)</u>	<u>65,629.08</u>	<u>607,300.00</u>	<u>541,670.92</u>	<u>10.8</u>
<u>EXPENDITURES</u>					
WATER DEPRECIATION	12,839.00	64,195.00	155,000.00	90,805.00	41.4
WATER TAXES	7,500.00	37,500.00	90,000.00	52,500.00	41.7
WATER INTEREST ON LOANS	.00	.00	23,000.00	23,000.00	.0
WATER SALARIES	7,836.43	41,879.54	75,152.00	33,272.46	55.7
WATER UTILITIES	3,539.88	17,559.44	44,200.00	26,640.56	39.7
WATER CHEMICALS	433.55	8,376.17	13,500.00	5,123.83	62.1
WATER SUPPLIES & OPERATIONS	356.98	1,239.48	6,500.00	5,260.52	19.1
WATER REPAIRS	262.16	2,561.93	40,000.00	37,438.07	6.4
WATER TRANSPORTATION	98.70	606.59	3,000.00	2,393.41	20.2
WATER CAPITAL OUTLAY	8,800.00	27,300.00	46,000.00	18,700.00	59.4
WATER ADMINISTRATION	.00	202.50	16,992.00	16,789.50	1.2
WATER BILLING & COLLECTION	137.61	679.77	10,000.00	9,320.23	6.8
WATER OFFICE SUPPLIES	.00	.00	250.00	250.00	.0
WATER OUTSIDE SERVICES	2,145.50	10,825.10	23,000.00	12,174.90	47.1
WATER INSURANCE	.00	16,992.70	12,500.00	( 4,492.70)	135.9
WATER REG COMM EXPENSE	250.00	250.00	250.00	.00	100.0
WATER MISC EXPENSE	.00	.00	500.00	500.00	.0
	<u>44,199.81</u>	<u>230,168.22</u>	<u>559,844.00</u>	<u>329,675.78</u>	<u>41.1</u>
	<u>( 47,824.63)</u>	<u>( 164,539.14)</u>	<u>47,456.00</u>	<u>211,995.14</u>	<u>(346.7)</u>

VILLAGE OF TURTLE LAKE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SEWER SALES REVENUE</u>					
620-46110-000 SEWER METERED RESIDENTIAL	.00	12,896.59	65,000.00	52,103.41	19.8
620-46120-000 SEWER METERED COMMERCIAL	.00	4,495.50	35,000.00	30,504.50	12.8
620-46130-000 SEWER METERED INDUSTRIAL	.00	4,691.02	300,000.00	295,308.98	1.6
620-46150-000 SEWER METERED MULTI UNIT 3+	.00	3,449.80	40,000.00	36,550.20	8.6
620-46400-000 SEWER METERED PUBLIC AUTHORITY	.00	1,433.67	25,000.00	23,566.33	5.7
620-46470-000 SEWER FORFEITED DISCOUNTS	.00	34.16	2,500.00	2,465.84	1.4
620-46480-000 SEWER OTHER REVENUE	735.84	2,205.84	3,500.00	1,294.16	63.0
620-46620-000 SEWER UNMETERED INDUSTRIAL	135,156.66	513,766.65	800,000.00	286,233.35	64.2
<b>TOTAL SEWER SALES REVENUE</b>	<b>135,892.50</b>	<b>542,973.23</b>	<b>1,271,000.00</b>	<b>728,026.77</b>	<b>42.7</b>
<u>INTEREST INCOME</u>					
620-48100-000 SEWER INTEREST INCOME	688.98	3,790.70	10,000.00	6,209.30	37.9
<b>TOTAL INTEREST INCOME</b>	<b>688.98</b>	<b>3,790.70</b>	<b>10,000.00</b>	<b>6,209.30</b>	<b>37.9</b>
<b>TOTAL FUND REVENUE</b>	<b>136,581.48</b>	<b>546,763.93</b>	<b>1,281,000.00</b>	<b>734,236.07</b>	<b>42.7</b>

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OUTSIDE/PROFESSIONAL SERVICES</u>					
620-53402-000	OUTSIDE/PROFESSIONAL SERVICES	1,633.25	7,246.25	45,000.00	37,753.75	16.1
	TOTAL OUTSIDE/PROFESSIONAL SERVICES	1,633.25	7,246.25	45,000.00	37,753.75	16.1
	<u>SEWER DEPRECIATION</u>					
620-53403-000	SEWER DEPRECIATION	23,869.00	119,345.00	200,000.00	80,655.00	59.7
	TOTAL SEWER DEPRECIATION	23,869.00	119,345.00	200,000.00	80,655.00	59.7
	<u>SEWER MAINT SALARIES &amp; BENFITS</u>					
620-53820-001	SEWER MAINT - SALARIES & WAGES	12,757.56	71,147.66	136,900.00	65,752.34	52.0
620-53820-100	SEWER MAINT - BENEFITS	7,281.71	36,946.92	77,907.00	40,960.08	47.4
	TOTAL SEWER MAINT SALARIES & BENFITS	20,039.27	108,094.58	214,807.00	106,712.42	50.3
	<u>SEWER POWER</u>					
620-53821-000	UTILITIES	12,718.30	46,447.92	135,000.00	88,552.08	34.4
	TOTAL SEWER POWER	12,718.30	46,447.92	135,000.00	88,552.08	34.4
	<u>SEWER CHEMICALS</u>					
620-53826-000	SEWER TREATMENT CHEMICALS	15,165.51	48,177.38	150,000.00	101,822.62	32.1
	TOTAL SEWER CHEMICALS	15,165.51	48,177.38	150,000.00	101,822.62	32.1
	<u>SEWER SUPPLIES</u>					
620-53827-000	SEWER SUPPLIES & MATERIALS	209.96	1,771.98	4,000.00	2,228.02	44.3
	TOTAL SEWER SUPPLIES	209.96	1,771.98	4,000.00	2,228.02	44.3
	<u>SEWER TRANSPORTATION</u>					
620-53828-000	SEWER TRANSPORTATION	248.27	1,447.11	6,000.00	4,552.89	24.1
	TOTAL SEWER TRANSPORTATION	248.27	1,447.11	6,000.00	4,552.89	24.1

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MAINT OF COLLECTION SYSTEM</u>					
620-53831-000	SEWER COLLECTION SYSTEM R&M	.00	1,002.94	20,000.00	18,997.06	5.0
	TOTAL MAINT OF COLLECTION SYSTEM	.00	1,002.94	20,000.00	18,997.06	5.0
	<u>MAINT OF TREATMENT PLANT</u>					
620-53833-000	SEWER PLANT MAINTENANCE	.00	36.06	10,000.00	9,963.94	.4
	TOTAL MAINT OF TREATMENT PLANT	.00	36.06	10,000.00	9,963.94	.4
	<u>MAINT OF SEWER EQUIPMENT</u>					
620-53835-000	SEWER EQUIPMENT REPAIR & MAINT	4,514.11	16,026.48	40,000.00	23,973.52	40.1
	TOTAL MAINT OF SEWER EQUIPMENT	4,514.11	16,026.48	40,000.00	23,973.52	40.1
	<u>MAINT OF DATA VIEW SYSTEM</u>					
620-53837-000	SEWER DATA VIEW SYSTEM R&M	.00	.00	4,000.00	4,000.00	.0
	TOTAL MAINT OF DATA VIEW SYSTEM	.00	.00	4,000.00	4,000.00	.0
	<u>SEWER BILLING &amp; COLLECTION</u>					
620-53840-000	SEWER BILLING & COLLECTION	13.75	3,816.25	15,000.00	11,183.75	25.4
	TOTAL SEWER BILLING & COLLECTION	13.75	3,816.25	15,000.00	11,183.75	25.4
	<u>SEWER ADMIN SALARIES &amp; BENEFIT</u>					
620-53850-001	SEWER ADMIN- SALARIES & WAGES	.00	.00	33,180.00	33,180.00	.0
620-53850-100	SEWER ADMIN - BENEFITS	.00	.00	16,819.00	16,819.00	.0
620-53850-200	TRAINING/DUES/MILEAGE	.00	326.66	2,500.00	2,173.34	13.1
	TOTAL SEWER ADMIN SALARIES & BENEFIT	.00	326.66	52,499.00	52,172.34	.6
	<u>SEWER REGULATORY</u>					
620-53852-000	REGULATORY EXPENSE	.00	.00	6,750.00	6,750.00	.0
	TOTAL SEWER REGULATORY	.00	.00	6,750.00	6,750.00	.0

VILLAGE OF TURTLE LAKE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER INSURANCE</u>						
620-53853-000	SEWER INSURANCE	.00	7,859.95	20,000.00	12,140.05	39.3
	TOTAL SEWER INSURANCE	.00	7,859.95	20,000.00	12,140.05	39.3
<u>SEWER LABORATORY TESTING</u>						
620-53855-000	SEWER LABORATORY TESTING	8,248.00	42,528.98	65,000.00	22,471.02	65.4
	TOTAL SEWER LABORATORY TESTING	8,248.00	42,528.98	65,000.00	22,471.02	65.4
<u>SEWER MISCELLANEOUS</u>						
620-53856-000	SEWER MISCELLANEOUS	.00	186.51	2,000.00	1,813.49	9.3
	TOTAL SEWER MISCELLANEOUS	.00	186.51	2,000.00	1,813.49	9.3
<u>SEWER - CAPITAL OUTLAY</u>						
620-57000-000	SEWER CAPITAL- EQUIPMENT	.00	6,350.00	50,000.00	43,650.00	12.7
620-57000-200	SEWER CAPITAL - SLUDGE REMOVAL	.00	56,755.32	45,000.00	( 11,755.32)	126.1
620-57000-500	SEWER CPTL-CLARIFIER PROJECT	.00	898.00	285,000.00	284,102.00	.3
620-57000-700	SEWER CPTL- REPLACEMENT FUND	.00	.00	50,000.00	50,000.00	.0
620-57000-800	SEWER CPTL- EXPANSION	48,424.60	217,142.98	.00	( 217,142.98)	.0
	TOTAL SEWER - CAPITAL OUTLAY	48,424.60	281,146.30	430,000.00	148,853.70	65.4
<u>SEWER INTEREST ON BONDS</u>						
620-58427-000	SEWER INTEREST ON BONDS	.00	.00	60,500.00	60,500.00	.0
	TOTAL SEWER INTEREST ON BONDS	.00	.00	60,500.00	60,500.00	.0
<u>OTHER SEWER DEBT SERVICE</u>						
620-58500-200	USDA LOAN PAYBACK	.00	.00	75,000.00	75,000.00	.0
	TOTAL OTHER SEWER DEBT SERVICE	.00	.00	75,000.00	75,000.00	.0
	TOTAL FUND EXPENDITURES	135,084.02	685,460.35	1,555,556.00	870,095.65	44.1
	NET REVENUE OVER EXPENDITURES	1,497.46	( 138,696.42)	( 274,556.00)	( 135,859.58)	( 50.5)

