



AGENDA

Village of Chenequa

Monday, January 12, 2026

31275 W County Road K, Chenequa, WI 53029

This is official notice that the regular monthly meeting of the Village Board of Trustees for the Village of Chenequa will be held immediately following the Plan Commission meeting which is scheduled for 6:00 p.m. on Monday, January 12, 2026, in the Village Board Room and via Zoom Communications. The following matters will be discussed, with possible actions:

Call to Order

Pledge of Allegiance

- 1) Public comment period: *Public comments on any subject without any action, except possible referral to a governmental body or staff member.*
- 2) Approval of minutes from the Village Board meeting on December 8, 2025.
- 3) Approval of Invoices.
- 4) Review and consider action on proposed modifications to a previously approved plan for an addition/remodel project at 5219 N State Road 83 submitted by Hello Starling LLC (Tax Key No CHQV 0417-992-007).
- 5) Review and consider action on a Certified Survey Map to combine parcels on Road L as requested by Groskopf Construction on behalf of Richard and Gretchen Lindlau, 148 Arnold Court, Dousman, WI 53118; Tax Key Nos: MRTT0364-047 and MRTT0364-046, Town of Merton, Waukesha County, Wisconsin per Village Code 6.18(16) Extraterritorial Jurisdiction.
- 6) Summary of Impervious Surface requirements in Waukesha, Columbia and Walworth Counties.
- 7) Discussion on proposed revisions to Section 4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.
- 8) Review and consider a Resolution updating Personnel Policies and Procedures Manual, Chapter 5, Article II, Section 1: *Available Benefits for Full-time Employees*; and Chapter 3-3, Section 1, Subparagraph D: *Dismissal*
- 9) The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(f) for consideration of specific personnel problems or the investigation of charges against specific persons.
- 10) The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.
- 11) Report – Forester
- 12) Report – Captain of Police
- 13) Report – Village Administrator

- 14) Report – Village President
- 15) Report – Village Attorney
- 16) Agenda items to be considered for future meetings
- 17) Adjournment

Respectfully submitted by:
Pamela Ann Little, Village Clerk

To participate via Zoom:

<https://us02web.zoom.us/j/88204503514?pwd=UK3IPRv7deJxrUaLPtbrSFxW5At23s.1>

Meeting ID: 882 0450 3514
Passcode: 940904

Or Dial: 301 715 8592 US

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible. It is possible that members of and possibly a quorum of members of the Village Board or other governmental bodies of the municipality may attend the above-stated meeting to gather information. No action will be taken by any other governmental body except by the governing body noticed above.

NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE

Village Clerk posted this agenda on Wednesday, January 7, 2026, by 4:30 PM

VILLAGE BOARD MINUTES
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA - VILLAGE BOARD MINUTES
OF MONDAY, December 8, 2025
Unofficial until approved by the Village Board.
Approved as written () or with corrections () on _____.

A meeting of the Village Board of Trustees was held on Monday, December 8, 2025, at 6:19 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Village President – present
Ms. Manegold / Trustee – present
Mr. Pranke / Trustee – present
Ms. Gehl Neumann / Trustee – present
Mr. Grunke / Trustee – present
Mr. Luther / Trustee – present
Mr. Kubick / Trustee – present
Mr. Kesner/ Village Attorney Representative – present
Mr. Lincoln / Zoning Administrator-Forester - present
Mr. Carney / Administrator-Police Chief – present
Mr. Anderson / Police Captain – present
Ms. Little / Village Clerk – present

Call to Order

Pledge of Allegiance

Public in Attendance

Debbie Wheeler, Tim Fredman, Alan Enters, Richard Kriva, Ted Rolfs and Grant Moore; via Zoom: Julie Rolfs and Bob Fiedler

Public Comment

President Villavicencio read a prepared statement allowing for public comments of two minutes or less.

Debbie Wheeler, 6296 N Brumder Road, additional suggestions on a future impervious surface ordinance and what other municipalities have included and done. Dr. Wheeler also would like further discussion on maximum square footage of homes in the Village.