VILLAGE OF TURTLE LAKE  
BALANCE SHEET  
MAY 31, 2020

FUND 620 - SEWER UTILITY FUND

ASSETS

620-11111	CHECKING	564,658.76
620-11150	CASH - CUMBERLAND FEDERAL	505,928.80
620-11520	SEWER BOND/REDEMPTION #504698	87,725.78
620-11540	CFB - SEWER RESERVE #10030443	114,967.67
620-14200	CUST. ACCT RECEIVABLE	2,048.57
620-14300	OTHER ACCOUNTS RECEIVABLE	450,551.03
620-14301	ALLOWANCE FOR UNCOLLECTIBLE	( .43)
620-15800	DUE FROM TAX AGENCY	( .22)
620-16100	INVENTORY	19,088.79
620-16500	NET PENSION ASSET	( 17,661.00)
620-18000	SEWER CAPITAL WORK IN PROCESS	156,642.00
620-18120	SEWER LAND	13,086.50
620-18130	SEWER LAND	19,961.34
620-18210	SEWER TREATMENT PLANT	2,468,655.00
620-18211	SEWER DOMES-HVAC-ELECTRICAL	1,044,019.00
620-18212	SEWER FENCING	376,758.00
620-18213	SEWER YARD PIPING & SEWER MAIN	451,616.00
620-18214	PROCESS PIPING & CLARIFIERS	906,349.00
620-18215	PUMPS & AERATORS	1,083,662.00
620-18216	OTHER MECHANICAL EQUIPMENT	81,511.00
620-18217	SEWER SKIDSTEER	25,054.00
620-18218	LAB EQUIPMENT	22,975.00
620-18219	MOTOR CONTROLS	404,583.00
620-18220	GENERATOR	121,577.00
620-18221	TRACTOR/MOWER	17,535.00
620-18311	SEWER BUILDINGS AND STRUCTURES	24,813.49
620-18312	SEWER SERVICES	88,612.82
620-18313	SEWER MAINS	1,237,063.86
620-18321	SEWER PUMP STATION #1	17,150.66
620-18322	SEWER PUMP STATION #2	286,263.36
620-18323	SEWER ELECTRIC PUMPING EQUIPME	62,812.88
620-18324	SEWER LIFT STATION - SAXTON	174,210.36
620-18325	SEWER LIFT STATION - WEST	107,620.92
620-18326	SEWER LIFT STATION - EAST	140,400.95
620-18332	SEWER PRELIMINARY TREATMENT	8,994.00
620-18334	SEWER SECONDARY TREATMENT	3,833.00
620-18339	SEWER FLOW METERING	153,764.20
620-18371	SEWER COMPUTER	1,820.00
620-18379	SEWER-OTHER PLANT	56,889.35
620-18380	SEWER-OTHER PLANT EQUIPMENT	36,680.27
620-18900	ACCUMULATED DEPRECIATION	( 3,221,982.85)
620-19952	DEFERRED PENSION OUTFLOW	61,731.00

TOTAL ASSETS

8,161,969.86

LIABILITIES AND EQUITY

**VILLAGE OF TURTLE LAKE**  
BALANCE SHEET  
MAY 31, 2020

**FUND 620 - SEWER UTILITY FUND**

LIABILITIES

620-21100	ACCOUNTS PAYABLE	9,790.91
620-21600	ACCRUED INTEREST	7,094.00
620-27600	ADVANCE WATER	.15
620-29200	BONDS PAYABLE	1,262,389.45
620-29953	DEFERRED PENSION INFLOW	29,700.00

TOTAL LIABILITIES

1,308,974.51

FUND EQUITY

620-31100	CAPITAL PD IN BY MUNICIPALITY	567,188.33
620-31200	CONTRIBUTIONS IN AID EPA	635,825.99
620-31600	CONTRIBUTIONS IN AID SEWER	477,662.17
620-33000	RETAINED EARNINGS	5,311,015.28
	REVENUES OVER EXPENDITURES - YTD	( 138,696.42)

TOTAL FUND EQUITY

6,852,995.35

TOTAL LIABILITIES & EQUITY

8,161,969.86

## PUBLIC FORUM

OLD BUSINESS

A. NONE

Should the Board choose to proceed.

RECOMMENDED ACTION

No Action to be Taken.

## NEW BUSINESS

### A. Discussion of Employee Health Savings Account options.

Jerry Den Boer of Benefit Advisors Insurance Group will be present to discuss options and benefits of a proposed Health Savings Account for Village Staff.

Should the Board choose to proceed.

### RECOMMENDED ACTION

Discussion only. No action is needed.

## B. Discussion on the fundraising status of the Turtle Lake Food Pantry.

Karl Kleinschmidt will provide an update on the fundraising status of the Turtle Lake Food Pantry.

Should the Board choose to proceed.

### RECOMMENDED ACTION

Discussion only from the Turtle Lake Food Pantry. No action is needed.

### C. Consider for Approval; Request to move the shed behind the Village Hall.

The Village plans to tear down the shed behind the Village Hall in preparation for the Turtle Lake Food Pantry to be constructed on that site. The shed is in poor condition and has no real value.

Cory Davis has requested permission to be allowed to move the building for personal use. This will be done on his own time, and without the use of Village Staff.

Should the Board choose to proceed.

#### RECOMMENDED ACTION

Staff recommends a motion by the Board to approve / deny the request by Cory Davis to move the shed behind the Village Hall.

D. Consider for Approval; the 2020 Update to the Village's Municipal Emergency Operations Plan with Barron County.

This is an annual update.

Should the Board choose to proceed.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve / deny the 2020 Update to the Village's Municipal Emergency Operations Plan with Barron County.



# **Municipal Emergency Operations Plan**

**for the**

## **Village of Turtle Lake**

State of Wisconsin  
Barron County

**JUNE 2020**

Supplement to the Barron County Emergency Operations Plan

# TABLE OF CONTENTS

EMERGENCY TELEPHONE LISTINGS .....	1
EMERGENCY OPERATIONS CENTER ALERTING LIST .....	2
LEGAL BASIS .....	3
ACRONYMS .....	4
PURPOSE .....	5
SITUATION AND ASSUMPTIONS.....	5
CONCEPT OF OPERATIONS.....	5
ORGANIZATION.....	6
RESPONSIBILITIES AND TASKS .....	6
RESOURCE MANAGEMENT .....	7
PLAN DEVELOPMENT AND MAINTENANCE .....	7
SIGNATURE PAGE.....	8

## **ATTACHMENTS:**

### KEY ACTION CHECKLISTS

A – VILLAGE CHAIR/OFFICIAL .....	9
B – VILLAGE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR.....	10
C – VILLAGE CLERK/TREASURER .....	11
D – WARNING/COMMUNICATIONS.....	12
E – LAW ENFORCEMENT .....	13
F – HUMAN SERVICES.....	14
G – PUBLIC WORKS.....	15
H – PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES.....	16
I – PUBLIC INFORMATION.....	17
J – FIRE SERVICES.....	18
K – DAMAGE ASSESSMENT.....	19

### DECLARATIONS & FACILITIES:

L – DISASTER DECLARATION.....	20
M – EVACUATION DECLARATION .....	21
N – SPECIAL FACILITIES.....	22
O – OFF-SITE PLANNING FACILITIES.....	23

## EMERGENCY TELEPHONE LISTINGS

	<u>Phone</u>
Barron County Sheriff's Department	<b>(911)</b> 715-537-3106
Village of Turtle Lake Police Department	<b>(911)</b> 715-986-2942
Police Chief Al Gabe	715-641-0602 (Cell)
Turtle Lake Fire Department	<b>(911)</b> 715-986-2510
Fire Chief Brock Molls	(715) 308-3219 (Cell)
Cumberland Memorial Hospital/Ambulance	<b>(911)</b> 715-822-2741
Village Administrator, Scott Hildebrand	715-986-2241, Ext. 5 715-419-9217 (C)
Village Clerk-Treasurer, Ardith Story	715-986-2241, Ext. 2 715-651-3306 (C)
Public Works Director, Cory Davis	715-986-2820 715-641-0582 (C)
Wisconsin Emergency Management Duty Officer	800-943-0003
Municipal Office of Emergency Management	715-986-2241
Barron County Emergency Management	715-537-6595
Excel Energy	800-895-1999
Barron Electric Cooperative	715-537-3171
Mosaic Telecom	715-458-5400
CenturyLink Telephone Company	800-824-2877
Wisconsin Gas Company	800-261-5325
American Red Cross Chippewa Valley Chapter Barron County Site Office (Rice Lake)	715-234-4888
Barron County Health & Human Services	715-537-5691
County Medical Examiners Officer (Coroner)	715-537-3106
Wisconsin DNR (Cumberland Office)	715-822-3590 800-228-1368

**EMERGENCY OPERATIONS CENTER**  
**ALERTING LIST**

1. Village Administrator: Scott Hildebrand  
Office Telephone: 715-986-2241, Ext. 5 Cell Telephone: 715-419-9217  
Home Telephone: \_\_\_\_\_  
Email: [shildebrand@turtlelakewi.com](mailto:shildebrand@turtlelakewi.com)
  
2. Village Clerk-Treasurer: Ardith Story  
Office Telephone: 715-986-2241, Ext. 2 Cell Telephone: 715-641-3306  
Home Telephone: \_\_\_\_\_  
Email: [clerk@turtlelakewi.com](mailto:clerk@turtlelakewi.com)
  
3. Village President: Andy Koenig  
Office Telephone: \_\_\_\_\_ Cell Telephone: 715-554-4962  
Home Telephone: 715-986-4493  
Email: [trustee.akoenig@gmail.com](mailto:trustee.akoenig@gmail.com)
  
4. Village Trustee: JoAnna Clary  
Office Telephone: \_\_\_\_\_ Cell Telephone: 715-781-3989  
Home Telephone: \_\_\_\_\_  
Email: [trustee.dbecker@gmail.com](mailto:trustee.dbecker@gmail.com)
  
5. Village Trustee: Ruth Morton  
Office Telephone: 715-986-2575 Cell Telephone: 715-781-1166  
Home Telephone: 715-986-4751  
Email: [trustee.rmorton@gmail.com](mailto:trustee.rmorton@gmail.com)
  
6. Village Trustee: Scott Strenke  
Office Telephone: \_\_\_\_\_ Cell Telephone: 651-270-6357  
Home Telephone: \_\_\_\_\_  
Email: [trustee.sstrenke@gmail.com](mailto:trustee.sstrenke@gmail.com)
  
7. Village Trustee: Chad Glaubitz  
Office Telephone: \_\_\_\_\_ Cell Telephone: 715-641-2281  
Home Telephone: \_\_\_\_\_  
Email: [trustee.cglaubitz@gmail.com](mailto:trustee.cglaubitz@gmail.com)
  
8. Village Trustee: Patrick McCready  
Office Telephone: \_\_\_\_\_ Cell Telephone: 715-419-1217  
Home Telephone: 715-986-4321  
Email: [trustee.pmccready@gmail.com](mailto:trustee.pmccready@gmail.com)
  
8. Village Trustee: Laurie Tarman  
Office Telephone: \_\_\_\_\_ Cell Telephone: 715-491-0493  
Home Telephone: \_\_\_\_\_  
Email: [trustee.ltarman@gmail.com](mailto:trustee.ltarman@gmail.com)

## LEGAL BASIS

The Legal Basis for the development of this plan is stated in the following documents:

PUBLIC LAW 103-337

WISCONSIN STATUTES

- 21.11 CALL TO ACTIVE SERVICE
- 26.97 LAW ENFORCEMENT AND POLICE POWER
- 59.03(1) ADMINISTRATIVE HOME RULE
- 59.04 CONSTRUCTION OF POWERS
- 59.17 COUNTY EXECUTIVE
  - (2) DUTIES AND POWER
- 59.18 COUNTY ADMINISTRATOR (2) DUTIES AND POWERS
- 62.09(7)(b) OFFICERS: POWERS AND DUTIES
  - 59.51 GENERAL POWERS OF COUNTY BOARD
  - 59.54(8) LOCAL EMERGENCY PLANNING COMMITTEES
- 59.52(29) PUBLIC WORK, HOW DONE; PUBLIC EMERGENCIES
- 59.03(2) CONSOLIDATION OF MUNICIPAL SERVICES, HOME RULE,  
METROPOLITAN DISTRICT
  - 59.28 PEACE MAINTENANCE
  - 61.34 POWERS OF VILLAGE BOARD
- 323.12 POWERS AND DUTIES OF THE GOVERNOR
- 323.14 POWERS AND DUTIES OF LOCAL GOVERNMENT
- 323.15 POWERS AND DUTIES OF HEADS OF EMERGENCY MANAGEMENT
  - 83.09 EMERGENCY REPAIRS OF COUNTY TRUNK HIGHWAYS
- 213.095 POLICE POWER OF FIRE CHIEF; RESCUE SQUADS
- 895.483 (2) CIVIL LIABILITY EXEMPTION; COUNTY EMERGENCY RESPONSE TEAM

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS

## ACRONYMS

CP	COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DEM	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
ICS	INCIDENT COMMAND SYSTEM
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT

## VILLAGE EMERGENCY OPERATIONS PLAN

A. **PURPOSE:**

This plan has been developed to provide procedures for the Village of Turtle Lake to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Village of Turtle Lake is part of the county emergency management program. This Village Plan is to be used in conjunction with the Barron County Emergency Operations Plan (EOP). The Village Plan will be maintained in accordance with current standards of the Barron County EOP and in accordance with the local/town government. Review of the Village Plan shall be accomplished concurrently with the county plan.

B. **SITUATION AND ASSUMPTIONS:**

Several types of hazards pose a threat to the lives, property or environment in the Village of Turtle Lake. These hazards are outlined in Barron County Hazard Analysis. A copy of this is located in the County Emergency Management Office, 1420 State Highway 25 North, Barron, Wisconsin.

C. **CONCEPT OF OPERATIONS:**

Village officials have primary responsibility for disasters that take place in the Village. They will activate the appropriate municipal agencies to deal with the disaster. The Village Administrator is responsible for coordinating the response of municipal agencies and coordinating the response with the county officials if county assistance is necessary.

Actions that the Village and county should consider if this Village Plan is activated:

1. Village officials and municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
  - a. The Village Administrator coordinates all emergency response actions.
  - b. If and when all Village resources are depleted, the Village Administrator declares a local state of emergency and notifies the County Emergency Management Director of this action.
  - c. Forward the local state of emergency declaration to the County Emergency Management Office.
  - d. The Village Administrator/Emergency Management Coordinator activates the Municipal EOC. This facility is located at the Village Hall, 114 Martin Avenue.
  - e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.
  - f. The County Emergency Management Coordinator directs departments/agencies to respond to the situation.
  - g. The Village President issue directives as to travel restrictions on local roads and recommends protective actions if necessary.
  - h. The County Emergency Management Coordinator notifies the public of the situation and appropriate actions to take.
  - i. The Village Administrator shall keep county officials informed of the situation and actions taken.

3. If the Village resources become exhausted or if special resources are required, request county assistance through the County Emergency Management Office.
4. If assistance is requested, the County Emergency Management Office shall assess the situation and make recommendations.
5. The county shall do the following (to the extent appropriate):
  - a. Activate the County EOC.
  - b. Implement the County EOP.
  - c. Respond with county resources as requested.
  - d. Activate mutual aid agreements.
  - e. Coordinate county resources with Village resources.
  - f. Notify Wisconsin Division of Emergency Management (DEM) Regional Director.
  - g. Forward Uniform Damage Situation Report (UDSR) Form.
  - h. Assist Village with prioritizing and allocating resources.
6. If Village and county resources are exhausted, the County Emergency Management Director may request state assistance through the State DEM.
7. If state assistance is requested, the DEM Administrator in conjunction with the Regional Director, County Emergency Management Director, and Village Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the DEM Regional Director immediately notifies the State DEM Administrator.
9. The State Administrator of Emergency Management notifies the Governor and makes recommendations.
10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. **ORGANIZATION:**

See the Emergency Operations Center Alerting List (Page 2)

E. **RESPONSIBILITIES AND TASKS:**

See Attachments A-K for emergency responsibilities of key officials in your jurisdiction.

F. **RESOURCE MANAGEMENT:**

Additional support from Barron County Departments may include:

Mutual Aid Reciprocal Agreements:

Fire Protection – All Barron County fire departments have a mutual aid agreement with all other fire departments in Barron County.

Emergency response coordinated with the Barron County Sheriff's Department.

**Support from State and Federal Agencies:**

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the DEM Regional Director to the DEM Administrator.

**Support from State and Federal Agencies:**

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the DEM Regional Director to the DEM Administrator.

G. **PLAN DEVELOPMENT AND MAINTENANCE**

The Village of Turtle Lake EOP Development Team is composed of the Village Administrator and representatives from the Village Board. The Board is responsible for developing and maintaining this plan.

The Team meets on an as needed basis or as determined by the Village President or Village Administrator. The Team reviews incidents, changes, and new information and makes revisions in this plan. This Team also conducts after-action reviews of all exercises and major incidents.

## SIGNATURES

The undersigned have reviewed and hereby approve this Emergency Operations Plan for the Village of Turtle Lake

\_\_\_\_\_  
President Andy Koenig

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Joanna Clary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Ruth Morton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Pat McCready

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Chad Glaubitz

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Laurie Tarman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Scott Strenke

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Administrator, Scott Hildebrand

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Clerk-Treasurer, Ardith Story

\_\_\_\_\_  
Date

ATTACHMENT A

## VILLAGE ADMINISTRATOR KEY ACTION CHECKLIST

The Village Administrator is responsible for the overall management of the Village of Turtle Lake. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

### VILLAGE ADMINISTRATOR/OFFICIAL SHOULD:

1. Ensure that the Village Administrator/Emergency Management Coordinator or designated person has activated/is activating the Emergency Operations Center (EOC).
2. Report to the EOC/CP.
3. Ensure that the Village's Emergency Management Coordinator or designated person provide an initial damage assessment and casualty report.
4. Ensure that the Village Emergency Management Coordinator and Village Officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. In consultation with the County Emergency Management Director, determine whether or not county, state or federal assistance should be requested. (village and county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

## KEY ACTION CHECKLIST

The Village's Emergency Management Coordinator coordinates all components of the emergency management program in the Village of Turtle Lake. This includes hazard analysis, preparedness, mitigation, response, and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

THE VILLAGE EMERGENCY MANAGEMENT COORDINATOR SHOULD:

1. Report to the Village EOC or CP.
2. Ensure that Village Officials and County Emergency Management Director have been notified, key facilities warned, sirens activated, etc.
3. Activate the Village EOC (see EOC Alerting List – Page 2). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village Administrator/Official and to the County Emergency Management Director.
5. Conduct regular briefings of the EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

VILLAGE CLERK-TREASURER

## KEY ACTION CHECKLIST

The Village Administrator / Clerk-Treasurer is responsible for their assigned activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

VILLAGE ADMINISTRATOR / CLERK-TREASURER SHOULD:

1. Report to the Village's EOC or CP.
2. Maintain records indicating Village expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
  - Provide information regarding the dollar value of property damaged as a result of the disaster
  - Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

## KEY ACTION CHECKLIST

The Warning and Communications function is responsible for warning and communications in the Village of Turtle Lake. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Barron County Sheriff's Department. Located at 1420 State Highway 25 North, Barron, Wisconsin, is responsible for warning and communications activities in the Village of Turtle Lake.

The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
  - a. Village Administrator/Official
  - b. County Emergency Management Director
  - c. Special Facilities (nursing homes, schools, hospitals, etc.)
2. Ensure all agencies represented in the Village EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment may consist of phone, cell phone, and/or two-way radio with the Barron County Highway Department.
3. Activate public warning system. This may consist of telephone or door-to-door contact.
4. Establish communications with the County EOC if activated or the County Emergency Management Office.
5. Establish communications with Command Post if established.

## KEY ACTION CHECKLIST

The Village of Turtle Lake Police Department is responsible for law enforcement activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as situation directs.
2. Direct the designated law enforcement representative to contact the Village EOC/CP for current information.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants.
5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area and to stop all in-bound traffic. An emergency pass system may be needed.
7. Report above information to appropriate law enforcement agencies.
8. Establish a staging area in the Village; designate a CP; and establish initial command until relieved.
9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

### Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response vehicles.

Assist the medical examiner with mortuary services.

If the County EOC is activated, establish and maintain contact with the contact person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments and/or state police.

## KEY ACTION CHECKLIST

The Barron County Department of Social Services will serve as the Human Services Coordinator in Barron County and is responsible for human services activities in the Village of Turtle Lake. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the Village. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments that provide human services type services. (Identified in County Resource Manual).
2. Report to the Emergency Operations Center if open or CP.
3. Coordinate with Red Cross in opening and managing shelters.
4. Ensure canteen is set up to feed emergency workers in the Village.
5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by emergency or disaster.
7. Distribute emergency literature to disaster victims giving instructions and assistance pertaining to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Social Services.

## KEY ACTION CHECKLIST

The Village of Turtle Lake Public Works Department is responsible for public works activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Village Shop, EOC or Command Post as directed.
3. Review the disaster situation with field personnel and report situation to the Village Emergency Management Coordinator.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with Law Enforcement travel restrictions/road closures within the Village.
7. Assist with traffic control and access to the affected area (if requested).
8. Assist with search and rescue activities as may be requested.
9. Assist private utilities with the shutdown of gas and electric services (if requested).
10. As necessary, establish a staging area for public works.
11. Report public facility damage information to the Damage Assessment Team within the first 24 hours of incident.
12. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

## KEY ACTION CHECKLIST

The Director of Public Health will serve as the Public Health and Emergency Medical Services Liaison in Barron County and is responsible for public health and emergency medical service activities in the Village of Turtle Lake. He/she will coordinate health services activities with the Barron County Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating group homes, nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contamination, diseases and epidemics.
5. Establish a triage area for victims if one hasn't already been established.
6. Assist in coordinating medical transportation for victims.
7. Establish a staging area in the Village if needed.

## KEY ACTION CHECKLIST

The Village President is responsible for public information activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The Village Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials. As the situation changes, the PIO may change also.
2. Maintain liaison with the EOC and CP in order to stay abreast of situation.
3. Establish news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the Village as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center.
7. Assist the county with establishing a Rumor Control Center.
8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

## KEY ACTION CHECKLIST

The Turtle Lake Fire Department is responsible for fire services activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or Village EOC as directed by on-scene personnel.
2. Assist Law Enforcement in warning the affected population.
3. Rescue injured/trapped persons.
4. Protect critical facilities and resources as capable.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist Law Enforcement with evacuation, if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

### Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Barron County Level B Response Team is needed, request their assistance through the Sheriff's Department.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEM Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

## KEY ACTION CHECKLIST

The Village Board is responsible for damage assessment activities in the Village of Turtle Lake. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Village EOC or Command Post
2. Record initial information from first responders such as law enforcement, public works, or fire services.
3. Activate the Damage Assessment Team, which consists of the Village Board and Public Works.
  - a. Within first 2-3 hours: Complete preliminary UDSR:
    1. Number of fatalities.
    2. Number of critical/minor injuries.
    3. Number of home/businesses damaged/destroyed.
    4. Number of power/telephone lines, poles damages.
    5. Number of public facilities such as highways, roads, bridges, etc. damaged.
    6. Number of people who are homeless or in shelters.
  - b. Within 8 hours:
    1. Recount items 1-6 above.
    2. Complete another UDSR, estimating public and private damage.
    3. Video tape and/or take photos of major damage.
  - c. Within 24 hours:
    1. Update items a and b above.
    2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate Village officials and County Emergency Management Director to assist in the preparation of the UDSR.
5. If the situation warrants, prepare a local state of emergency declaration and forward to the County Emergency Management Director.
6. Plot damage assessment information on status boards in the Village EOC and locate damaged sites on a map.
7. Record all expenditures for Village personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Village Public Information Officer.