Approval of minutes from the Village Board meeting held on November 10, 2025

Motion (Neumann/Grunke) to approve the minutes as presented. *Motion carried*

Approval of Invoices

Motion (Grunke/Manegold) to approve the invoices, as presented. *Motion carried*

Review and consider action on a proposed retaining wall at 6231 N State Road 83 submitted by Kevin and Colleen Shanahan (Tax Key No CHQV 0398.992.001).

Motion (Kubick/Pranke) to approve the proposed retaining wall at 6231 N State Road 83 submitted by Kevin and Colleen Shanahan (Tax Key No. CHQV 0398.992.001). *Motion carried*.

Review and consider action on proposed exterior modifications to a previously approved addition/remodel at 4667 N Pine Meadows Lane submitted by Michael Kelly (Tax Key No CHQV 0734.993.003).

Motion (Grunke/Neumann) to approve the proposed exterior modifications to a previously approved addition/remodel at 4667 N Pine Meadows Lane submitted by Michael Kelly (Tax Key No. CHQV 0734.993.003). *Motion carried.*

Discussion on impervious surfaces.

The Board recommended additional research and information be provided for further discussion and that a calculation of impervious surfaces on new builds be submitted; and sample ordinances that are currently in place.

Review and consider 2026 Lake Country Municipal Court Budget; Resolution 2025-12-08-01.

Motion (Grunke/Kubick) to approve the 2026 Lake Country Municipal Court Budget. *Motion carried*

Review and consider appointments of Election Inspectors for 2026-2027 term subject to Wisconsin Statutes 7.30(4)(a).

Motion (Manegold/Neumann) to approve appointments of Election Inspectors for 2026-2027 term subject to Wisconsin Statutes 7.30(4)(a), as presented. *Motion carried*

The Chenequa Village Board may enter into closed session pursuant to Wisconsin State Statute §19.85(1)(f) for consideration of specific personnel problems or the investigation of charges against specific persons

The Board went into closed session at 6:47 pm. Roll Call: Luther (aye), Gehl Neumann (aye), Grunke (aye), Manegold (aye), Kubick (aye), Pranke (aye) & Villavicencio (aye). *Motion carried*

Report – Forester

- Update of Pier Ordinance: The DNR is concerned over the way Section reads: Ideally, what the DNR wants to see is an updated bathymetric map (lake depth/contour map) that shows two-foot contours and an 80ft buffer to see that if we allow this theoretically, how deep can someone build a pier. The minimum DNR requirements is 3ft or adequate depth for mooring boats (using a boat lift). The original intent for creating the 80ft pierhead was to limit the length of the piers. The goal was to get to 3-3.5ft to get your boat in and then you wouldn't go beyond 80ft without seeking a variance. Uniformity is not a requirement in the language of this ordinance. If we change this language, we wouldn't need a bathymetric map.
- Sharp Shooting: Sharpshooting will begin on Wednesday, December 10th. Sites are set up and baited. An ariel count with a thermal drone did not give us an accurate count.

Report – Captain of Police

Captain Anderson reported 1322 Calls for Service (CFS) in November.

Report – Village Administrator

No report

Report – Village President

The Village remodel is complete for 2025.

Report – Village Attorney

No report

Agenda items to be considered for future meetings

None

Adjournment

Motion (Kubick/Neumann) to adjourn the meeting at 7:30 p.m. *Motion carried.*

Respectfully submitted by:

Pamela Ann Little
Village Clerk

Approved and Ordered Posted by:

Jo Ann F. Villavicencio
Village President



STAFF REVIEW

Date: December 16th, 2025

Meeting Date & Time: Monday, January 12th at 6:00 P.M.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Architect: Paul Studio Design

Owner: Hello Starling LLC

Location: 5219 N State Road 83

Project Description: Proposed modification to previously approved plans

Zoning District: Residence District - Lot Abutting a Lake

Dear Plan Commission and Village Board,

In November of 2025, Hello Starling LLC received approval from the Village Board for an addition/remodel project at 5219 N State Road 83. Since these plans were originally approved, the builder has made modifications. Accordingly, these changes will need to be approved.

The changes proposed include the addition of an attached garage, the removal of a kitchen bump out and the conversion of existing garage space to additional living space. The attached memo provided by the architect highlights the proposed changes to be made to the existing dwelling. Additionally, the plan set highlights the changes that are proposed.