ATTACHMENT L

## DISASTER DECLARATION

WHEREAS, a disaster, namely \_\_\_\_\_ has struck the Village of Turtle

Lake: and

WHEREAS, because of such emergency conditions, the Village Board is unable to meet with promptness; and

WHEREAS, the disaster has caused the Village of Turtle Lake to expand or commit all of its available resources; and

WHEREAS, the Village of Turtle Lake is asking for county assistance and requests the county to advise the State of Wisconsin of our emergency conditions:

NOW THEREFORE, pursuant to **State Statute 323**, as Chief Elected Official of the Village of Turtle Lake in testimony whereof I have hereunto set my hand and have caused the great seal of the Village of Turtle Lake to be affixed.

Done at the Village Hall this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOW THEREFORE, pursuant to **State Statute 323**, as President of the Village of Turtle Lake, do hereby concur that a state of emergency exists in the Village of Turtle Lake.

In testimony whereof I have hereunto set my hand. Done at \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President, Village of Turtle Lake

ATTACHMENT M

## EVACUATION DECLARATION

WHEREAS, a disaster proclamation has been issued; and

WHEREAS, the disaster resulted in a state of emergency existing in our community; and

WHEREAS, it is reasonable to believe that a threat to the lives and health of our citizens exists;

NOW THEREFORE, I \_\_\_\_\_ do hereby proclaim that the area bordered by  
\_\_\_\_\_ on the north, \_\_\_\_\_ on the south, \_\_\_\_\_ on  
the east, and \_\_\_\_\_ on the west be immediately evacuated.

This proclamation in effect until further notice.

In testimony whereof I have hereunto set my hand.

Done at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President, Village of Turtle Lake

ATTACHMENT N

SPECIAL FACILITIES IN OR NEAR VILLAGE OF TURTLE LAKE

FACILITY & ADDRESS	# PEOPLE	CONTACT	TITLE	WORK	HOME	CELL
<b>TURTLE LAKE</b>						
<i>Schools</i>						
Turtle Lake School District 205 Oak Street North	<b>580</b>	Kent Kindschy	Administrator	715-986-2597		
<i>Hospitals/Clinics</i>						
Turtle Lake Medical Clinic 550 Martin Avenue West	<b>12 staff</b>	Tom Onan Becky Swenson	Julie-Office Mgr	715-986-4101 715-268-8000	Ext. 80595 Ext. 80349	
Cumberland Healthcare – Clinic Turtle Lake Center				715-822-7540		
<i>Nursing Homes/Elderly/Disabled</i>						
Lakeland Manor 283 Becker Street	<b>8 units</b>	Scott Hildebrand	Executive Dir	715-537-5989	715-419-9217	715-419-9217
Lakeland Manor – Turtle Lake NonProfit Housing	<b>24 units</b>	Scott Hildebrand	Executive Dir	715-537-5344	715-419-9217	
<i>Day Care Centers</i>						
Preschool Playhouse 320 Pine Street South	<b>15 children 4 staff</b>	Michelle Dietrich	Director	715-986-4343		
Busy Bees Family Day Care 423 225 Hickory St		Melissa Beecroft	Owner	715-986-2851		
Little Ducky Daycare 127 Ash Street	<b>8 Children</b>	Jenalene Wallberg	Owner	715-986-2282		
<i>Off-Site Facilities/Miscellaneous</i>						
Puris 105 Maple Street South	<b>50</b>	Andy Koenig	Plant Manager			

**ATTACHMENT O**

**OFF-SITE PLANNING FACILITIES IN OR NEAR VILLAGE OF TURTLE LAKE**

**NOTE:** The off-site facility plan for the following facility is located at the Turtle Lake Fire Department and the Barron County Emergency Management Office.

FACILITY/Maximum Vulnerability Zone	EHS	NON-EHS	QTY
<b>KERRY INC.</b> Turtle Lake – 1.1 miles	Phosphoric & Nitric Acid		<b>37,000 lbs</b>
	Sulfuric Acid		<b>8,400 lbs</b>
		XY-12 CHLOR	220 gal.
		STABICIP 51664	110 gal.
		NU-KLEEN 43125	55 gal.
		MATRIX 43814	100 gal.
		SYR BAC 42887	55 gal.
		Foam Force	110 gal.
		Mandate	100 gal.
		HC-10 Chlorinated Kleer- Mor	50 gal.
		Citric Acid 50% Liquid FCC- Kosh	40,000 lbs.
		Sodium Hydroxide	35,000 lbs.
		Hydrochloric Acid	70,000 gal.

- E. Consider for Approval, the Exclusive Use Permit Application for the Swan Beach Vendor Events on August 01, 2020, for a Craft and Vendor Show at the Village Park.

This event was requested by Shelli Swanson.

Should the Board choose to proceed.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve / deny the Exclusive Use Permit for Swan Beach Vendor Events on August 01, 2020, for a Craft and Vendor Show at the Village Park.

F. Consider for Approval; Cigarette / Tobacco License Application for Family Dollar for July 01, 2020 to June 30, 2021.

Should the Board choose to proceed.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve / deny the Cigarette / Tobacco License for Family Dollar from July 01, 2020 to June 30, 2021.

G. Consider for Approval; Ordinance 2020-03, Possession of Marijuana, Amphetamine, or Level 2 Narcotic.

Chief Gabe will discuss the need for the proposed ordinance.

Should the Board choose to proceed.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve Ordinance 2020-03, Possession of Marijuana, Amphetamine, or Level 2 Narcotic.

H. Consider or Approval; Vibrant Hydrant proposal.

Should the Board choose to proceed.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve / deny the Vibrant Hydrant program.

I. Consideration and Possible Action with regard to an Employee Compensation Issue.

\*The Board may enter Closed / Executive Session to discuss consideration, compensation, and performance evaluation data, allowable under WI Statutes Section(s) 19.85(1)(c)

Should the Board choose to proceed / Following Closed Session.

**RECOMMENDED ACTION**

Staff recommends a motion by the Board to approve / deny the requested action.

## DEPARTMENTAL REPORTS

A. Administration

B. Public Safety

C. Public Works

D. Library

## ADJOURNMENT

## WISCONSIN ECONOMIC FORECAST UPDATE: MAY 2020

### AS OF MAY 28<sup>th</sup>, SUBJECT TO ONGOING REVISION

*Given the massive uncertainty facing US and global economic conditions, this outlook is reflective of the current data available and is subject to significant revisions, as additional information and national forecasts become available.*

- The COVID-19 pandemic has severely disrupted the world, US and Wisconsin economies. The International Monetary Fund (IMF) projects that the global economy will contract sharply by 3% in 2020, much worse than during the 2008 Great Recession.
- IHS Markit projects a decline of 7.3% in the US real GDP for 2020. In February, IHS Markit was expecting growth of 2.1% for 2020.
- US employment is forecasted to decline 13.5% and reach its trough the third quarter of 2020.
- April unemployment rates have surpassed the 14% mark in Wisconsin and nationwide.
- Wisconsin employment is expected to decline 14.4% in 2020.
- Wisconsin personal income growth will slow to 0.2% growth in 2020 and 1.6% in 2021.
- In just six weeks, 30 million people nationwide and 440,000 Wisconsinites filed for unemployment benefits. As a comparison, during the Great recession of 2008, the US lost 8.5 million jobs while Wisconsin lost 170,000 jobs during a two-years period.

The Wisconsin economy ended 2019 showing healthy economic growth. However, the largest US economic expansion on record came to a halt by the end of the first quarter of 2020, due to the COVID-19 pandemic.

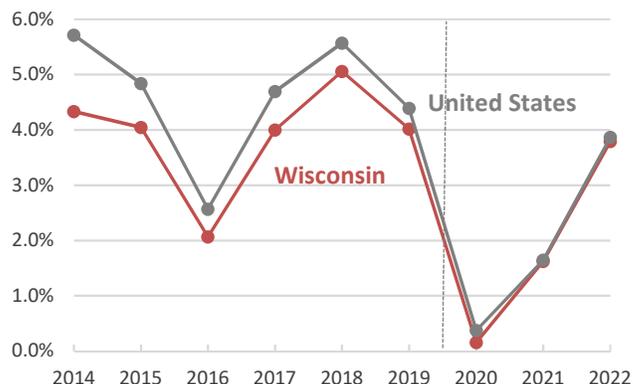
Labor markets were tight after nine years of strong growth, but they collapsed in a matter of weeks. In April, Wisconsin lost 440,000 jobs and 20 million jobs were lost nationwide. As a comparison, Wisconsin lost 170,000 jobs in two years during the Great Recession, while the US lost 8.5 million jobs.

Wisconsin personal income grew 4.0% in 2019, compared to 4.4% nationwide. The forecast calls for growth of 0.2% in 2020 and 1.6% in 2021. Wisconsin real personal income grew 2.7% in 2019 and it will decline 0.5% in 2020 and increase 0.5% in 2021. Total personal income will recover its pre-Covid-19 level by the second quarter of 2021 in Wisconsin and nationwide.

Wage income in 2019 grew 3.2% in Wisconsin and 4.6% in the US. The forecast expects wage and salary income to fall 9.0% in Wisconsin as well as nationwide. After bottoming in the third quarter of 2020, wages in 2021 will post annual growth rates of 7.0% in Wisconsin and 7.7% in the US.

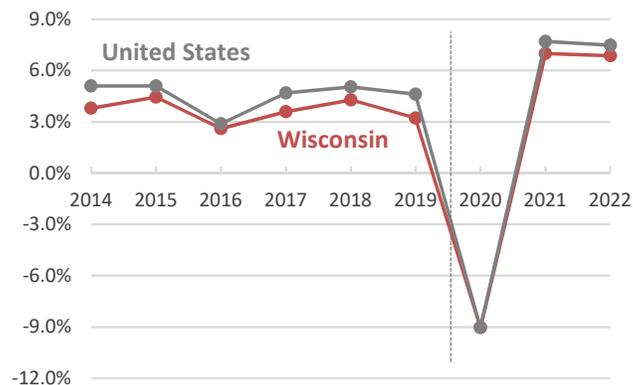
The decline in wages and other sources of income will be significantly offset by an increase of 32.6% in personal transfer income as a result of the federal CARES Act.

#### Personal Income Growth



Sources: Bureau of Economic Analysis and Wisconsin DOR (forecast).

#### Wages and Salaries Growth



Sources: Bureau of Economic Analysis and Wisconsin DOR (forecast).

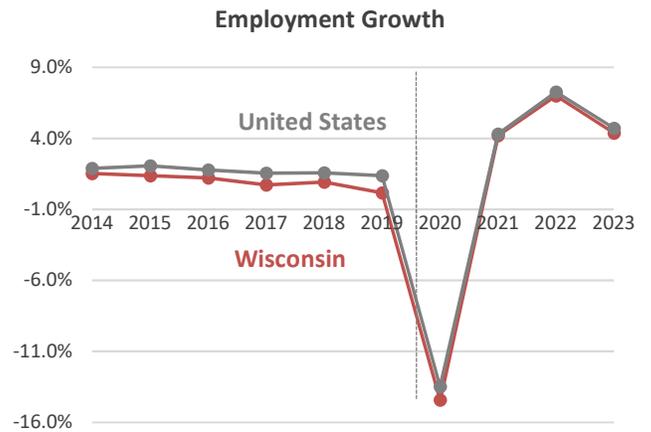
Wisconsin total employment grew 0.2% in 2019, mostly due to declines in several service sectors offset by growth in Manufacturing (+0.9%) and Construction (+1.4%). The largest decline was in the Trade, Transportation and Utilities sector (-1.1%), followed by Professional and Business sector (-0.6%).

Employment plunged in the last weeks of March due to the public health emergency. The first sector to be impacted was Leisure and Hospitality services, but the shock reached almost every other sector of the economy by the end of April. The forecast calls for a large employment decline during the second and third quarters of 2020, with annual contractions of 14.4% in Wisconsin and 13.5% in the US. Wisconsin is expected to lose 626,000 jobs between the first and third quarters of 2020, drawing a sharp contrast with the 170,000 jobs lost in the first two years of the Great Recession. The decline is more than three and a half times larger this time, but a good share of those losses is temporary. Hence, the path of the recovery shows that almost a third of the jobs lost will return in the first two quarters of the recovery. Wisconsin is expected to recover its pre-Covid-19 employment level by the end of 2023, while the US will recover by mid-2023.

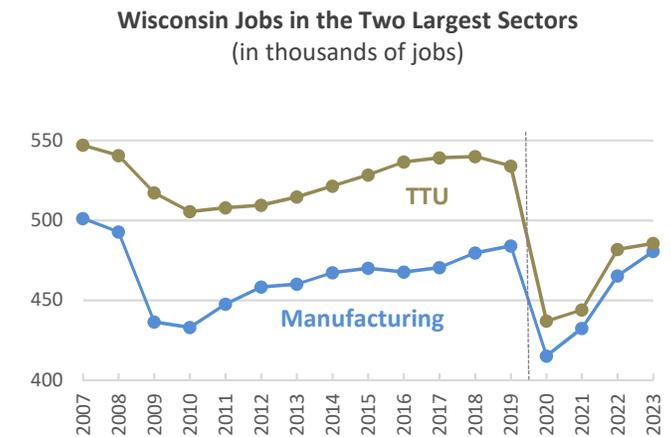
Wisconsin private employment will post a decline of 16.1% in 2020 and growth of 4.4% in 2021. US private employment is also expected to fall in 2020 (-15.8%) and increase in 2021 (4.9%). The Wisconsin government sector was a drag for employment growth in 2019. Wisconsin's state and local government sector in the first quarter of 2020 employed 20,000 fewer workers than during its previous peak in 2008. The forecast expects a decline of 3.9% in 2020.

The Leisure and Hospitality Services sector was the earliest and hardest hit sector, shedding close to half the total number of jobs in a matter of weeks. Manufacturing and Construction employment posted solid growth in 2019 but will also decline in 2020. Manufacturing will lose 114,000 jobs during the second and third quarters of 2020, yet it's expected to start adding jobs by the end of the year and to continue doing so in 2021. The Trade, Transportation and Utilities sector will lose 138,000 jobs through the third quarter of 2020 but will also start to recover by the end of this year. The Education and Health Services sector was the only sector not to lose jobs during the Great recession of 2008, but it's expected to fall 10.6% in 2020.

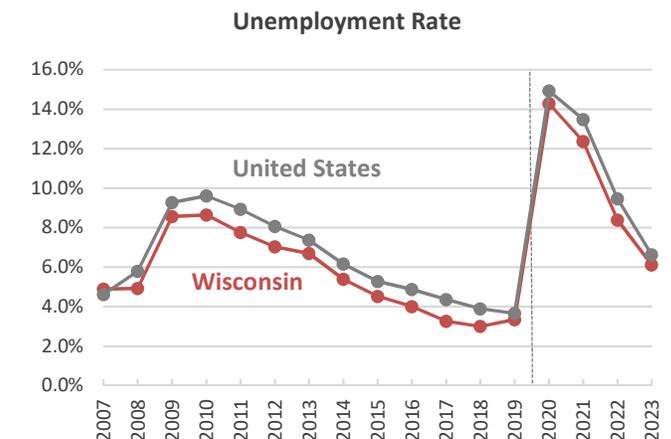
As noted above, there is a heightened level of uncertainty to the current economic forecasts. The national forecast from IHS Markit assumes that personal consumption resumes in the third quarter, however this all depends on the evolution of the pandemic, public health guidance, and the response in consumer behavior. The forecast will be revised with the next release.



Source: Bureau of Labor Statistics (CES) and Wisconsin DOR (forecast).



Sources: Bureau of Labor Statistics (CES) and Wisconsin DOR (forecast).



Sources: Bureau of Labor Statistics (LAUS) and Wisconsin DOR (forecast).

## Employment (Annual)

**Table 1. Wisconsin CES Employment Forecast: Industry Detail**  
(Thousands of jobs)

	History				Forecast			
	2016	2017	2018	2019	2020	2021	2022	2023
<b>Total Nonfarm</b>	2,927.0	2,948.5	2,975.7	2,980.7	2,550.7	2,658.0	2,843.9	2,968.4
% Change	1.2	0.7	0.9	0.2	-14.4	4.2	7.0	4.4
<b>Private Nonfarm</b>	2,515.2	2,541.2	2,567.4	2,574.7	2,160.6	2,255.2	2,438.8	2,561.0
% Change	1.3	1.0	1.0	0.3	-16.1	4.4	8.1	5.0
<b>Natural Resources &amp; Mining</b>	3.8	4.3	4.7	4.2	3.6	3.5	3.9	4.2
% Change	-10.0	15.8	8.8	-10.9	-13.9	-2.8	10.0	7.2
<b>Construction</b>	112.7	117.5	122.4	124.1	117.5	111.8	117.6	120.3
% Change	3.0	4.3	4.2	1.4	-5.3	-4.8	5.2	2.3
<b>Manufacturing</b>	467.6	470.5	479.7	484.1	415.2	432.5	465.3	480.7
% Change	-0.5	0.6	2.0	0.9	-14.2	4.2	7.6	3.3
<b>Trade, Transportation &amp; Utilities</b>	536.6	539.2	540.0	534.0	436.9	444.0	481.8	485.7
% Change	1.5	0.5	0.1	-1.1	-18.2	1.6	8.5	0.8
<b>Information</b>	49.1	47.9	47.2	47.0	39.3	44.4	45.5	45.3
% Change	0.3	-2.4	-1.4	-0.6	-16.4	13.1	2.5	-0.5
<b>Financial Activities</b>	151.9	152.9	153.0	154.4	139.5	134.5	149.7	161.9
% Change	0.5	0.6	0.1	0.9	-9.6	-3.6	11.3	8.2
<b>Professional &amp; Business Services</b>	322.4	326.0	328.4	326.6	258.9	263.3	321.2	361.8
% Change	2.3	1.1	0.8	-0.6	-20.7	1.7	22.0	12.7
<b>Education &amp; Health Services</b>	445.2	451.2	457.4	463.9	414.9	453.1	476.0	511.7
% Change	2.0	1.4	1.4	1.4	-10.6	9.2	5.1	7.5
<b>Leisure &amp; Hospitality</b>	276.1	280.4	282.5	284.2	204.7	243.5	244.7	251.8
% Change	1.9	1.6	0.7	0.6	-28.0	18.9	0.5	2.9
<b>Other Services</b>	149.8	151.4	152.2	152.3	130.1	124.7	133.1	137.7
% Change	1.2	1.0	0.5	0.1	-14.6	-4.2	6.8	3.4
<b>Government</b>	411.8	407.3	408.3	406.0	390.1	402.7	405.1	407.4
% Change	0.6	-1.1	0.2	-0.6	-3.9	3.2	0.6	0.6
<b>Federal Government</b>	29.0	29.0	29.1	29.3	30.4	29.4	29.4	29.4
% Change	0.8	0.0	0.4	0.7	3.6	-3.2	-0.1	-0.1
<b>State &amp; Local Government</b>	382.8	378.3	379.2	376.7	359.7	373.4	375.7	378.1
% Change	0.6	-1.2	0.2	-0.7	-4.5	3.8	0.6	0.6

**Table 2. Wisconsin Household Survey Employment Measures**

	History				Forecast			
	2016	2017	2018	2019	2020	2021	2022	2023
Labor Force	3,123.9	3,133.4	3,118.3	3,104.9	2,947.5	3,001.9	3,073.5	3,133.4
% Change	1.0	0.3	-0.5	-0.4	-5.1	1.8	2.4	2.0
Employment	2,998.7	3,030.9	3,024.6	3,001.2	2,532.4	2,630.9	2,815.6	2,941.9
% Change	1.6	1.1	-0.2	-0.8	-15.6	3.9	7.0	4.5
Unemployment Rate (%)	4.0	3.3	3.0	3.4	14.3	12.4	8.4	6.1

Source: Bureau of Labor Statistics

## Employment (Quarterly)

**Table 3. Wisconsin CES Employment Forecast: Industry Detail**  
(Thousands of jobs, seasonally adjusted data, annual rate of change)

	History				Forecast			
	2019:2	2019:3	2019:4	2020:1	2020:2	2020:3	2020:4	2021:1
Total Nonfarm	2,984.4	2,977.4	2,978.1	2,991.2	2,412.8	2,365.2	2,433.6	2,546.1
% Change	0.2	-0.9	0.1	1.8	-57.7	-7.6	12.1	19.8
Private Nonfarm	2,577.7	2,571.3	2,571.9	2,584.7	2,042.0	1,975.0	2,040.5	2,144.2
% Change	-0.1	-1.0	0.1	2.0	-61.0	-12.5	13.9	21.9
Natural Resources & Mining	4.2	4.1	4.1	4.1	3.6	3.5	3.3	3.3
% Change	-22.0	-3.2	-3.2	3.3	-43.2	-12.9	-17.4	-1.7
Construction	124.1	124.4	124.1	127.2	115.6	114.2	112.8	111.7
% Change	0.8	1.1	-1.0	10.5	-31.8	-4.8	-4.7	-4.0
Manufacturing	484.6	483.6	482.6	482.9	421.6	369.0	387.2	415.4
% Change	-0.7	-0.9	-0.8	0.2	-41.9	-41.3	21.2	32.5
Trade, Transportation & Utilities	535.4	533.1	530.0	532.9	422.7	395.0	397.2	414.1
% Change	-1.5	-1.7	-2.3	2.2	-60.4	-23.7	2.2	18.1
Information	47.0	47.1	46.7	46.6	37.7	35.6	37.1	40.7
% Change	-0.8	0.9	-3.1	-0.6	-57.2	-20.6	17.4	44.8
Financial Activities	154.3	154.3	154.9	155.7	141.8	133.5	127.0	128.1
% Change	0.8	-0.1	1.5	2.2	-31.1	-21.6	-18.1	3.5
Professional & Business Services	327.3	324.6	326.7	328.3	260.9	220.6	225.9	231.2
% Change	-0.5	-3.2	2.6	2.0	-60.1	-48.9	9.9	9.8
Education & Health Services	463.0	464.4	467.0	470.6	371.5	396.8	420.5	441.0
% Change	1.6	1.2	2.3	3.1	-61.2	30.2	26.1	21.0
Leisure & Hospitality	285.1	283.2	284.3	284.7	147.7	182.0	204.5	228.5
% Change	0.9	-2.6	1.6	0.6	-92.8	130.6	59.5	55.9
Other Services	152.7	152.5	151.6	151.5	118.9	124.9	125.1	130.4
% Change	0.5	-0.5	-2.5	-0.1	-62.1	21.8	0.6	17.9
Government	406.7	406.1	406.2	406.5	370.8	390.2	393.0	401.9
% Change	1.7	-0.6	0.1	0.3	-30.8	22.7	2.9	9.3
Federal Government	29.2	29.5	29.4	29.6	32.0	30.5	29.5	29.4
% Change	0.5	3.7	-1.8	2.8	37.2	-17.6	-12.8	-0.3
State & Local Government	377.5	376.6	376.8	376.9	338.8	359.7	363.6	372.5
% Change	1.8	-1.0	0.3	0.1	-34.8	27.1	4.4	10.2