Included with this memo, is an updated Staff Review that reflects the changes that have been made. All proposed changes to the existing staff review will be highlighted.

Regards,

Cody Lincoln, Zoning Administrator

Matthew Carney, Police Chief/Administrator

Pammela Little, Clerk/Treasurer

Paul Launer, Lake Country Inspections

Hello Starling LLC, Owner



STAFF REVIEW

Date: December 16th, 2025 **Meeting Date & Time:** Monday, January 12th, 2026 at 6:00 p.m.

To: Plan Commission, Village of Chenequa

From: Planning Department

Subject: Site Plan Review

Architect: Paul Studio Design

Owner: Hello Starling LLC

Location: 5219 N State Road 83

Project Description: Proposed Changes to Previously Approved Remodel of Existing Dwelling

Zoning District: Residence District – Lot Abutting a Lake

PRIMARY RESIDENCE:	REQUIRED RES. DISTRICT	PROPOSED PROJECT		
LOT AREA:	2	acres	3.73	acres
LOT WIDTH: AVERAGE	150	ft. min.	177	ft.
YARD SETBACKS: Side (North)	35.5	ft. min	23.7	ft.
Front (East)	25	ft. min.	400+	ft.
Side (South)	35.5	ft. min.	35.5	ft.
Lake (West)	75	ft. min.	102.1	ft.
BUILDING HEIGHT:	40	ft. max	47	ft.

*Proposed changes from originally approved are highlighted in yellow

COMMENTS:

Proposed Remodel

1. The Applicants are proposing to remodel the existing single-family residence on the property.
2. The existing dwelling on the property is currently legal-nonconforming.
 - a. Dwelling exceeds maximum height requirement of 40' specified in 6.5(3)(a)(ii).
 - b. Dwelling currently sits within the setback area along the northern property boundary.
3. As indicated in the memo provided by Paul Design Studio, the Applicants are seeking approval to remodel the existing primary dwelling on the property. The main goal of this

project is to reduce the overall square footage of the home and change the general aesthetic.

4. The living area of this dwelling is currently 7,967 square feet. As proposed, the living area will be reduced to be 6,210 square feet. This is a reduction of approximately 1,757 square feet.
5. Renderings, provided plans, notes and photo samples are provided in your packet to help depict what the exterior of the structure will look like upon completion.
 - a. Proposed changes from what was originally approved are highlighted on the provided packet.
 - b. Updated proposed lakeside rendering can be found on A3.4.
6. Proposed materials include:
 - a. Stained Brick (Inchyra Blue)
 - b. Hardie Artisan Siding V-Groove (Inchyra Blue)
 - c. Cedar Shingles
 - d. Black Gutters
 - e. Natural wood soffits
 - f. Black windows
 - g. Buechel stone
7. The proposed exterior footprint will be expanded in two locations. These additions have been highlighted in red on A.02.
 - a. **Trash enclosure (35 square feet)-Proposed Addition Removed**
 - i. The applicant proposes to slightly increase the footprint of the east elevation. The purpose of this expansion is to add a covered area for the purpose of garbage storage. The location of this addition is identified on A1.0 (Highlighted in red)
 - ii. This will be an open air space
 - iii. This addition falls along the north elevation of the home. Currently, a portion of this elevation falls within the minimum side yard setback area. This addition does not increase the level of nonconformity as it is entirely outside the setback area.
 - b. **Lakeside Addition (81 square feet)-Proposed Addition and Existing Bump out to be removed**
 - i. The applicant is seeking permission to square off and slightly enlarge an existing dining area adjacent to the kitchen on the lakeside elevation.
 - ii. This addition will result in a small increase in the home footprint
 - iii. This addition does not further encroach on any minimum side yard or lake setback requirements.
8. Deck
 - a. The Applicants also propose to remove the existing deck attached to the lakeside of the home and replace it with a new deck.
 - i. The existing deck layout can be found on A2.0, the proposed deck is located on A2.1.
 - ii. The proposed deck is slightly smaller, and encroaches less on the ordinary

high-water mark of Pine Lake.