**Table 4. Wisconsin Household Survey Employment Measures**

	History				Forecast			
	2019:2	2019:3	2019:4	2020:1	2020:2	2020:3	2020:4	2021:1
Labor Force	3,101.1	3,105.0	3,108.2	3,113.5	2,888.4	2,866.5	2,921.6	2,967.6
% Change	-0.7	-0.2	0.0	0.3	-6.9	-7.7	-6.0	-4.7
Employment	2,998.2	2,998.6	3,000.6	2,998.9	2,383.5	2,335.2	2,412.1	2,523.4
% Change	-1.0	-0.7	-0.5	-0.3	-20.5	-22.1	-19.6	-15.9
Unemployment Rate (%)	3.3	3.4	3.5	3.7	17.5	18.5	17.4	15.0

Source: Bureau of Labor Statistics

## Employment (Quarterly)

Table 3b. Wisconsin CES Employment Forecast: Industry Detail

(Thousands of jobs, year-over-year change)

	History				Forecast			
	2019:2	2019:3	2019:4	2020:1	2020:2	2020:3	2020:4	2021:1
Total Nonfarm	2,984.4	2,977.4	2,978.1	2,991.2	2,412.8	2,365.2	2,433.6	2,546.1
% Change	0.4	0.0	-0.1	0.3	-19.2	-20.6	-18.3	-14.9
Private Nonfarm	2,577.7	2,571.3	2,571.9	2,584.7	2,042.0	1,975.0	2,040.5	2,144.2
% Change	0.6	0.1	0.0	0.3	-20.8	-23.2	-20.7	-17.0
Natural Resources & Mining	4.2	4.1	4.1	4.1	3.6	3.5	3.3	3.3
% Change	-12.6	-13.3	-10.2	-6.8	-13.9	-16.1	-19.4	-20.4
Construction	124.1	124.4	124.1	127.2	115.6	114.2	112.8	111.7
% Change	1.7	1.3	0.8	2.7	-6.8	-8.2	-9.1	-12.2
Manufacturing	484.6	483.6	482.6	482.9	421.6	369.0	387.2	415.4
% Change	1.4	0.5	-0.3	-0.5	-13.0	-23.7	-19.8	-14.0
Trade, Transportation & Utilities	535.4	533.1	530.0	532.9	422.7	395.0	397.2	414.1
% Change	-0.9	-1.2	-1.5	-0.8	-21.1	-25.9	-25.1	-22.3
Information	47.0	47.1	46.7	46.6	37.7	35.6	37.1	40.7
% Change	-0.5	-0.4	-1.1	-0.9	-19.7	-24.3	-20.6	-12.8
Financial Activities	154.3	154.3	154.9	155.7	141.8	133.5	127.0	128.1
% Change	1.1	0.8	0.8	1.1	-8.1	-13.5	-18.0	-17.7
Professional & Business Services	327.3	324.6	326.7	328.3	260.9	220.6	225.9	231.2
% Change	-0.6	-0.9	0.0	0.2	-20.3	-32.0	-30.9	-29.6
Education & Health Services	463.0	464.4	467.0	470.6	371.5	396.8	420.5	441.0
% Change	1.4	1.4	1.6	2.1	-19.8	-14.5	-9.9	-6.3
Leisure & Hospitality	285.1	283.2	284.3	284.7	147.7	182.0	204.5	228.5
% Change	1.6	0.2	0.1	0.1	-48.2	-35.7	-28.1	-19.7
Other Services	152.7	152.5	151.6	151.5	118.9	124.9	125.1	130.4
% Change	0.5	0.3	-0.6	-0.7	-22.1	-18.1	-17.5	-14.0
Government	406.7	406.1	406.2	406.5	370.8	390.2	393.0	401.9
% Change	-0.5	-0.8	-0.5	0.4	-8.8	-3.9	-3.2	-1.1
Federal Government	29.2	29.5	29.4	29.6	32.0	30.5	29.5	29.4
% Change	0.7	1.3	0.3	1.3	9.5	3.4	0.3	-0.4
State & Local Government	377.5	376.6	376.8	376.9	338.8	359.7	363.6	372.5
% Change	-0.5	-0.9	-0.5	0.3	-10.3	-4.5	-3.5	-1.2

Table 4b. Wisconsin Household Survey Employment Measures

	History				Forecast			
	2019:2	2019:3	2019:4	2020:1	2020:2	2020:3	2020:4	2021:1
Labor Force	3,101.1	3,105.0	3,108.2	3,113.5	2,888.4	2,866.5	2,921.6	2,967.6
% Change	-0.7	-0.2	0.0	0.3	-6.9	-7.7	-6.0	-4.7
Employment	2,998.2	2,998.6	3,000.6	2,998.9	2,383.5	2,335.2	2,412.1	2,523.4
% Change	-1.0	-0.7	-0.5	-0.3	-20.5	-22.1	-19.6	-15.9
Unemployment Rate (%)	3.3	3.4	3.5	3.7	17.5	18.5	17.4	15.0

Source: Bureau of Labor Statistics

## Wisconsin Personal Income (Annual)

Table 5. Wisconsin Personal Income by Major Source

(\$ Billions)

	History				Forecast			
	2016	2017	2018	2019	2020	2021	2022	2023
Total Personal Income	274.5	285.5	299.9	312.0	312.5	317.5	329.6	342.7
% Change	2.1	4.0	5.1	4.0	0.2	1.6	3.8	4.0
Wages and Salaries	138.7	143.7	149.8	154.6	140.7	150.5	160.9	168.5
% Change	2.6	3.6	4.3	3.2	-9.0	7.0	6.9	4.7
Supplements to Wages and Salaries	36.4	38.5	40.1	41.2	37.9	40.6	43.3	45.3
% Change	3.5	5.6	4.2	2.8	-8.0	7.0	6.8	4.7
Proprietor's Income	18.5	19.0	19.0	20.5	20.2	20.8	20.6	21.1
% Change	-5.5	2.9	-0.5	8.3	-1.5	3.0	-1.1	2.4
Property Income	52.9	55.2	59.8	61.2	59.7	59.0	60.1	62.0
% Change	3.3	4.4	8.3	2.5	-2.4	-1.3	1.8	3.3
Personal Interest Income^	22.0	23.0	25.2	25.5	25.0	23.9	23.2	22.7
% Change	1.5	4.6	9.7	1.3	-2.0	-4.7	-2.9	-1.9
Personal Dividend Income^	19.6	20.8	22.5	23.3	21.6	21.1	22.3	23.8
% Change	3.5	5.8	8.4	3.6	-7.2	-2.4	5.5	6.7
Rental Income^	11.3	11.4	12.1	12.4	13.1	14.0	14.6	15.5
% Change	6.7	1.5	5.3	2.9	5.5	7.1	4.2	6.1
Personal Current Transfer Receipts	46.6	48.6	51.3	55.0	72.9	67.0	66.6	68.8
% Change	1.1	4.3	5.5	7.1	32.6	-8.0	-0.6	3.2
Residence Adjustment	3.8	3.8	4.0	4.1	3.8	4.0	4.1	4.3
% Change	2.9	1.1	4.3	3.6	-6.9	3.8	3.5	4.0
Contributions to Govt. Social Ins.	22.4	23.3	24.0	24.7	22.8	24.4	26.0	27.2
% Change	2.0	4.3	2.8	3.1	-7.7	6.8	6.6	4.7

Table 6. Wisconsin Related Income Measures

(Different units)

	History				Forecast			
	2016	2017	2018	2019	2020	2021	2022	2023
Real Personal Income (2012 \$)*	285.8	292.6	303.0	307.9	306.4	308.0	315.9	326.5
% Change	1.6	2.4	3.6	2.7	-0.5	0.5	2.6	3.4
Population (Millions)	5.77	5.79	5.81	5.82	5.84	5.85	5.87	5.88
% Change	0.2	0.3	0.3	0.3	0.3	0.3	0.3	0.2
Real Per Capita Income (2012 \$)*	49,518	50,540	52,182	52,904	52,466	52,650	53,816	55,527
% Change	1.4	2.1	3.2	1.4	-0.8	0.4	2.2	3.2
Per Capita Income	47,553	49,305	51,647	53,583	53,525	54,256	56,177	58,279
% Change	1.9	3.7	4.8	3.7	-0.1	1.4	3.5	3.7
Personal Tax & Nontax Payments	32.6	33.9	34.1	35.9	26.5	28.3	34.5	38.2
% Change	3.9	4.0	0.6	5.5	-26.3	6.7	22.0	10.6
Disposable Personal Income*	241.9	251.6	265.9	276.0	286.0	289.3	295.1	304.6
% Change	1.8	4.0	5.7	3.8	3.6	1.2	2.0	3.2
GDP	313.5	322.0	336.3	347.3	325.9	343.8	358.8	372.4
% Change	2.5	2.7	4.4	1.4	-6.2	5.5	4.4	3.8
Real GDP (chained 2012 \$)	290.8	294.7	301.6	305.9	283.5	295.8	307.2	317.1
% Change	1.2	1.3	2.4	1.4	-7.3	4.3	3.9	3.2

Source: Bureau of Economic Analysis

^2019 values are forecasted  
\*2018/19 values are forecasted

## Wisconsin Personal Income (Quarterly)

**Table 7. Wisconsin Personal Income by Major Source**  
(\$ Billions, seasonally adjusted, annual rate of change)

	History				Forecast			
	2019:1	2019:2	2019:3	2019:4	2020:1	2020:2	2020:3	2020:4
Total Personal Income	308.0	312.2	312.7	314.9	316.0	310.0	314.3	309.5
% Change	4.9	5.6	0.6	2.8	1.4	-7.4	5.7	-6.1
Wages and Salaries	153.7	155.2	154.2	155.4	156.0	135.6	133.2	138.0
% Change	7.1	4.0	-2.6	3.2	1.5	-42.9	-6.9	15.2
Supplements to Wages and Salaries	40.7	41.4	41.2	41.5	41.8	36.6	35.9	37.2
% Change	1.8	7.0	-2.2	3.3	2.9	-41.1	-7.4	14.7
Proprietor's Income	19.8	20.1	21.0	21.2	20.9	18.7	20.7	20.6
% Change	4.4	4.5	20.1	4.7	-5.9	-36.6	52.1	-2.9
Property Income	60.5	61.5	61.4	61.5	61.9	59.8	58.7	58.6
% Change	-3.5	6.4	-0.9	1.3	2.2	-12.9	-7.1	-0.5
Personal Current Transfer Receipts	53.7	54.8	55.5	55.8	56.3	77.8	83.8	73.7
% Change	13.1	8.6	4.8	2.3	3.4	265.4	34.5	-40.2
Residence Adjustment	4.1	4.0	4.1	4.2	4.2	3.7	3.6	3.8
% Change	5.8	-2.1	11.5	3.9	1.8	-41.0	-4.9	14.4
Contributions to Government Social Ins.	24.6	24.8	24.6	24.8	25.1	22.2	21.6	22.4
% Change	8.8	3.8	-2.8	2.8	4.7	-39.1	-8.9	13.7

Source: Bureau of Economic Analysis

## General Purposes Revenues

**Table 8. General Purposes Revenues. Fiscal Year-to-Date Through April FY 2020**  
(\$ Billions)

	Prior Year	Actual	Annual Change	Expected Revenues*	\$ Difference
Individual Income Tax	\$7,033	\$6,348	-9.7%	\$6,463	(\$115)
General Sales Tax	\$4,165	\$4,311	3.5%	\$4,344	(\$33)
Corporate Franchise Tax	\$1,064	\$1,259	18.3%	\$1,006	\$253
Other Revenues	\$926	\$981	5.9%	\$913	\$68
<b>Total GPR</b>	<b>\$13,188</b>	<b>\$12,898</b>	<b>-2.2%</b>	<b>\$12,726</b>	<b>\$172</b>

Source: Wisconsin Department of Revenue. \*Expected values from the Legislative Fiscal Bureau's January 2020 forecast.

- Tax revenues collected through the end of April reflect activity that occurred by the end of March. These revenues do not reflect a full month of declines in economic activity due to the pandemic, with business closures occurring half-way through March.
- The large year-over-year decline in individual income tax payments is largely a result of the shift in the due date of annual and estimated payments from April 15th to July 15th in 2020. Expected revenues in April were lowered as a result of the shift in due dates. However, individual income tax revenues, along with sales tax revenues, are lower than expected.

# Turtle Lake Police Department

Alan R. Gabe,  
Chief of Police

115 East Martin Avenue • Turtle Lake, Wisconsin 54889 • Telephone: 715-986-2942 • Fax: 715-986-2500  
email: tlpd626@yahoo.com

## MONTH

May-20

ARRESTS	<u>12</u>	K-9 DRUG SEARCH	1		
TRAFFIC CITATIONS	<u>83</u>	K-9 PERSON SEARCH	0		
MUNICIPAL CITATIONS	<u>12</u>	K-9 DRUG ARREST	0		
PARKING TICKETS	<u>0</u>	K-9 PROPERTY SEARCH	0		
ACCIDENTS	<u>4</u>	K-9 MUTUAL AID ASSIST	0		
ALL WARNINGS	<u>44</u>	K-9 CALL OUT	1		
REPORTED THEFTS	<u>7</u>				
REPORTED VANDALISM	<u>0</u>				
DISORDERLY CONDUCT	<u>10</u>				
DOMESTICS	<u>3</u>				
JUVENILE CONTACT	<u>1</u>				
RESPONSES TO THE CASINO	<u>4</u>				
RESPONSES TO THE SCHOOL	<u>1</u>				
ANIMAL COMPLAINTS	<u>7</u>				
OTHER COMPLAINTS	<u>3</u>				
BARRON CO. ASSISTS	<u>9</u>				
POLK CO. ASSISTS	<u>5</u>				
OTHER AGENCY ASSISTS	<u>2</u>				
MEDICALS	<u>14</u>				
ALL OTHER RESPONSES	<u>174</u>				
		2017	2016	2014	2013
SQUAD MILES		<u>56,127</u>	<u>44,026</u>	<u>87,722</u>	<u>97,727</u>
TOTAL MILES	<u>3,327</u>	<u>904</u>	<u>648</u>	<u>1,133</u>	<u>1,317</u>

# Turtle Lake Police Department

Alan R. Gabe,  
Chief of Police

115 East Martin Avenue • Turtle Lake, Wisconsin 54889 • Telephone: 715-986-2942 • Fax: 715-986-2500  
email: tlpd626@yahoo.com

## MONTH

May-20 ALMENA

ARRESTS	<u>3</u>
TRAFFIC CITATIONS	<u>15</u>
MUNICIPAL CITATIONS	<u>0</u>
PARKING TICKETS	<u>0</u>
ACCIDENTS	<u>2</u>
ALL WARNINGS	<u>8</u>
REPORTED THEFTS	<u>2</u>
REPORTED VANDALISM	<u>0</u>
DISORDERLY CONDUCT	<u>2</u>
DOMESTICS	<u>2</u>
JUVENILE CONTACT	<u>1</u>
RESPONSES TO THE CASINO	<u>0</u>
RESPONSES TO THE SCHOOL	<u>0</u>
ANIMAL COMPLAINTS	<u>0</u>
TRAFFIC COMPLAINTS	<u>0</u>
OTHER COMPLAINTS	<u>1</u>
BARRON CO. ASSISTS	<u>0</u>
POLK CO. ASSISTS	<u>0</u>
OTHER AGENCY ASSISTS	<u>0</u>
MEDICALS	<u>5</u>
ALL OTHER RESPONSES	<u>8</u>

# Turtle Lake Police Department

Alan R. Gabe,  
Chief of Police

115 East Martin Avenue • Turtle Lake, Wisconsin 54889 • Telephone: 715-986-2942 • Fax: 715-986-2500  
email: tlpd626@yahoo.com

## MONTH

Apr-20

ARRESTS	<u>9</u>	K-9 DRUG SEARCH	0		
TRAFFIC CITATIONS	<u>24</u>	K-9 PERSON SEARCH	0		
MUNICIPAL CITATIONS	<u>11</u>	K-9 DRUG ARREST	0		
PARKING TICKETS	<u>0</u>	K-9 PROPERTY SEARCH	0		
ACCIDENTS	<u>5</u>	K-9 MUTUAL AID ASSIST	0		
ALL WARNINGS	<u>18</u>	K-9 CALL OUT	0		
REPORTED THEFTS	<u>6</u>				
REPORTED VANDALISM	<u>0</u>				
DISORDERLY CONDUCT	<u>2</u>				
DOMESTICS	<u>0</u>				
JUVENILE CONTACT	<u>1</u>				
RESPONSES TO THE CASINO	<u>6</u>				
RESPONSES TO THE SCHOOL	<u>0</u>				
ANIMAL COMPLAINTS	<u>5</u>				
OTHER COMPLAINTS	<u>0</u>				
BARRON CO. ASSISTS	<u>9</u>				
POLK CO. ASSISTS	<u>3</u>				
OTHER AGENCY ASSISTS	<u>5</u>				
MEDICALS	<u>9</u>				
ALL OTHER RESPONSES	<u>146</u>				
SQUAD MILES		2017	2016	2014	2013
TOTAL MILES	<u>3,327</u>	<u>55,223</u>	<u>43,378</u>	<u>86,589</u>	<u>96,410</u>
		<u>420</u>	<u>864</u>	<u>1,038</u>	<u>1,005</u>

# Turtle Lake Police Department

Alan R. Gabe,  
Chief of Police

115 East Martin Avenue • Turtle Lake, Wisconsin 54889 • Telephone: 715-986-2942 • Fax: 715-986-2500  
email: tlpd626@yahoo.com

## MONTH

Apr-20 ALMENA

ARRESTS	<u>0</u>
TRAFFIC CITATIONS	<u>3</u>
MUNICIPAL CITATIONS	<u>0</u>
PARKING TICKETS	<u>0</u>
ACCIDENTS	<u>0</u>
ALL WARNINGS	<u>6</u>
REPORTED THEFTS	<u>2</u>
REPORTED VANDALISM	<u>0</u>
DISORDERLY CONDUCT	<u>1</u>
DOMESTICS	<u>0</u>
JUVENILE CONTACT	<u>0</u>
RESPONSES TO THE CASINO	<u>0</u>
RESPONSES TO THE SCHOOL	<u>0</u>
ANIMAL COMPLAINTS	<u>0</u>
TRAFFIC COMPLAINTS	<u>0</u>
OTHER COMPLAINTS	<u>0</u>
BARRON CO. ASSISTS	<u>0</u>
POLK CO. ASSISTS	<u>0</u>
OTHER AGENCY ASSISTS	<u>1</u>
MEDICALS	<u>1</u>
ALL OTHER RESPONSES	<u>12</u>

## **June 2020 Board Meeting**

### **Streets/Parks**

We hired Casey Kahl, a recent TL graduate to fill our PT Parks position. He started on May 27<sup>th</sup> and will be working until late August.

We have been very busy keeping up with lawn mowing.

The park shelters have seen limited use so far.

We signed on Tate Van De Voort to log the brush dump, Skin a Way Park and some areas in the Village, they have been working in the brush dump on Hwy 63.

We have been trying to keep up with spraying weeds in the Village.

Monarch Paving paved a short stretch of Niemann Drive, I will have them do some more when M & T finishes their warehouse.

We borrowed a couple traffic barricades to the Hotel Bar for the Alley they are using for outside dining.

I am working on a lighting plan for Herons Landing with Barron Electric.

Diggers Hotline locates have kept Jason and I busy. Jason is using the new GPS when doing locates and downloading shut offs and correcting any utilities that are out of place in the GIS.

### **Water**

We will be replacing some of the media in the Water Treatment Plant filter on Tuesday. We will have them do two of the four cells first and then come back when we can put them back on line after we get them sanitized and get safe samples back.

We fixed a water lateral break at 119 Logan Ave.

## **Sewer**

I have been working with CBS2 on the design and equipment for the WWTP upgrade, sewer main lining and replacement and the West Lift and force main installation.

Dale Hellstern installed a sewer grinder pump and hooked a discharge to the Village sewer. He previously had private sewer and still has his own well.

His house is on S Pine and burned down this spring.

LCD brought their management group and an engineer to help us with the grease balls we are getting at the plant.

We hired a company to televise the sewer mains by LCD and WWP and found that WWP is part of the problem we have with the white grease balls/pellets and they get worse when they combine with the LCD flow. I sent a video to both and I am working with them.

The sludge dryer is working much better now and they will be installing some new augers in the next week or two.

A company will be doing a pilot test in July at our plant to dry our sludge with a microwave system.

We had been taking 50,000 gallons per day of waste from Viresco but we had troubles related to them at our plant again so I had them reduce to 40,000 gpd.

Viresco has lost some of their customers and I believe the business is not doing as well as planned and that concerns us especially when they projected to us that they would want space for 288,000 gpd in our new WWTP, it makes them a bit of a wild card in the design!

Cory Davis

Public Works Director

## **Turtle Lake Public Library - Director's Report June 2020**

Curbside pickup has gone over very well. We have had over 150 people take part in this service since we started. I anticipate us doing this when we do open in the beginning when entrance is limited.

I have been in many meetings with the Barron and Polk library directors. Barron libraries will be opening on June 22 for an appointment on computers ONLY. Turtle Lake will not be opening at that time, due to library space not being ready for social distancing. Some Polk libraries will be doing an appointment only library service; Osceola is the only Library in our area that is open.

Courier service has begun, but only two times a week instead of four. Libraries have been notified that non-local holds can begin to circulate out of the library (TL items can go to EC, etc.)

Since we anticipate being closed until June, with limited patron interactions, our summer reading plans have drastically changed. Many of our contracted programs are already moved over to virtual programs.

Another big change for the summer is how we will track our reading numbers. I signed the Library up for a DPI-funded program called Beanstack, an app and online service where users can track their reading and activities. It is a three-year contract, with no cost from the Library. Everything is customizable by Library, and we are very excited to offer this to our patrons. Betty Anne is heading this project; speaking with developers and getting our information up on our Beanstack site. We hope to start our Summer Reading program on June 22.

Library staff and I have been keeping up with Library projects and webinars. Some of the projects include: re-organizing ACT 150 patron records, cataloging, painting, collection shifting, weeding, and organizing breakroom and shed. We have been able to work regular hours.

# TURTLE LAKE PUBLIC LIBRARY

## REOPENING GUIDELINES

How and when to reopen a library is a local decision based on local government orders and current community health conditions. These guidelines are to help in the determination process for reopening within our capacity to safely do so. The guidelines provide a flexible and responsive model for how the Library can adjust levels of service and access during the current public health event.

Determining factors for reopening are referenced from the [Wisconsin Public Libraries Reopening Guide](#) from the Wisconsin Department of Instruction, Division for Libraries and Technology on June 2, 2020.

### STEP 1: GENERAL SAFETY READINESS ASSESSMENT

The Library's primary concern is the safety of patrons and staff while also maintaining services to our community. Before reopening, the following will be implemented:

- Improving hygiene procedures for cleaning and disinfecting common areas.
- Allowing, encouraging, or requiring staff to wear protective gear such as masks and gloves while administering public services.
- Continuing to allow teleworking when it makes sense.
- Encouraging monitoring for illness and testing for evidence of current or past infection.
- Providing accommodations for those individuals who need to take extra precautions. This may include patrons or staff. Such accommodations may include, but are not limited to:
  - Providing designated service hours for this group, ideally at the beginning of the day, when the facility is the cleanest.
  - Assigning staff to tasks with lowered exposure risks.

### COMMUNITY CONDITIONS

There are currently 21 cases of COVID-19 in Barron County, 24 and 1 death in Polk County, and 97 cases in St. Croix County.