b. ~~A new deck space will be created on the second floor over the proposed lakeside addition mentioned in 7b above. Proposed Deck Removed~~

e.b. Deck will be constructed of Ipe boards

9. New Outdoor Space

a. On the southeast corner of the house the **Applicants propose to convert existing living space to a new “outdoor space”.**

b. This additional outdoor space decreases the **overall living area of the home and does not increase the footprint.**

10. Repurposed Former Garage Space

a. On the north side of the home, the **Applicants propose to convert the existing garage space into additional living space. (Shown on A2.1 of packet.)**

b. On the exterior of the north side of the house where garage doors were originally proposed the **Applicants are now proposing to add an outdoor grill space (as shown on A3.1).**

c. **The footprint will not be increased on the north side of the home.**

11. Proposed Attached Garage

a. The largest change relating to the updated plans involves a new **attached garage** that is proposed to be added to the southwest corner of **the home**.

b. The proposed garage will be approximately 24'X40'.

c. The garage will be connected to the house with a 30' hallway.

d. **As proposed, the west side of the proposed garage will have a cutout for trash bin storage.**

12. Exterior Lighting

a. There are three exterior lighting styles that have been selected for this primary dwelling. These include:

i. **Deck Light**

1. These proposed fixtures will be installed around the deck (as indicated on the provided lighting plan).
2. Proposed fixtures are 3000K and 115 lumens each.
3. There will be five of these fixtures in total.

ii. **Wall Mounted Sconce**

1. **These proposed fixtures will be installed as indicated on the lighting plan.**
2. Proposed fixtures are 3000K and 184 lumens each.
3. **There are twenty-three of these fixtures in total.**

iii. **Flush Mounted Lights**

1. **These proposed fixtures will be mounted around the structure in highlighted locations on the provided lighting plan.**
2. **These proposed fixtures require a bulb. This bulb must meet the color temperature requirements of 5.24 (Outdoor Lighting).**
3. **There are fourteen of these fixtures in total.**

b. All proposed fixtures are compliant with 5.24 (Outdoor Lighting).

13. None of the proposed modifications increase the level of nonconformity of the existing dwelling.

14. The proposed project meets all other requirements of Village of Chenequa Zoning.

Village of Chenequa
Plan Commission
December 15, 2025

Dear Village of Chenequa Plan Commission,

Thank you for reviewing our revised submittal for revisions to the existing home at 5219 St. Road 83.

The cause of our revisions:

- When we decided to modify the existing home rather than build a new home, our purpose was to minimize disruption to the property and preserve materials where possible. When reviewing our approved plans with contractors and our structural engineer, we found that the existing foundation was not adequate for our proposed garage relocation. It would require new 12' deep footings to be installed adjacent to the existing structure. The new proposed garage will minimize disruption to the existing house and the surrounding property and integrate with the existing structures.
- We are still preserving our original goal to reduce the scale of the house by decreasing the total livable square footage. On the first floor, we are reducing the square footage by 55 sq. ft and on the second floor, we are reducing the square footage by 808 sq. ft. In addition, several of the existing spaces will be renovated into decks or open seasonal spaces.

We appreciate your time in reviewing our proposal. Please feel free to reach out if you have any questions. We look forward to hearing from you.



Impervious Surface Notes

Village of Chenequa Zoning Department

Dear Plan Commission and Village Board,

During the December Plan Commission and Village Board meeting there was a preliminary discussion on implementing an ordinance that would restrict total impervious surface allowed on a property. Based on your feedback, I have prepared a short summary of impervious surface regulations that are currently being enforced in three Wisconsin counties. In reading, you will see that these regulations are largely alike. For more detailed information regarding the regulations of each county I have also included full copies of the work sheets from each county.

Columbia County Regulations

Columbia County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surfaces

- The maximum impervious surface allowed without a mitigation permit is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include roofs, decks, driveways, patios, sidewalks, parking areas, or compacted gravel unless specifically designed to be pervious.

Exceeding the Base Standard

- If a property owner wants to exceed the 15% standard, Columbia County allows up to 30% impervious surface with an approved mitigation plan.
- Mitigation options are listed out (see document attached) and are scaled on a point system. Two points equates to 5% additional impervious surface allowed (up to 30% total impervious surface).

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - Impervious surfaces that discharge into engineered systems (stormwater ponds, infiltration basins, bioswales, etc.).
 - Or that discharge to internally drained pervious areas that allow infiltration.

- Engineered documents proving the treated impervious surface is accounted for is required.

Existing Impervious Surfaces that Exceed Coverage Standards

- Impervious surfaces that are legally installed and in place prior to October 1st 2016 may be maintained, repaired or replaced.
- Impervious surfaces may also be modified or relocated elsewhere on the lot so long as the total impervious area does not increase.

Waukesha County Regulations

Similar to Columbia County, Waukesha County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations largely apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surfaces

- The maximum impervious surface allowed without a mitigation is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include roofs, decks, patios, retaining walls, and driveways/sidewalks (paved, concrete, gravel and compacted areas).

Highly Developed Shorelines

- Waukesha County has designated certain shoreline areas as "highly developed". In these areas base limits for maximum impervious surface are increased to 30% without mitigation.

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - One-half inch of runoff from impervious surface is treated by a stormwater BMP or one-half inch discharges into an internally drained pervious area that retains the runoff on or off the parcel to allow infiltration into the soil.

Exceeding Base Standards

- At the option of the homeowner, they may apply for a permit to exceed the base standard impervious surface.
- The owner must submit a mitigation plan to the county showing how they are compensating for exceeding the impervious surface limit.
- Unlike Treated Impervious surface, this surface does count towards total impervious surface percentage on the property.
- Mitigation options are listed out (see document attached) and are scaled on a point system.
- With a mitigation permit, a traditional lot may have up to 30% impervious surface and a lot on a "Highly Developed Shoreline" may have up to 40% impervious surface.

Existing Impervious Surfaces

- Maintain or repair the existing impervious surfaces;
- Replace them within the existing footprint; or
- Modify or relocate them elsewhere on the lot so long as it does not increase total impervious area beyond what existed at the ordinance's effective date, and applicable shoreland setbacks are honored.

Walworth County Regulations

Similar to Waukesha and Columbia County, Walworth County's impervious surface regulations are focused on protecting water quality in shoreland areas. These regulations largely apply to:

- Any riparian lot or parcel (adjacent to a navigable waterway), and
- Any non-riparian lot that is entirely within 300 feet of the ordinary high-water mark (OHWM) of a navigable waterway.

Base Standard for Impervious Surface

- The maximum impervious surface allowed without a mitigation is 15% of the lot area within the shoreland zone (within 300 feet of OHWM).
- Impervious surfaces include homes, porches, garages, sheds, boathouses, decks, patios, driveways, sidewalks, stairways, retaining walls firepits, etc.

Highly Developed Shorelines

- Walworth County has designated certain shoreline areas as "highly developed". In these areas base limits for maximum impervious surface are increased to 30% without requiring a permit.

Treated Impervious Surface (TIS)

- The ordinance also allows certain surfaces to be excluded from impervious surface calculations if they meet specific treatment criteria:
 - Impervious surfaces that discharge into engineered systems (stormwater ponds, infiltration basins, bioswales, etc.) or that the runoff discharges to internally drained pervious area that retains the runoff on or off the parcel to allow infiltration into the soil

Exceeding Base Standards

- Similar to Waukesha and Columbia, at the option of the homeowner, they may apply for a permit to exceed the base standard impervious surface.
- The owner must submit a mitigation plan to the county showing how they are compensating for exceeding the impervious surface limit.
- Mitigation options are listed out (see document attached) and are scaled on a point system. Two points equates to 5% additional impervious surface allowed.
- Mitigation obligations are recorded with the County Register of Deeds.
- With a mitigation permit, a traditional lot may have up to 30% impervious surface and a lot on a "Highly Developed Shoreline" may have up to 40% impervious surface.