A Polk County Health official directed library to the [wedc.org](#) website. They can only [offer guidelines](#) based on what is on the site. His recommendation was to do what our library feels is most reasonable and comfortable for our library space and individual conditions

(i.e. staff health, patrons, etc.), and if library staff were not comfortable with opening then do not open. The official stated that as the library can require masks at the library (such as no shirt, no shoes, no mask, no service), but legal literature state that a library can require masks only if they have masks to hand out.

The Village of Turtle Lake is starting to reopen for business. The Casino is currently open at reduced hours; bars and restaurants are open for dine-in; churches are at 25% capacity.

## **STAFF SAFETY**

Necessary protective supplies will be provided to ensure safety, such as masks, gloves, disinfectant, hand soap, hand sanitizer, and facial tissue.

- Face masks are required of staff but are recommended for the public.
- Gloves serve a specific purpose:
  - Processing book drop
  - Cleaning and sanitizing
- Library Director and staff will practice proper glove handling procedures
  - Gloves must be removed in a specific way to prevent contamination
  - Gloves cannot be carried over into the next day; throw away previous day's gloves
  - Hands must be washed after removing gloves
- Wash hands with soap and water, or use hand sanitizer after touching surfaces or frequently used items
  - Phone, keyboard, etc.
- Staff must disinfect frequently used items and surfaces **AS MUCH AS POSSIBLE**

If staff feels that they are sick, they **MUST** contact the Director to notify that they are not coming in. Staff will not be allowed back until they are re-cleared with a medical professional.

Scheduling changes will be made to allow for shelving and other non-public service tasks, such as doing these during hours when the library is not open to the public.

- The Library will operate at reduced times for the public to allow staff to safely perform non-public service tasks.
  - M: 10-4 (6 hours)
  - T: 10-4
  - W: 10-4
  - Th: 10-4
  - F: 10-4; S: 10-12

## STAFF SUPPORT AND PREPARATION

The staff at the Library will have to be prepared to act as a policing force for patrons who refuse to accept boundaries and to wear masks. Library staff will need to know how to handle potential conflicts between patrons regarding social distancing and how to handle patrons who do not abide by the safety protocols.

- Library staff will meet before opening to discuss de-escalation training and come up with proper responses so they feel prepared and comfortable.
  - One response for those not wearing a mask:
    - “Yes, it’s a hard time. We’re really trying to keep our staff and community health, and so we’re asking people to wear masks, like us. Do you have a mask?”
    - “Wearing a mask keeps me from making you sick, and I am working hard to protect vulnerable people in our community. Do you have a mask?”
  - Signs that will be posted at doors:
    - We’ve asked our staff to wear masks and wash their hands to help keep you healthy. We hope that you’ll return the favor.

Staff also needs to be trained in:

- Materials quarantine techniques
  - See procedure further down
- Proper cleaning and disinfecting practice
  - See procedure further down

## SETTING UP LIBRARY FOR SAFETY

The Library will need to adapt our current service model to protect staff and patrons. Recommendations include:

- Staff-monitored doors
  - Staff member counts the number of people in the building
- Appointments only
  - Anything with the name of a person and address/phone number becomes a record and we will have to follow the Record Retention Policy for disposal
  - Patron privacy issues are also a concern
- “Take a number” system - One person can only enter as another leave

## CLEANING

Staff will be following the CDC guidelines for [cleaning and disinfecting](#) the library.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
  - Follow manufacturer's instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## ENTRYWAYS

As the Library has two entrance/exit doors, we will designate the different doors as IN and OUT doors.

- The West entrance will be designated as the IN door
  - Handicap accessible
- The East entrance (door by Post Office) will be designated as the OUT door and will remain locked during open hours so no one can enter that way.
- The sanitizer will be located at:
  - Both doors
  - Computers
  - Desk

- Printer/copier
- Catalog searching computer
- YS room

## **SPACING**

The Library will invest in clear barrier protection. Circulation will still be at the desk, but patrons will have to scan and bag their own materials. Staff will be behind the desk while the transaction is taking place.

All brochures and other physical materials will be removed from the common area.

Computers will go from six to three to provide enough space between users. Protective barriers will be over keyboards; staff will clean each keyboard and mouse every time the user leaves to prepare for the next user. There will be an hour time limit on the computers - no exceptions.

Most of the seating will be removed. Four chairs from the table in the Teen space will be removed. Four chairs from the Reading Room will be removed.

The Research Room will be our quarantine area for returns and unwanted items. All items will go through a 72-hour quarantine period, marked by tape in an enclosed container.

Toys and other manipulative items, writing utensils, brochures, etc. will be removed.

Restrooms and drinking fountains will be open for use. Staff will disinfect restrooms after each use.

## **PATRON BEHAVIOR**

An amended behavior policy is recommended. Sample language of the amended behavior policy:

*Safety of our patrons and staff is our number one priority. Anyone not following established safe policies set forth may be asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone.*

- *Six feet social distancing must be maintained with anyone who is not a member of your household.*
- *Only persons from the same household may enter together.*
- *Prolonged socializing is not permitted at this time.*
- *We will operate at a reduced capacity to comply with social distancing requirements.*
- *Restrictive tape or barriers of any kind may not be removed to accommodate access.*

- *A face covering is highly encouraged for anyone over the age of 2, unless a medical condition prevents its use.*

## PRIVACY IMPLICATIONS

Any documents created by the library in response to policy, procedural, or documentation changes are public records and, therefore, are subject to Wis. Stat. Sec. 43.30 and the library's records retention procedures. For example, if the library opens by appointment only, those records are subject to s. 43.30 and records retention.

## OCCUPANCY

It is recommended that libraries in communities with little or no COVID-19 activity may increase capacity to 50% occupancy. At 50%, Turtle Lake can have ~20 people in the building, minus two or three for staff members. Library Director's recommendation would be to start at 10 people and work our way up to 20.

<b>Maximum Occupancy Calculator</b>		
<b>Total square footage of your library (or space):</b>	<b>3,520</b>	<b>sqft</b>
<b>Approximate square footage of staff spaces that are inaccessible to the public (staff workspace, administrative offices, closets, storage, HVAC/boiler rooms, mechanicals, restrooms if closed, etc.):</b>	<b>1,168</b>	<b>sqft</b>
<b>Approximate square footage of spaces currently closed to the public (meeting rooms, children's department, storytime room, teen program room, etc.):</b>	<b>0</b>	<b>sqft</b>
<b>Approximate square footage of collection space (stacks):</b>	<b>237</b>	<b>sqft</b>
<b>Your Public Space:</b>	<b>2,115</b>	<b>sqft</b>
<b>10% Occupancy</b>	<b>4</b>	<b>people</b>
<b>25% Occupancy</b>	<b>9</b>	<b>people</b>
<b>50% Occupancy</b>	<b>18</b>	<b>people</b>

## HANDLING LIBRARY MATERIALS

A quarantine period of three days may be the most effective method of disinfecting library materials. Patrons will deposit return materials in outside dropbox, desk dropbox, or a cart located in the front of the desk. Returned materials will be transferred to the Research Room into a container that can close to ensure proper quarantine.

Cardboard boxes, plastic containers, etc. will be placed in the Research Room. Staff will use removable tape with dates written on tape.

## **SERVICE OPTIONS FOR TECHNOLOGY, TRAINING, PROGRAMMING**

The Youth Services room will accommodate only one family per visit. The Library will monitor space and usage to keep the area safe for children. Staff will disinfect items once a group leaves from the space.

Internet access is critical, and now that the library is going from six to three computers, the Library will offer outside seating on the South side of the building for patrons to utilize WIFI. The mobile hotspots will also be available.

In-person technology training and assistance will be offered as long as social distancing requirements are met, including wearing a mask and not sharing keyboards or mice. Disposable masks will be provided to those patrons who are not wearing one when they need assistance on the computer. Staff will not provide assistance to those who are not wearing one.

Programming will be offered, but as remote or virtual programs. Grab and Go materials will be available for pickup, along with having a StoryWalk in the park in Turtle Lake. In-person programming will also be offered but will try to take place outdoors. Registration is also an option for in-house programming.

## **SAMPLE MESSAGE TO PUBLIC**

*Dear Library Friends,*

*The Turtle Lake Public Library may look quiet on the outside, but we are as busy as ever on the inside. Although we are no longer functioning with limits from Executive Orders, COVID-19 still is around. As we care about our library patrons and staff, we continue to take safety precautions. As we begin to re-open to the public, our plans and procedures are being informed by guidelines of county, state, and national health organizations, the (your municipality), and by the availability of adequate safety and cleaning supplies for conducting business in a way that protects patrons and staff.*

*Keep watching our website and social media for updates on the services we are offering and our reopening plans. As always, we are happy to provide virtual programming, eaudiobooks, ebooks*

*through OverDrive & Libby, and more from our website ([www.turtlelakepubliclibrary.org](http://www.turtlelakepubliclibrary.org)), and help for jobseekers through LearningExpress Job & Career Accelerator at [badgerlink.dpi.wi.gov](http://badgerlink.dpi.wi.gov).*

*We love our library people and just can't wait to see you!*

*Stay safe,*

*Allison Lutz  
Library Director*

## **SAMPLE LANGUAGE FOR SIGNAGE**

*Any individual who is over the age of 2 years and able to medically tolerate a face-covering shall be required (or encouraged) to cover their nose and mouth with a mask or cloth face covering when in a public place where social distancing is difficult to maintain. Anyone not wearing a face covering is expected to maintain social distancing at all times.*

# TURTLE LAKE PUBLIC LIBRARY

## RETURN TO WORK PROCEDURES

As we approach the prospect of re-opening the Library now that the COVID-19 “Safer at Home” Order has been lifted, the highest and best practices and standards must be implemented to ensure the health and safety of our staff, customers and the community.

Until such time as a viable vaccine is developed to resist the novel coronavirus, several factors become apparent as we reopen our doors:

- We will not be going back to a “business as usual” model
- We will be better at providing services online, via the web, or other virtual means
- We must be intentional and methodological in minimizing the risk and stopping the spread of the virus

**When we reopen, it will be with consideration of safety for staff and customers. It will likely be a fluid process, but you will be asked to comply with the following guidelines:**

### **Employee Safety Considerations:**

Stay at home if you have any symptoms. Practice good hygiene throughout the work shift. **Reminder of Symptoms (link to Health Department website):**  
<https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com>

6-foot physical distancing for staff and co-workers is required.

Wearing a facial covering is required when in contact with other staff and maintaining a 6-foot distance ***is not possible***.

It is recommended to continue with ***remote work*** for staff when possible, or rotate staff between days in the office and days working remotely to limit number of staff in work space at one time. However, every division head shall make this assessment keeping in mind the need to provide services and the safety of employees.

Reasonable accommodations shall be provided for individuals who cannot return to work immediately.

Continue with routine cleaning by both custodial staff and staff within each office area

Continue with **safe hygiene**:

- Stay home if you are sick.
- Wash hands frequently with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid handshaking.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, staplers, keys, and doorknobs.
- Avoid using other employees' phones, desks, offices, and equipment.

#### **When An Employee Tests Positive for an Infectious Disease:**

Employees who exhibit symptoms of COVID-19 at work or who test positive for COVID-19 shall be promptly separated from other employees and required to self-quarantine at home for 14 days or are symptom free. If an employee is confirmed to have COVID-19, fellow employees who are identified as having come in contact with the infected employee will be notified of that potential exposure and asked to self-quarantine for 14 days. Employee medical information, including the identity of the infected individual, shall be kept strictly confidential. This information shall only be shared with managers on a need-to-know basis to protect the health and safety of others in the workplace. Any work areas that the employee who tests positive came in contact with will promptly be cleaned in accordance with CDC guidelines.