**Village of Chenequa
ORDINANCE NO. 2026 -**

**AN ORDINANCE AMENDING SECTION 4.15 OF THE CHENEQUA VILLAGE CODE
CREATING A PIERHEAD LINE AND REGULATING PIERS AND WHARVES ON
PINE LAKE**

WHEREAS, the Village is empowered, pursuant to Chapter 30 of the Wisconsin Statutes, to regulate the construction and location of piers and wharves as well as to establish a pierhead line for Pine Lake; and

WHEREAS, the Village Board on September 9, 2024, adopted Ordinance Number 2024-09-09-01 creating Section 4.15 of the Chenequa Village Code Creating a Pierhead Line and Regulating Piers and Wharves on Pine Lake, to protect the ecology of the Village, to protect the habitat and overall health of Pine Lake and to preserve the rustic character of the Village; and

WHEREAS, the Village Board wishes to modify the maximum length of piers in relation to the Pierhead line as described in Subsection 4.15(4)(a) of that ordinance;

NOW, THEREFORE, THE VILLAGE BOARD DOES ORDAIN that Subsection 4.15(4)(a) of the Village Code is hereby amended to read in its entirety as follows:

Part I: 4.15 Pier and Wharf Regulations and Pierhead Line – Pine Lake.

(4) ESTABLISHMENT OF PIERHEAD LINE.

(a) The Village is authorized pursuant to Section 30.13 of the Wisconsin Statutes to establish a pierhead line for Pine Lake in the interest of the preservation and protection of public rights in navigable waters and for the purpose of creating uniformity in the length of piers extending from the OHWM into Pine Lake. The Village hereby establishes a pierhead line for Pine Lake at a point at which the maximum depth of water is no more than three (3) feet, or to adequate depth for mooring a boat or using a boat lift or boat hoist (as measured at summer low levels), but in no instance more than eighty (80) feet waterward from the OHWM of Pine Lake. There is no pierhead line established for the island.

Part II. This Ordinance shall become effective on and after its dates of passage and publication and following its approval by the Wisconsin Department of Natural Resources.

[Signatures on following page]

Adopted this _____ day of _____, 2026.

VILLAGE OF CHENEQUA

By: _____

Jo Ann Villavicencio
Village President

ATTEST:

Pamela Ann Little
Village Clerk – Treasurer

Date Adopted:

Date Published:

Effective Date:

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VILLAGE OF CHENEQUA
RESOLUTION NO. 2026-1- 12-01

**RESOLUTION REGARDING PAYOUT OF ACCUMULATED LEAVE TIME
UPON SEPARATION FROM VILLAGE SERVICE**

WHEREAS, the Village of Chenequa (“Village”) provides vacation and other leave time for its regular employees, which accumulates as a credit to the employee over time; and

WHEREAS, upon separation from employment, the Village Personnel Policy permits employees who separate from Village service to be paid for accrued accumulated leave time at their then-current rate of pay; and

WHEREAS, to maintain fairness to other employees, the Village determines that it is necessary to clarify that employees who separate from employment under negative circumstances should not receive payouts for accrued vacation and compensatory time;

NOW THEREFORE, BE IT RESOLVED, in consideration of the foregoing, for purposes of administering the Village’s benefits, the following change is made to the Village Personnel Policy:

The Village of Chenequa Personnel Policy is hereby amended as follows:

Chapter 3-3, Subsection 1.D. is amended by removing the following sentence:

An employee who has been dismissed shall be paid for his or her accrued but unused vacation time available for use.

Chapter 3-3, Section 2, is hereby created to read in its entirety as follows:

Section 2. Benefits upon Termination of Employment.

Notwithstanding the general policy regarding payout upon separation from employment with the village, the following separations from employment disqualify the employee from receiving payout:

- employees who are terminated from employment by the village (other than through layoff);
- employees who fail to provide adequate notice of resignation (minimum 2 weeks); and
- employees who resign employment in lieu of termination or who, following resignation, are determined to have engaged in misconduct which would have resulted in termination of employment.

The village, in its sole and absolute discretion, shall decide whether an employee’s separation disqualifies the employee from receiving a payout of accrued but unused vacation under this policy.

[CONTINUED ON FOLLOWING PAGE]

The Village Administrator shall be authorized to take all actions required to effectuate the purposes of this Resolution, including updating the Village's Personnel Policies and Procedures Manual. This Resolution is intended to wraparound the Plan and is not intended to otherwise modify or amend the Plan in any manner.

Adopted this 12th day of January, 2026.

VILLAGE OF CHENEQUA

By: _____

Jo Ann F. Villavicencio
Village President

Attest:

Pamela Little
Village Clerk-Treasurer

Date Adopted: January 12, 2026

Date Posted: January 13, 2026